Faith Danielson
Copyeditor
Portfolio Appendices

APPENDIX A: From Email to Wordpress

The images on the following two pages demonstrate the process of transforming the information I received in emails from community partners into blurbs for the Act Locally Waco website. Both examples included three distinct phases: the initial email(s), the blurb as it appeared on the Google Doc, and the blurb as it appeared online. Neither example includes images of the respective organization's website, however, the websites were consulted in during the creation of the blurbs.

Example 1: The Creative Art Studio and Theatre

I created five blurbs from the information in the attachment. The newspaper article contained more detailed information about the first event that appears on the tombstone, and there are four other evens on the tombstone. Before I could create the blurbs I had to enlarge the images to read the pertinent information they contained. The events on the tombstone are written in fragmented sentences, so I rephrased them and added the cost, location, contact information, and relevant images to make them fit the standard blurb format. The final image for one of the blurbs came from the artist's Facebook page.

Example 2: Economic Opportunities Advancement Corporation Charter School

The initial email I received did not contain the location and contact information for the event or specifically signify who the beneficiary of the garage sale would be. The school's website also did not contain this information, so I emailed the person who originally contacted Ms. Thornton. He responded promptly to my targeted questions and I was able to create the blurb. The flag on the second email is indicative of the system I used to keep track of all emails I received relating to Act Locally Waco. Instead of searching through all of my emails while writing blurbs, I simply had to scroll through the emails I had flagged.

EXAMPLE 1: The Creative Art Studio and Theatre

Subject: CAST line up Oct.

Hi Ashley, is it too late for the Thursday issue? These are the events for the CAST 605 Austin Av. during October. The first one is this Sat. Oct. 3rd, noon to 3:00 I started working with CAST for art demonstrations on Saturdays. Hoping you can get the first announcement in for this week. thank you so much. any questions, please call; 709-5551 thanks, Doreen Plott

Mammoth Creek Pottery: Fulfilling a Dream

In 2002, during a successful real estate career, Doreen Plott began taking pottery classes at MCC, The Art Center and some studies at Homestead Heritage.

In 2006 her art pieces took blue ribbons in the clay division at the West Central Ceramics Expo. Again in 2007 and 2008, she not only received first place positions but also garnered the Best in Show for an art sculpture.

Continuing studies throughout Texas and across the Southwest from Gatlinburg, TN, to Palm Beach, FL, she honed her skills through seminars, workshops and Art Expos.

After receiving two awards at the Southwest Ceramic Expo in Dallas in 2011, Doreen set up her clay studio named Mammoth Creek Pottery. Located in Iloaquville along the creek where the new Jumoue Mammoths were discovered, she gives classes on the wheel and hand building.

She currently shows her pottery at the Art Center on the MCC campus and at the CAST at 605 Austin Avenue, Waco, TX.

On Saturday, Oct. 3rd, she will host a clay demonstration at the CAST from noon to 3:00 PM. Come by to view both functional and decorative art pieces and other art that is available for sale at the CAST. There will be a drawing for a piece of pottery and you can sign up for classes.

October 17 - Wood Burning Demonstration at the CAST - Marsha Wilson, published Wood Burning Artist, will demonstrate silhouettes and three-dimensional shading. Come watch and learn about this unique and beautiful art form! Cost: Free. Time: 12 PM-3 PM. Location: CAST [605 Austin Ave.]. For more information contact 254.709.5551 and visit her **Facebook page**. <9.29 Wood Burning by Marsha> FD

October 17 – Fall Fossil Festival at the Waco Mammoth National Monument – Comecelebrate National Fossil Day with an art contest, live animals, face painting, games and crafts, and paint-a-pumpkin! Mayborn Museum staff will also be giving special guided tours of the mammoth site. Cost: $5, National Parks passes accepted for this day. Time: 10 AM-4 PM. Location: Waco Mammoth National Monument [6220 Steinbeck Bend Dr.]. For more information visit the event page or **www.wacomammoth.com**.

October 17 – Wood Burning Demonstration at the CAST – Marsha Wilson, published Wood Burning Artist, will demonstrate silhouettes and three-dimensional shading. Come watch and learn about this unique and beautiful art form! Cost: Free. Time: 12 PM-3 PM. Location: CAST [605 Austin Ave.]. For more information contact 254.709.5551 and visit her Facebook page.

EXAMPLE 2: Economic Opportunities Advancement Corporation Waco Charter School

Can one of you chase down the details about this garage sale? Waco Charter School is the actual name of the school. Thanks!

From: John Key [johnkey@centexbiz.rr.com]
Sent: Friday, November 13, 2015 8:17 AM
To: 'Act Locally Waco'
Cc: Michael Thompson; 'Sabrina Gray'; 'Terry McDaniels'
Subject: RE: Act Locally Waco Friday Update

On Dec. 5 from 9-2 the EOAC Charter School will have a garage & surplus sale. Desks, class chairs, chairs, file cabinets, tables , technology, office desks and other will be offered for sale to the public.

Subject: Questions About EOAC Charter School Garage Sale

Hello,

My name is Faith Danielson, and I am currently an intern at Act Locally Waco.
In regards to the garage sale on December 5, I have a few questions.
Is the garage sale taking place at the school?
Is the school the beneficiary of the garage sale?
What would be the most reliable contact information for people who have questions about the event?

Thank you,
Faith Danielson

From: John Key
Subject: RE: Questions About EOAC Charter School Garage Sale
Date: November 17, 2015 8:56:18 AM CST
To: Faith Danielson

Yes, the garage sale is at the EOAC Waco charter school located at 615 n. 25th street, Waco, Texas 76708. Contacts are: Mike Caplinger(Charter) at 754-8169 or John Key(central office) at 753-0331. All funds raised from surplus will be solely for the programs for EOAC .

December 5 - Economic Opportunities Advancement Corporation Waco Charter School Garage and Surplus Sale - The goal of the Charter School is to provide a quality education for every student, to the extent that each student has the skills, knowledge, and values needed to become productive and contributing citizens. The comprehensive school plan includes all areas of academic curriculum, including basic life skills. Desks, class chairs, chairs, file cabinets, tables, technology, office desks and other supplies will be offered for sale to the public. All proceeds from the sale will benefit EOAC programs. Cost: varies. Time: 9 AM-2 PM. Location: EOAC Waco Charter School [615 N. 25th St.]. For more information, contact Mike Caplinger at 254.754.8169 or John Key at 254.753.0331. FD

December 5 – Economic Opportunities Advancement Corporation (EOAC) Waco Charter School Garage and Surplus Sale – The goal of the Charter School is to provide a quality education for every student, to the extent that each student has the skills, knowledge, and values needed to become productive and contributing citizens. The comprehensive school plan includes all areas of academic curriculum, including basic life skills.Desks, class chairs, chairs, file cabinets, tables, technology, office desks and other supplies will be offered for sale to the public. All proceeds from the sale will benefit EOAC programs. Cost: varies. Time: 9 AM-2 PM. Location: EOAC Waco Charter School [615 N. 25th St.]. For more information, contact Mike Caplinger at 254.754.8169 or John Key at 254.753.0331.

