

## Cyndi Permenter

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**From:** David Bradshaw <dbradshaw2015@fau.edu>  
**Sent:** Tuesday, October 09, 2018 7:20 PM  
**To:** hboi-graduate-students@lists.fau.edu  
**Cc:** Katha Kissman; Peter McCarthy; Jim Sullivan  
**Subject:** HBOI Foundation Volunteering Award  
**Attachments:** Volunteer Award Log (1).xlsx; Volunteer Award Acknowledgement Form (1).docx; Volunteer Award Slide.pptx

Dear All,

The HBOI Foundation and Harbor Branch Student Association are happy to announce the creation of the Student Volunteer Award. Details are below. If you have any questions regarding what will be considered to be an HBOI volunteering hour please email Katha Kissman at [KKissman@hboifoundation.org](mailto:KKissman@hboifoundation.org). Before you email her though you need to make sure what you are asking about somehow increases the visibility or prestige of HBOI and that you are recognized during that activity as an HBOI student somehow. If you need an HBOI shirt please stop by Katha Kissman's office in the Link Building. If you have any other questions you can also email me at [dbradshaw2015@fau.edu](mailto:dbradshaw2015@fau.edu). All forms and slides referenced below are attached to this email.

Sincerely,

David Bradshaw  
HBSA President

On behalf of the Board of Directors of the Harbor Branch Oceanographic Institute Foundation, I am pleased to inform you of our support for an FY19 Student Volunteer Award in the amount of \$750 first place and \$500 second place based on your letter dated August 23, 2018.

Award payments will be made directly to the students and 1099s will be issued as this will be tax reportable income.

Award Vision: To further motivate HBOI students to increase the visibility and prestige of HBOI by volunteering in the community.

### Award Eligibility

- Students must be enrolled as a student at the HBOI campus.
- Students must complete a minimum of twenty-five (25) HBOI volunteering hours throughout a one-year (fiscal) period.
- An "HBOI volunteering hour" is defined as 60-minutes of voluntary participation in an event that helps to promote the HBOI brand.
- Qualifying events include, but may not be limited to: Volunteering at the Indian River Lagoon Symposium, Ocean Science Lecture Series, or the Ocean Discovery Center.
- Volunteering at community outreach festivals with an HBOI presence, such as the IRL Science Festival or the Right Whale Festival.
- Presentations at community locations, such as the Rotary or other social clubs, gated communities, libraries, schools (e.g. MOA, Vero Beach and St. Lucie County Schools, IRSC), environmental centers.

As may be appropriate, at the end of outreach presentations, students will promote the Ocean Discovery Center, the Ocean Science Lecture Series, HBOI Immersion Tours, and the purchase of Specialty License Plates with the slide provided. The information must be on there but feel free to make aesthetic changes.

Throughout the year, students will keep an HBOI Volunteer Log with their number of volunteer hours, event names, locations, organizers, and contact information as well as a completed acknowledgment form signed by each event sponsor and a candid photograph of their participation in the volunteer event. It is highly recommended that students wear an HBOI shirt or HBOIF t-shirt when volunteering.

To apply for the Volunteer Award eligible students will submit their completed HBOI Volunteer Logs, Acknowledgement Forms which support the entries on the log, and photographs to the Foundation ([kkissman@hboifoundation.org](mailto:kkissman@hboifoundation.org)) by 5:00 pm April 1, 2019. Awards will be presented at the Harbor Branch Foundation's April 25, 2019 Board meeting luncheon. To receive the awards, winning students must be able to attend that luncheon.

Sincerely,

David Bradshaw  
HBSA President

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