

2011 Ohio University Homecoming Steering Committee Application (OUHSC)



NAME:

CELL PHONE:

LOCAL ADDRESS:

EMAIL:

* CUM GPA:

*CREDITS EARNED:

YEAR (circle one):

FIRST-YEAR

SOPHOMORE

JUNIOR

SENIOR

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

1. A copy of your resume
2. A copy of your Winter Quarter 2011 schedule
3. Your answers to the following questions (please limit your responses to no more than 2 typed pages total):
 - a. Why do you want to be a member of the Ohio University Homecoming Steering Committee?
 - b. What experiences have you had that will benefit you in one of these positions?
 - c. How would a position on the OUHSC further your personal and professional goals?
 - d. What ideas or suggestions do you have to enhance Homecoming 2011?
 - e. What other time commitments will you have during Winter/Spring/Fall quarters 2011 (employment, Greek or student organization, etc.)?

OUHSC POSITIONS (please check and rank all you are interested in; detailed descriptions are attached):

| | |
|--|--|
| <input type="checkbox"/> Director | <input type="checkbox"/> Finance Chair |
| <input type="checkbox"/> Communication Chair | <input type="checkbox"/> Kick-Off Chair/Co-Chair |
| <input type="checkbox"/> Parade Chair/ Co-Chair | <input type="checkbox"/> Bobcat Court Chair/Co-Chair |
| <input type="checkbox"/> Yell Like Hell Chair/Co-Chair | <input type="checkbox"/> Service Coordinator |

Please note that a position on the OUHSC is a one-year commitment. The position will begin in Winter Quarter 2011 and conclude at the end of Fall Quarter 2011. Some summer commitments may be required; members of the OUHSC will be expected to maintain consistent communication throughout the summer via phone and email.

Please submit your completed application to the following location by **5:00 PM on FRIDAY, JANUARY 7, 2011**:

Dean Ryan Lombardi
Office of the Dean of Students
Baker University Center 345
Lombardi@ohio.edu
740-593-1800

You will be contacted to set up an interview time. Questions about this process should be directed to Anne Lombard, Advisor to the OUHSC, at 740-593-4024 or Lombard@ohio.edu.

*By signing and submitting this application, I hereby give my permission to have my personal information verified.

Signature

Date

2011 Ohio University Homecoming Steering Committee Application

The following positions are available on the Ohio University Homecoming Steering Committee:

- Director
 - Finance Chair
 - Communication Chair
 - Parade Chair/Co-Chair
 - Kick-Off Chair/Co-Chair
 - Bobcat Court Chair/Co-Chair
 - Yell Like Hell Chair/Co-Chair
 - Service Coordinator
-

The **DIRECTOR** will:

- Be the “face” of the Ohio University Homecoming Steering Committee (OUHSC)
- Represent the OUHSC at various campus events, conferences, and meetings
- Coordinate, create agendas, and execute OUHSC meetings
- Maintain communication and serve as liaison to Homecoming constituents including ad-hoc members of the OUHSC (which includes Facilities, Ohio University Police Department, Event Services, Intercollegiate Athletics, the Ohio University Alumni Association, University Communication and Marketing, Transportation Services, the Campus Involvement Center, and others) as well as Greek Life, the Student Activities Commission, etc.
- Meet weekly with the Homecoming advisor(s)
- Include and keep Homecoming advisor(s) updated on upcoming projects, questions, concerns, and communications
- Maintain consistent and clear communication with all members of the OUHSC
- Participate in and volunteer at all OUHSC events during Homecoming Week

The **FINANCE CHAIR** will:

- Prepare the funding presentation for the General Fee Advisory Committee
- Conduct the financial transactions related to Homecoming
- Work with each chair/co-chair on their respective budgets
- Collaborate with committee and advisor(s) in developing the budget for the following year’s Homecoming
- Pursue sponsorship and fundraising opportunities on behalf of the OUHSC
- Include and keep Homecoming advisor(s) updated on upcoming projects, questions, concerns, and communications
- Maintain consistent and clear communication with all members of the OUHSC
- Participate in and volunteer at all OUHSC events during Homecoming Week

The **COMMUNICATION CHAIR** will:

