

PURDUE FOR LIFE FOUNDATION

VOLUNTEER HANDBOOK



AN OVERVIEW OF
ROLES, RESPONSIBILITIES, AND RESOURCES

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WELCOME

We are excited to welcome you as a volunteer with the Purdue for Life Foundation! Your decision to volunteer with us reflects your dedication to making a positive impact and contributing to the success of our university community.

As a volunteer, you join a team of passionate individuals committed to upholding Purdue's values of excellence, innovation, and service. Your enthusiasm, skills, and willingness to give back are invaluable assets that will help us achieve our shared goals and objectives.

Throughout your volunteer journey, you will have the chance to engage in meaningful activities, connect with fellow volunteers, and make a difference in others' lives. Whether you're assisting with events, mentoring students, or representing Purdue in the community, your contributions are deeply appreciated and valued.

We are here to support you every step of the way and provide you with the resources, guidance, and opportunities you need to succeed as a Purdue volunteer. Your involvement is essential to our success, and we are grateful for your partnership and dedication.

BOILER UP!

Jillian Henry

Chief Engagement Officer
Purdue for Life Foundation



ABOUT THE PURDUE FOR LIFE FOUNDATION

WHO WE ARE

The Purdue for Life Foundation helps people who love Purdue stay connected, get involved, and give back. If you're a graduate, friend, student, family member of a student, or fan of the university, you're part of the Purdue for Life Foundation.

Purdue for Life—created in 2020 by uniting the Purdue Alumni Association and the University Development Office—drives and coordinates all alumni-related activities across the Purdue family's post-graduation lives and works with alumni, friends, and fans to garner support for the institution.

Purdue for Life encompasses the Purdue Alumni Association, President's Council, the John Purdue Club, and more. Discover the impact Purdue for Life makes in our [annual impact report](#).

OUR VALUES

- // Advancing Purdue Together:** We understand we serve an organization that is bigger than any individual and that exists for the benefit of Purdue. Our collective purpose is to prioritize the long-term needs and strengthen the reputation of the university.
- // G.R.I.T. to Excellence:** We work hard together to create wins for Purdue, understanding that any success is everyone's success. We're resilient when we face resistance, and we're persistent in the pursuit of the next giant leap. We learn from our missteps, we prevail in the face of adversity, and we're guided by G.R.I.T.—growth, responsibility, investment, and teamwork—on our path to achieving excellence.

HISTORY OF VOLUNTEERISM

Volunteerism has been a cornerstone of Purdue's culture for decades. Over the years, countless alumni, students, and friends have dedicated their time and talents to support the university's mission. This rich history of volunteerism reflects the deep commitment and pride that the Boilermaker community has for its institution.

WHAT TO EXPECT AS A VOLUNTEER

Purdue for Life is committed to providing volunteers with an enriching experience that aligns with their desire to stay connected, get involved, and give back to the university. We are dedicated to empowering volunteers by providing them with the necessary resources, support, and opportunities to excel in their roles.

EXPECTATIONS

- // **Commitment:** Dedicate the time required to fulfill your volunteer role.
- // **Professionalism:** Uphold the highest standards of integrity, respect, and confidentiality in all your interactions.
- // **Engagement:** Stay informed, participate actively, and connect with the Purdue community.
- // **Communication:** Keep your contact information up to date, respond to communications promptly, and reach out if you need assistance.
- // **Ahdherence to Policies:** Follow the code of conduct; respect and community guidelines; and other policies outlined in this handbook.

SUPPORT PROVIDED

We are committed to your success. We will provide you with the following resources and benefits so you can succeed and feel valued as a volunteer.

- // **Ongoing Support and Training:** We offer regular workshops, webinars, and one-on-one coaching to help you excel in your role.
- // **Timely Communication:** We are committed to keeping you informed with timely updates and responses. You can expect clear and prompt communication from our team to ensure you are always in the loop.
- // **Networking Opportunities:** You have access to Purdue Ties and other opportunities to connect with fellow volunteers and alumni.
- // **Recognition Programs:** We will acknowledge your contributions through volunteer spotlight features, certificates, and appreciation events.
- // **Resource Library:** A collection of guides, templates, and tools is available on the [Alumni Leaders Portal](#) to support your volunteer activities.