APPENDIX B: Announcements

The following four pages contain images of announcements as they appeared in the newsletters published on September 18, October 2, November 6, and November 13. I selected these announcements because they demonstrate both the diversity and consistency of content that Act Locally Waco publishes as announcements.

The majority of announcements, as my example illustrate, consist of requests for volunteers and donations for well known organizations around Waco such as Meals & Wheels, Keep Waco Beautiful, and the Mayborn Museum. However, others notify readers of the new unique opportunities to participate in activities such as playing in youth basketball league, applying to be a client on Fixer Upper, and hearing music at World Cup Café.

On the second page of examples, there is a blurb for an English as a Second Language class that appears in both English and Spanish. The website for the class contained the information in both languages and therefore I was able to include both in the newsletter. I decided to include both languages because I thought that would be most beneficial to readers considering the content of the announcement.

Shared September 18, 2015

Partner with Take Heart Ministries's "Love Totes" program for women who are homeless or in transition – Take Heart Ministries is a newly established 501(c)(3) dedicated to building dignity, improving health, and restoring hope to women who are homeless or in transition by providing them female hygiene products. They seek to serve Waco by collaborating with already established agencies to provide women with "Love Totes," drawstring bags which contain necessary and **practical feminine hygiene items**. For more information contact Take Heart Ministries at 254.717.0563 or by email at **admin@takeheartministry.org**.

Promote your non-profit services at National Night Out event on October 6th – The Dewey Community Center is being remodeled, so this year's National Night Out is being held at Brook Avenue Elementary. Non-profit vendors are invited bring information to inform the community about services available. Tables will be provided. Cost: FREE. Time: 6 PM-8 PM. Location: Brook Avenue Elementary [720 Brook Ave.]. For more information contact Aericka Ridge, City of Waco, Dewey Community Center Customer Service Representative at 254.750.8677.

Flu Vaccine available at Waco-McLennan County Health District – The Waco-McLennan County Health District is providing flu shots Monday-Friday. They accept most forms of Medicaid and Blue Cross Blue Shield insurance. Cost: $22. Times: 8:30 AM- 11:30 AM and 1:30 PM-4:30 PM Monday-Thursday, and 8:30 AM-11:30 AM Friday. Location: Immunization Clinic [225 W. Waco Dr.]. For more information call the clinic at 254.750.5410

Register for Woodway Family Center's Basketball League for Boys & Girls Kinder-6th Grade – Now's the time to register your kinder through 6th graders to join a basketball team and gain some valuable experience and have lots of fun! The deadline for registration is October 31st. Cost: $75 for Woodway residents, $80 for Non-Woodway residents. For more information and to register call 254.772.7491 or email **wfc@woodwaymail.org** or visit **www.woodway-texas.com**.

Looking for ways to help out a Waco ISD student, teacher or campus? Check out the latest Wish List – The WISD Wish List allows principals and teachers the opportunity to communicate the most needed items and services on their individual campuses. Waco ISD is working hard to inspire students to pursue excellence in the classroom and to empower teachers with the tools necessary to create exemplary learners. While clothing items are the most widespread need of the WISD schools, there is also opportunity for volunteers to get involved in multiple ways, from tutoring to assisting at events or assemblies. All donations are greatly appreciated! To see the school-specific wish lists view the WISD Wish List.

Volunteer with Waco ISD Advanced Academics! – Waco ISD is looking for volunteers willing to be mentors for G/T projects for elementary and middle school students, speakers for advanced academics classes (on a number of topics) especially at high schools, and assistants to serve as coaches for UIL events at elementary, middle and high schools. For more information contact the Director of Advanced Academics Dr. Scott McClanahan at 254.755.9519 or by email at **scott.mcclanahan@wacoisd.org**.

World Cup Café and Fair Trade Market now serving music on Saturday nights! – The Mission Waco corner café continues to draw crowds for its great food and market, but now there's even another reason to meet at the restaurant, ranked #2 by the Waco Tribune Herald's Readers' Choice poll. Most Saturday nights there is some food-stomping music to go along with outstanding food! Groups are welcome in the Fair Trade Market for parties, meetings and shopping. Time: Saturdays 5:30 PM-8 PM. Location: World Cup Café [N. 15th and Colcord Ave.]. For more information contact 254.757.1748.

Donate to the garage sale benefiting the MHMR's "Project Christmas Spirit!" – L-3 is sponsoring a two day garage sale and the benefits from the sale support the MHMR Project Christmas Spirit. The **garage sale is October 9 and 10**, so do some fall cleaning quickly and donate all the unwanted but usable items you find! For more information contact Wanda Molina at 254.799.5533 Ext 4066 or Frank Goldman Ext 7185. See **flyer** for more details.

FREE ESL Classes at Caritas sponsored by MCC Adult Education and Literacy Program – English as a Second Language (ESL) classes equip English language learners with the skills they need to advance in their careers, care for their families, and become integral parts of th
eir communities. Classes are also available to prepare for the U.S. Naturalization Test to become a citizen. Cost: FREE. Time: Mondays and Wednesdays 9 AM-1 PM. Location: Caritas of Waco [300 S. 15th St.]. For more information call 254.753.4593 or 254.299.8053 or 254.298.8777 or visit **www.caritas-waco.org**.

GRATIS Clases de Inglés a Caritas – (ESL) (Clases de Inglés) ayudan a los que necesitan aprender más inglés para adelantarse en el trabajo, cuidar mejor a sus familias, e integrarse más en sus comunidades. Estas clases también incluyen preparación para tomar el examen de ciudadanía (U.S. Naturalization Test). Precio: GRATIS. Cuando: lunes y miércoles 9 AM-1 PM. Donde: Caritas of Waco [300 S. 15th St.]. Para mas información llamar a 254.753.4593 o 254.299.8053 o 254.298.8777 o nos visitar a la pagina **www.caritas-waco.org**.

