



# 2009 EXECUTIVE BOARD & COMMITTEE CHAIR APPLICATION

Created in Penn State University in 1973, Dance Marathon has become the nation's largest student run philanthropy. Each year this event raises millions of dollars across America, benefiting the Children's Miracle Network. The philanthropic event gives back to the local community where Dance Marathon occurs. FIU's Dance Marathon has raised over \$600,000 for the Miami Children's Hospital Foundation, our local Children's Miracle Network hospital and its respective foundation. The money raised by Dance Marathon is used for equipment, education, treatment and research for the children of Miami who suffer from terminal illnesses, trauma, abuses, and accidents. "DM," as it is affectionately called, is a 25-hour event in which FIU students and the community come together for the kids. Dancers stay on their feet as a sign of compassion in order to acknowledge what these children continue to go through. Now marking our twelfth year, Dance Marathon 2009 wants to continue its success and work its way into the hearts of children.

DM is composed of a steering committee that organizes a year's worth of events culminating toward Dance Marathon 2009. The Executive Director, Directors, Chairpersons, and Morale Captains head the steering committee. Please review the information carefully, fill out the application and return to the Center for Leadership & Service in GC 2210: **Executive Board applicants by March 14, 2008 and Chair Positions by March 26, 2008. Executive Board applicants must submit their application with a resume and be available for an interview Mar. 24-26, 2008 and Chairs during Apr. 3-9, 2008. Applicants will be notified of interview times via email or telephone.**

## **Committee Chair Requirements & Job Descriptions**

**To coordinate and execute portions of the financial, planning, communications, or recruitment committees throughout the year and at the 25-hour marathon**

- Be a registered FIU student while serving in the position
- Hold a minimum 2.5 cumulative GPA throughout the 2008-2009 academic year
- Be in good standing with the University Office of Student Conduct & Conflict Resolution
- Raise \$575 toward the overall goal of DM 2009
- Recruit one dancer team
- Participate in all special events and fundraising activities
- Attend biweekly (fall) and weekly (spring) executive board and steering committee meetings (student may not register for evening Wednesday courses)
- Individual chair descriptions available at [www.fiu.edu/~dm](http://www.fiu.edu/~dm)



Dear students,

As you may know, Dance Marathon is an event that touches the lives of the children in our community. After our 11<sup>th</sup> Dance Marathon, FIU raised just over \$115, 000; that is more than we have ever raised at the event before! As the 2008 Dance Marathon has come to an end, the 2009 DM is beginning in full force. The first step is to choose exceptional leaders to take up the positions that push Dance Marathon forward. We are lucky to have so many leaders on our campus that are capable of making DM 2009 the most successful of all.

Dance Marathon is largest student run philanthropy in the nation. For the 2009 DM we are looking for students who are willing to dedicate their time to this organization and worthy cause. We plan to raise the bar and break all records this year. However, we can only do this with the help of our FIU community. Please review the different positions available on our website, [www.fiu.edu/~dm](http://www.fiu.edu/~dm) and apply for the position(s) that you feel you can offer your experience, knowledge, and leadership to best. If our FIU community comes together for this great cause, as we have done in past years, we can and will make a difference in the world. I encourage everyone to apply!

In DM spirit,

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Giselle Gutierrez  
2009 Overall Director  
Dance Marathon, FIU

# 2009 EXECUTIVE BOARD & COMMITTEE CHAIR APPLICATION

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone:

\_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell

Number: \_\_\_\_\_

Email: \_\_\_\_\_ Major: \_\_\_\_\_ GPA:

\_\_\_\_\_ Faculty/Staff/Admin. Reference (Name):

\_\_\_\_\_

Positions applying for (Please rank): 1) \_\_\_\_\_ 2)

3) \_\_\_\_\_ 4) \_\_\_\_\_ 5)

\_\_\_\_\_

**A copy of your resume must be attached to this application. If you cannot attend one of the scheduled workshops, please contact Giselle Gutierrez at (786) 390-9311, gguti007@fiu.edu or Mari Campuzano at (305) 348-1395 or campuzam@fiu.edu.**

Serving as a Committee Chair in Dance Marathon requires a significant time commitment. By filling out this application, you agree to perform all the duties as outlined by the job description. Dance Marathon is an incredible event that benefits a wonderful cause, the children of Miami Children's Hospital and the Children's Miracle Network. Without dedication from the Executive Director, steering committee, dancers, sponsors, and volunteers this event would not be possible. If any member of the steering committee does not fulfill his/her duties, he/she can and will be revoked at the discretion of the advisors and executive board.

