



**Netter Center**  
for Community Partnerships  
UNIVERSITY of PENNSYLVANIA

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# Staff, Faculty, and Alumni Volunteer Opportunities

## **Volunteer Opportunities at Penn Via the Netter Center for Community Partnerships' Penn Volunteers In Public Service (Penn VIPS) Program**

The Netter Center for Community Partnership's Penn VIPS, is responsible for providing volunteer activities for faculty, staff and Alumni. The program manages a variety of activities that include creating volunteer activities, informing the University community and the community at-large about available volunteer programs, and managing several University-wide volunteer activities. These activities include, but are not limited to:

### **One Day Event Volunteer Opportunities**

#### **\_\_\_\_\_ Create Your Own Volunteer Program**

Have an idea about a volunteer event you would like to undertake with your colleagues? Penn VIPS can help you plan your event/program. Penn VIPS can also connect you with a variety of volunteer activities in the surrounding area.

Volunteers do a presentation at the school in the student's classroom and then they entertain questions. Presentations and Q/A usually lasts an hour.

#### **\_\_\_\_\_ Penn WorkPlace Mentoring Program Guest Speaker/Career Day Speakers Bureau**

Volunteer to be a guest speaker for the children involved in the Penn WorkPlace Mentoring Program. Chat with students about career choices, stories of triumph and the importance of a college education. Students visit campus the 3rd Thursday of the month, participate in group discussions and spend time with their mentors. Guest speakers address the students during group sessions that take place the first hour of the class. They talk to students about the impact and worth of their college education. Presentation usually lasts for up to 30 minutes.

Also, Penn VIPS recruits speakers from across the University to respond to request for career day speakers at local schools and fairs.

## **\_\_\_\_\_Adopt A Family for the Holidays**

During the holiday in December, departments from across the University “adopt” a deserving family. The adoption is usually done in lieu of departmental gift exchanges. The assigned family is treated to presents and sometimes holiday dinner. Families participate in the program on a one-time basis.

Departments may request a “wish list” from the family or they may choose their own gifts for the family members. Departments choose the number and types of gifts they will provide. Departments are provided with size of the family, names, ages and sizes of each family member.

## **\_\_\_\_\_Dr. Martin Luther King (MLK) Day of Service**

Each year, on the King Holiday, the University of Pennsylvania and our surrounding communities come together to commemorate the life and legacy of Dr. Martin Luther King, Jr. by participating in community service activities. Volunteers participate in the University’s commemoration of the Dr. King holiday by becoming involved in a variety of service activities that include spruce up projects, books on tape and creating gifts for the elderly and shelters in the surrounding community.

Penn VIPS is available to connect you and your family/colleagues to the many activities that take place during the commemoration.

## **\_\_\_\_\_Penn Adopts A Classroom**

“Adopt” a Philadelphia school classroom.

Provide needed classroom items like reams of paper, pens, pencils, tissues, hand sanitizer, notebooks, folders, glue sticks, disinfecting wipes, calculators, index cards, scissors, backpacks, pencil sharpeners, dividers, protractors, highlighters, markers, construction paper, book socks, combination locks, personal organizers, Post-It, tape, stapler and staples, etc.

Work with classrooms involved in Community Schools operated by the Netter Center for Community Partnerships. Schools include Lea, Sayre, West, and Comegys. You would have the opportunity to select the age group you prefer. A classroom would be assigned to you with a wish-list. Provide supplies needed by your assigned classroom teacher. Your donation helps to ensure that every student in the selected classroom has the supplies needed to help them be successful at school.

# **Teaching Opportunities**

## **\_\_\_\_\_Nonprofit Institute**

The Nonprofit Institute takes place over a two-week period normally in the fall and the spring. It is designed to help nonprofits and communities of faith effectively manage their agencies. Volunteers teach a class in their field of expertise that include, but is not limited to board development, accounting, grant writing, legal issues, human resource management, fundraising, and public speaking. Classes are usually 90 minutes long.

Volunteers teach and/or co-teach a class providing technical information and/or support in their area of expertise. Program takes place twice a year in the fall and the spring.

### **\_\_\_\_\_UACS Nights**

Teach adult learners your expertise. Teach resume writing, interviewing skills, computers, employment prep, dance, hair braiding, cooking, and or a subject you are passionate about. Teach once a week for a one or two hour period for four to six weeks.

We also welcome classes that can be taught in one session.

Classes are held on Wednesdays and/or Thursdays from 6pm- 8pm at West Catholic High School located on 46th and Chestnut Streets.

Instructors must complete three mandatory background clearances (the Pennsylvania Child Abuse Check certificate, the Pennsylvania Criminal Record Check certificate, and the FBI fingerprinting certificate), which is facilitated by the Netter Center and Penn HR.

## **Semester-long Volunteer Programs**

### **\_\_\_\_\_Penn WorkPlace Mentoring Program**

The goal of the program is to expose mentees to a college campus and to help the mentees set goals for their future. Mentors form positive relationships with their mentees and talk to them about the importance of an education and how to set goals.

The mentor shares information about their career and they provide information on what is necessary for the mentee to achieve their goal. A mentor in the Penn's WorkPlace Mentoring Program is a friend.

Mentees visit campus the 3rd Thursday of the month from October – May from 9am – 1:30pm.

Mentors must complete three mandatory background clearances (the Pennsylvania Child Abuse Check certificate, the Pennsylvania Criminal Record Check certificate, and the FBI fingerprinting certificate), which is facilitated by the Netter Center and Penn HR.

### **\_\_\_\_\_Marie K. Bogle Scholarship Program**

Approximately 7 scholarships of up to \$1,200.00 are provided annually to graduating seniors with an interest in community service accepted at accredited colleges and universities. Students are selected from Bartram, Parkway, Overbrook, West, and Sayre High Schools. Students must complete an application due at the end of April.

Volunteers assist with planning the reception where students are honored, distributing college application, selecting winners, and selecting keynote speakers for the event.

### **\_\_\_\_\_Volunteer List**

Every other month, Penn VIPS posts a list of requests for volunteers from a variety of community agencies seeking assistance to help provide service to their constituency. Requests includes and are not limited to: tutors, computer teachers, working with seniors, donations, participation in health fairs to name a few. Join the Penn VIPS list and receive listings of the various request from the community.

## Additional Programs:

### \_\_\_\_\_Information and Referral

Penn VIPS maintains a database of services available at the University and provides that information upon request.

### \_\_\_\_\_Dropsite Volunteers

Become a drop site volunteer and participate in the various drives held throughout the course of the year. Assist with collecting donated items that are shared with a variety of agencies in the community. Penn VIPS provides the collected donations to local agencies and schools which makes a huge difference to members of the surrounding community.

Drives take place as follows:

**March** – Change Drive to Benefit the Scholarship Program

**August** - School Supplies Drive

**November** - Food Drive

**December** – Toy/Gift Drive

**December** – Coat Drive

Dropsite volunteers advertise the various drives, help designate the beneficiaries of the drives, and help with the distribution of the donated items.

**Excess Items Distribution:** The University often has items such as furniture and office supplies no longer in use. Penn VIPS is responsible for sharing the items equitably with the community. Share information about no longer needed items that may benefit members of the community.

**For more information, please contact:**

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