FREE GED Classes at Caritas sponsored by MCC Adult Education and Literacy Program – Getting a GED is an important step in the employment process. These GED classes are taught by qualified instructors and are self-paced. Students will receive individual attention and motivational support. Scholarships available to qualified participants for GED testing. Qualifications include being 17 years of age or older and officially withdrawn from public school, being registered for the program, and attending a minimum of 40 hours of class. Cost: FREE. Time: Tuesdays and Thursdays 9 AM-1 PM. Location: Caritas of Waco [300 S. 15th St.]. For more information call 254.753.4593 or 254.299.8053 or 254.298.8777 or visit **www.caritas-waco.org**

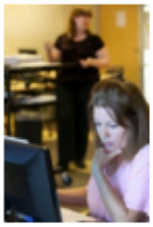
Keep Waco Beautiful Fall Compost and Bulbs for Sale – Do you need some compost or bulbs for your garden? Keep Waco Beautiful is selling 40 pound bags of compost and bulbs for campernelle's, snow flakes, grand primos, and golden dawns. To purchase your order go online at **www.keepwacobeautiful.com.** Cost: compost bags $3.50, bulbs $2.50 per bulb. Time: Call in advance to schedule a pick up time for your order. Location: Cameron Park Zoo Overflow Parking Lot [1701 N. 4th St.]. For more information, contact Ashley Millerd at 254.723.5714 or email **kwacob@gmail.com.**

Volunteers needed to help sand cabinets for Care Net Pregnancy Center – The Texas Baptist Men are currently in the process of constructing new furniture for the Care Net Pregnancy Center, and they need your help to sand cabinets and furniture. Volunteers should be safety conscious individuals able to load and unload wood, but no experience sanding is necessary. Time: Monday-Friday 7:30 AM-4 PM. Location: WRS Group [624 Texas Central Parkway, Hewitt]. For more information, contact Isabel King at 254.772.8270 or **Isabel@pregnancycare.org.**

Volunteers needed for CROP Hunger Walk November 12, 13, & 15 – CROP Hunger Walks are held nationally, all during the year, with the theme "Ending hunger one step at a time," walkers proclaim their solidarity with the millions of people around the world who have to walk long distances to find food and water—as well as with the millions of people served by local food pantries, food banks and meal sites in our own country. **November 12 & 13** six-to-eight volunteers are needed to stuff 100 goodie bags for the Waco CROP walk. Time: negotiable. Location: Seventh & James Baptist Church [602 James Ave.] **November 15** need two or three people to help put up signs and blow up balloons. Time: 1 PM. Location: Bledsoe-Miller Recreation Center [300 N. MLK Jr. Blvd]. Additionally, need six people to help with registration. Time: 1:30 PM. Location: Bledsoe-Miller Recreation Center [300 N. MLK Jr. Blvd.]. For more information, contact Katie Cook at 254.755.7745 or **seedseditor1@gmail.com.**

Volunteer at the Mayborn Museum – Do you love exploring the Mayborn and want to help others discover all it has to offer? Then make a difference and become a volunteer! The Mayborn is offering exciting new volunteer opportunities for youth and adults to engage, enjoy, and explore. For more information, contact Sherry DeHay at 254.710.4629, email **sherry_dehay@baylor.edu** and visit the **volunteer website**.

McLennan Community College/ Waco Goodwill Computer Classes – The Waco Goodwill Learning Center will offer Basic Workplace Computer Skills, Microsoft Word, and Microsoft Excel each month for the Fall 2015 semester. Microsoft Word classes are Mondays and Wednesdays, and Microsoft Excel classes are Tuesdays and Thursdays. Cost: $10 for month-long course. Time: 5:30 PM-7:30 PM. Location: Goodwill Learning Center [1700 S. New Rd.]. Please contact McLennan Community College's Continuing Education Department to register by calling 254.299.8000 or contact Goodwill at 254.753.7337.



Buying a home in the Waco area that needs a little TLC? HGTV's "Fixer Upper" is back for another season! – Is the house you're considering in your dream location (within a 40 mile radius from Waco), but the house itself needs work? Are there dilemmas like a clunky layout, bad flow, outdated design that you're dying to fix? With our experts' vision, we'll help you transform your fixer upper into the right home in the right location!Homeowners MUST have the budget to contribute to your renovation. (minimum contribution is 30K, financial contribution should be proportional to the amount of renovations your new home will need)If chosen for Fixer Upper, home must be vacant/empty for filming and renovations. For more information contact Tina at **rightlocationcasting@highnoontv.com.**

Shared November 13, 2015

Apply for the Teen Leadership Waco program – Teen Leadership Waco (TLW) was created to build on the leadership skills of our youth to help develop future leaders in the Greater Waco community. Students from any area high school that are sophomores or juniors as of Sept. 1, 2015 are eligible to apply for the 2016/2017 Teen Leadership Waco program now. The program objectives are to identify and recruit emerging leaders; to prepare and allow students to participate in the group process; to inform students about community history, government, economic and social issues that are a part of the environment that makes our community function; and to encourage participants to undertake leadership roles to improve their own environment. **The deadline for applications is Friday, November 20, 2015**; applications can be downloaded here. For more information, contact Rachel Martinez at 254.757.5633.

Volunteers needed Thanksgiving Day to make deliveries for Meals & Wheels – Meals & Wheels nourishes the bodies, minds, and spirits of older adults in the Heart of Texas through meals, transportation, activities, and volunteer support. Sign up now to help them deliver meals on Thanksgiving Day! Volunteers will be mailed route sheets the week before Thanksgiving, and the routes will be available when volunteers pick up the meals. Cost: Free. Time: 9 AM. Location: Lee Lockwood Library and Museum [2801 West Waco Dr.]. For more information, contact Laura Ziemer at 254.752.0316.

Donations and Volunteers needed for Salvation Army's Thanksgiving Lunch – Turkeys and hams, potatoes and yams–it's Thanksgiving Lunch to feed a bunch! The Waco Salvation Army is looking for volunteers to prepare turkeys, hams, or pies to donate for the lunch which will provide a Thanksgiving meal for the homeless in Waco. Donations can be dropped off at the Community Kitchen [300 Webster]. For more information, contact Christy Huffman at 254.756.7271.

Volunteer for Kids Against Hunger Meal Packing Event on November 14 – The mission at Kids Against Hunger is to significantly reduce the number of hungry children in the USA and to feed starving children throughout the world. We ship meals to starving children and their families in over 60 countries through partnerships with humanitarian organizations worldwide. The goal of this event is to pack 20,000 meals for local distribution, and **they need 60 volunteers from ages 9-11 to reach their goal.** Come volunteer for a couple of hours and help feed the hungry in Waco! Cost: Free. Time: 9 AM-11 AM. Location: Austin Avenue United Methodist Church [1300 Austin Ave.]. For more information, contact the church at 254.754.4685.

Congratulations to Caritas of Waco for being named the newest First National Bank Charity Champion! – Caritas provides urgent support to people in need in our community. This includes assistance in the form of food, clothing, prescriptions, rent and utilities, as well as help escaping poverty through case management and SNAP outreach. They are currently in need of two forklifts, partitioning, fans and space heaters for a new client clothes closet, a 6,000-8,000 square-foot thrift store location, canned food as well as additional funding. For more information view the press release.

