



The University of Texas at Austin
**Texas Leadership Education
and Development**
Office of the Dean of Students

Project Advance Austin

Community Partner Role Description:

As a host organization for a student team, Community Partners play a crucial role in the success of Project Advance Austin. Community Partners provide regular guidance on high-impact projects that are dedicated to uplifting the local community by providing essential resources through their organization. Community Partners also offer valuable feedback to student teams throughout the academic year, guiding the work of their student team and shaping the scope and final deliverables of their project's timeline.

Benefits:

- A project completed by a student team which addresses a high-impact community need within your organization
- Free access to one of Texas LEAD's professional development workshops for your organization's staff.
- An expanded network within UT Austin's community
- Invitation to end of year Final Showcase event, celebrating your organization and your student team's work.
- \$1,000 to support your student team's project offered through Texas LEAD

Responsibilities:

- Provide a project that can be completed in eight-nine months by a team of student project managers.
- 30-60 minutes weekly, supporting your student team via virtual meetings, emails and/or phone calls
- Regular communicate with Texas LEAD staff and Team Manager
- Engage and collaborate with your student team to manage the success of your project
- Provide effective feedback to Texas LEAD staff to support and guide your student team

Required Qualifications:

- Ability to commit 30-60 minutes a week to supporting your project team
- Ability to attend a one-hour virtual Community Partner orientation prior to the start of the program
- A desire to guide a student team of high impact volunteers
- Ability to complete a short monthly feedback survey that Texas LEAD uses to guide your team's work
- Availability to attend a Final Showcase event in late April

Application Materials:

- The application requires the answers to the following questions, submitted via our online survey:
 - Name of organization
 - Mission statement of your organization (three-five sentences)
 - Name and information of two contacts within your organization
 - Project Request (three-five sentences)
 - Why is this project a priority? (three-five sentences)
 - Describe the primary deliverables (three-five sentences)
 - Describe any optional deliverables (three-five sentences)
 - Do you anticipate any barriers to success?
 - How will success be defined?
 - Share any other critical information your student team needs to know
 - An acknowledgement to provide 30-60 minutes of support to your team weekly.

What makes a good project proposal for Project Advance Austin?

- An effective Community Partner will provide clear and consistent communication with both student teams and Texas LEAD staff to support their project's success
- An effective proposal will ensure the project scope is realistic and appropriate for a team of first-time project managers who are also maintaining a full-time student status
- An effective proposal will clearly define the expected project scope, impact, and final deliverables, while also explaining the projected impact the team's work will have on your organization
- An effective proposal will also outline any expected barriers to success that may impede your student team so Texas LEAD staff can help create strategies to overcome them
- The most effective proposals offer specific details about the project. Students generally gravitate toward the proposals that offer in-depth information about what they are expected to complete
- Effective proposals offer work that teams can primarily complete remotely while enrolled as a full-time student

See a proposal example on the next page.

PROPOSAL EXAMPLE

Organization: [ORG NAME]

Mission: We are dedicated to growing high-quality, nutrient-dense produce through regenerative agriculture to address food insecurity among Central Texas students and their families. Our mission also includes creating apprenticeship opportunities for beginning farmers committed to sustainable practices. Through food access, education, and sustainable farming, we are working to build a healthier, more equitable local food system.

Project Proposal: [ORG NAME] is hosting its first annual Junior Chef Cook-Off fundraiser. This fundraiser is a youth-led, community-centered event that will highlight young culinary talent and raise critical support for our mission. We are seeking a UT student team to lead the outreach and communications strategy in the months leading up to the event. The team will help identify and engage corporate sponsors, local business partners, youth chefs, guest judges, and participating chef mentors. Students will also support the development of promotional materials and create a replicable outreach strategy to strengthen and sustain this event in future years.

Why it's a Priority: This is [ORG NAME]'s first large-scale fundraiser, and its success is essential to supporting our growing programs and expanding food access across Central Texas. As a young nonprofit, we are actively building relationships with community partners, local businesses, and sponsors from the ground up. The student team will play a critical role in shaping these connections and increasing awareness of the event. Their efforts will directly contribute to the sustainability and future of our organization. If successful, this project will have a meaningful impact on our ability to get fresh, nutrient dense organic produce into the hands of school aged children throughout the region.

Primary Deliverable Description: The student team will produce a contact and outreach tracker, a draft sponsorship deck or one-pager, and a collection of recruitment and promotional materials (email templates, social graphics, flyers, sign-up forms). They will document all outreach efforts and develop a "Sponsorship & Engagement Toolkit" that includes strategies, contact plans, and reflections to guide future teams. These deliverables will support this year's event promotion and fundraising efforts while establishing a sustainable outreach framework for years to come.

Optional Deliverables: If interested, students may also assist with event promotion at local farmers markets, schools, or community events. Additionally, the team may help identify and recruit youth musicians or music educators to perform at the event, supporting the development of this portion of the program in collaboration with [ORG NAME] staff. These optional roles offer students the opportunity to engage more deeply with the community and contribute creatively to the overall event experience.

Anticipated barriers: [ORG NAME] slightly outside of Austin, which may limit in-person/on-site opportunities. As this is a first-time event, we are building everything from the ground up, which adds complexity and requires extra groundwork. As a young organization founded in 2021, our brand awareness is still developing, making cold outreach to sponsors and partners potentially more challenging. To address this, we will provide the student team with strong messaging, a clear impact narrative, and warm leads when available.

How will success be defined? Success will be defined by the completion of primary deliverables: a functioning outreach tracker, recruitment and promotional templates, a sponsorship deck or one-pager, and a documented engagement strategy. Securing several corporate sponsors and community partners, a critical component of this event's success, would be an additional win. Ultimately, success means the student team contributes meaningfully to the event's impact and equips [ORG NAME] with reusable tools and strategies that can be refined and expanded in future years.

Additional information: The Junior Chef Cook-Off will be [ORG NAME] first signature annual event, created from the ground up to celebrate youth talent, local food, and regenerative agriculture. It is both a fundraiser and a storytelling opportunity to share [ORG NAME]'s mission with a broader audience. We are taking on a significant undertaking with this inaugural event, which involves building many elements from scratch. Although our staff will manage the event execution, the student team's outreach and communication efforts will be central to the event's success and impact. Students will work closely with our Marketing & Programs Manager, receiving ongoing mentorship and guidance to help navigate this complex project and build valuable skills along the way.

Please note, Texas LEAD selects Community Partners based on a strong belief in the power of collaboration and effective feedback. Community Partners can expect regular support and guidance from Texas LEAD staff and a deep commitment to the success of both their project and their student team.

2026-2027 Applications are now open!

If you have any questions, please contact Texas LEAD Associate Director, Marc Pereira. He can be reached via any of the methods below:

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