



2008-2009 DANCE MARATHON EXECUTIVE BOARD APPLICATION

Completed applications are to be submitted to the University Center Administrative Services and Operations Office, UC Room 282.

Name: _____

PeopleSoft #: _____

Current Mailing Address: _____

Home Phone Number: _____ Cell Phone Number: _____

E-mail Address: _____

ACADEMIC AND LEADERSHIP INFORMATION

Major: _____ Minor: _____

Number of Hours Completed/Classification: _____

Projected Graduation Date: _____ Cumulative G.P.A.: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER. PLEASE TYPE AND DOUBLE SPACE YOUR ANSWERS.

- ❖ Please list your campus involvement and any leadership positions you have held in various organizations or attach a resume.
- ❖ Briefly explain why you want to serve on the 2008-2009 Dance Marathon Executive Board.
- ❖ Describe an experience in which you were part of a team. What role did you play in this team? How could you apply this experience to Dance Marathon?
- ❖ What skills/strengths do you think you could contribute to the Dance Marathon Executive Board?

- ❖ For each committee interest area you have selected please share goals you would strive to accomplish in your role. Please include any ideas and/or plans that you would hope to implement within your specific committee.

The following chair positions are open until filled.

Please choose a maximum of 3 committee interest areas and rank your choices with “1” being your first preference and “3” being your lowest preference.

___ Finance & Communications Chair
___ Morale Chair

___ Operations & Facilities Chair
___ Technology Chair

***** Dance Marathon Committee Descriptions *****

Dancer Recruitment & Relations

Promote Dance Marathon on the UH campus in order to recruit and register as many dancers as possible. Responsible for organizing and leading all dancer information sessions, and Dance On event dancer registration. Responsible for creating the dancer packet (including all forms, rules and policies for dancers). Serves as the liaison between all dancers and the Executive Board.

Development

Fundraising is mandatory for the success of Dance Marathon. Responsible for acquiring sponsorships for the event and associated activities to augment the fiscal goal of monies raised for Texas Children’s Hospital. Responsible for establishing donor sponsorship levels and incentives, and sponsorship packets. Serve as the primary resource for the Executive Board in the area of development and any UH policies that may relate to sponsorships and in-kind donations. Serve as one of the primary spokespersons on behalf of the Executive Board to answer questions regarding Texas Children’s Hospital (TCH), and the Children’s Miracle Network (CMN).

Entertainment

Create and manage the Dance Marathon Dance On event entertainment schedule; plan all games and activities to take place throughout the event; recruit radio stations, DJ’s and local/national talent to perform at any scheduled special events and the main Dance On event. Serve as the liaison for all contracting procedures and paperwork between the Executive Board, UH and the artists/entertainment agencies.

Family & Hospital Relations

Ensure that all children and families from Texas Children’s Hospital become an integral part of Dance Marathon. Serve as the liaison between Dance Marathon & Miracle families and accommodate families’ hospitality needs on the day of event. Create and provide Dance On event tips & reminders for Miracle families. Organize a reception to kick-off Dance Marathon, host a post-event luncheon, and arrange for all hospital tours for the Executive Board, committee members and dancers.

Finance & Communications

Create and maintain a working budget and track and record all Executive Board Dance Marathon income and expenses. Serve as the liaison to Texas Children’s Hospital and the Children’s Miracle Network in regards to all fundraising efforts and progress. Manage the Dance Marathon office (maintain files, purchase and organize supplies etc.) Responsible for arranging for all event cash banks and fund deposits for the Dance Marathon bank account. Work closely with the Dancer Recruitment & Relations Chair on dancer registration for the Dance On event. Help motivate

dancers (groups and individuals) to raise monies, and tally and present the final fundraising total during the Dance On event.

Hospitality

Work closely with the Development Chair to solicit and acquire sponsorships and in-kind donations for food, beverages, snacks, meals, etc. for the main Dance Marathon Dance On event. Responsible for creating the event meal schedule. Responsible for organizing the pickup and/or delivery of all meals and coordinates the preparation, serving and clean-up of all meals.

Marketing & Public Relations

Oversees the creation and implementation of all Dance Marathon marketing on and off campus (includes flyers, banners, t-shirts and other marketing promo materials/giveaways, etc.). Responsible for recruiting radio, newspaper, television, and local personalities to promote and attend the Dance On event. Create press releases, have knowledge of solicitation policies on campus, create advertisements for multiple uses, and marketing strategies for Dance Marathon. Coordinate all necessary Dance On event needs related to the attendance of all VIP's, and Press/Media outlets.

Morale

The "moralers" are a critical part of the success of Dance Marathon. Recruit, train and lead Morale Captains for the Morale Committee and create the morale dance and different theme segments for the Dance On event. Serve as the primary leader for maintaining positive energy and remain upbeat throughout the entire event. Work closely with the Dancer Recruitment & Relations Chair and Family & Hospital Relations Chair to ensure that all Morale Committee members meet all dancers and Miracle families prior to the main Dance On event.

Operations & Facilities

Responsible for scheduling all locations for all Dance Marathon events and meetings as needed and/or requested. Transform the Dance On event location site to reflect the 2009 Dance Marathon vision. Schedule and store deliveries from sponsors, and maintain inventory of items. Ensure that all Executive Board members are informed about all related UH policies and procedures for facility use and event planning and implementation. Create and coordinate the Dance On event working timeline and arrange for all set-ups for the main event.

Special Events

Work closely with all necessary Executive Board Chairs, committees and dancers, to oversee the creation, planning, organization and implementation of all fundraising events throughout the year to promote awareness about Dance Marathon (on campus and in the community). Assist with the recruitment of all dancers and solicit and secure donations to contribute to the overall fundraising goal.

Technology

Responsible for updating and maintaining the Dance Marathon website with upcoming events, photos, and Executive Board members' contact information. Responsible for recording all moments of Dance Marathon from special events, hospital visits to the main Dance Marathon Dance On event. Works closely with the UC Audio/Visual Operators during the event to make sure all the pictures, recordings, lights and music are functioning properly.