Plans underway for a Diaper Bank in Waco – The idea is to collect diapers and distribute them through existing organizations who serve people in need. The website is pretty bare bones right now, but it does have contact information. If you think this is the kind of idea you would like to help make happen. Visit the site and send them a note! For more information, contact **wacodiaperbank@gmail.com** or visit http://www.wacodiaperbank.org/.

APPENDIX C: Events

The following four pages contain images of blurbs for events as they appeared in newsletters published on September 4, October 2, October 23, October 30, and November 20. Event blurbs make of the majority of the Act Locally Waco weekly newsletters and website. They are meant to concisely and accurately convey to readers the purpose of the event and how they can get involved.

Content for blurbs is drawn from emails, websites, flyers, phone calls, and Facebook pages. The images used also come from a similar variety of sources, and are most often flyers for events or organization logos. Some images had to be converted from pdf form into jpeg form, and others had to be acquired by taking screenshots of pertinent portions of flyers. All images used for newsletters and the website are first converted to the correct format (jpeg or png), then added to Dropbox titled with a word or phrase and the date they were added (for instance, 10.22 Pinnacle Golf), and then uploaded to Wordpress. Interns are able to connect the right pictures to blurbs because they include a tag at the end of blurbs to signify the name of the image. The tags appear on the Google Doc as follows, <10.22 Pinnacle Golf>).

September 12 – Celebrate Hispanic Heritage at Hawaiian Falls: "Fiesta Familiar!" – Private use of the Hawaiian Falls Water Park for families with tickets only scratches the surface unity! Cost: $10 per person. Time: 10:30 AM-6 PM. Location: Hawaiian Falls Water Park [900 Lake Shore Dr.].For more information or to purchase tickets, click here: of this family occasion. Along with traditional food, there will be Christian music, plays, a message, and the opportunity to be baptized after the message. Don't miss out on this unique opportPurchase tickets.

September 12 – Mission Waco Neighborhood Meeting about 1505 N. 15th Street – The people at Mission Waco want your input! They have recently purchased the old Safeway grocery building at the corner of 15th and Colcord and want to utilize the space in a way that benefits the community. Join the discussion and help impact your community! Cost: FREE. Time: 10:30 AM. Location: 1505 N. 15th Street [corner of Colcord and N. 15th Str.]. For more information call 254.753.4900 or visit missionwaco.org/mission-waco. Here's a link to the recent story from the *Waco Trib*.

October 3 – Immigration 101 – Learn about Immigration Legal Services offered through Catholic Charities of Central Texas. Topics include how the immigration system works, types of relief, and eligibility requirements. Cost: FREE. Time: 11 AM-12:30 PM. Location: Mission Waco Meyer Center [1226 Washington Ave.]. For more information contact 254.753.4900 or email **office@missionwaco.org.** Immigration 101 Flyer

Octubre 3 – Inmigración 101 – Infórmese acerca de los servicios legales de inmigración ofre- cidos por Catholic Charities of Central Texas. Los temas a tratar incluyen cómo funciona el sistema de inmigración, distintas opciones legales disponibles, requisitos para calificar. Precio: GRATIS. Cuando: 11 AM-12:30 PM. Donde: Mission Waco Meyer Center [1226 Washington Ave.]. Para mas información llamar a 254.753.4900 o usar correo electrónico **office@missionwaco.org**. Immigration 101 Flyer

October 3 – Mammoth Creek Pottery Demonstration at the CAST – Award-winning ceramic artist Doreen Plott is h osting a clay demonstration throwing cups, bowls, goblets, and more! Come by to view both functional and decorative pieces and other art that is available for sale at the CAST. There will be a drawing for a piece of pottery and you can sign up for classes. Cost: Free. Time: 12 PM-3 PM. Location: CAST [605 Austin Ave.]. For more information contact254.709.5551.

October 3 – Alzheimer's Walk Car Wash benefiting the Alzheimer's Association – The Alzheimer's Association works on a global, national and local level to enhance care and support for all those affected by Alzheimer's and other dementias. Support the work they are doing by getting your car washed and donating! All proceeds will go towards Alzheimer's research! Cost: Donation. Time: 9 AM-2 PM. Location: Fidelity Bank [1901 Lakeshore Dr.]. For more information about the Walk and car wash contact 254.753.7722 or email **slmaselli@alz.org**.

October 24 – Going to the Baylor Homecoming Parade? Hot Chocolate and Art Viewing at the CAST – Stay warm and view a variety of great local art while you enjoy the Baylor Homecoming Parade! Cost: FREE. Time: 7 AM. Location: CAST [605 Austin Ave.]. For more information contact 254.709.5551.

October 24 – Join the Dr Pepper Museum as it celebrates 10-2-4 Day! – To celebrate this special day in every Pepper's life, visitors that sing a Dr Pepper jingle at the admissions desk will receive FREE admission! Earle Racey, came up with "Drink a Bite to Eat at 10, 2 and 4." He developed this idea after hearing about a study done by Columbia University that a person's blood sugar drops at 10:30, 2:30 and 4:30 leaving him or her feeling lethargic and hungry. Earle Racey received a $25 bonus (accounting for inflation that is $336 today) for coming up with the slogan and Dr Pepper used the popular slogan through the early 1970s. Cost: FREE with a jingle. Time: 10 AM-5 PM. Location: Dr Pepper Museum [300 S. 5th St.]. For more information visit www.drpeppermuseum.com.

October 24 – Heart of Texas Storytelling Guild Monthly Meeting – The Heart Of Texas Storytelling Guild (HOTSG) of Waco, an affiliate of the Tejas Storytelling Association, is an organization of storytellers and supporters dedicated to preserving the art of storytelling. The Guild seeks to provide a platform for our many talented community storytellers. We delight in sharing our stories and encouraging younger storytelling talent as we follow the traditions of great storytellers past and present. The Storytelling Guild meets once a month (Holiday Exceptions) to learn, tell, & listen to stories, and all are welcome! Cost: FREE. Time: adults meet from 10:30 AM-12 PM, youth/teens meet from 1:30PM-3:00 PM. Location: South Waco Library [2737 S. 18th St.]. For more information contact Vivian Rutherford at 254.717.1763 or by email at vivian.rutherford@thestorylady.org.

