2013-2014
Kansas State University
Up ‘til Dawn Executive Board Application

Please type or print legibly.

Name: ___________________  Phone: ___________________  Email: ________________

Year in School: ___________  Curriculum: __________________  Cumulative GPA: ______

Do you have a job? ______  If so, how many hours a week do you work? __________

Do you have enough time to devote to Up ‘til Dawn for the entire year? __________

Will you be living in Manhattan over the summer? (not required) ________

Please answer the following questions on a separate sheet of paper (limit 200 words per question):

• Please list your current campus involvement.
• Please list all previous Up ‘til Dawn experience.
• Why are you applying for the Up ‘til Dawn Executive Board?
• What ideas do you have for the position you are applying for and for Up ‘til Dawn as a whole? Please be specific.
• What attributes do you feel you possess that would make you a strong asset to the Executive Board?
• Please list your top three choices for Executive Board. See the last page of this application for a list of positions and job descriptions.

Completed applications are due to the Office of Greek Affairs (Union 214) by 5 PM on March 29th for all Executive Board positions. You will need to set up an interview time (sign up is in Greek Affairs) when you turn in your application. If you have any questions about the positions or application process, contact John Nail at jnail@ksu.edu or Courtney Frantz at cfrantz@ksu.edu.
Executive Board Positions and Job Descriptions

Executive Director
The Executive Director is responsible for the overall management of the program and serves as the liaison between the Executive Board and ALSAC, the community and campus. The Executive Directors sets the tone and direction for the entire Up ‘til Dawn program and must make sure all duties are being carried out to ensure a successful Up ‘til Dawn.

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 also manages the upkeep of the Up ‘til Dawn headquarters.

Corporate Marketing Chairperson
The Sponsorship Chairperson is responsible for soliciting corporate sponsorships, catering donations, monetary donations, door prizes and giveaways.

Entertainment Chairperson
The Entertainment Chairperson is responsible for coordinating and booking all entertainment for all Up ‘til Dawn events.

Fundraising Chairperson
The Fund raising Chairperson is responsible for developing and implementing a fund raising strategy. This includes planning and implementing the letter writing campaign. They will also have the responsibility of coordinating other side events throughout the year to raise money.

Sponsorship Chairperson
The Hospitality is responsible for getting donations for the Letter Writing Party and the Final Event. Chair can also expect to assist Corporate Marketing as much as needed.

Public Relations Chairperson
The Public Relations Chairperson is responsible for coordinating all publicity on campus and in the community. The P.R. Chairperson is responsible for writing thank you notes to corporate donors and patient families that attend our events. They also help with meeting minutes and agendas.

Webmaster and Historian
The Webmaster/ Historian is in charge of revamping the organizations website. Our current website is very outdated. You must have high knowledge with technology and formatting a new website. Other responsibilities include the documenting the year’s events through pictures and maintaining an ongoing archive of photos from years past. Finally, they prepare slideshows and graphics for the Final Event. This chair will also work closely with the P.R. chair and assist them in their responsibilities.

Patient 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.
Finance and Logistics Chairperson
The Finance/Logistics Chairperson is responsible for keeping track of money, coordinating all logistics associated with any Up 'til Dawn events (i.e. reserving locations, determining power and electrical needs, etc.). Chair will also be expected to oversee money and reimbursement forms as well as applying to SGA for an allocation.

Morale Director
The Morale Chairperson is responsible for motivating the participants and Executive Board about Up 'til Dawn. The Morale Chairperson oversees the morale captains, develops a spirit point system for teams, and creates activities to keep participants excited about Up 'til Dawn.

Teams Director and Recruitment
The Teams Chairperson is responsible for recruiting teams, communicating information to teams, and acts as the liaison between teams and the Executive Board.

UTD Committee/Morale Captains
A 5-8 person committee will be need to serve as the main communication between the Exec Board and the team captains. This committee will also assist any chairperson when it is needed. This is a great starting place to learn more about the Exec Board, encourage team participation, have a chance to see St. Jude’s Hospital, and have tons of fun!