COMMUNICATION

Effective communication is key to ensuring that you stay informed and engaged as a Purdue volunteer. Here's how we will keep you updated and how you can manage your information:

- // **Primary Communication Channels:** We will use email as our primary method of communicating volunteer opportunities, news, and updates. Please make sure your [contact information](#) is up to date to receive these important communications.
- // **Purdue Ties:** [Purdue Ties](#) is the university's premier networking and mentoring program. You can post updates, share resources, request professional development help, and participate in mentorship. We encourage you to join Purdue Ties to connect with fellow volunteers and stay engaged with the broader Purdue community.
- // **Alumni Leaders Portal:** You can access all necessary resources and updates through the [Alumni Leaders Portal](#). This is your central hub for managing your volunteer activities, accessing training materials, and staying informed about upcoming events.
- // **Communication Preferences:** You can update your communication preferences on the [Purdue for Life portal](#). For more information about logging into the portal, visit the [FAQs page](#).

TIME COMMITMENT

Volunteering offers a flexible way to connect, engage, and give back to Purdue. Each role has a different time commitment.

- // **Alumni Club Leaders:** Four to five hours per month
- // **Affinity Network Leaders:** Two to four hours per month
- // **International Ambassadors:** One to two hours per month
- // **College Engagement Board Members:** Two on-campus meetings per year and monthly virtual meetings
- // **Committee Members:** One to three hours per month
- // **Mentors:** One to two hours per month
- // **Community Volunteers:** Hours vary based on the event or initiative

HR REPORTING

Volunteers must fill out our [hours report form](#) after each volunteer activity they complete so Purdue for Life staff can keep a record.

SELECTION PROCESS

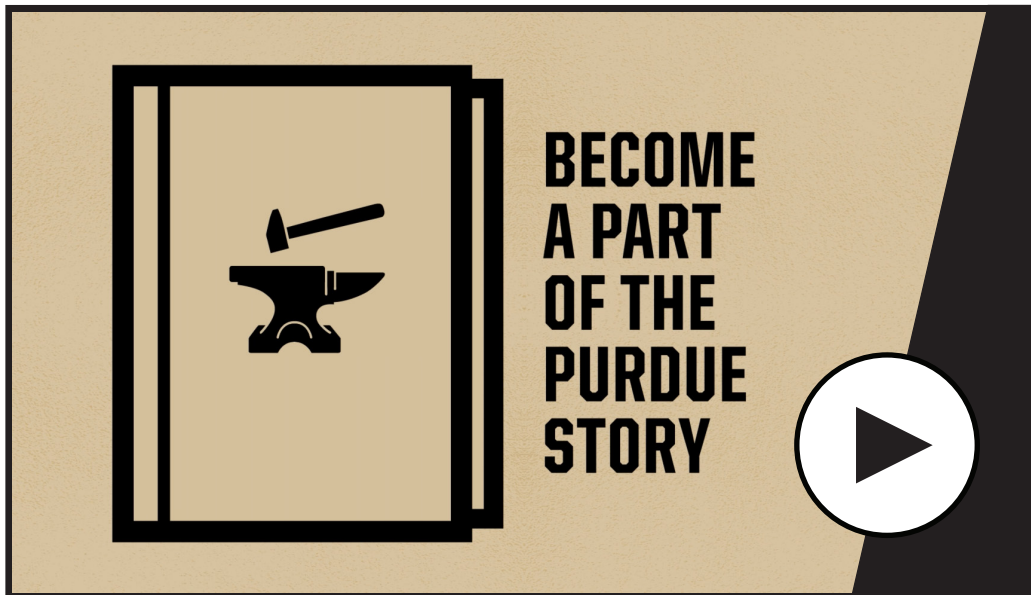
Some of our volunteer opportunities, particularly those involving leadership roles on boards and committees, have more structured and tailored selection processes. Below are examples of how these selection processes might work:

- // **Alumni Club Leaders:** The selection process for club board leadership is based on the needs of the individual clubs. Typically, there is a slating process where candidates express interest, and the local club board deliberates to determine the need and fit. Some clubs might have a leadership vote at an annual dinner that they host. For information on joining your local club board, please reach out to the club president.
- // **Affinity Network Leaders:** Prospective affinity network leaders are asked to submit a brief statement of interest and meet with current network leaders and Purdue for Life staff to determine the fit and explore existing opportunities.
- // **International Ambassadors:** Prospective international ambassadors are asked to submit an interest form, which includes providing a Purdue-affiliated reference. Candidates are also required to meet virtually with Purdue for Life staff to discuss their experiences and interest in this position.
- // **College Engagement Board Members:** College engagement board members are selected through a nomination process that includes submitting a resume and a letter of intent. The college's dean and current board members review candidates. Selected members may be asked to attend an orientation meeting before joining the board.
- // **Committee Members:** Committee members are usually chosen based on their expertise in a specific area relevant to the committee's focus (e.g., finance, event planning). Candidates may be invited to participate in a virtual meeting to discuss their qualifications and how they can contribute to the committee's goals.