**Authorization to check eligibility:** I hereby give permission the Center for Leadership and Service to access my academic and judicial records with Florida International University and authorize my records to be released. I also understand that my records will be checked at the time of application, throughout my involvement with the organization, and prior to the marathon.

If you understand and agree to the above, please sign below.

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(Signature of applicant)

**Please answer the following questions; use additional sheets of paper as necessary.  
Thank you.**

- 1) Please explain any previous experience you have with Dance Marathon.
  
  
  
  
  
  
  
  
  
  
- 2) Based on your knowledge of DM, what is one key element of the marathon that should remain the same, and one that should be improved? Why?
  
  
  
  
  
  
  
  
  
  
- 3) What do you hope to gain from your involvement with DM?

4) Please share two of your strengths and weaknesses as a team player.

5) Please list all other organizations/activities you are involved with on campus & any positions you hold.

## 2009 EXECUTIVE BOARD & COMMITTEE CHAIR DESCRIPTIONS

### EXECUTIVE BOARD

**Director of Communications:** Oversees Media and Community Affairs, Campus Promotions, and Historian; responsible for distribution of DM's mission and events to FIU and the local community; presents creative ideas in promoting the cause of DM; establishes and maintains relationships with organizations to get them involved in Dance Marathon

**Director of Funding:** Oversees Finance, Marketing, and Special Events chairpersons; manages all efforts to solicit donations from local, national, and international businesses/organizations to benefit Dance Marathon; presents creative ideas in promoting the cause of Dance Marathon; uses

creative and innovative ideas to establish fundraising events; responsible for editing and updating annual Marketing Packet

**Director of Morale (2):** Oversees planning and execution of theme hours at the marathon; oversees development of line dance, relevant efforts and materials used to entertain dancers outside of scheduled entertainment for DM; works with 30 Morale Captains to create DM awareness and spirit on campus; involves Morale Captains in all recruitment activities; leads planning of three special events throughout the year; develops and maintains morale of the DM 2008 steering committee; Works with morale assistants to ensure further morale for the event.

**Director of Planning:** Oversees Catering, Entertainment, Events Management & Security, and Decorating chairpersons; organizes all logistics-scheduling, maintenance, etc., for the annual marathon; supervises contact with all external companies/sponsors dealing directly with entertainment; works with chairpersons to provide relevant service at special events throughout the year

**Director of Recruitment:** Oversees Family Relations, Dancer and Organizations Liaison, and Registration chairpersons; responsible for leading recruitment of participants for Dance Marathon including dancers, morale assistants, and volunteers; fosters and maintains relationship with participants and organizations involved in Dance Marathon and its events; manages all efforts for participants from registration and check-out at the event; maintains and updates dancer and morale assistant registration packets

## **CHAIRPERSONS**

**Campus Promotions (2):** Works closely with campus organizations, fosters relationships with groups and promotes their participation in DM; creates, implements, and assures campus-wide promotional awareness of DM; creates and updates flyers, banners, calendars for the organization; works closely with Special Events Chairs and Recruitment committee to promote and encourage attendance to all DM events.

