

Ü SHADOW OPERATIONAL

DEADLINE: Monday, February 15th @ 11:59 PM

THIS ASSIGNMENT IS ONLY PART OF THE APPLICATION; BE SURE TO INCLUDE THESE ASSIGNMENTS AS AN ATTACHMENT ON YOUR FORM

BRIEF

Approaching our first anniversary, Umlaut Foundation has established itself among the Californian foster youth community as a resource for mentorship and materials. In a commitment to our youth, we are looking for students that can help Umlaut Foundation redefine its full potential. To maximize our growth, we are looking for candidates who will surpass Umlaut's expectations and expand its capabilities.

Umlaut's program is a unique opportunity for hands-on experience in problem-solving, marketing, communication, teamwork, and leadership. We strive to create a flexible and welcoming environment for our board, our volunteers, and our foster youth.

Becoming a board member of Umlaut is not only a rewarding experience, but it is a **time commitment**. We meet **around once a month** to discuss and properly plan for Umlaut's upcoming events. Most of your work time will come from individual work I will assign.

My name is Sujana Sridhar. As the Chief Operations Officer, I schedule and conduct interviews, communicate with foster parents and youth, and take down meeting minutes - among other responsibilities.

Taking on this role is a significant challenge, so if you have any questions, please direct your email to *Sujana Sridhar* at umlautfoundation@gmail.com!

INSTRUCTIONS

Please upload **assignment one** to the form as a **pdf** titled “**SOO-Interview**”

Please upload **assignment two** to the form as a **pdf** titled “**SOO-MeetingMinutes**”

Please upload **assignment three** to the form as a **pdf** titled “**SOO-Questions**”

You should be thinking to yourself:

- What is Umlaut’s mission?
- How can we educate others on our mission?
- How can we present Umlaut in a positive, helpful way?

Remember, as the Chief Operations Officer, you are looking to create a smooth and efficient process. This means being ***firm***, but ***not overtly strict***.

Disclaimer: any situations are hypotheticals

ASSIGNMENT ONE

The first challenge is to put together an interview to screen applications for Umlaut Foundation. Interviews should be 5 questions minimum, but the task will likely require more. In putting together a potential interview for an Umlaut applicant, make sure you're evaluating the person on their education, their personality, and their responsibility. This nonprofit is more than a checkbox on a college application; it demands genuine passion and interest!

Some questions that Umlaut currently asks are related to their strengths in school and their applicable experience in educational topics. Feel free to make your questions as creative and specific as you'd like!

ASSIGNMENT TWO

Create your own meeting minutes form! This can be in whatever format you find easiest to understand, but make it your own - not something you can find online. Include the following actions:

- Officers discuss potential fundraising opportunities like going door to door, holding another book drive, or selling some type of product
- Officers decide to stop accepting applicants after realizing there are too many volunteers and not enough foster youth
- Officers present their own ideas for ways to increase foster youth engagement, such as more interesting newsletters and personal emails

ASSIGNMENT THREE

Why does being a board member interest you? Why would you choose to spend your time on a nonprofit that benefits foster youth? What are the most important qualities a board member should have? (500 words)