

**NATIONAL ASSOCIATION OF STATE STUDENT GRANT AND AID PROGRAMS
VOLUNTEER FORM**

As an all-volunteer organization, NASSGAP depends upon the participation of its members, and there are many opportunities for you to serve NASSGAP. Volunteers are needed for the committees that do the work of the association. A brief description of each committee is included on this form. Please indicate your preference with "1" being your first choice, "2" being your second choice, and so on. Every effort will be made to place all volunteers on a committee. An individual's participation is generally limited to one committee to ensure greater membership participation. Appointments are made by the President on an annual basis.

Name:

Title:

Organization:

Street Address or Post Office Box:

City, State, Zip Code:

Telephone: _____ Fax: _____ E-Mail:

Date This Form Completed:

_____ **Conference Program Committee** – Charged with developing conference programs that meet the professional needs of the membership and inviting and confirming speakers. Two conferences are held annually – the fall conference is generally held in late October at various locations across the country, and the spring conference is generally held in early June in Washington, DC.

_____ **Conference Site Committee** – Coordinates local arrangements according to the signed hotel contract to include hotel meeting room space and hotel food services, and arranging audio-visual equipment needs for the conference presenters. Also responsible for setting up the group dinner at an outside restaurant and updating conference registrants prior to the conference regarding local weather, attractions, and other items of interest.

_____ **Federal Relations Committee** – Advises the Executive Committee and the NASSGAP membership of issues regarding the federal student aid programs and funding. This includes reviewing

congressional proposals and bills to assess impact on states and suggesting strategies to help achieve NASSGAP's legislative goals.

_____ **ED Technical Forms Committee** – Coordinates representation of the states' needs and concerns regarding FAFSA design. A member of the committee serves on the USDE FAFSA design advisory committee.

_____ **Research Committee** – Monitors issues, policies, and best practices that are out in the forefront and works with the Executive Committee and membership to develop NASSGAP's recommendations or positions regarding the issues. Plans, promotes, and conducts the annual Student Financial Aid Research Network Conference (a joint NASSGAP/NCHELP project).

_____ **NASSGAP Survey Committee** – Works with the agency holding the contract with NASSGAP for producing the annual NASSGAP survey. Reviews the annual survey questionnaire and makes recommendations to the Executive Committee for revisions and/or additions.

_____ **Website Committee** – Maintains the NASSGAP website and its services. Those interested in this committee should be familiar with html, have a general understanding of how web servers and client browsers work, and preferably have some experience in maintaining a website.

_____ **Membership & Communications Committee** – Charged with the recruitment and retention of NASSGAP membership and conducting annual membership dues billings. Hosts the NASSGAP list serves and maintains the subscriptions lists for each list serve.

Submit your completed volunteer form to:

Shiela Joyner, Chair
Membership & Communications Committee
P. O. Box 108850
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E-Mail sjoyner@otag.org