

Overlake Service League Volunteer Opportunities

Take action to make a difference in your community.



For almost 100 years, Overlake Service League has worked closely with our Bellevue community to provide assistance to our neighbors, helping with their immediate needs as well as offering programs that build better futures. Our volunteers are the cornerstone of our organization; the key to the success of our operations, programs and the procurement of community and financial support.

Overlake Service League Mission:

Our mission is to promote stability, self-sufficiency and independence for those in need in the Bellevue community through programs and services that feed, clothe, shelter and educate.

Please join us as we continue to support struggling families and at-risk youth in Bellevue.

Neighbors helping Neighbors

Pack Food boxes for Bellevue School District Students

February and March

Spend a morning organizing and packing student Breaktime/Mealtime boxes at the Bellevue School District Warehouse.

Volunteers can sign up for one or both packing dates.

About Breaktime/Mealtime

Breaktime/Mealtime makes a real difference in children's lives by helping to ensure that no child in our Bellevue School District goes hungry. This program provides low-income families whose children are enrolled in Head Start and Free or Reduced Lunch Programs with boxes of breakfast, lunch and snack items during mid-winter and spring breaks. This helps compensate for food they would normally receive while school is in session.

2-3 hour commitment.

Number of Volunteers each day: 25

Contact: Lindsay Van Nostrand 425-451-1175

Distribute Thanksgiving and Christmas Items to Bellevue Families

November and December

Spend a day assembling and distributing Adopt-a-Family packages of gifts and food to local families at a central distribution location. Drivers with SUV's or other large vehicles are also needed to deliver items to families without transportation.

Volunteers can sign up for one or both distribution dates.

About Adopt-a-Family

Many families in our community cannot afford to celebrate Thanksgiving or Christmas. This program matches these families with sponsor groups representing community members, businesses, and religious organizations. Sponsors shop for families after receiving a "wish list" of holiday gifts and also provide food for a holiday meal.

4 or 8 hour commitment.

Number of Volunteers each day: 75

Contact: Lindsay Van Nostrand 425-451-1175

Fundraising Event Support

Overlake Service League holds three major fundraising events per year. These events raise money to support our social services programs, in particular our Focus on Youth programs. We need a lot of volunteers to help carry out these events. All event tasks come with written instructions, training, and appreciative smiles!

Annual Luncheon Fundraiser - late March

The Annual Luncheon raises funds to support Overlake Service League's social service programs. Hundreds of guests attend and have the opportunity to hear true stories of how our programs serve people in the Bellevue community.

Help is needed before, during, and after the luncheon:

- Prior to event: unloading trucks; setting up tables, centerpieces, displays and registration area.
- During event: greeting guests and table captains, assisting with seating and overall support for our fundraising staff.
- After event: breaking-down tables, displays, signage, and registration area; loading trucks.

3-5 hour commitment.

Number of Volunteers needed: 20

**Contact: Lianne Lindeke 425-451-1175
osl@overlakeserviceleague.org**

Golf Tournament Fundraiser - late May

The Golf Tournament is a busy, active day. This event has two parts: golf during the day followed by a dinner & auction. Through this popular sport, participants come together to help struggling families and at-risk youth in Bellevue. With so many different activities, there are many different jobs for volunteers. Volunteers at this event are well-fed!

Jobs could include the following:

- Prior to event: Unload trucks; set-up indoor and outdoor event spaces.
- Daytime: Registration, course assistance, selling raffle tickets.
- Evening: Registration, auction help, raffle tickets, take-down, and more.

Choose a morning, afternoon, or evening shift, or all three.

Number of Volunteers needed: 45

**Contact: Lianne Lindeke 425-451-1175
osl@overlakeserviceleague.org**

Wine Tasting Fundraiser - early November

The Wine Tasting is a busy, glamorous evening in Seattle raising money for our Focus on Youth programs. It includes silent and live auctions and there are many jobs for volunteers. Volunteers at this event are well-fed.

