

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

PROSPECTIVE AFFILIATION AGREEMENT

Agency / Facility Information Sheet

This information collected on this sheet will be used to complete a formal agreement with your institution.

Today's Date: 2/20/2019

Agency Name: Mothers Against Drunk Driving (MADD)

Address: 8610 Broadway Suite 320, San Antonio, Texas 78217

Phone Number (210) 349-0200

1. Please briefly describe the scope of your facility/agency's work. Printed brochures or fact sheets explaining your organizational goals may be attached.
Please review attached documents.

2. Indicate the most appropriate person(s) to contact within your facility/agency regarding internship possibilities.

Name: Azeza Salama

Phone #: (210) 349-0200 ext. 4817

Office Address: 8610 Broadway Suite 320, San Antonio, Texas 78217

Email: Azeza.salama@madd.org

Non-for Profit

3. Briefly describe the internship experiences available with your facility/agency.
Please review attached documents.
4. Are there any restrictions to an internship that the student or university should be aware of? Will this be a paid position? No paid positions
5. Is your organization a HIPPA covered agency? Yes
6. Are you available for Fall 20 hrs/wk yes, Spring 20 hrs/wk yes, and Summer 30 hrs/wk yes?



Mothers Against Drunk Driving
MADD South Texas
Madd.org

8610 Broadway St. Suite 320
San Antonio, TX 78217

210.349.0200
210.349.9204 fax
877.ASK.MADD toll free

Founded in 1980 by a mother whose daughter was killed by a drunk driver, Mothers Against Drunk Driving® (MADD) is the nation's largest nonprofit 501 (c)(3) working to end drunk driving, help fight drugged driving, support the victims of those violent crimes and prevent underage drinking.

MADD has helped to save more than 350,000 lives, reduce drunk driving deaths by 53 percent, and educate parents and teens on making safe choices. MADD's Campaign to Eliminate Drunk Driving® calls for law enforcement support, ignition interlocks for all offenders, advanced vehicle technology and designating a non-drinking driver.

MADD has provided supportive services to nearly one million drunk and drugged driving victims and survivors at no charge through local victim advocates and the 24-Hour Victim Help Line.

Azeza Salama



Dear potential intern,

Thank you for expressing interest in working with Mothers Against Drunk Driving (MADD) to further your educational experience. We are very excited at the prospect of working with you to help save lives and prevent injuries in our region.

To get this process started, please read the attached sheet that describes the *Internship opportunities* and the responsibilities associated with each position. I have also attached a *volunteer application* to be mailed or emailed to me after it has been completed. You may also visit our website at www.madd.org for a further understanding of our organization and what we do at MADD.

Once your completed application has been returned to our office, I will invite you for a telephone or in person interview. This will be an opportunity to discuss your interest(s) in detail. Following acceptance and program placement, you will be required to attend a MADD orientation at our office

Please do not hesitate to contact me directly if you have any questions about our Internship program or the organization itself.

Along with all of us at the South Texas office, I look forward to working with you through our volunteer program.

Sincerely,

Azeza Salama
Coordinator of Volunteer Resources

MOTHERS AGAINST DRUNK DRIVING INTERNSHIP

POSITION DESCRIPTION

POSITION: Community Liaison
REPORTS TO: Volunteer Resource Specialist

OFFICE: South Texas Affiliate
FLSA: Non-exempt

GENERAL DESCRIPTION:

Responsible for the accuracy of administrative assignments within the department, including typing of correspondence, input of spreadsheets and scheduling of appointments.

ESSENTIAL POSITION FUNCTIONS:

1. Assists with answering the phone and responds to requests from the community and concerned citizens.
 - a. Greet and direct visitors to the appropriate staff person.
 - b. Respond to media inquiries by forwarding the complete 'Media Contact Forms' to appropriate MADD staff.
 - c. Register participants in VIP and MIP Classes.
 - d. Assist with Community Service program
2. Follow-up and investigate reports from concerned citizens.
 - a. Document contact with concerned citizens using an Intake Folder.
 - b. Distribute MADD materials as needed.
3. Follow-up with and engage MADD volunteers to further MADD's mission.
4. Conduct outreach activities relevant to the affiliate.
 - a. Coordinate meetings with concerned citizens and community partners, as needed.
 - b. Documents materials distributed
5. Support the Mgr. of Victim Services.
 - a. Co-facilitate Impact Panels within region.
 - b. Attend court, as needed.
 - c. Attend other victim support events as needed (i.e. support group, vigil)
6. Support the Program Specialist.
 - a. Court monitoring program
 - b. Train and duplicate efforts in training of POY & POP
 - c. Assist with events and presentations

Internship Overview

Marketing and Development Internship

This internship program will focus on the practical application of marketing and fundraising principles to generate revenue for the affiliate. Possible assignments in this role include:

- Coordinating resources for the community, volunteers and donors
- Supporting the implementation of fundraising activities and events
- Organizing donor cultivation and recognition efforts

General support duties as assigned by the Coordinator of Volunteer Resources

Non-profit Management Internship

This internship program will expose individuals to a nonprofit environment, as well as provide the opportunity to gain hands-on skills necessary for successful operation. Possible assignments in this role include:

- Conducting outreach visits and events to cultivate community partnerships
- Supporting the implementation of MADD's volunteer program
- Coordinating and expanding MADD's Court Monitoring program

General support duties as assigned by Coordinator of Volunteer Resources

Prevention Education Internship

This internship program provides the intern with opportunities to implement community health education programs focused on reducing drunk driving and/or underage drinking. Possible assignments in this role include:

- Conducting and participating in community presentations and outreach events
- Coordinating the community service program
- Working with law enforcement to support their activities and recognize their efforts
- General support duties as assigned by the Program Specialist

Public Relations / Communications Internship

Public Relations interns work to enhance their experience and skills with developing creative media to educate the public about MADD's mission. Possible assignments in this role include:

- Promoting the affiliate and its programs within the community
- Developing the affiliate newsletter and event promotional materials
- Maintaining the affiliate's website and social media communication sites

General support duties as assigned by the Coordinator of Volunteer Resources

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Public Policy Internship

This internship program is focused on initiating changes in the social environment to create a safer community.

Possible assignments in this role include:

- Conducting community events to educate the public on MADD's legislative efforts
- Meeting with legislators to discuss MADD's legislative efforts
- Coordinating MADD Legislative Day visits

General support duties as assigned by the Executive Director/Coordinator of Volunteer Resources

Victim Support Internship

Victim Support interns expand their knowledge and skills related to psychosocial issues by directly working with victims and survivors of drunk driving crashes. Possible assignments in this role include:

- Conducting outreach visits with area law enforcement, healthcare professionals and other community partners
- Coordinating events or activities for victims/survivors (i.e. memorial events, candlelight vigils)
- Researching and responding to concerned citizen reports
- General support duties as assigned by the Manager of Victim Services