October 26 – 11th Annual Pinnacle Open Golf Tournament Benefitting Waco Community Development – Fore! Watch out for this tournament that is coming to benefit Waco Community Development. Single players and teams are welcome in this tournament, which includes lunch, the use of a golf cart and range balls, and participation in the longest drive, closest to pin, and straightest fariway drive contests. There is also a Golf Ball Drop in the afternoon. Cost: $80 early bird, $85 at the door. Time: Check-in and lunch at 11:30 AM, Tee Off at 1 PM, Golf Ball Drop 5:30 PM. Location: Cottonwood Creek Golf Course [5200 Bagby Ave.]. For more information contact Mike Stone 254.235.7358 or Johnny Mankin 254.722.6055. 11th Annual Pinnacle Open Form

October 26 – Monday Movies: Baylor Student Activities and the Waco Hippodrome present *The (Dis)Honesty Project* – (Dis)Honesty – The Truth About Lies is a documentary feature film that explores the human tendency to be dishonest. Inspired by the work of behavioral economist, Dan Ariely, the film interweaves personal stories, expert opinions, behavioral experiments, and archival footage to reveal how and why people lie. Cost: FREE. Time: 7 PM. Location: Waco Hippodrome [724 Austin Ave.]. For more information visit the Baylor Student Activities website.

November 12 – Waco Habitat for Humanity Harvest Dinner – Waco Habitat for Humanity is an ecumenical Christian housing ministry helping eliminate substandard and poverty housing in Waco. The Harvest Dinner is Waco Habitat for Humanity's annual "thank you" dinner for everyone who has helped serve the organization by being a volunteer, donor, or community member. Come celebrate another year of service! Cost: Free. Time: 6 PM-8 PM. Location: Phoenix Ballroom [401 S. 3rd St.]. For more information and to RSVP, contact 254.756.7575.

November 12 – Horses for Healing Symposium at the REACH Therapeutic Riding Center – Want to learn how horses can help your clients and students reach their goals? Join us and other professionals from the McLennan County area at REACH Therapeutic Riding Center for the Horses for Healing Symposium! Dr. Beth Lanning from Baylor will present on the research that supports the effectiveness of this unique field, and we'll have demonstrations of our horses in action. REACH has several different programs geared to meet the special needs of a variety of clients. Equine Facilitated Learning is designed to help youth who are at risk develop confidence as well as better leadership, communication, and teamwork skills. Cost: Free. Time: 5:30 PM-7:30 PM. Location: REACH Therapeutic Riding Center [1007 Camp Rd., McGregor]. For more information and to RSVP, contact 254.848.7888 or by email at **emosher@reachtrc.org**.

November 12 – "Reaching for the Stars": The Cen-Tex African American Chamber of Commerce Annual Meeting & Awards Banquet – The event features business and community awards, great entertainment, and excellent food. This year's keynote speaker will be Vince Banks, Market Manager for Wal-Mart Corporation. Mr. Banks oversees 800 Million Dollars in annual sales and a workforce of 3100 associates and management. Vince is a graduate of Jacksonville College and University of Mary Hardin-Baylor (UMHB) and serves on the UMHB Board of Trustees. Cost: Seniors $40, Individual $50, Table of 8 $400. Time: 6 PM-8 PM. Location: Barfield Drawing Room in the Bill Daniel Student Building at Baylor University [1311 S. 5th St.]. For more information, contact Laveda Brown at 254.235.3204 or by email at **info@centexchamber.com**. **Register**

November 12 – Prosper Waco hosts Disproportionality and Disparities Meeting – The Prosper Waco initiative emphasizes using data to understand and address the needs of our community to ensure that our collective work is producing measurable outcomes for people in Waco. However, we know that within the overall numbers there are differences in outcomes for different groups in our community. Without recognizing these disparities, we cannot find strategic ways to address them. We are inviting you to join us for a meeting to learn more about how we identify and address disparities of outcomes in our community. We are fortunate to be able to work with Kurt Cadena-Mitchell with the Center for Elimination of Disproportionality and Disparities at the Texas Health and Human Services Commission. The meeting will be Bring Your Own Lunch. Cost: Free. Time: 11:30 AM-1 PM. Location: Preparedness Training Room at the Waco-McLennan County Public Health District [225 W. Waco Dr.]. For more information and to RSVP, contact 254.741.0081 or email **jillian@prosperwaco.org**.

December 4 – MCC Choir Holiday Concert – The MCC Chorale has been approved to sing at the St. Stephen's Cathedral in Vienna next May! They need your help to finance the trip, and every little bit is appreciated! This event features special guests The Singers from Tennyson Middle School Choir. They will be performing "Midnight Mass for Christmastime" by Marc-Antoine Charpentier. Begin your holiday season with beautiful choral music presented by two of Waco's most outstanding choirs! Cost: Free admission, but donations will be welcome! Time: 7:30 PM. Location: St. Mary's Catholic Church [1401 Washington Ave.]. For more information contact 254.299.8275. To donate directly please visit GoFundMe page.

December 4 – 8th Annual *A Dr Pepper Christmas* – Come see the home of the nation's oldest major soft drink decorated in sparkling lights, Christmas trees, and garlands to celebrate the most wonderful time of the year. Guests will be greeted by the sound of carols from local ensembles and enjoy food and drinks including Hot Dr Pepper and Big Red Holiday Punch. Kids will even have the opportunity to remind Santa if they have been naughty or nice. Enjoy children's crafts, cookie decorating, and other activities scattered throughout the Museum's campus including the newly remodeled East Wing. Cost: $12 Adults, $6 children. Time: 6:30 PM-8:30 PM. Location: Dr Pepper Museum [300 S. 5th St.]. For more information and to purchase tickets visit the website.

December 4 – People for Peace: An Open Mic Vigil hosted by the Waco Poets Society – In light of recent events in our own country and around the world, we gather in peace, to speak truth, guided by love, and working toward justice for all people—especially those who are targeted and harmed because of race and/or beliefs. Join us for a community gathering of those seeking refuge & emotional support during this tumultuous time. Anyone is welcome to share poems, songs, stories, reflections, and spoken-word. Please bring your own chairs or blankets to sit on. And if it's chilly be sure to dress warmly! Cost: FREE. Time: 7:30 PM. Location: Heritage Square [3rd St. and Austin Ave.]. For more information, visit the Facebook page.

APPENDIX D: Job Openings

The following two pages contain images of job openings as they appeared in newsletters published on September 18, October 30, November 6, November 13, and November 20. Though job openings are published in Act Locally Waco in a much smaller volume than announcements and events, they play a significant role in helping Act Locally Waco fulfill its community development-driven goals and are therefore allowed greater length than the other two blurb categories.

Job openings are meant to convey to readers a summary of the hiring organization, the job description, and the necessary qualifications for applicants, and they are meant to connect interested readers as directly as possible to the application process. The content for job opening blurbs is typically taken from bulleted lists and changed into complete sentences that form a coherent paragraph.

Family Abuse Center Job Openings – The Family Abuse Center exists to eliminate domestic violence in Central Texas by sheltering victims of domestic violence and by preventing abuse from occurring through intervention and education. For both of the following job openings contact, resumes and cover letters should be emailed to **Lindsay.Swain@familyabusecenter.org**.

