Are you looking for a way to implement engineering service projects in the USC, L.A., and international communities? Would you like to apply your engineering, leadership, business, marketing, design, or writing skills to real issues such as designing a skate park, redesigning a passive cooling system for a local non-profit, optimizing a local business, or setting up an international classroom in Africa? Do you want to find out what it really takes to fund, select, and execute a feasible project, and do you want to take on a leadership role in your community that will actually make a difference?

If you share any of these passions, you are exactly the type of person we need for the HOPE Funding Board: Helping Overcome Project Expenses. It is our goal to help provide the guidance, funding, and manpower to engineering projects conceived in WRIT340 classes at USC, which would otherwise be lost to the writing archives. This board is supported by the Engineering Writing Program, and we are currently looking for motivated students for several leadership positions. Whether you are a freshman, a graduate student, an engineer, or a business major, if you are interested in bringing HOPE to the USC community, please fill out the online application at uschope.com.

*The due date for submission is Friday, October 7th, 2011.*

Thank you for your interest, and email us with any questions/comments or concerns at usc.hope@gmail.com.
President (Chief Executive Officer)
The CEO will chair all meetings of HOPE and will call special meetings as needed, and will coordinate all aspects of HOPE projects. The CEO will also help all other board members with their tasks as needed.

Chief Operating Officer
The COO and CEO will jointly chair any ad hoc committees or task forces of the organization. The COO will be in charge of assembling a student task-force to provide the man power for the projects voted on by the Project Selection Committee. This will include reaching out to various philanthropic student groups on campus for student support via a time commitment to the project.

Chief Financial Officer
The CFO will be in charge of finding and writing grants for the purpose of funding acquisition for the approved projects. Funding may come from sources internal and external to USC. The CFO will lead a committee to aid with such endeavors. Students with former grant proposal writing experience are encouraged to apply.

Chief Marketing Officer
The CMO will be in charge of the development and effective distribution of written materials that advertise the projects funded by HOPE in an effort to recruit student volunteers. Students with a design background, or a knack for creativity, are encouraged to apply.

Treasurer
The Treasurer maintains records and reports on the financial transactions of HOPE, including a detailed file of grants earned and an estimated monetary goal to achieve a given project.

Secretary
The Secretary will record and file meetings minutes, produce all official correspondence for the organization, and, along with the CMO, will maintain any online media correspondence for HOPE (Facebook, Twitter, and email account).

Community Outreach Liaison
The Community Outreach Liaison will serve as HOPE’s direct link to the community members targeted for a particular proposal. The liaison is also in charge of contacting and forming or maintaining the Community Advisory Board, comprised of community leaders and USC faculty and staff, for each school year. Students interested in forming a strong relationship with leaders in the USC and LA community are encouraged to apply.

Project Selection Committee Chair
The only standing committee of HOPE is the Selection Committee, whose purpose is to acquire any Engineering Writing 340 project proposals each semester and select one or two feasible projects (based on the amount of funding available as raised by the CFO) for all HOPE members to focus on for completion during the current semester or the next. The Selection Committee Chair leads this committee.

Webmaster
The webmaster will be in charge of maintaining the website, compiling all applications, and tracking volunteer sign ups.
HOPE Funding Board Application
2011-2012

Name:                      Year:
Email Address:            Phone Number:
Student ID:               Major:

What position are you interested in? (Please rank numerically, beginning with 1 as your first choice.)

_____Webmaster
_____Chief Operating Officer
_____Chief Financial Officer
_____Chief Marketing Officer
_____Treasurer
_____Secretary
_____Community Outreach Liaison
_____Selection Board Committee

What other extracurricular activities are you currently involved in at USC?

Please briefly explain why you are running for the positions you indicated above, and what would make you an outstanding candidate for these positions.
Do you already have a project in mind that you would like the HOPE Funding Board to work on? If so, please explain briefly.

Do you have any connections to USC or LA community leaders, volunteer organizations, or funding boards? If so, who, and how can they help us achieve our goals?

For those applying to be CFO or Community Outreach Liaison: Have you had any previous experience with grant writing or formal writing of any kind? If so, please explain.

For those applying to be CMO: Have you had any previous experience with graphic design or digital media of any kind? If so, please explain. Feel free to include previous works with you application.

Thank you for your time and effort! We appreciate your application. Please return the completed form, along with a copy of your class and extra-curricular schedule to usc.hope@gmail.com by Friday, October 7th, 2011.