

## Avery Bullock - Summary of My Internship With **LIVESTRONG**

I spent this summer working for the Lance Armstrong **LIVESTRONG** Foundation in Austin, TX. **LIVESTRONG** works to help those affected by cancer by connecting them to the resources they may want or need. The foundation is devoted to its mission here in the US, but has also started working abroad to fight cancer stigma in places such as Mexico and Europe. The foundation is relatively small in term of staff, hosting under a hundred paid employees, but does big work through volunteers and grassroots organizations throughout the US.

I worked in the Development Department with my mentor, Peggie Gaskamp. Peggie is the administrative assistant to the Chief of Staff, Morgan Binswanger, and the Executive Vice President For Development, Phillippe Hills. Her job includes everything from writing and editing gift agreements to collecting biographies on the people Morgan meets with on his trips to the UN and Washington DC. Peggie was granted an intern, me, this summer to help her with a special project for the development team. My job was to create a master list of all corporate and individual gift, sponsorship, event, and licensing agreements the foundation has had. Making this list took approximately two thirds of my time at **LIVESTRONG**. The list was made on Microsoft EXCEL and had three separate pages for Individual, Corporate, and Event agreements. To enter each agreement into the list I had to read the agreement and extract all of this information. As I learned how to read these agreements, which were often full of legal jargon, this process became faster. I was able to finish the list after about a month, which was ahead of schedule. The purpose of this list was to have all of the essential information compiled and easy to access and read for the members of the development team, as well as any auditors or tax officials.

Working at **LIVESTRONG** not only honed my non-profit development knowledge, but also provided me with a wealth of information on how successful non-profits run. Working with **LIVESTRONG** this summer has given me something to display proudly on my resume, and has also given me the experience necessary to pursue a career in the non-profit field.