Jobs could include the following:

- Prior to event: Unload trucks; set-up.
- During event: Registration, guest services, auction assistance.
- Post-event: Take-down, load trucks.

Volunteers usually work from 4:00-10:30pm, with some half-time shifts available.

Number of Volunteers needed: 25

**Contact: Lianne Lindeke 425-451-1175
osl@overlakeserviceleague.org**

Ongoing Opportunities

Try a Shift at our Thrift Shop

Our Thrift Shop in Bellevue Square helps provide the financial resources that support the work of Overlake Service League. Also, our Voucher and Gift Certificate programs help many individuals and families in need obtain free clothing through the thrift shop.

Volunteers work in shifts with a partner and are needed to assist customers, steam clothing, write sale slips, organize donations and assist with general shop maintenance.

**Contact: Maggie Vergien 425-454-6424 or 425-891-0561
svergien@aol.com**

Become a Mentor

Encourage, tutor and inspire an adult college student who would benefit from your support and guidance. Our Partnership for Independence program is seeking enthusiastic and committed mentors. This is a very rewarding opportunity which facilitates direct interaction with a low-income adult as they pursue their higher education. We request that our mentors make a long-term commitment to support students as they complete their program and be available to meet twice a month to check in with their "Partner." Over time, rewarding relationships develop, providing benefit to partners, mentors, and the community. This is a wonderful opportunity for those seeking to make a meaningful and personalized connection.

**Contact: Molly Masich 425-451-1175
services@overlakeserviceleague.org**

**For the following volunteer opportunities please contact Lianne Lindeke
at 425-451-1175 or osl@overlakeserviceleague.org**

Office Support & Special Projects

Do you enjoy helping out behind-the-scenes? Our small, friendly office often has a need for volunteers to help complete large projects or routine tasks. Jobs could include **preparing mailings, printing and assembling materials, data entry**, etc. Our staff provides training as necessary.

Join a Committee

The following committees are ways to become more involved with Overlake Service League. If your interest is in the services of our organization, then one of the social service committees might be of interest to you. If you would enjoy helping to raise the funds that support our programs, one of the fundraising committees would welcome you. Administrative committees are an additional option. There is something for everyone. Read through the following committees to find a match to your interest, skills and/or experience.

Community Events Committee

The committee will work with our Community Relations Director planning, organizing and operating our community events, e.g., **food drives, fairs, and other community outreach projects.**

Social Service Committees

Adopt-A-Family Committee

Overlake Service League matches community members, families, businesses and religious groups with low-income Bellevue families. These sponsors receive a family's "wish list" of holiday gifts and then shop for them. Sponsors also provide food for a holiday dinner. It is a joyous time of year and a wonderful opportunity to share one's good fortune.

- Organize and oversee Thanksgiving and Christmas Distributions, including soliciting sponsors and distributing gifts at Bellevue Christian Church.
- Work closely with the Social Service Administrator and Social Service Assistant in our office to carry out committee responsibilities.
- The committee meets August through April, once a month as needed

Educational Grants Committee

The Educational Grants program offers need-based scholarships to enable students to access higher learning so they can achieve financial stability in their future. To be eligible, a student must be a graduate of a Bellevue School District high school or home-schooled in Bellevue. Scholarships help students pursue degrees at public colleges and universities in Washington.

- The committee meets in February for orientation and then distributes the scholarship applications to Bellevue high schools.
- In April, the committee meets again to review students' applications.
- Interviews with students are scheduled in May and all members are encouraged to attend.
- A final meeting in late May occurs to disburse the scholarship money. Committee members attend awards celebrations at students' high schools in June.

Partnership for Independence Committee

Partnership for Independence is a comprehensive program offering long-term solutions for adults who have decided to pursue a higher education. Each grant is tailored to a recipient's needs. Support can be given for living expenses such as rent, utilities, daycare, food, transportation, etc., as well as for education-related expenses. Participants partner with Overlake Service League by committing to quarterly volunteer hours.

