

Buckeyes Building Better Lives: BUCKEYETHON 2010



One Kid at a Time

Get Involved in BuckeyeThon 2010! Committee Chair and Morale Captain Application

BuckeyeThon is looking for interested, motivated, and passionate individuals to take on leadership roles in our organization! If you liked what you saw at this year's event, we invite you to apply for a leadership position and help shape the future of BuckeyeThon. We need you and your talents to make BuckeyeThon 2010 a success!

What is included in this packet:

- Position Descriptions
 - Committee Member/Morale Captain Expectations
 - Grade Check Authorization
 - Info Sheet
 - Extended Response Questions
 - Checklist
- *To see an organizational chart for next year look under Forms on the BuckeyeThon website.

All applications must be received by 5 pm on Friday, April 3rd to the Shuenion Info Center or the BuckeyeThon office.

If you have any questions, please email buckeyethon@osu.edu or visit www.buckeyethon.osu.edu

Position Descriptions

Communications Committee

This committee is responsible for all the marketing for the organization. This committee will see a year long commitment with its highest degree of involvement during fall quarter.

Distribution Chair: coordinates distribution of all marketing materials to the appropriate channels. This position will manage a street team as well.

Promotions Chair: plans various marketing campaigns, or one day marketing events such as the Student Involvement Fair.

PR & Media Relations Chair: contacts university and local media outlets to increase awareness for the organization and event.

Internet Marketing Coordinator: coordinates all online marketing outlets such as facebook, twitter, youtube and online news letters.

Marketing Graphics Chair: designs all print materials required for marketing and other committees.

Webmaster: in charge of designing our new website and keeping it up-to-date.

Dancer Communications Chair: responsible for keeping up weekly communication with registered dancers, managing the dancer list serve, creating a newsletter for dancers and coordinating dancer education sessions along with the morale committee. This position will act as the point person for every dancer until the event.

Recruitment Committee

This committee is responsible for all of the active dancer recruitment efforts for the organization. This committee will experience a high degree of involvement during fall quarter.

Residence Hall Liaisons-3: each liaison will be in close contact with the residence halls on one side of campus and will work to recruit dancers from those buildings. *You must be living in the residence halls for the 09-10 school year to be eligible for this position.*

General Student/Student Organization Liaisons-2: together these two liaisons will develop and execute a plan to actively recruit general students and student organizations to participate.

Graduate/Professional Student Liaison: in charge of developing and executing a plan to recruit these students.

Off-campus/Commuter Student Liaison: in charge of developing and executing a plan to recruit these students.

Fraternity and Sorority Liaisons-2: in charge of developing and executing a plan to recruit Greek chapters to participate. These positions will work closely with all four Greek councils. *You must be an active member of Fraternity and Sorority Life to be eligible for this position.*

Event Operations Committee

This committee is responsible for the coordination and execution of the entire 14-hour event. This committee will experience a high degree of involvement during winter quarter.

Volunteer & Security Coordinator: in charge of recruiting, training and coordinating all event volunteers, as well as scheduling and confirming all medical security personnel.

Decorations/Layout Chair: will serve as the liaison for the event venue and stage creators while coordinating equipment rental, and creating a floor plan layout for the event including all decorations.

Dancer Coordinator: manages the dancer database and coordinates color teams, dancer check-in, dancer incentives, mail call and care packages.

Entertainment Chair: serves as the liaison for the DJs, coordinates, schedules and confirms all entertainment acts for the event, and organizes side entertainment activities for dancers.

Event Graphics Chair: serves as the liaison for the event recording company, designs t-shirts, the event program and the event power point, and works to design event signage.

Catering Coordinator: serves as the liaison for University Catering, will coordinate all additional catering sponsors required along with University Catering, and will complete and coordinate all Coke Beverage requests.

Outreach Committee

This committee is responsible for developing and implementing a plan to elicit support and involvement from the University and community. This committee will experience a year long commitment.

Athletics Liaison: will work to establish BuckeyeThon as the "charity of choice" for Athletics, find opportunities to generate awareness for the organization through various athletic events, and will work to involve student athletes in the event.

High School Dance Marathon Coordinator: will work to set-up mini dance marathons at local high schools, will assist in their fundraising and event planning while involving these students in the Nationwide Children's Hospital and Children's Miracle Network cause.

University Department Liaison: will work to solicit support from various campus departments.

