



VOLUNTEER SELECTION COMMITTEE GUIDELINES

Eligibility

- Must be 18 years of age or older.
- Neither you nor your immediate family members are eligible to apply for a scholarship from the First Command Educational Foundation (FCEF) while you are actively serving as a Volunteer Scholarship Committee Member (committee member).

Requirements

- Must have computer access and the ability to use a computer.
- Complete our [Volunteer Application](#).
- Committee members will use Award Spring, the software platform used by FCEF for the applicants and reviewers. An account will be created for each committee member, giving you easy, secure access to review applications.

Objectivity and Fairness

- Evaluate applicants objectively based solely on stated criteria, without bias or favoritism.
- Practice impartiality, fairness, and objectivity in the evaluation process.
- Apply consistent standards and processes across all applications.
- When evaluating short answers and essays, you are encouraged to review them through the lens of the applicant's unique story (academic and personal) and consider how this story has affected and shaped the applicant's educational journey. For example, an applicant with a 4.0 GPA and no additional life commitments is not the same as an applicant with a 3.0 GPA with additional commitments such as full-time employment, volunteering, etc.
- Keep confidentiality and integrity in mind:
 - For privacy and confidentiality purposes, the applicant's personal information will not be visible to committee members.
 - Do not download, share or distribute application materials.
 - Avoid conflicts of interest; disclose potential conflicts promptly.
 - Be honest and transparent in all aspects of the review process.

Conflict of Interest

A conflict of interest is a situation in which a committee member's past or current relationship with an applicant has the potential to undermine the impartiality and objectivity of the review process.

Committee members must be able to make unbiased decisions on behalf of FCEF without the real or perceived influence a conflict-of-interest causes.

All committee members must adhere to FCEF's conflict of interest and confidentiality policies outlined on the FCEF Volunteer Application.

- All committee members must refrain from participating in the selection committee if they would personally or professionally benefit, either directly or indirectly, if any potential awardee is selected over others.
- FCEF's conflict of interest procedure for scholarships ensures that all students are treated equally in the review process and that no committee member with a relationship to an applicant influences the decision about the application.
- All awards are to be given objectively, based on the eligibility criteria. Committee members with a past or current familial or other significant relationship with an applicant or applicant's family may not participate in assessing the application.
 - If a committee member has a conflict of interest, they must notify FCEF and recuse themselves from participating in the review process for that year.

Family relationships that pose a conflict of interest include:

Parents/Guardians	Children/Stepchildren	Grandparents/Great-grandparents
Grandchildren/Great-grandchildren	Spouse	Siblings
Aunts/Uncles	Nieces/Nephews	First Cousins
Spouses of any of the above		

Timely Decision-Making

Approximately 20-30 minutes to review each application and provide feedback on scholarship applications through our online committee review system.

This virtual opportunity gives you the chance to give back and review applications at your own pace over a 2-3 week period.

Communicate proactively if any challenges may impact meeting the scheduled deadline. If you are unable to complete the review of all scholarship applications in the time allowed, please contact the Director of Programs and Operations at scholarships@fcef.com as soon as possible.



SPECIAL EVENT VOLUNTEER GUIDELINES

Time Commitment

6-8 hours depending on event and number of volunteers working the event.

Length Of Commitment

Special event day volunteers typically commit to a one-day event.

Qualifications

1. The ability to work independently and in a team setting.
2. Ability to tolerate inclement weather including humidity, heat, rain, cold, and noise.

Age Requirements

Must be 18 years of age or older.

Responsibilities

- Guest engagement,
- Set up/tear down,
- Offer directions,
- Request feedback,
- Assist with registration/ticket sales, and/or
- Distribute prizes.

Skills

- Excellent communication skills,
- Integrity,
- Be respectful, punctual, and attentive,
- Suggest solutions to issues, and
- Be open to feedback.



MARKETING/SOCIAL MEDIA VOLUNTEER GUIDELINES

Purpose

Our Marketing/Social Media Volunteers assist by planning and creating social media as well as printed and electronic marketing content for First Command Educational Foundation. Our social media presence is vital in supporting our Agency's mission of educating those who serve, creating financial readiness programs and scholarships that help combat financial insecurity in our military community.

Qualifications

- Advanced or intermediate understanding of marketing strategy and how to use the concepts throughout various forms of outreach.
- Developing content to inform, educate and engage the brand's audience to increase awareness and achieve marketing goals.
- Experience in nonprofit marketing, journalism, public relations, or related field preferred.
- 1-2 years of social media management experience preferred.
- Advanced or intermediate knowledge of social media platforms.
- Experience with working with Office Suites, Google Suites, Adobe Illustrator and Photoshop, and Canva.
- Experience determining how to cater unique marketing campaigns to a unique audience.
- Ability to work alongside a diverse group of employees and simultaneously work toward many company initiatives at once.
- Ability to work in fast-paced environment.

Skills

- Social media marketing knowledge.
- Superior oral and written communication skills.
- Excellent organization and time management.
- Internet research skills preferred.
- Mastery of the major social media platforms including Facebook, Instagram, X, and LinkedIn.
- Knowledge of social media analytics software including Meta Business Suite and Google Analytics to track audience engagement and campaign performance.
- Experience with word processor applications and image/video editing software.