- **Case Manager specializing in Housing and Economic Opportunities** – The overall responsibility of the Case Manager is to provide case management services to residential clients, facilitate evening groups, assure the coordination of services with other agencies, assist with the coordination of necessary shelter programs/activities, and provide therapeutic interventions as appropriate. As needed this position also provides coverage to the crisis line, and represents FAC at community events. Qualifications include a Bachelor's Degree in Human Services, but having a Master's Degree in Human Services is preferred; 1-2 years experience in the field of Domestic and/or Sexual Violence preferred, or the same amount of residential services and/or case management experience; experience in social or human service field is required. Bilingual applicants preferred. **Case Manager Position Description**
- **Resident Advocate** – The Family Abuse Center depends on the Resident Advocates to ensure that our shelter is staffed 24 hours a day, 7 days a week. The primary responsibilities of the Resident Advocates (RA) are to provide crisis intervention and referrals on the 24-hour crisis line and provide resident assistance to those in the 24-hour shelter. R.A's approve admission to FAC in accordance with policies and procedures, provide front desk coverage (answering incoming calls, assisting residents at front desk, etc.) in between hotline calls as needed, provides shelter intakes to incoming shelter residents and help clients move and settle into shelter and participates in volunteer training when needed. Other duties include crisis intervention, meal preparation, maintaining client records, and ensuring confidentiality. **Applicant must be available weekends and over the holidays.** Qualifications include a high school diploma or GED; 1-2 years experience in the field of Domestic and/or Sexual Violence preferred, or the same amount of residential services and/or case management experience; experience in social or human service field is required. **Resident Advocate Position Description**

Full-time Bilingual Case Manager at Caritas – Caritas of Waco is a non-profit charity organization that offers food, clothing, household items, and travel to anyone, regardless of race, age, sex, ethnicity or location. Caritas is supported through various faith, civic and service organizations, charitable foundations, area businesses and individuals. They rely heavily on the community for volunteers, without whom Caritas could not be a fully functioning organization. For more information, contact Tammy Stevens at **tstevens@caritas-waco.org** or 254.753.4593, ext. 227.

Full-Time Nurse for City of Waco Health District – The Immunization Nurse will provide clinical leadership and expertise to the Immunization Clinic; education and training; provide direct patient care through the administration of immunizations, both routine childhood and foreign travel, among other responsibilities. Qualifications include a Bachelor's degree in Nursing (BSN) or may substitute an Associate's Degree in Nursing (AND) with four years of nursing experience in any setting. Unofficial transcripts are required at the time of application. Sealed Official Transcripts will be required at the time of interview. As well as six months to one year of nursing experience interpreting vaccination records or providing vaccines to all age groups is strongly desired. A Texas RN License is required, and applicants must show proof at the time of application. The hiring salary is $1,524.19 – $1,916.00/Bi-wkly. For more information view the **full job description**. **Application**.

Immunizations Outreach Worker for the City of Waco Health District – Applicants for this full-time position will be expected to identify and locate individuals with incomplete immunization histories in the statewide registry (ImmTrac), contact parents or guardians of identified individuals and provide education on the purpose and utility of the registry and the importance of maintaining complete immunization histories, and locate additional immunization records for individuals and ensure that all immunization information is entered into the registry, among many other responsibilities. Qualifications include a high school diploma or GED is required. Six months additional coursework beyond high school in a Health related field is required, and one year of experience in a healthcare setting, to include administrative roles and providing diverse patient care in a clinical or school setting is preferred. The hiring salary is $10.97-$14/hour. For more information view the **full job description**. **Application**.

AmeriCorps VISTA Community Relations position at Communities in Schools – AmeriCorps VISTA members are Volunteers In Service To America through the Corporation for National and Community Service. At Communities In Schools, Our Community Relations VISTA members will create asset maps, fundraise, manage donor relationships, track donations, build support for CIS-HOT programs, write grants, engage community stakeholders, assist in coordinating fundraising events, and grow in-kind donations. VISTAs will receive a wide variety of training opportunities and utilize various technologies to accomplish tasks. Must be able to attend a mandatory out-of-town training Feb. 17 – Feb 20, 2016. All expenses paid. Applicants must be at least 18 years of age, and a Bachelor's degree is preferred. Respond by submitting an application by clicking on "Search Listings" at my.americorps.gov. For more information contact Hannah Kuhl at **hkuhl@cis-hot.org** or 254.753.6002 x 2019. **Job Description**

AmeriCorps VISTA Grant Writer position at Communities in Schools – AmeriCorps VISTA members are Volunteers In Service To America through the Corporation for National and Community Service. At Communities In Schools, VISTA members will research funding sources, write grants, submit proposals, fundraise, engage community stakeholders, assist in coordinating fundraising events, and grow in-kind donations. VISTAs will receive a wide variety of training opportunities and utilize various technologies to accomplish tasks. Applicants must be able to attend a mandatory out-of-town training Feb. 17 – Feb 20, 2016. All expenses paid. Must be at least 18 years of age. Bachelor's degree preferred. Respond by submitting an application by clicking on "Search Listings" at my.americorps.gov. For more information contact Hannah Kuhl at **hkuhl@cis-hot.org** or 254.753.6002 x 2019. **Job Description**

Information and Referral Specialist at Heart of Texas Council of Governments (Part-time) – Assists in the management, implementation and coordination of the information and referral program whose primary function is to link persons in need or their advocates with the appropriate services designed to eliminate or alleviate that need. A Bachelor's degree in business administration, social work, gerontology or related field is preferred, plus one year of progressively responsible experience in programs or services. At least two years of college, plus two years of progressively responsible experience *or* any equivalent combination of experience, education and training that provides the required knowledge, skills, and abilities. Must have or obtain a Certified Information and Referral Specialist (CIRS) designation from the Alliance of Information and Referral Systems (AIRS) within six months of becoming eligible. For more information, contact 254.292.1800. **Job Description**

Americorps VISTA Campus Kitchen Coordinator– Are you looking for a job working with college students and the Waco community to alleviate hunger in Waco, TX? Do you enjoy cooking, gardening, or preventing food waste? Are you interested in growing professionally by improving management and leadership skills, applying for grants, and planning events? The Campus Kitchen at Baylor University is looking for a full-time AmeriCorps VISTA Campus Kitchen Coordinator! If you are interested or have questions about what the position entails, please email **campus_kitchen@baylor.edu**.