Alumni Liaison: will work on creating a database of all BuckeyeThon alumni, communicate our mission to alumni to solicit donations and will maintain monthly communication with Steering and Morale Captain alumni.

Branch Campus Liaison: will work to set-up mini dance marathons at the branch campuses, assist in their fundraising and event planning while involving these students in the Nationwide Children's Hospital and Children's Miracle Network cause.

Fundraising and Development Committee

This committee is responsible for the financial well being of the organization and cause. This committee will experience a year long time commitment.

Sponsorship Chairs-2: will work to solicit corporate sponsors as well as in-kind donations, coordinates dancer incentives and the silent auction.

General Fundraising Chair: organizes fundraisers to go towards general funds/operational costs.

Dancer Fundraising Chair: organizes opportunities for dancers to fundraise and develops a dancer fundraising packet.

Letter Writing Campaign (LWC)/Online Donations

Coordinator: organizes the LWC contacts and tracks donations from the LWC, the BuckeyeThon website and the Nationwide Children's Hospital website.

Major Events Coordinator: organizes annual fundraising events such as the Miracle Miles 5K, Bowl-A-Thon and Benefit Dinner/Brunch as well as developing new large fundraising events.

Morale Captains

This committee will experience a high degree of involvement from mid-fall quarter till the event. This position requires an outgoing, energetic individual who will not shy away from being on stage or being in the middle of enthusiastic dancers.

- Responsible for creating the exciting energy that surrounds BuckeyeThon through the Morale Dance and various Morale games.
- Will work closely with the Director to develop and implement a member advancement plan to maintain relationships between dancers and BuckeyeThon.
- Will work closely with Event Operations in coordinating a floor plan, script, and entertainment for the event.

Committee Member/Morale Captain Expectations

Aside from each position's individual tasks each committee member will be expected to do the following:

- Hold weekly office hours
- Attend weekly committee meetings
- Attend monthly general body meetings
- Provide support for other committee members whenever needed

Authorization

Student organization leaders must maintain a 2.0 quarterly GPA. By signing this form, I give permission for the BuckeyeThon advisers to check my winter quarter GPA and if selected as a director, to continue to check my GPA throughout my tenure.

Signature: _____ Date: _____

Please make a copy of this page for your records so you are reminded of all of the expectations.

Info Sheet

Name: _____ Email: _____

Campus Address: _____

Phone Number where you can best be reached: _____

Current Year in School: _____ Expected Graduation: _____

You may apply for up to two different committees. From the list below circle the two committees you are applying for, then rank your top three positions under those two committees.

Communications Committee

- _____ Distribution Chair
- _____ Promotions Chair
- _____ PR & Media Relations Chair
- _____ Internet Marketing Chair
- _____ Graphics Chair
- _____ Webmaster
- _____ Dancer Relations Chair

Recruitment Committee

- _____ Residence Hall Liaisons-3
- _____ General Student/Student Organization Liaisons-2
- _____ Graduate/Professional Student Liaison
- _____ Off-campus/Commuter Student Liaison
- _____ Greek Liaisons-2

Event Operations Committee

- _____ Volunteer & Security Coordinator
- _____ Decorations/Layout Chair
- _____ Dancer Coordinator
- _____ Entertainment Chair
- _____ AV and Graphic Design Chair

Fundraising and Development Committee

- _____ Sponsorship Chair-2 chairs
- _____ Operational Fundraising Chair
- _____ Dancer Fundraising Chair
- _____ Letter Writing Campaign (LWC)/Online Donations Coordinator
- _____ Major Events Coordinator

Outreach Committee

- _____ Athletics Liaison
- _____ High School Dance Marathon Coordinator
- _____ University Department Liaison
- _____ Alumni Liaison
- _____ Branch Campus Liaison

Morale Committee

- _____ Morale Captain

Extended Response Questions

Please answer the following questions on separate paper and attach.

- 1) Explain your experience and interests that qualify you for each position you are applying for.
- 2) Why do you want to be involved with BuckeyeThon?
- 3) What other commitments do you have for next year?

Checklist

Your submitted application should include the following:

- Grade Check Authorization Page, Signed
- Info Sheet (3 copies)
- All extended response answers (3 copies)

All application materials are due by *5 pm Friday, April 3rd* to the Shuenion Info Center or the BuckeyeThon office (116P on the Yellow Line).

Interviews for Committee Members and Morale Captains will be held during April.

Thank you for choosing to be more involved with this wonderful cause. We look forward to meeting you.