



Committee Member/Chair Application 2019

Overview

Thank you for your interest in being a Committee Member/Chair for Hootathon 2019! If you have any questions about the position or the application and interview process, please contact Maddy Dunne at maddy@temple.edu.

Application Procedures and Instructions

1. Please type all required information as accurately as possible.
2. Complete the online application by **5pm on Sunday March 11, 2018.**
 - o **All applications must be submitted via the Google Form linked below**
3. Although you will indicate a specific position that you are applying for, please be aware that the Executive Team reserves the right to place you in a position in which they feel you will succeed better.
4. Please reach out with any questions to Maddy Dunne at maddy@temple.edu

General Requirements

- Be skilled in organization, interpersonal communication, and time management
- Attend all required meetings
 - o Weekly Committee meetings on Wednesdays at 8:00pm
 - o GCMs and Team meetings
- Commit approximately 5 hours per week to your position.
- Attend and participate in all events hosted by Hootathon, including
 - o Night Owl Event - date pending
 - o Child Health Day - October 1st
 - o Registration Push Day - November
 - o Fundraising Push Day - December
 - o Dance Marathon - February
- Understand that this is a fundraising organization and you will be required to reach a fundraising goal of at least \$400 for Committee Members and \$620 for Chairs (not including registration fee)
- Be in good academic standing with the University and maintain a 2.5 GPA or higher.
- Meet all of the expectations that are set by Director and Executive Team

[Hootathon 2019 Committee Member & Chair Application Google Form](#)

Please review [Hootathon's 2019 Structure](#) and position descriptions below before applying.



DANCER RELATIONS

Campus Engagement

- Connect with housing facilities on campus and off-campus to host info tables throughout the Fall semester
- Outreach to freshmen, upperclassmen, and international students
- Host monthly info nights to recruit students to our Dance Marathon
- Coordinate recruitment of freshmen through summer orientations and contact with RA's in residence halls

Membership

- Coordinate Committee Member application process including recruitment, interviews, and selection
- Develop methods and timelines for receiving and giving feedback through mediums such as surveys, focus groups, etc.
- Facilitate GCMs, CM orientations, and retreats among the internal members of the teams
- Communicate with our CM base internally through our newsletter and texting app

Outreach (Greek Life and Athletics)

- Lead a Committee in the areas of Greek Life and Athletics
- Develop and maintain relationships with Greek Life and Athletic teams by speaking at their meetings and communication via email
- Provide the teams with resources to fundraise and collaborate with their fundraising efforts

Outreach (Organizations)

- Lead a Committee in the areas of Cultural Organizations, Service Organizations, and SPOs
- Develop and maintain relationships with Cultural Organizations, Service Organizations, and SPOs speaking at their meetings and communication via email
- Provide the teams with resources to fundraise and collaborate with their fundraising efforts



HOOTATHON

a Miracle Network Dance Marathon

EXTERNAL AFFAIRS

CHOP Relations

- Maintain Hootathon's relations with CHOP through CHOP's Dance Marathon liaison
- Connect our student body and member-base to CHOP through volunteer opportunities and on-campus crafting/awareness events and campaigns
- Maintain relationships with current Miracle Families and recruit new Miracle Families
- Continue to build on our on-campus cause-connection initiative CHOP Brave, Temple Made students
- Connect our families to Hootathon by inviting them to our events, communicating with them through our Miracle Family Facebook page

Production

- Develop graphics independently and at the request of other team members for our social media, pamphlets advertisements, website, and merchandise
- Coordinate videography and photography at events for video and social media content
- Update the content of our website as events and details about Hootathon change throughout the year
- Create, develop, and execute campaigns and content for all Hootathon social media accounts

Stewardship

- Maintain relationships with current and prospective in-kind and monetary donors through wrap reports, thank yous, recognition
- Continue to build a base of university support through faculty and Hootathon alumni
- Act as a liaison for Hootathon to the Hootathon Alumni Association
- Connect with external and on-campus media outlets, advertisement opportunities, and newsletters to promote Hootathon's current events



FINANCE

Corporate Partnership

- Research companies' new products and services to compile targeted pitches and develop specific sponsorship opportunities for them
- Acquire new corporate partners through the execution of targeted pitches
- Continue to update our general sponsorship levels in conjunction with our asset management
- Educate and assist CMs and Dancers in soliciting small business donations through resourceful presentations and letter templates

Fiscal Operations

- Manage our bank account transactions including all offline donations and operational fund requests
- Act as a contact point for Dancers who encounter Donor Drive offline or online donation discrepancies, team creation, and team or participant changes
- Edit Donor Drive notifications and event page settings as necessary
- Utilize Microsoft Excel to analyze and track trends in our Dancer registration, individual and overall fundraising, and HSDMs

Fundraising

- Coordinate the promotion, communication, and execution of canning events on-campus, downtown, and at the sports stadiums
- Create targeted fundraising resources and tools to share with Dancers in efforts to accomplish our overall fundraising goals
- Connect with local food trucks, restaurants, and teams to organize fundraisers in partnership with Dancers
- Collaborate with Dance Marathon Operations to implement in-event fundraising efforts throughout the Dance Marathon

High School Dance Marathon

- Spearhead outreach to high schools to gauge interest for a HSDM and promote inter-HSDM collaboration through events, such as retreats
- Manage the HSDMs on a case-by-case basis, strategizing fundraising and participation based on their history and high school culture



HOOTATHON

a Miracle Network Dance Marathon

OPERATIONS

Dance Marathon Operations

- Coordinate scheduling of the Dance Marathon, parking passes, volunteer management, and guest attendees
- Devise plans and gather materials to implement games and activities throughout the Dance Marathon
- Reach out to on campus groups to schedule and confirm performances during the Dance Marathon
- Create the art and vision that culminates in the decoration and theme hours for our Dance Marathon surrounding an overall event theme

Events

- Manage the application, purchase, and retrieval of all items submitted through our TSG allocations
- Assist other Committees to plan and execute events through room reservation, sign-up coordination, and material management
- Plan and execute new programs to further the development of Hootathon

Hospitality

- Maintains relationships with other DMs in communicating well wishes as they ex
- Researches DMs to gain knowledge of how our organization might be able to improve in certain areas based on their strategies
- Updates DM database as a resource for our team to reference through the year as they develop their positions' strategies
- Secure food and beverage donations to feed all Dancers at the Dance Marathon
- Assist events that require food during the year including bake sales, Committee gatherings, or Miracle Family events

Morale

- Creates all programming and challenges for Color Wars leading up to and during the Dance Marathon
- Distributes teams on Color Teams and communicates all points and events through means such as the Color Wars Facebook page
- Works across all Committees within Hootathon to spread morale in meetings
- Choreographs the dances and creates music mixes for the Morale Dance and flash mobs performed throughout the year

Moraler

- Under the Morale Committee - more engagement than being a dancer, but less commitment than that of a Committee Member.
- Creates closer connections with our dancers and campus
- Provides more information about Hootathon and keeps the HYPE on campus throughout the year