S2G Denon hiring Technical Service Representative (TSR) – Denon is a provider of audio-video reproduction with a 100 year history. Their vision is one of passion, artistry and technology. They are on a constant quest to create the perfect entertainment component. Support is provided for 3 major manufacturers; some of which include home theater systems, A/V receivers, Blu Ray receivers, iPod docks, home speakers, soundbars and more. The TSR is an entry level position for those interested in the technology field. The TSR will provide general customer service, technical support and advice to clients over the phone. The TSR is responsible for answering incoming calls and resolving technical issues assisting external customers for Denon products. The TSR will identify issues, research and resolve technical problems. This position requires excellent communication and customer service skills. For more information, visit S2G. Send your resume with cover letter to **careers@s2g.net**. Apply.

Goodwill Seeks Learning Center Specialist II – The position includes facilitating employment and job placement services, financial literacy and asset development, community resource connections, and computer lab services. A Bachelor's Degree in a Social Services field is preferred. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Other qualifications include the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community, the ability to write speeches and articles for publication that conform to prescribed style and format, and the ability to effectively present information to top management, public groups, and/or boards of directors. For more information, visit the job description page

APPENDIX E: Big Orange Frame and Facebook Albums

The following five pages contain pictures from events I attended with the Big Orange Frame as they appear posted on the Act Locally Waco Facebook page on September 12, October 6, October 10, and November 13. The goal of taking the Big Orange Frame to events is to meet people in the community and introduce them to Act Locally Waco by taking their picture and drawing them to the Facebook page, which in turn may draw them to subscribe to the weekly newsletters.

The first event pictured, I attended with Brittany Sharp, the Act Locally Waco volunteer who posts blurbs from the website onto the Facebook page. The other four events I attended solo. At events, I approached people with the frame and asked if they would like to take a picture for the Act Locally Waco Facebook page, and if they did not know what Act Locally Waco was, I briefly explained it to them. I took the pictures on my iPhone, edited them with the VSCO app, emailed them to myself, uploaded them to iPhoto, and then uploaded them in an album on Facebook with an appropriate caption.

Act Locally Waco added 14 new photos to the album:
"Hungry Games" Fun Day - September 12.
Published by Faith Danielson [?] · September 12 ·

A few pictures from the "Hungry Games" Fun Day event benefitting Shepherd's Heart and Heart of Texas Autism Network. This event runs until 8 PM, so there's still plenty of time to go join in the fun! Location: Indian Springs Park on University Parks Drive across from the Hilton hotel. Contact Bob Gager at 254.722.9517 for more information!

1,173 people reached Boost Post

Like Comment Share

Patty Maddison, Stacy Rodriguez, Cris Mtz Vega M and 7 others like this.

1 share

Act Locally Waco added 25 new photos to the album: National Night Out at Brook Avenue Elementary.
Published by Faith Danielson [?] · October 6 ·

National Night Out is a nation-wide event about bringing communities together and learning about public safety awareness and community resources. We had a great time tonight at this wonderful event!

1,938 people reached **Boost Post**

Like Comment Share

Alexis Christensen, Julie Covington, Donna Edwards McKethan and 11 others like this. Chronological

Act Locally Waco Pictures taken by awesome intern Faith Danielson!
Like · Reply · Commented on by Ashley Bean Thornton [?] · October

Act Locally Waco added 15 new photos to the album:
Walk to End Alzheimer's 2015.
Published by Faith Danielson [?] · October 10 ·

This morning participants walked two miles to help end Alzheimer's and dementia. All of the proceeds go to the care, support, and research of the Alzheimer's Association.

639 people reached

Boost Post

Like Comment Share

Cris Mtz Vega M, Vegan in Waco, Gloria Fitch and 7 others like this.

Chronological

Act Locally Waco added 12 new photos to the album: Communities in Schools "Over the Edge" Block Party.

Published by Faith Danielson · October 10 ·

Come out to Washington Avenue, between 9th and 10th Streets, to watch college football at the Texas Traditions Tailgating Party Trailer, enjoy a free haircut and shoulder massage courtesy of SportsClips, grab a bite from a variety of local food trucks, watch cheer and dance performances, and let your children play a variety of games and activities or jump around the bounce house. This event is FREE and lasts until 5 PM today, so there is still plenty of time to check it out!

789 people reached

Boost Post

Like Comment Share

April Walker, Meredith Murray Donovan, Rachel Salazar and 5 others like this.

Chronological

Act Locally Waco added 5 new photos to the album: Cookies and Coloring at The Art Center — at The Art Center of Waco.

Published by Faith Danielson [?] · November 13 at 5:30pm ·

We were all smiles at the last Cookies and Coloring event for the year, featuring impressionist painter Vincent Van Gogh. If you did not get the chance to make it this fall, don't worry, there will be more Cookies and Coloring in 2016! For more information, contact The Art Center at 254.752.4371.

503 people reached

Boost Post

Like Comment Share

Megan Legband, FN Sandoval, Ivori Murray and 5 others like this.

APPENDIX F: Serving Together Holiday Flyer

The following two pages contain images of the holiday flyer I created for Act Locally Waco and how it appeared published on Facebook on November 18 and in the November 20 newsletter. Most of the written content of the flyer was derived from a holiday flyer made in a previous year, with modifications of times and contact information, which were acquired through email. However, the title and subtitle I changed to highlight the purpose of the flyer and to reflect the communal tone of Act Locally Waco.

I created the flyer on PowerPoint using free clipart images for the snowflakes and leaves, and by pulling the Act Locally Waco logo from the Wordpress images. I had 100 copies of the flyer printed at the Baylor Copy Center. I then drove to various businesses and restaurants around Waco to distribute flyers, the remainder of which I gave to Ms. Thornton.

Act Locally Waco presents…

Serving Together

Volunteering as a family during the Holidays

Meals & Wheels
Thanksgiving Meal Delivery
November 26
9 AM (drivers pick up meals & route sheets)
Contact: Laura Ziemer 254.752.0316

Food for Families
Unload, carry, and sort food donations
November 20
8 AM-6 PM (2 hour shifts)
Contact Virgil Teter virgil.teter@kwtx.com

Salvation Army
Bell Ringing for Donations
Contact Christy Huffman 254.756.7271

World Hunger Relief Farm
Morning crews for livestock and produce
8:00 AM-12:30 PM
Contact localeducation@worldhungerrelief.org

Waco Wonderland
Assist with lines, give directions, help event run smoothly
December 5-12
Sign up http://bit.ly/1WMuLTz

Farmers' Market
Help with Welcome Booth and event execution
Saturdays
Contact wdfm.manager@gmail.com

Caritas of Waco
Help with the food pantry, warehouse, or thrift store
Contact Paula Ray at 254.753.4593 ext. 228

For more ideas about how to get involved, visit our website: www.actlocallywaco.org

www.actlocallywaco.org

St. Matthew Lutheran

A great community takes work! Join Us!

Lots of fun last weekend! Click here for pics: Cookies and Coloring at the Art Center of Waco, Block Party at East Waco Park.

Happy Friday Waco! We are thankful for you!