- Record and archive minutes of each meeting of the OUHSC
- Archive pictures, articles, flyers, advertisements, and other miscellaneous information
- Maintain a list of active members
- Send out weekly emails to members with updates and upcoming events
- Coordinate the recruitment, retention, and recognition of OUHSC members
- Coordinate all marketing and advertising initiatives for the OUHSC
- Work with Finance Chair to determine budget needs and expenditures
- Work closely with the Homecoming advisor(s), other committee members, and key constituents to determine Homecoming theme and logo

- Develop creative and innovative strategies to promote Homecoming events within the University posting guidelines
- Create and maintain Homecoming Facebook page and Homecoming webpage
- Include and keep Homecoming advisor(s) updated on upcoming projects, questions, concerns, and communications
- Maintain consistent and clear communication with all members of the OUHSC
- Participate in and volunteer at all OUHSC events during Homecoming Week

The **PARADE CHAIR/CO-CHAIR** will:

- Work with members of the University community to coordinate all aspects of the parade
- Pursue opportunities to promote parade participation to student organizations, residence halls, departments, and community members and organizations
- Coordinate judging and evaluation of parade entries
- Coordinate all aspects of parade entry registration and participation
- Work with Finance Chair to determine budget needs and expenditures
- Coordinate volunteers, route, participants, parade permit, etc.
- Select and coordinate Parade Emcee(s)
- Act as liaison between OUHSC and parade VIPs (Marching 110, Alumni Band, Alumni Award recipients, platform party members, etc.)
- Work closely with Homecoming advisor(s) to determine parade logistics
- Include and keep Homecoming advisor(s) updated on upcoming projects, questions, concerns, and communications
- Maintain consistent and clear communication with all members of the OUHSC
- Participate in and volunteer at all OUHSC events during Homecoming Week

The **KICK-OFF CHAIR/CO-CHAIR** will:

- Work with members of the University community to coordinate all aspects of Kick-Off
- Pursue opportunities to promote participation at Kick-Off to student organizations, residence halls, departments, and community members and organizations
- Plan Kick-Off to begin Homecoming Week and foster school spirit and excitement for upcoming events
- Coordinate performances, concessions, activities and other forms of entertainment
- Work with Finance Chair to determine budget needs and expenditures
- Include and keep Homecoming advisor(s) updated on upcoming projects, questions, concerns, and communications
- Maintain consistent and clear communication with all members of the OUHSC
- Participate in and volunteer at all OUHSC events during Homecoming Week

The **BOBCAT COURT CHAIR/CO-CHAIR** will:

- Direct the interviews and voting for the Bobcat Court
- Organize Bobcat Court appearances and events including Yell Like Hell and football game
- Coordinate judging and evaluation of Bobcat Court candidates
- Work with Finance Chair to determine budget needs and expenditures
- Include and keep Homecoming advisor(s) updated on upcoming projects, questions, concerns, and communications
- Maintain consistent and clear communication with all members of the OUHSC
- Participate in and volunteer at all OUHSC events during Homecoming Week

The **YELL LIKE HELL (YLH) CHAIR/CO-CHAIR** will:

- Work with members of the University community to coordinate all aspects of YLH
- Pursue opportunities to promote YLH participation to student organizations, residence halls, departments, and community members and organizations
- Coordinate participation of cheerleaders, Marching 110, dance team, Bobcat Court, and others in YLH
- Work with Finance Chair to determine budget needs and expenditures

- Include and keep Homecoming advisor(s) updated on upcoming projects, questions, concerns, and communications
- Maintain consistent and clear communication with all members of the OUHSC
- Participate in and volunteer at all OUHSC events during Homecoming Week

The **SERVICE COORDINATOR** will:

- Be creative; there is no mold for Homecoming service events
- Preside over any and all service initiatives or events
- Communicate with members of the University and Athens communities to arrange service opportunities
- Work with the American Red Cross to coordinate Homecoming Blood Drive, if applicable
- Work with Greek organizations to support Greek Homecoming service events
- Coordinate volunteers, location, activities, participants, and transportation (if necessary) for service events
- Work with Finance Chair to determine budget needs and expenditures
- Include and keep Homecoming advisor(s) updated on upcoming projects, questions, concerns, and communications
- Maintain consistent and clear communication with all members of the OUHSC
- Participate in and volunteer at all OUHSC events during Homecoming Week