For more detailed information about the specific selection processes for each role, please visit our [Alumni Leaders Portal](#). The portal provides step-by-step guides and additional resources to help you understand the selection process and prepare your application.

VOLUNTEER OPPORTUNITIES

Purdue for Life is committed to providing volunteers with an enriching experience that aligns with their desire to stay connected, get involved, and give back to the university. We are dedicated to empowering volunteers by providing them with the necessary resources, support, and opportunities to excel in their roles.



You can search for volunteer opportunities on our [volunteer portal](#). Please note that you will be prompted to log in through the Purdue for Life portal first. For more information about logging in, visit the [FAQs page](#).

- // **Alumni Club Leader:** You will play a pivotal role in fostering connections, engagement, and support among Purdue alumni in your geographic region. You will organize networking events, serve as a liaison between alumni and the university, and foster a sense of pride and camaraderie among Boilermakers, encouraging involvement in club activities.
- // **Affinity Network Leader:** You will lead and support a network of individuals that actively engage around a central, unifying purpose, mission, background, or activity beyond class affiliation, school, or regional proximity. You will organize network events, facilitate mentorship opportunities, collaborate with university staff, and support philanthropic efforts.
- // **International Ambassador:** You will help lead alumni activities through your international network and represent Purdue in your community. Activities may include providing networking opportunities and other events, communicating with local alumni, supporting future Boilermakers, and connecting with Purdue faculty and staff.

- // **Committee Member:** While serving on a committee for a Purdue-affiliated organization, you will participate in committee meetings, provide expertise, and collaborate with fellow committee members.
- // **Community Volunteer:** You can engage in community service and outreach activities to address social, economic, and environmental challenges in the local and global community. One example is Purdue Day of Service.
- // **Mentor:** You will share your knowledge, expertise, and experiences to help Purdue students and alumni achieve their academic, career, and personal goals.
- // **Speaker Opportunities:** You can volunteer as a speaker at various Purdue events, sharing your expertise and experiences with students, alumni, and the broader community. These opportunities may include panel discussions, guest lectures, workshops, and conferences.
- // **PASE Volunteer Opportunities:** Engage with the Purdue Alumni Student Experience (PASE) by volunteering at key events such as a networking dinner or mock career fair. These opportunities allow you to connect with students, provide career guidance, and help them build their professional networks.
- // **Additional Opportunities:** Explore a wide range of additional volunteer opportunities at Purdue. These opportunities vary depending on the specific role and initiative but may include organizing events, providing mentorship, representing Purdue in various capacities, and supporting academic or community initiatives.



EVENT PARTICIPATION AND ENGAGEMENT

Participating in university events and activities is a great way to engage with the broader Purdue community, represent your role, and connect with fellow volunteers and alumni. Here's how you can get involved:

SIGNATURE EVENTS

At Purdue for Life, we have a few signature events with volunteer opportunities.

- // **Homecoming:** Homecoming is a major event that brings together alumni, friends, and fans to celebrate Purdue's legacy. As a volunteer, you can help organize Homecoming activities, such as reunions and tailgates.
- // **Purdue Women's Conference:** This annual conference has drawn women looking to motivate, uplift, and connect within a supportive community of Purdue alumnae and friends. When applications are open, you can apply to serve as a conference speaker. Presentations cover topics on personal and professional development.

We also host the Alumni Leader and Volunteers Conference (ALVC), a key event where we honor our lead volunteers. This is not a volunteer opportunity. Instead, it is a chance for mentors and leaders of alumni clubs, networks, and boards to network, reflect on their dedication, and engage with the Purdue community.

The following signature events and activities do not have associated volunteer opportunities, but we still encourage you to attend and promote them.

- // **Purdue Day of Giving:** This annual fundraising event is a chance for volunteers to give back philanthropically.
- // **Boilermaker Ball:** The Boilermaker Ball is one of Purdue for Life's premier events, bringing together alumni and friends for a memorable night of food, fun, and dancing.
- // **Purdue for Life Annual Week in Naples:** This is a special gathering in sunny Naples, Florida, where you can connect with fellow Boilermakers, make new friends, and enjoy our lineup of activities—festive excursions on land and sea, engaging classes, Annual Dinner, and more.
- // **Grandparents University:** GPU is a two-day program designed for Boilermaker grandparents and their grandchildren who are between the ages of 7 and 14. Held each summer, GPU offers a unique opportunity for the grandparents to relive their college days, see what's new on campus, and create memories with their grandkids while introducing them to Purdue.



