



# New Jesuit Volunteer 2016 Communication

Important Action Steps and Deadlines	
April 25	1) Confirm JVC email account set up, change phone number associated with the account to your number, <u>and</u> whitelist the JVC domain.
May 2	2) Fill out the General Information Survey (by April 25). 3) Sign Up for a Welcome Call (by May 2). 4) Submit a scanned copy of passport photo page to Nicole Cronin at <a href="mailto:ncronin@jesuitvolunteers.org">ncronin@jesuitvolunteers.org</a>

## COMMUNICATIONS WITH JVC

Welcome again to the JVC family! In these months leading up to Summer Orientation, we will communicate with you primarily through email and postal mail about logistical information (handbook, visas, loan deferment, fundraising, etc.) and reflective material (i.e. on the four JVC values, JVC Covenant, transition, racial justice, etc). It is our preference as a way of “forming” you for the field to not be in as frequent communication in order to prepare you for needing to be in the present moment, being comfortable with ambiguity when you don’t know the next steps, and not having all information at your fingertips. We consciously strive to bridge the need to orient you with the tools we have here in the U.S. and to gradually move you in some small way towards the differences in communications that are the reality in the field. We therefore encourage you to engage in the following:

- Begin to identify ways that you would like to taper your own communication habits as a gradual moving towards being ok with *ambiguity*. This will most likely be different for each of you, though find the “edge” that feels uncomfortable and challenge yourself to keeping moving to a new “edge” (as a runner would gradually increase her mileage or speed).
- Try to pause with the information given in the moment and be patient with the unfolding of information as it comes to you (a runner can only jump over one hurdle at a time). Try to refrain from anticipating or accelerating communications so as to know what will be 5 steps ahead.

*Does this mean I can't interact with staff with questions?* Of course not! If you have specific scenarios, needs, or clarifications that need to be addressed, please engage us in conversation. In the field, a JV is always challenged with keeping a balance of initiating, asking questions, actively gathering information, and sitting back, observing, letting things unfold at whatever pace is the local norm.



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During your time as a JV, you will likely receive communication from JVC employees outside of JVC's International Team. As you learned at Discernment Weekend, we work with about 30 colleagues across the United States, operating out of one Main Office (Baltimore) and other Program Offices (Baltimore, Detroit, Santa Clara) as well as staff working remotely. Although you may not meet many of these individuals, they will be supporting you in endless ways and will hope to hear from you. The current JV communities, In-Country Coordinators, and Support People will also receive notice of your placement and acceptance as new JVs. They may soon after choose to connect with you.

**NEW INTERNATIONAL JV WEBPAGE:** All the information you'll be receiving in the upcoming weeks will be available at [jesuitvolunteers.org/international-njvs](http://jesuitvolunteers.org/international-njvs). This page will be updated after each communication with copies of our emails, resources, and logistical information. Our desire is that you use this as a resource that will house all the information you need in one central location during this next phase in your journey.

**EMAIL:** Program Coordinators (PCs), will usually handle country-specific correspondence (though you can expect to hear from all of us during your time as a JV):

<b>JVC International Program Coordinators (PCs)</b>		
whoody@jesuitvolunteers.org	Billy Hood	Nicaragua, Peru, Chile
pkatzfey@jesuitvolunteers.org	Paige Katzfey	Micronesia, South Dakota
mkelley@jesuitvolunteers.org	Michele Kelley	Belize, Tanzania
intlstaff@jesuitvolunteers.org		
<i>*This email reaches all Program Coordinators (PCs); for general questions that any of us can answer</i>		
<b>JVC International Program Director (PD) and Program Associate</b>		
ehughes@jesuitvolunteers.org	Liz Hughes	Program Director
ncronin@jesuitvolunteers.org	Nicole Cronin	Program Associate
The Program Director addresses "big-picture" program questions and PCs keep her informed about the status of JVs in the field on a very regular basis. We work as a team and are all here to support you!		

**MAIL**

Mail will come to you from the Main Office of JVC: 801 St Paul St; Baltimore, MD 21202

**PHONE**

JVC International Program Main Line (DC): 202.568.6748 JVC Main Office (Baltimore): 410.244.1733



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**ACTION ITEMS** --- Please see below for details to help you with the 4 requested action steps.

**Action Item #1: JVC Gmail Accounts.** Please confirm JVC email account set up, change phone number associated with the account to your number, and whitelist the JVC domain by April 25.

Every JV who goes into the field internationally has a JVC email account that is uniform for all JVs. From this point forward, we ask that you **please check this email account minimally once per week.** JVC staff will be sending important information to this new email in the time leading up to your departure, as well as while you are in country. If it is more convenient, you are welcome to have this email forwarded to your personal email account. **Please be sure to thoroughly review the correspondence that we send; many require important action steps.**

- **FORMAT:** The name of each JV account is created by:  
<First letter of first name><Full last name><Country code><class year>@gmail.com  
Example: If Jose Gonzales was a JV in Micronesia in this year's class, 2016, his JVC gmail account would be: [jgonzalesFSM16@gmail.com](mailto:jgonzalesFSM16@gmail.com).
- The country codes are: Belize (BZE), Chile (CHL), Federated States of Micronesia (FSM), Nicaragua (NIC), Peru (PER), Tanzania (TZA)
- You are the class of 2016.

**ACTION ITEM: As soon as possible, please take 5 min to...**

1. **Sign into your account, using the format above**  
Account name: <First letter of first name><Full last name><Country code><16>@gmail.com  
Initial password: **jesuit16**
2. **Change your password** to something you will remember
3. **Send an email from your new Gmail address** confirming that you have done this to [ncronin@jesuitvolunteers.org](mailto:ncronin@jesuitvolunteers.org) by **April 25**. Let her know if you have any problems logging on.
4. **After April 24<sup>th</sup> we will begin to only email you at your JVC email account.**
5. Please change the phone number associated with the account to your own phone number.

**ACTION ITEM: As soon as possible, please take 5 min to whitelist the JVC Domain to ensure JVC emails do not go to your spam folder!** (This has been a significant problem in the past, which is why we ask you to do this immediately.)



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1. Log in to your JVC Gmail account
2. Click on the settings gear in the top right corner and go to Settings
3. In Settings, click on the Filters and Blocked Addresses tab
4. Click on "Create a new filter" on the bottom of that page
5. In the From field, type @jesuitvolunteers.org
6. Click on "Create filter with this search" (lower right corner)
7. Check the box that says "Never it send to Spam"
8. Click Create filter

**NOTE: In case you forget your password, it would be a good idea to put in a recovery email address.** You can do this via "My Account" (top right) > Personal Settings > Recovering your password.

## **Action Item #2: General Information Survey**

We need some important information from you including mailing addresses, passport information, and emergency contact info. **Please fill out this [General Information Survey](#) by April 25** – it should take less than 10 minutes.

## **Action Item #3: Sign Up for Welcome Call**

In addition to welcoming you electronically, we'd also like to welcome you through a conference call. This call will be an opportunity for you to connect with the International Program staff and one another. It will also be an opportunity to learn more about important logistics, including Send Me to Serve and planning details for Summer Orientation. There are two options for these mandatory conference calls:

- Thursday, May 12: 3:00-4:30pm EST
- Friday, May 13: 3:00-4:30pm EST

Please RSVP for the call you will attend here by May 2. <http://goo.gl/forms/gE4PxNxCf6>

## **Action Item #4: Passport**

Submit a scanned copy of passport photo page to Nicole Cronin at [ncronin@jesuitvolunteers.org](mailto:ncronin@jesuitvolunteers.org)