What a terrific idea...a whole day set aside for giving thanks! Only good can come of that. We hope your Thanksgiving affords you plenty of time to reflect on blessings large and small. No WHOLE Enchilada next Friday — we here at Act Locally Waco will be enjoying a little time off with family, friends, football and food.

Sometimes thankfulness leads to an urge to serve. If that is the case with you and your family, we would like to help. Here is a short list of suggestions for places families can volunteer together this holiday season: **Serving together.**

If you have announcements or events for the next few weeks or for any time in 2015, please send them to **ashleyt@actlocallywaco.org**. Let's get everything on one big calendar so we can plan together! As always, thanks for all you are doing to make Waco a great place to live! – ABT

APPENDIX G: FormSite Submission Forms

The following three pages contain images of submission pages I created using the website FormSite.com. These submission pages are meant to expedite the process of obtaining information for blurbs. Potentially, they could save those working with Act Locally Waco time because they would not have spend time digging through websites or sending additional emails asking for pertinent information about dates, times, costs, locations, et cetera that is often absent from emails or websites.

The issue in utilizing the forms is that much of the time-cost necessary for writing blurbs would be transferred to community partners, who simply may not have time to write blurbs on top of their other work. Additionally, the information received from the forms would still have to be formatted to fit the Act Locally Waco structure, and edited where necessary.

Announcements

Title of Event (Generally includes name of organization sponsoring and/or benefitting, e.g. Volunteer to help XXX do ZZZ) *

Description of Announcement (Briefly tell us about what your organization does, who will benefit, how people can get involved, what will happen at event, etc.) *

Cost of Participating (Indicate dollar amount, donation, free, etc.)

Time (If ongoing, indicate hours and days of the week) & Location (Name of facility and physical address)

Contact Information (Phone number, email, and/or website that contains relevant information) *

Attach images (jpeg or png) or documents (pdf)

Choose File No file chosen

Upload Delete

Report abuse Powered by formsite

SUBMIT

Events

Date of Event (Month and Day) & Title of Event (Generally includes name of organization sponsoring and/or benefitting) *

Description of Event (Briefly tell us about what your organization does, who will benefit, and what will happen at the event) *

Cost (Indicate dollar amount, donation, free, etc.) *

Time & Location of Event (Name of facility and physical address) *

Contact Information (Phone number, email, and /or website that contains relevant information) *

Attach images (jpeg or png) or documents (pdf)

Choose File No file chosen

Upload Delete

Report abuse Powered by formsite

SUBMIT

Job Openings

Title of Position & Name of Company Hiring *

Description of Position (Briefly indicate who your company is/what you company does, a general job description, qualifications/requirements for applicants, etc.) *

Contact Information (Phone number, email, and/or website that contains information about position) *

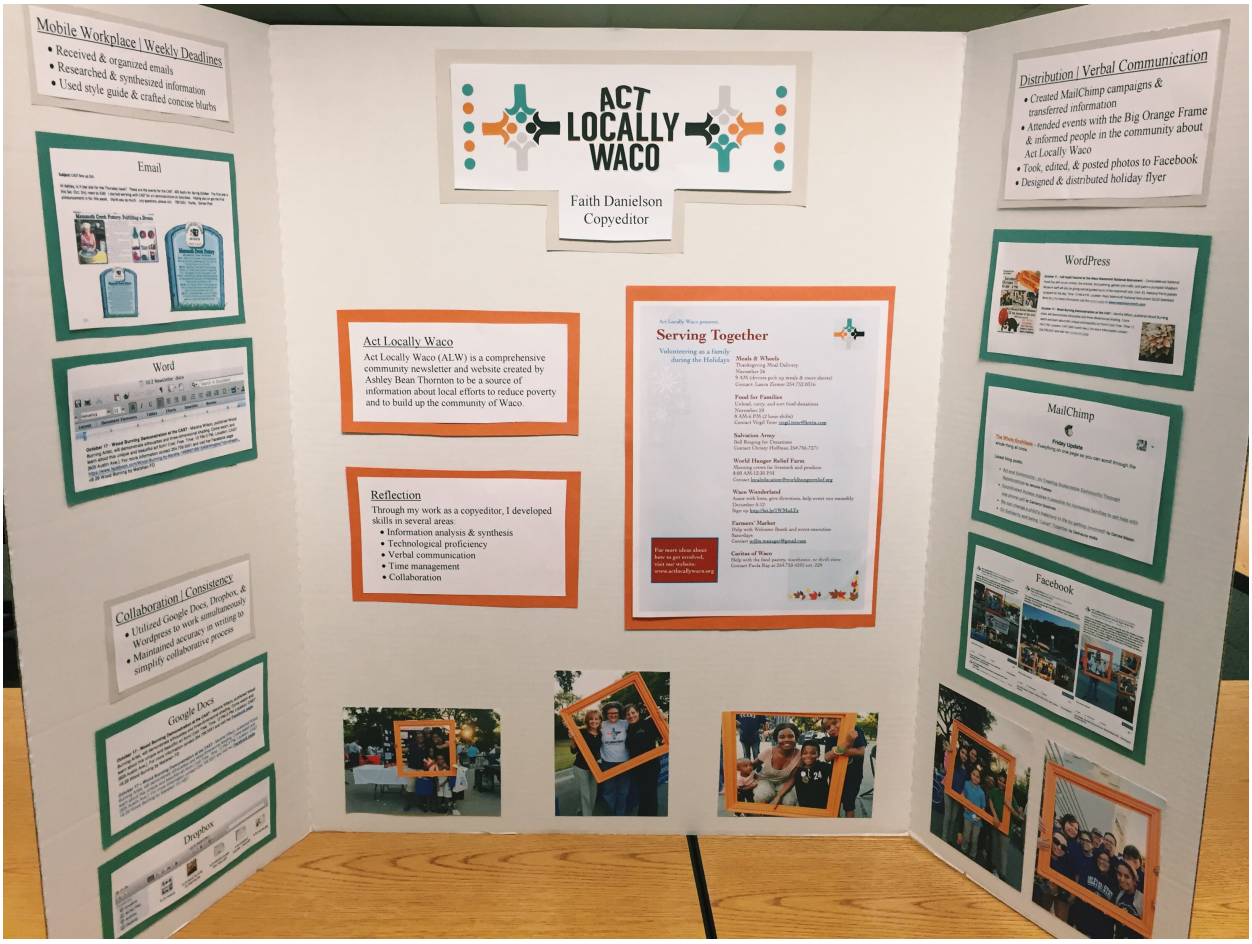
Attach images (jpeg or png) or documents (pdf) such as complete job description or application form

Choose File | No file chosen

Upload | Delete

Report abuse

Powered by formsite

SUBMIT

Poster Presentation