ROLE-SPECIFIC EVENTS

Some volunteer events align with specific leadership roles.

- // **Alumni Club Gatherings:** As an alumni club leader, you will organize events to engage Boilermakers in your geographic region. Events may include networking dinners, student send-offs, game watches, and networking events.
- // **Affinity Network Gatherings:** If you're an affinity network leader, you may be responsible for organizing events that bring together individuals with shared interests or backgrounds. Activities may include social events, receptions, book clubs, and virtual opportunities.
- // **Board and Committee Meetings:** Board and committee members often participate in regular meetings and strategic planning sessions. These events are crucial for driving the direction of the organizations you represent and ensuring alignment with Purdue's mission.
- // **International Events:** International ambassadors help lead activities such as networking and social events; community service; recruitment events; visits from Purdue faculty, staff, and students; and virtual opportunities.

ENGAGEMENT OPPORTUNITIES

- // **Representing Purdue:** As a volunteer leader, you are an ambassador for Purdue University. Take advantage of opportunities to represent Purdue at local events, industry conferences, or community service initiatives.
- // **Promoting Volunteerism:** Encourage others to get involved by sharing your experiences and the benefits of volunteering with Purdue for Life. You can do this at events, through social media, or by participating in volunteer recruitment efforts.
- // **Staying Informed:** Keep up to date with upcoming events through the [Alumni Leaders Portal](#) and [Purdue Ties](#). Staying informed will help you maximize your participation and engagement.

PURDUE ALUMNI ASSOCIATION MEMBERSHIP

We encourage you to become a member of the Purdue Alumni Association. When you purchase a membership, you gain access to exclusive benefits and help support alumni focused programming. Benefits include event discounts, voting rights for the board of directors, and more.

Some volunteer roles require membership in the Purdue Alumni Association.

Learn more about annual and life memberships at connect.purdue.edu/s/membership.

POLICIES

We hold our volunteers to the highest standards of professionalism, integrity, and commitment. We ask that you adhere to the following policies to ensure a positive experience for you and others in the community.

- // **Background Check:** Some volunteer roles, particularly those involving direct interaction with students or sensitive information, may require a background check. If your role necessitates this, you will be informed during the selection process and provided with the necessary instructions.
- // **Respect and Community:** All volunteers are expected to foster a welcoming and supportive environment. We are dedicated to ensuring that every volunteer feels valued and respected, aligning with the Purdue for Life Foundation's commitment to creating an engaging community.
- // **Forms:** Check out the [Alumni Leaders Portal](#) to see what forms are required for your area. Depending on your volunteer role, you may be required to complete additional forms, such as consent forms or waivers. These will be provided to you as part of your onboarding process.

AI USAGE GUIDELINES

- // **Do Not Enter Private Information:** When using AI, do not include names of Purdue alumni or donors or private Purdue for Life data into prompts.
- // **Understand the Capabilities of AI:** Recognize that AI tools are not flawless, and different tools have different strengths and weaknesses. They can make mistakes and may not fully understand complex requests.
- // **Use AI Tools as a Starting Point:** Consider AI-generated content as a foundation. Add your expertise and human touch to enhance the final output.
- // **Be Aware of Ethical Implications:** Understand the ethical considerations related to AI. Be aware that AI tools can create harmful or misleading content. Always cross-reference information obtained from AI platforms with reliable sources.

Volunteers must report any suspicious activity or potential security breaches to Purdue for Life contacts immediately.

CONFLICT RESOLUTION AND ACCOUNTABILITY

It's essential that you maintain a positive and productive environment. Part of this responsibility includes resolving conflicts effectively and fostering a culture of accountability. We have some guidelines for how to navigate this aspect of your role.

APPROACH TO CONFLICT RESOLUTION

- // **Address Issues Early:** If you notice tension or potential conflicts within your group, address the issue promptly. Early intervention can prevent misunderstandings from escalating.
- // **Listen Actively:** Ensure that all parties involved in the conflict feel heard. Practice active listening by acknowledging their concerns and perspectives without judgment.
- // **Maintain Neutrality:** As a leader, it's important to remain neutral and impartial. Avoid taking sides and focus on facilitating a constructive conversation aimed at finding a resolution.
- // **Seek Common Ground:** Encourage the parties involved to identify common goals or interests. This can serve as a foundation for resolving the conflict and moving forward collaboratively.
- // **Document the Process:** Keep a record of the conflict resolution process, including key points discussed and any agreements reached. This documentation can be useful if the issue resurfaces or further action is needed.
- // **Follow Up:** After the conflict has been addressed, check in with the parties involved to ensure that the resolution is holding and that no further issues have arisen.

