

**Office of Volunteer Opportunities
00027**

**University of St. Thomas
Houston, Texas**

**Processed by
Nancy Vesey
Betty Fischer**

23 September 2013

Size: 10 ft. 9 in.

Inclusive Dates: 1989 – 2008

Bulk Dates: 1991 – 2005

Processed by: Nancy Vesey

Historical Note

In 1988, President Joseph McFadden established an Office of Volunteer Opportunities (OVO) on campus, joining four other universities in the state with such a program. OVO was to serve as an on-campus clearing house and recruitment center for volunteer opportunities for the students, faculty, staff and alumni. It also worked closely with the Houston Volunteer Center to offer an expanded opportunity for volunteering other than the OVO programs. Besides working with a variety of local agencies, OVO established a number of programs, including Best Buddies, Habitat for Humanity, Helping Hands, literacy programs, assisting patients with AIDS, etc. Also, the office sponsored and hosted lectures and seminars by special interest groups, such as hunger, homelessness, senior citizens, Amnesty program serving immigrants, etc. Volunteers formed small groups to work in these areas.

OVO ceased to exist as an official office in 2009. Several programs sponsored by OVO – Best Buddies, LIFT – have continued. Other aspects of the office were assimilated into the following departments: Student Affairs, Career Services & Testing, and Campus Ministry.

Biographical Note

Michael Leavitt, graduate of the University of St. Thomas – Class of 1988 – was named the first director of the Office of Volunteer Opportunities (OVO). As an undergraduate, Michael became a positive force and leader on campus: president of the student association, founder of the fine arts club, chair of the communication club. Handicap ramps and campus bulletin boards exist on campus because of the efforts of Michael. In conjunction with the Center of International Studies, he was instrumental in helping to establish a free, non credit course open to the public entitled “South Africa and Me.” Michael’s life on the UST campus was one of love and action. He lived, breathed, and dreamed community service. Through his leadership, OVO became one of the most successful programs on the UST campus, with volunteers giving thousands of hours of their time.

In June 1992, Michael resigned his position as director because of health issues. He died on October 9, 1992, of a brain tumor. The Michael Leavitt Memorial Scholarship was created in his memory by his parents. Also, the OVO facility on campus was given the name the Michael Leavitt Room.

In the summer of 1992, Ellie Collier was named the new director of OVO. She served in this position until 2009. Her experience as a volunteer coordinator for local non-profit agencies and her contacts in community service provided resources for students, faculty, staff, and alumni in finding opportunities to volunteer in the Houston area. She was able to expand the number of programs by adding more opportunities for volunteering in the larger community, while at the same time continuing the work that had already been done. She published a monthly newsletter called "Motivations" to keep the campus informed of programs and outside volunteer opportunities.

Scope and Content Note

The collection of the Office of Volunteer Opportunities covers the period from 1989 to 2008.

Subjects include:

- Annual Report
- Associations and Affiliations
- Awards and Honors
- Budgets
- Correspondence
- Committees
- Five Year Planning Procedure
- Hurricane Rita Quilt
- Miscellaneous Information
- OVO Volunteer List
- OVO Day Proclamation
- OVO Appreciation Day
- Orientation
- Photograph Collection
- Programs
- Students
- Strategic Planning

Acquisition Information

The files were obtained from the Office of Volunteer Opportunities.

Physical Condition

Most of the files are in good condition. Some of the papers have a small amount of rust on them from the fasteners that were used. A few papers are somewhat acidic which have turned the papers brown. No conservation work is planned.

INVENTORY

BUDGETS

Box Folder

| | | | |
|---|---|-----------------|---------------------|
| 1 | 1 | Monthly Budgets | 2001 |
| | 2 | Monthly Budgets | Mar 2002 – Nov 2003 |
| | 3 | Monthly Budgets | Jan 2004 – Apr 2005 |

GENERAL CORRESPONDENCE

| | | |
|---|-------------------|-------------|
| 4 | Letters and Memos | 1989 – 2008 |
|---|-------------------|-------------|

OVO

| | | |
|---|-------------------|--------------|
| 5 | Honors and Awards | 1991 – 2005 |
| 6 | Volunteer List | n.d. |
| 7 | Proclamation | Apr 9, 1992 |
| 8 | Appreciation Day | Apr 28, 1992 |

STUDENTS

| | | |
|----|------------------------------------|-------------|
| 9 | Time Sheets and Wages | 2001 – 2002 |
| 10 | Spirit '91 New Student Orientation | 1991 – 1993 |

COMMITTEES

| | | | |
|---|---|---|-------------|
| 2 | 1 | Community and Outreach Work Group | 1992 – 2003 |
| | 2 | Houston-Galveston Area Council Project Review | 1989 |
| | 3 | OVO Staff Support | 1992 – 1993 |
| | 4 | OVO Volunteer Recognition Planning | 1992 |
| | 5 | Staff Development | 1991 – 1992 |
| | 6 | Volunteer Center of the Texas Gulf Coast | 1993 |