Partners are matched with mentors who offer ongoing support and encouragement. We are seeking dedicated individuals to work directly with our Partners as mentors (see "Become a Mentor," above).

- The committee reviews applications to the program when there are openings, interviews and selects applicants, and assembles awards packages.
- This committee meets quarterly with each Partner upon completion of each school term to discuss progress towards their degree and to assess the suitability of the awards package.

Social Services Review Committee

Members of this committee are required to have knowledge of our social service programs and have participated in another social service committee.

The committee reviews, evaluates and assesses social service programs and special circumstances. Meetings are held at least quarterly or when the Social Service Administrator and Programs Director feel there is a need.

Thrift Shop Committee

Overlake Service League opened its first thrift shop on Main Street in 1939 and today continues to operate the Thrift Shop in the Bellevue Square Mall. Our shop is not only a program, providing free clothing and other items to struggling families, but provides income and is our day-to-day face to the local community.

The Committee should meet on a monthly basis, September through June. Committee members should serve a minimum one year term but there are no term limits.

Fundraising Committees

Annual Luncheon Committee

The Annual Luncheon is a professional and informative event that raises funds to support Overlake Service League's programs and services. It is a wonderful opportunity for public exposure and for creating relationships with prospective members and sponsors.

- Meetings are held monthly from July through December, excepting August. Bi-weekly meetings run through January and February, and in March the committee meets weekly until the event date. Committee members are requested to serve at least a 2-year term, however there are no term limits.
- The committee is responsible for planning the event, designing event displays and materials, soliciting sponsors, and recruiting and training table captains. Committee members also help with set-up, take-down, registration, and guest services on the day of the event.

Golf Tournament, Dinner & Auction Committee

The Golf Tournament is our most involved fund raiser. This event has two-parts, the golf tournament and the dinner/auction. Through this popular sport, participants come together to help struggling families and at-risk youth in Bellevue.

- Meetings are held monthly from September through February. Bi-weekly meetings run through March and April, and in May the committee meets weekly until the event date. Committee members are requested to serve at least a 2-year term, however there are no term limits.
- The committee is responsible for planning the event, soliciting sponsors, and procuring auction item donations, among other duties. Committee members also help with set-up, take-down, and guest services on the day of the event.

Wine Tasting & Auction Committee

The Wine Event is a busy, glamorous evening in Seattle. The goal is to create an upscale wine tasting & auction raising enough funds to completely underwrite our *Breaktime/Mealttime* and *Clothes for Kids* programs.

- Meetings are held monthly from February through June. Bi-weekly meetings run through July and August, and the committee meets weekly in the fall through the event date. Committee members are requested to serve at least a 2-year term, however there are no term limits.
- The committee is responsible for planning the event, soliciting sponsors, procuring auction item donations, procuring wines, and audience development. Committee members also help with set-up and take-down on the day of the event.

Administrative Committees

Membership Committee

The committee works for the success of our membership drive and expands Overlake Service League membership in the community. Committee members help with the printed membership roster, work with Circles, and are responsible for designing creative ways to encourage people to become members. The committee meets throughout the year to discuss progress and brainstorm member recruitment ideas.

Personnel Review Committee

Members of this committee are selected and have a background in Human Resources.

The committee manages and oversees Overlake Service League personnel, compensation and all employment matters. The committee meets once per month or more frequently as needed.

Budget and Finance Committee

Members of this committee are selected and have a background in finance.

The committee oversees the financial activities of Overlake Service League, advises on investment of League assets, establishes budgets for board and member approval and conducts a semi-annual budget review. The committee meets as needed, usually once a month.

Audit Committee

Members of this committee are selected and have a background in finance.

The committee reviews the organizations finances; performing audits our budgets and other financial transactions.

Overlake Service League Mission:

Our mission is to promote stability, self-sufficiency and independence for those in need in the Bellevue community through programs and services that feed, clothe, shelter and educate