FOSTERING ACCOUNTABILITY

- // **Peer-to-Peer Accountability:** Encourage a culture of accountability within your group so volunteers feel responsible for their roles and each other. This can be achieved by setting clear expectations, providing regular feedback, and encouraging open communication about performance.
- // **Setting Expectations:** Clearly define roles, responsibilities, and expectations from the outset. When everyone understands what is expected of them, it's easier to hold each other accountable.
- // **Regular Check-Ins:** Implement regular check-ins with your group to discuss progress, address any concerns, and provide feedback. These meetings help ensure that everyone is on track and provide an opportunity to reinforce accountability.

- // **Recognize Contributions:** Acknowledge and celebrate the contributions of members who consistently meet or exceed expectations. Positive reinforcement encourages accountability and motivates others to do the same.
- // **Addressing Accountability Issues:** If a team member is not meeting their responsibilities, address the issue directly but constructively. Discuss the situation with them, understand any challenges they might be facing, and work together to find a solution. Holding individuals accountable in a supportive way helps maintain a positive team dynamic.

SEEKING LEADERSHIP GUIDANCE

If you encounter a conflict or accountability issue that you feel requires additional support, don't hesitate to seek guidance.

- // **Contact Your Volunteer Coordinator:** Reach out to your volunteer coordinator for advice and assistance. They can provide you with additional resources or intervene if necessary.
- // **Utilize Resources:** Refer to materials and workshops on conflict resolution and accountability offered through the [Alumni Leaders Portal](#). These resources can provide additional strategies for managing conflicts and fostering accountability effectively.



ORIENTATION

You will have access to the [Alumni Leaders Portal](#), where you can find all orientation materials, training modules, and resources to help you understand your role and responsibilities as a Purdue for Life volunteer. The portal is designed to support you every step of the way, ensuring that you have everything you need to succeed.

You will also have access to the Purdue for Life organizational chart, which provides a clear overview of our structure, helping you understand how your role fits within the broader organization and who to contact for specific needs or questions.

Our orientation program includes:

- // **Welcome Materials:** Introduction to Purdue for Life, our mission, and our values
- // **Role-Specific Training:** Detailed guidance and resources tailored to your specific volunteer role
- // **Policies and Expectations:** An overview of the standards we uphold and the forms you'll need to complete
- // **Communication and Networking:** Information on how to stay connected through Purdue Ties and the Alumni Leaders Portal

The orientation process is designed to be comprehensive yet flexible, allowing you to complete it at your own pace while ensuring you are fully prepared to excel in your volunteer role.

WORKSHOPS AND TRAINING

We offer ongoing training opportunities to help you develop and enhance your skills, knowledge, and competencies. Participation in these workshops and training sessions is essential for staying informed and successful in your role.

// **Annual Refresher of the Statement of Integrity:** We ask all volunteers to participate in an annual refresher session to review and reaffirm their commitment to the Statement of Integrity. This session ensures that all volunteers are aligned with the ethical standards and values of the university.

// **Quarterly Training Offerings:** We provide a range of training sessions throughout the year, focusing on various aspects of volunteer engagement, leadership development, communication skills, and event management.

- **Spring Session:** February
- **Summer Session:** June
- **Fall Session:** August
- **Winter Session:** November

// **Attendance Expectation:** If you are in a yearlong volunteer position, we ask you to attend at least three quarterly training sessions. This ensures that you stay up to date with the latest developments and best practices relevant to your role.

// **One-on-One Coaching:** Personalized guidance is available for those who want to enhance their volunteering experience. Our staff is here to support you with any challenges or questions you may encounter.

// **Resource Library:** Access various resources and tools, including templates, guides, and manuals, available on the [Alumni Leaders Portal](#) to support your volunteer work.



