

COLLISION REPAIR EDUCATION[™] **FOUNDATION** I-CAR



Volunteer Guide

Fueling the future of the collision industry by enriching opportunities for students in collision education.

WELCOME

VOLUNTEER GUIDE

COLLISION REPAIR EDUCATION FOUNDATION MISSION

“To secure donations that support philanthropic and collision repair education activities that promote and enhance career opportunities in the industry.”

OPERATIONS

The Collision Repair Education Foundation is an independent 501(c)(3) charitable organization, housed in Hoffman Estates, IL with a staff of three. The organization is supported by a Board of Trustees, comprised of 23 members from different segments of the industry.

Collision Repair Education Foundation
5125 Trillium Boulevard
Hoffman Estates, Illinois 60192

Phone: 888.722.3787
Email: info@ed-foundation.org
CollisionEducationFoundation.org

WWW.FACEBOOK.COM/COLLISIONREPAIREDUCATIONFOUNDATION

HISTORY OF THE COLLISION REPAIR EDUCATION FOUNDATION

In the 1980s, the collision industry was facing its first critical shortage of qualified and well-trained entry-level employees. The country's technical education system was no longer able to produce enough high-caliber graduates to meet industry needs. In response, industry partners created the I-CAR Education Foundation in 1991. The Foundation's original mission was "to attract entry-level candidates and assist in preparing them for careers in the collision repair industry." One of the ways to achieve this mission was for the Foundation to develop, promote, and distribute a curriculum program designed to teach the skills most needed by entry-level employees of collision repair shops.

But creating and providing a curriculum to meet collision industry needs was only part of the solution to the problem. Secondary and post-secondary schools nationwide have experienced severe funding cuts from national, state, and local sources. As a result, schools are unable to provide adequate funding for their collision training programs, despite full class enrollment. In addition, collision repair students traditionally have not been offered the same scholarship and financial aid support as their counterparts in other post-secondary educational institutions.

In 2008, the I-CAR Education Foundation transformed itself into a traditional philanthropic organization, partnering with industry donors to fill the funding gap that hinders the collision industry. In the first year, it provided more than \$300,000 in grants for collision education. Since 2008, the Education Foundation has provided over \$10 million in school and student support.

In 2010, the Education Foundation changed its name from the "I-CAR Education Foundation" to the "Collision Repair Education Foundation," to better reflect the fact that the mission is to support the entire collision industry.

GOALS OF THE COLLISION REPAIR EDUCATION FOUNDATION

The ultimate goal of the Collision Repair Education Foundation is to create a future in which every entry-level technician hired will have graduated with the necessary skills and understanding of new technology to be well-trained, productive, and efficient employees from day one on the job. We are committed to helping the industry recruit and educate students of the highest caliber, and to increasing graduation rates in training programs. We are committed to making sure that students in every market have access to the very best collision repair education. And, most of all, we are committed to the future of our industry as a highly-skilled, rewarding career choice that provides jobs that won't be outsourced, enhances the economic wellbeing of local communities, and saves lives.

To help achieve these goals, the Education Foundation is committed to continuing to award substantial annual support, both to students and to collision training programs. We are also committed to promoting the collision industry as an excellent career in one of the last real "hands-on" trades in existence—a time-honored trade that offers challenging work requiring skill and aptitude in a field offering growth and opportunity.

“ This grant will make a difference in my life by allowing me to go into a shop with the tools I need to start work and start my career in the automotive industry. Every technician needs tools to be successful and I am very thankful that the Collision Repair Education Foundation has chosen me for the awards. I would also like to thank Chicago Pneumatic and Caliber Collision Centers, and the instructors at UTI for all of their knowledge and dedication to teaching myself and the other students at UTI. ”

— Alejandro Gomez
Student, Universal Technical Institute, Houston, TX



2012 Chicago Pneumatic Tool Grant Winner and
2012 Caliber Collision Scholarship Winner



WHO DOES THE COLLISION REPAIR EDUCATION FOUNDATION SUPPORT?

There are over 1,100 collision repair training programs across the United States teaching both secondary (high school) and post-secondary (college) students. Through yearly surveys, the Foundation has established that approximately 60,000 students are studying collision repair across the country.

However, the budgets for these technical schools are extremely tight, and that is why the Foundation's mission is critical. Through industry support, the Education Foundation is able to supplement these school budgets by providing grants and in-kind donations.

The Education Foundation's two key areas of support are:

- **STUDENT SUPPORT**

- ✓ Include scholarships and tool grants to support students studying collision repair at a college (post-secondary) level institution

- **COLLISION PROGRAM SUPPORT**

- ✓ Includes the Ultimate Collision Education Makeover grant, which awards two winners \$50,000 each as well as many secondary prizes
- ✓ Includes in-kind donations from companies (tools, equipment, supplies, parts, etc.)



HOW CAN YOU HELP COLLISION SCHOOLS THROUGH THE COLLISION REPAIR EDUCATION FOUNDATION?

Collision programs need help on various levels; everything from advice to internships to donations. Any level of support you can provide will be welcomed.

When starting to support a local school, it might be overwhelming and intimidating to know exactly where to begin. That is why this guide was created – to help you through the process of helping your school and to make it more manageable.

