

COMMUNITY ENGAGEMENT | UPDATED PROCEDURES

At Education First, growing our credit union and strengthening our brand is a shared responsibility across the organization. We also recognize the importance of maintaining a healthy work-life balance and strive to keep the standard work week at 40 hours.

To support both priorities, we have updated our Community Engagement Policy to provide employees with meaningful opportunities to participate in community events while being compensated for their time. While our Business Development team coordinates and staffs many of these events, there are occasions when additional support is needed. Our branch teams also lead a number of community activities and may request assistance.

Our Branch Managers and their teams lead many of our community events. At times, they may request additional support to represent the credit union. When this occurs, Brand Champions receive priority scheduling for event participation. If additional coverage is required, an email will be sent inviting other employees to sign up. Brand Champions are given a deadline to sign up, then all employees will be notified.

How Do I Sign Up?

- Search for upcoming events in [Mobile Serve](#) (Desktop or App) using the hamburger menu on the left (hint: look under Opportunities)
- If you find an event you would like to participate in, speak with your direct supervisor to ensure that you can work a reduced hour schedule the week of the event. **Please note that employees are limited to a 40-hour workweek – including any hours spent at the event.**
- Once approved by your direct supervisor, sign up using MobileServe.
- Questions about the event? Contact the Main Contact for the event (listed in the event description)

EXCEPTIONS

The following events are unpaid as the credit union or event provides a meal for all volunteers. Please note that these exceptions are subject to change as determined by the Executive Team.

- Chamber of Commerce Banquets/Dinners
- Sabine Chapter Events
- Cattle Baron's Ball
- Scholarship Committee
- Blue Jean Fund Committee