MENTORSHIP OPPORTUNITIES

Mentorship is an important component of Purdue for Life volunteerism. Whether you're a new volunteer leader seeking guidance or an experienced volunteer looking to give back through mentorship, here's how you can get involved:

BECOMING A MENTEE

- // **Identify Your Goals:** Consider what you hope to achieve through a mentorship relationship. Whether it's developing leadership skills, learning more about volunteer opportunities, or navigating specific challenges, having clear goals will help you find the right mentor.
- // **Finding a Mentor:** Use Purdue Ties to connect with potential mentors. You can search for experienced volunteers and alumni who have expertise in areas relevant to your goals.
- // **Engage in a Mentorship Program:** Purdue for Life may offer formal mentorship programs that pair new volunteer leaders with experienced mentors. Reach out to your volunteer coordinator to learn more about available programs and how to participate.

BECOMING A MENTOR

- // **Mentorship Opportunities:** Volunteer to participate in mentorship programs offered through Purdue for Life. These programs are designed to match you with mentees who can benefit from your expertise and experience. One opportunity is the [PASE Mentoring Program](#), where mentees are matched with a student. You can also find mentoring opportunities on [Purdue Ties](#).
- // **Fostering Growth:** As a mentor, your role is to support your mentee's development by offering advice, sharing resources, and providing constructive feedback. Your guidance can have a lasting impact on their success as a volunteer leader.

BUILDING A STRONG MENTORING RELATIONSHIP

- // **Set Expectations:** Establish clear expectations at the beginning of your mentoring relationship, including how often you will meet and what topics you will cover.
- // **Communicate Openly:** Maintain open and honest communication. Encourage your mentee to ask questions and share their challenges and successes.
- // **Celebrate Milestones:** Acknowledge and celebrate your mentee's achievements and progress. Positive reinforcement can motivate continued growth and development.

VOLUNTEER RECOGNITION

At Purdue for Life, we value your contributions and dedication. As a volunteer, you play a vital role in advancing our mission and making a positive impact on the Purdue community, so we want to recognize and celebrate you.

PURDUE ALUMNI ASSOCIATION AWARDS

The Purdue Alumni Association awards committee selects recipients with outstanding service and leadership across the university.

- // **Distinguished Alumni Award:** Recognizes alumni whose work and achievements have made a significant difference in the community
- // **Special Boilermaker Award:** Recognizes a Purdue University faculty or staff member who has contributed significantly to the quality of life or the betterment of the educational experience for a substantial number of students
- // **Young Alumni Award:** Celebrates alumni who have fewer than 10 years of cumulative service to Purdue and have demonstrated leadership, hard work and commitment, positively impacting the university
- // **Service to Purdue Award:** Acknowledges volunteers who have made significant contributions through their service to the university

AREA-SPECIFIC AWARDS

Many areas within Purdue have their own recognition programs to celebrate the contributions of volunteers. Whether you're involved in a college, affinity network, or international program, there are opportunities to be recognized for your unique impact.

VOLUNTEER SPOTLIGHT

Purdue for Life features volunteers on our [volunteer page](#) to highlight their contributions and celebrate their achievements.

VOLUNTEER OF THE MONTH

This is a program to honor exceptional volunteers who have gone above and beyond in their service to Purdue.



FREQUENTLY ASKED QUESTIONS

Q: Are there any costs associated with volunteering?

A: Most volunteer roles do not require any financial commitment. However, some roles, such as those involving travel, may have associated costs. Any expenses will be clearly communicated to you before you commit to a role.

Q: Can I volunteer for multiple roles?

A: Absolutely! Many of our volunteers enjoy engaging in multiple roles to diversify their experiences and contributions. Just be mindful of the time commitments required for each role.

Q: What if I need to take a break from volunteering?

A: We understand that life circumstances can change. If you need to take a break, please communicate with your volunteer coordinator as soon as possible. We are flexible and can accommodate your needs, whether it's a temporary pause or a transition to a different role.

Q: How can I connect with other volunteers?

A: Joining Purdue Ties is a great way to connect with other volunteers and alumni. Additionally, you can participate in our networking events, workshops, and training sessions to build relationships.

Q: What should I do if I encounter a problem during my volunteer experience?

A: If you face any issues, please reach out to your volunteer coordinator or the Purdue for Life volunteerism staff—see the “Contact Us” section at the end of this document. We are here to help resolve any problems and ensure your experience is positive and fulfilling.

IMPORTANT LINKS

// [Purdue for Life Portal](#)

// [Volunteer Portal](#)

// [Purdue Ties](#)

// [Alumni Leaders Portal](#)

// [Volunteer Training Resources](#)

// [Volunteer Hours Report Form](#)

CONTACT US

If you have any questions or concerns, please reach out to the Purdue for Life volunteerism team.

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PURDUE ALUMNI ASSOCIATION

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VOLUNTEERISM