MANUAL

| | | | |
|---|---|---|-------------|
| 2 | 7 | Strategic Planning Phase 2 work Group Resource Manual | Spring 2003 |
|---|---|---|-------------|

PROGRAMS

| | | |
|---|--|------|
| 8 | Starting and Building Programs at Private Institutions | n.d. |
| 9 | Striving to Achieving Rewards & Success (S.T.A.R.S.), Mentorship | 1990 |

| <u>Box</u> | <u>Folder</u> | | |
|------------|---------------|---|-------------|
| | | <u>FIVE YEAR PLAN</u> | |
| 2 | 10 | Five Year Planning Procedure for Administrative Units | 1993 – 1998 |
| | | <u>ANNUAL REPORT</u> | |
| | 11 | OVO Annual Report | 1990 – 1991 |
| | | <u>MISCELLANEOUS</u> | |
| | 12 | Awards and Honors | 1992 – 1998 |
| | 13 | Campus Ministry | 1991 – 1993 |
| | 14 | Events | 1991 – 1994 |
| | 15 | Flyers | 1989 – 1998 |
| | 16 | Forms | n.d. |
| | 17 | Job Fairs | 1996 – 1997 |
| | 18 | The Volunteer Center, Mayor's Awards | 1990 |
| | 19 | United Way | 1991 |
| | 20 | UST Faculty, Staff and Administrators List | 1994 |
| | | <u>ASSOCIATIONS AND AFFILIATIONS</u> | |
| 3 | 1 | Association for Volunteer Administration (AVA) (1 of 2) | 1995 – 2000 |
| | 2 | Association for Volunteer Administration (AVA) (2 of 2) | 2001 – 2006 |
| | 3 | Campus Outreach Opportunity League (COOL) | 1990 – 1999 |
| | 4 | CASE/AACRAO Workshop | n.d. |
| | 5 | Houston Association of Volunteer Administrators (HAVA) | 1990 |
| | 6 | Houston CPR Task Force (Mass Training at Astrodome) | n.d. |
| | 7 | National Council on Corporate Volunteerism (NCCV) | n.d. |
| | 8 | Support Center of Houston Management and Computer Workshops | 1992 |
| | | <u>OVO PICTURE ALBUMS</u> | |
| 4 | 1 | Picture Album of OVO Activities | 1994 – 1998 |
| 5 | 1 | Picture Album of OVO Activities | 1999 – 2000 |
| 6 | 1 | Picture Album of OVO Activities | 2000 – 2001 |
| 7 | 1 | Picture Album of OVO Activities | 1999 – 2009 |
| 8 | 1 | Pictures of OVO Activities and Video | n.d. |
| 9 | 1 | Various OVO Pictures | 1992 – 2006 |
| 10 | 1 | Picture album with no dates on any of the pictures | n.d. |
| 11 | 1 | Picture album | 2000 – 2006 |

Certificates, Awards, Proclamations to OVO

BOX FOLDER

| | | | |
|-----------|----------|---|----------------------------|
| 12 | 1 | Volunteer Week Certificate (framed) | April 2002 |
| | 2 | The Houston READ Commission Award (framed) | May 14, 1994 |
| | 3 | Gospel Fest '91 Co-Sponsored by OVO (framed) | Oct 25, 1991 |
| | 4 | Certificate of Appreciation from Houston Museum of Natural Science (framed) | Nov 7, 1990 |
| | 5 | Certificate of Appreciation from Arthritis Foundation (framed) | 1991 |
| | 6 | Sky Ranch, Lee High School Students Picture (framed) | n.d. |
| 13 | 1 | Best Buddies Recognizes UST as an Outstanding Chapter (framed) | 2007-2008 |
| | 2 | Arthritis Foundation Award of Appreciation (framed) | June 17, 1989 |
| | 3 | Letter of Thanks from U.S. Olympic Committee (framed) | Sept 19, 2000 |
| 14 | 1 | Annual Report Write Up (framed) | 1998 – 1999 |
| | 2 | Proclamation to OVO Volunteer Opportunities Day from Bob Lanier, Mayor, City of Houston (framed) | Apr 1992 |
| | 3 | OVO Retreat in Woodville, TX (framed) | Jan 8 & 9, 1994 |
| | 4 | Proclamation to OVO Volunteer Opportunities Day from Bill White, Mayor, City of Houston (framed) | Apr 20, 2005 |
| 15 | 1 | Hurricane Rita Quilt | Sept 25, 2005 |
| 16 | 1 | Office of Volunteer Services Banner | n.d. |
| | 2 | Certificates of Appreciation and Thank You Notes to Michael Levitt | 1989 - 1994 |