**Catering:** Creates a catering schedule, contingency plans, set-up & clean-up, and shifts for the marathon; solicits sponsors for each meal; consults with Health and Wellness Center to make sure food is adequate for event; assists Special Events with catering throughout the year; executes all meals at the event with assistance of steering committee; communicates with Dancer Relations chair to arrange special meal needs

**Dancer & Organizations Liaison:** Creates and distributes dancer and moraler publications and paperwork; responsible for dancer and moraler registration prior to and during the marathon; maintains and updates dancer handbook ; works with Director of Recruitment to create, update, and implement Miracle Cup Program; runs effective DGR meetings; relays pertinent information to all interested and registered participants and organizations on a regular basis; attends and helps with registration drives/recruitment events; establishes and fosters relationships with organizations on campus; ; provides storage area for dancers and moralers to keep personal items in during DM

**Decorating:** Responsible for decoration of all DM events and marathon; works closely with Special Events, Entertainment and Morale Chairs to determine decorating needs; responsible for major clean-up efforts of DM venue; works with local companies to attain decoration supplies

**Entertainment (2):** Recruits and confirms all entertainments and acts for the marathon-bands, speakers, comedians, DJs, entertainment groups and side activities; coordinates stage and announcement schedule for DM; coordinates all electrical wiring, set up needs, and performance areas for sound and groups; creates contracts and provides all entertainment groups needs; works with Directors of Morale to schedule theme hours; creates master schedule for DM; assists and provides entertainment at special events; maintains records of received entertainment via in-kind donations; responsible for follow-up with all acts before and after the marathon

**Events Management & Security:** Designs facility layout of DM; works with Director of Recruitment to secure and coordinate set up and break-down for all events related to DM; returns all materials from DM to appropriate location; secures equipment needed for any DM related event; provides secure atmosphere during DM; keeps close contact with venue staff; secures headsets for committee during DM; develops schedule to assign security personnel tasks at different times throughout the 25 hours of DM; recruits and provides EMT (Emergency Medical Technician)/First Aid at main event

**Family Relations:** Ensures miracle children and families are an integral part of DM; serve as the primary contact with the CMN Director and Miami Children's Hospital Foundation; works closely with CMN/MCHF to organize hospital tours and playroom visits; designs ways to involve families before and during DM; serves as Miracle Family Host/ Hostess during the marathon; executes Adopt-a-Family Program; ensures MCH Foundation participation at DM events prior to marathon

**Finance:** Maintains accurate and updated records of all DM finances and transactions- canning, special events, donations, committee/MC totals; works with finance committee to attend and collect canning proceeds; attends all special events to handle collections; creates and updates financial database with Dir. of Funding; responsible for all accounts receivable and payable beyond the day of the marathon; provides financial feedback to committee and participant organizations

**Historian:** Maintains accurate documentation of Dance Marathon events including the annual marathon; serves as the organization webmaster updating photos, upcoming events, contact information, and involvement opportunities; responsible for creating the slideshow at DM; collects and exhibits all printed material relevant to DM; responsible for designing, printing, and distribution of annual DM Memory Book

**Media and Community Affairs:** Establishes and creates partnerships with area business, schools, organizations, and public media (TV, radio, internet, and local newspapers) to promote DM and issue updates throughout the year; works closely with Beacon Newspaper to cover DM events and updates for the year; creates publications needed by the steering committee (i.e. newsletter, brochures, press kits, etc.); provides all media communication and promotional opportunities (through press release, appearances); builds awareness strategies for the community; secures media coverage for main event

**Registration:** Creates and updates dancer and morale assistant databases weekly; communicates recruitment progress to steering committee regularly; responsible for supervising committee and morale captains' recruitment of dancer teams; responsible for planning and executing registration drives throughout year

**Special Events (2):** Develops, coordinates, and implements promotional-fundraising events prior to DM to create; works closely with the funding and planning committees to meet all events' needs; contacts businesses/organizations in the area to solicit awards for special events; works alongside all marketing and public relations chairpersons to promote these events on and off campus

**Sponsorship Chair:** Develop corporate sponsorship contacts; Organizes mailings to previous and potential sponsors; pursues grants, cash, and in-kind sponsorships for DM; responsible for awarding all sponsors due incentive via the marketing packet; works with steering committee to determine needs list for donation solicitations; devises incentive plan for sponsors, participants, and steering committee members

**Alumni & Volunteer Chair:** Organizes and helps with recruitment of volunteers; Makes list of where volunteers are needed; Maintains communication with volunteers signed up; assigns volunteers a schedule time for the event.; works with Alumni Relations to involve alumni in DM, its mission and activities.