



## 2009-2010 DANCE ON EXECUTIVE BOARD COMMITTEE CHAIR APPLICATION

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### CONTACT INFORMATION

Name: \_\_\_\_\_

PeopleSoft #: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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### ACADEMIC AND LEADERSHIP INFORMATION

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Number of Hours Completed/Classification: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_ Cumulative G.P.A.: \_\_\_\_\_

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

- ❖ Please list your campus involvement experience and any leadership positions you have held in various organizations or attach a resume.
  - ❖ Explain why you are interested in serving on the 2009-2010 Dance On Executive Board.
  - ❖ What skills/strengths do you think you could contribute to the Dance On Executive Board?
  - ❖ For each committee interest area you have selected and ranked 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.
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## DANCE ON EXECUTIVE BOARD MINIMUM MEMBERSHIP EXPECTATIONS

PLEASE REVIEW AND CONFIRM YOUR ACCEPTANCE OF EACH OF THE FOLLOWING MEMBERSHIP EXPECTATIONS BY INITIALING EACH ITEM:

\_\_\_ Attendance at the Dance On Executive Board Retreat scheduled for: **Wednesday, August 19, through Thursday, August 20, 2009; Location TBA**

\_\_\_ Completion of a Tour at Texas Children's Hospital

\_\_\_ Attendance at the 3<sup>rd</sup> Annual Dance On Event scheduled for: **Friday, February 19, through Saturday, February 20, 2010**

\_\_\_ Attendance at weekly or regularly scheduled Dance On Executive Board Meetings

\_\_\_ Attendance at scheduled Dance On Dancer Recruitment/Information Sessions

\_\_\_ Attendance at scheduled Dance On Executive Board designated Fundraising Events

\_\_\_ Please indicate if you would be available to attend scheduled meetings in Houston during the summer.  Yes  No

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**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.**

\_\_\_ Dancer Recruitment & Relations Chair

\_\_\_ Operations & Facilities Chair

\_\_\_ Development Chair

\_\_\_ Special Events Chair

\_\_\_ Entertainment Chair

\_\_\_ Technology & Website Chair

\_\_\_ Hospitality Chair

\_\_\_ Marketing & Public Relations Chair

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**For additional information regarding Dance On visit our website at [www.uh.edu/uhtm](http://www.uh.edu/uhtm)**

Please submit completed applications to the University Center Administrative Services and Operations Office, UC Room 282.



## Dance On Executive Board Committee Chair Descriptions

### Dancer Recruitment & Relations Chair

Promote Dance On throughout the UH campus in order to recruit and register as many dancers as possible. Responsible for organizing and leading all Dancer Recruitment/Information Sessions, and Dance On Event On-Site Dancer Registration. Responsible for creating the Dancer Information Packet (including all forms, expectations, tips, and policies for dancers). Serves as the liaison between all dancers and the Executive Board.

### Development Chair

Fundraising is mandatory for the success of Dance On. Responsible for acquiring sponsorships for the Dance On Event and associated activities to augment the fiscal goal of monies raised for Texas Children's Hospital Charity Care Program. 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 Chair

Create and manage the entertainment for the Dance On Event 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 Chair – Position Filled

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

### Finance & Communications Chair – Position Filled

Create and maintain a working budget and track and record all Executive Board Dance On 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 On Office (maintain files, purchase and organize supplies etc.) Responsible for arranging for all event cash banks and fund deposits for the Dance On bank account. Work closely with the Dancer Recruitment & Relations Chair on the On-Site 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 Chair**

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 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 Chair**

Oversees the creation and implementation of all Dance On 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 On. Coordinate all necessary Dance On Event needs related to the attendance of all VIP's, and Press/Media outlets. Design, develop, and arrange for the printing of the Dance On Event Program/Schedule.

### **Morale Chair – Position Filled**

The “moralers” are a critical part of the success of Dance On. 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 Chair**

Responsible for scheduling all locations for all Dance On events and meetings as needed and/or requested. Transform the Dance On Event facility site to reflect the Dance On vision/theme. 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 and the coordination and training of volunteers for the event. Work closely with all Committee Chairs responsible for various Dance On Event timeline components to ensure logistics and event needs are being successfully coordinated and implemented.

### **Special Events Chair**

Work closely with all necessary Executive Board members, committees and dancers, to oversee the creation, planning, organization and implementation of all fundraising special events throughout the year to promote awareness about Dance On (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. Provide support and assistance for other Committee Chairs/Event components for Dance On Event as designated and/or needed.

### **Technology and Website Chair**

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

**For additional information regarding Dance On visit our website at [www.uh.edu/uhtm](http://www.uh.edu/uhtm)**