**Up ‘til Dawn**

**Executive Board Application**

Thank you for your interest in serving on the UNCW Up ‘til Dawn Executive Board! We are excited about the upcoming year and what we plan to accomplish for the kids of St. Jude Children’s Research Hospital.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number (cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UNCW E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a job? \_\_\_\_\_\_\_\_\_\_\_\_ If so, how many hours a week do you work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you participated in Up ‘til Dawn in the past? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications/Requirements**

* Must be available for **ALL** Events
  + All in One Event: February 18th 2011 (tba)
* Must be a currently enrolled undergraduate student.
* Must be able to participate in tabling and promoting of UTD events.
* Must be available to attend **ALL one hour weekly** UTD E-Board meetings in the fall & spring (day/time TBA)

**I have read and reviewed all mandatory events and meetings and I am able to be in attendance.**

**□ Yes, I am able to attend all.**

**□ No, I will not be able to attend all of them (please attach the date & reason you will not be in available)**

Please list your top 3 choices for Executive Board positions. See the last page of this application for a list of positions and job descriptions:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions on an attached piece of paper.

* Why are you applying to be on the Up ‘til Dawn Executive Board and what are your strengths?
* What are some ideas you have for Up ‘til Dawn and more specifically, the position you are applying for?
* How would you make Up ‘til Dawn a priority?
* Please list the activities you have been involved in since entering college.
* Please list any other significant time commitments for the 2009-2010 academic year.

**Please return your completed application by March 18thth 2010 at 7p.m. to:**

CAIC (Campus Activities & Involvement Center) -Up ‘til Dawn Mailbox

OR E-mail the application to [KMH1098@uncw.edu](mailto:KMH1098@uncw.edu)

**Up ‘til Dawn Executive Board Positions**

**Assistant Director**

The Assistant Director serves as the right hand of the Executive Director and helps assist with the overall management of the program. The Assistant Director is also expected to plan the Summer/Winter Executive Board retreats with the Executive Director. The Assistant Director is responsible for coordinating all logistics associated with any Up ‘til Dawn events and involvement carnivals, beach blast, UNCWelcome . The Assistant Director is also responsible for the annual re-registration of Up ‘til Dawn through the Campus Activities and Involvement Center.

**Teams Chairperson**

The Teams Chairperson is responsible for recruiting teams, communicating information to teams, and acts as the liaison between teams and the Executive Board. The Teams Chairperson is also responsible for coordinating Up ‘til Dawn’s annual St. Jude Awareness/Team Recruitment Week in the fall with the help of the Advocacy Chair. Also, to make a teams e-mail distribution list and send facebook messages to UTD members.

**Public Relations Team (three people will be chosen for this team)**

The Public Relations Chairperson is responsible for coordinating all publicity on campus and in the community. This includes, designing the t-shirt, coming up with a theme, making flyers/banners, advertising off of the advertising check list for each event. The Public Relations Chairperson is also responsible for all media announcements. Also, to help out with other positions as needed throughout events.

**Entertainment Chairperson**

The Entertainment Chairperson is responsible for coordinating and booking all entertainment for all Up ‘til Dawn events. This includes coordinating the planning of the Up ‘til Dawn Finale, and musical entertainment for the All Teams Meeting.

**Fund raising Chairperson**

The Fund raising Chairperson is responsible for developing and implementing fund raising events; this includes planning and implementing the letter writing campaign (All Teams Meeting), as well as the “Change for Children” week. The Fund Raising Chairperson is also responsible for collecting money from all fund raising events other than the All Teams Meeting.

**Sponsorship Chairperson**

The Sponsorship Chairperson is responsible for soliciting corporate sponsorships, catering donations, monetary donations, door prizes and giveaways. The sponsorship chair is also expected to keep an organized database of all sponsorship activity. Also, to send thank you’s to our sponsors and make sure we have advertised them as they have requested.

**Advocacy Chairperson**

The Advocacy Chairperson is responsible for educating the Executive Board and participants about St. Jude Children’s Research Hospital and providing service learning opportunities for participants. The

Advocacy Chairperson is expected to research St. Jude Children’s Hospital and communicate with the St. Jude Regional Representative to learn more about the hospital. The Advocacy Chairperson is also expected to plan and implement the St. Jude Awareness Week/Recruitment Week with the help of the Teams Chair. Also, to always have fun fact-filled activities planned for each event.

***\*All positions require attendance at ALL Up ‘til Dawn events/meetings regardless of your role in the events/meetings.***