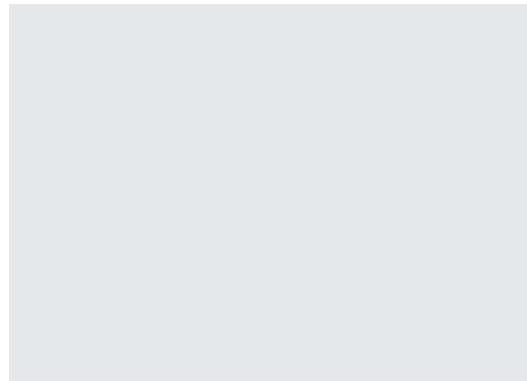
The guide is broken into three parts:

STEP I – Meet and Greet

STEP II – Get Involved

STEP III – Fundraising

Most Volunteers will get through Step II, but only a few will go on to Step III (Fundraising) as hosting an event takes a great deal of time, energy and resources. However, don't feel as if it is mandatory to move on to Fundraising. By providing support and advice to school programs, and helping schools apply for the Foundation scholarships and grants, the school will receive in-kind and monetary support. That support will be important to moving the program forward.



STEP I

MEET AND GREET

Congratulations! You are interested in working with the Collision Repair Education Foundation to connect with and support local collision schools. This guide will help you through the process of identifying a school and participating with them through various activities.

To use this guide, simply follow the steps in order. All of the necessary paperwork can be downloaded by clicking on the link to the corresponding step.

If you have any questions, please contact Director of Grant Programs Melissa Marscin at 888.722.3787, Ext. 282.

STEP I is meant to get you associated and interacting with a local collision school. As you complete the steps below, please have the appropriate person sign the form on the next page. When all steps have been completed, fax/email the form to the Collision Repair Education Foundation.

The steps include:

Find out what local schools have collision repair programs.

You can do this step in several ways. Depending on the situation, you might already know of or have worked with a local school that has a collision program. If not, check with co-workers, colleagues and/or friends to see if they have worked with any local collision school.

If you are unable to locate a school, please contact the Collision Repair Education Foundation for a list of schools in your area.



2012 – 2013 School Map

Set-up a visit with the collision school.

Once you have a school identified, set-up a visit with the collision program. You can either work directly with the collision instructor or the administrator to set-up the meeting. If at all possible, try to arrange a visit during the school day so you can see the students working and see the class in session.

Meet with the collision instructor to discuss the collision program and to see where support is needed.

When you visit with the school, be sure to spend some time with the collision instructor to discuss the program. Ask the instructor to discuss his/her background, the history of the program, his/her goals for the program, where they have received support, and where they need support. Also ask if the collision program has applied for any grants through the Collision Repair Education Foundation. If not, find out why.



Meet and sit down with the school administration.

During your school visit, be sure to spend some time with the school administration. Depending on the school, this might be a principal, dean, and/or director. Ask the person about their history with the collision program and what his/her goals are for the program.

Meet the students and see the projects they are working on.

When at the school, sit down with a few students and learn more about them. Encourage them to talk about why they like collision repair, what they have learned in the program, what they hope to achieve in the industry, etc. Also, encourage them to show you their recent projects and explain what they are working on.



Attend a Collision Repair Advisory Committee Meeting.

90% of collision schools have Advisory Committees to help support their program. These Committees meet monthly or quarterly to discuss ways to improve the collision program and how to increase placement rates. By attending this meeting, you can learn more about the program and offer further guidance on the future direction of the program.

If a school does not have a collision repair advisory committee, be sure to address that with the collision instructor and administration when you meet with them.

STEP I - SIGN-OFF FORM

COMMITTEE/VOLUNTEER REPRESENTATIVE

Name _____ Email _____ Volunteer # _____

FIND OUT WHAT LOCAL SCHOOLS HAVE COLLISION REPAIR PROGRAMS

COMPLETE FORM: If you work with more than one school, please complete a form for each school.

Name of School _____

School Address _____
Street City State Zip

SET-UP A VISIT WITH THE COLLISION SCHOOL

Meet with the collision instructor, school administrator and students to discuss the collision program, see the projects they are working on, and discuss where support is needed.

Instructor Visit _____ Student Visit/Project Discussion _____

COLLISION INSTRUCTOR: By signing below, you are verifying that you have met with the Volunteer to discuss the school's collision program.Instructor Name _____ Signature _____ Email _____
(Please Print)**SCHOOL ADMINISTRATOR:** By signing below, the you are verifying that as school administrator you have met with the Volunteer to discuss the school's collision program.Administrator Name _____ Signature _____ Email _____
(Please Print)

ATTEND A COLLISION REPAIR ADVISORY COMMITTEE MEETING

Advisory Committee Meeting Attended _____
Date**Thoughts/Comments about meeting:****SUBMIT FORM TO:**

Collision Repair Education Foundation

c/o Melissa Marscin

5125 Trillium Blvd., Hoffman Estates, IL 60192

P: 888.722.3787, Ext. 282

F: 847.590.1215

E: info@ed-foundation.org

VOLUNTEER CONTACT

By signing below, the you are verifying that you have completed all of the information above.

Signature _____ Date _____

Please email, fax or mail completed form to the Collision Repair Education Foundation.
Please do NOT move on to Step II until after you have heard back from the Collision Repair Education Foundation.

COLLISION REPAIR EDUCATION™
FOUNDATION
— I-CAR —

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