



# New Jesuit Volunteer 2015 Communication

Important Action Steps	
<b>April 21</b>	Confirm JVC email account set up, see attachment for details
<b>April 21</b>	Fill out the General Information Survey, see attachment for details

## COMMUNICATIONS TO/FROM JVC

In these months leading up to Summer Orientation we will communicate with you primarily through emails, and possibly by postal mail, about logistical information (handbook, visas, loan deferment, fundraising, etc.) to reflections on the four JVC values, covenant, transition, and other related topics. 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 better for needing to be in the present moment, not always know the steps coming next, and not having information at your fingertips. Alas, we have to bridge both the need to get you all on board 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. With that, we encourage you to:

- 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 assert yourself and 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 may receive some communication with other JVC employees. We work with about 30 colleagues across the U.S. operating out of one Main Office for JVC (Baltimore) and other Program Offices (Baltimore, Detroit, Santa Clara) as well as staff working remotely. Though you may not get a chance to meet most of these folks during your time as a JV, they will be supporting you in endless ways and will hope to hear from you in various ways. 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 utilize 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>		
whood@jesuitvolunteers.org	Billy Hood	NICARAGUA, PERU, CHILE
pkatzfey@jesuitvolunteers.org	Paige Katzfey	MICRONESIA
pcassidy@jesuitvolunteers.org	Pat Cassidy	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)</b>		
ehughes@jesuitvolunteers.org	Liz Hughes	PROGRAM DIRECTOR
The Program Director addresses "big-picture" program questions and PCs keep her informed as needed with country specific information.		

## **MAIL**

Most often mail will come to you from the Main Office of JVC: **801 St Paul St; Baltimore, MD 21202**



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## PHONE

JVC IP Main Line (DC): 202.568.6748

JVC Main Office (Baltimore): 410.244.1733

## GENERAL INFORMATION SURVEY (ACTION ITEM):

We need some important information as soon as possible from you including mailing addresses at various points during the summer, passport information, and emergency contact info. **Please fill out this [General Information Survey](#) by April 21** – it should take less than 10 minutes.

## JVC GMAIL ACCOUNTS

Every JV who goes into the field internationally has a JVC email account that is uniform for all JVs. And from this point forward, we ask that you **please check this email account minimally once a 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 just 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, 2015, his JVC gmail account would be: [jgonzalesFSM15@gmail.com](mailto:jgonzalesFSM15@gmail.com).
- The country codes are: Belize (BZE), Chile (CHL), Federated States of Micronesia (FSM), Nicaragua (NIC), Peru (PER), Tanzania (TZA)
- You are all the class of 2015.

**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



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code<14>@gmail.com

Initial password: **jesuit15**

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 [schristopher@jesuitvolunteers.org](mailto:schristopher@jesuitvolunteers.org) by **April 24th**. 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**

**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!**

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 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 ever 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.