



WAS ONE DAY OF DANCE MARATHON NOT ENOUGH?

Be part of Dance Marathon all year long!

Join the Dance Marathon 2010 Executive Board!

If you care about kids, community, and fun, and want to be part of a dynamic leadership team, you are exactly the kind of person we are looking for! Being part of the DM family is a **once-in-a-lifetime opportunity**. You will have the chance to work with incredibly talented and enthusiastic peers who want to “do it for the kids!” as much as you do. It will be challenging, rewarding, and a defining part of your experience at Washington University.

Too early to think about next year? Not at all. The Dance Marathon Executive Board works year-round to raise funds for and awareness of Children’s Miracle Network of Greater St. Louis.

Not sure you have time or can make a commitment to participate? Being on the Board is much more than meetings, events, and responsibilities. It’s fun! But you should know up front what’s required.

- December 2009 — Activities of the Executive Board begin.
- Spring 2010 — Goal-setting, intensive planning for the fall, and executing small-scale fundraisers and other events for DM. Weekly commitment in the spring: one 1-hour Board meeting and other committee meetings. Also, Board members work on various independent projects outside of meeting times.
- Summer 2010 — Commitments during the summer months vary with each position.
- Fall 2010 — The busiest period, leading up to and including Dance Marathon in October/November. Requires ongoing, focused effort on recruiting, fundraising, and planning. Weekly commitment: at least one 2-hour Board meeting, other committee meetings, and one special event. All Board members also complete several time-sensitive tasks each week outside of meeting times.

Interested? Complete the following 2-page application and turn it in by noon Tuesday, November 24 to the Dance Marathon mailbox in the Office of Student Activities (OSA). OSA is located on the second floor of the University Center. *Note: Director applications are due by noon Wednesday, November 18.*

If you have any questions, please contact us. Thank you for applying for the Dance Marathon Executive Board and thank you for believing in miracles!

Julie Bressler
Dance Marathon 2009 Director of Development
bressler.julie@gmail.com
925-788-9307

Sean Quinn
Dance Marathon 2009 Director of Logistics
scq1@wustl.edu
614-306-7156

Application schedule:

Wednesday, November 18, noon
Tuesday, November 24, noon
Thursday November 19
Saturday, Nov. 21 – Sunday, Nov. 22
Monday, Nov. 30 – Wednesday, Dec. 2
Sunday, December 6
Monday, December 7

Director position applications due in OSA mailbox
Executive Board position application due in OSA mailbox
Executive Director interviews
Director position interviews
Executive Board position interviews
Executive Board announced
Executive Board get-together

Dance Marathon Executive Board 2010 Application

Please complete the application below, and submit it by **noon on Wednesday, November 18** for Director positions and by **noon on Tuesday, November 24** for Executive Board positions in the Dance Marathon mailbox located in the Office of Student Activities. OSA is located on the second floor of the Danforth University Center.

I. Personal Information

Name: _____ Year: _____

Email: _____ Phone: _____

Majors/minors: _____

II. Dance Marathon experience (please check all that apply):

	Dancer	Morale Captain	Exec. Board	Volunteer	Committee/DMDT member	Other (specify)
2009						
2008						
2007						

III. Board Position Preferences

All of the positions for the 2010 Executive Board are listed below, along with the ideal number of people who will hold them in parentheses. The next pages of the application describe the responsibilities and skills required of each position. After reviewing these descriptions, **please rank your interest in holding each of the following positions with a number between 1 and 5**. Rank the positions you are most interested in with 1's, and continue down, listing those you are least interested in with 5's. Please cross out any positions that you would not accept.

- ___ Co-Executive Director (2)
- ___ Director of Communications (1)
- ___ Director of Development (1)
- ___ Director of Involvement (1)
- ___ Director of Logistics (1)
- ___ Alumni and Graduate Relations (1)
- ___ Auctions (1)
- ___ Campus Public Relations (1)
- ___ Community Relations (2)
- ___ Corporate Relations (2)
- ___ Dancer Relations (1)
- ___ Entertainment (1)
- ___ External Public Relations (1)
- ___ Faculty and Staff Relations (1)
- ___ Family Relations (1)
- ___ Fundraising (2)
- ___ Graphic Design (1)
- ___ Media Development (1)
- ___ Morale (2)
- ___ Production (1)
- ___ Secretary (1)
- ___ Security & Operations (1)
- ___ Treasurer (1)
- ___ Vendor Relations (1)
- ___ Web Relations (1)

Dance Marathon Executive Board 2010 Application

IV. Short Answers

Please attach a separate sheet with brief answers to the following questions:

1. **New applicants:** Why do you want to be more involved with Dance Marathon 2009? What skills, experience, and personal qualities will you contribute to this organization?
1. **2009 Board members:** How have you grown from your experience as a member of the Executive Board?

All applicants – please answer the following:

2. As a member of the Executive Board you hold a position of leadership. How would you describe your leadership style? If you are applying for a Director position, please address your supervisory style.
3. What is one thing that you would change about DM in the future?
4. Which 3 positions are you most interested in and why? What skills do you possess that will enable you to flourish in these positions?
5. Please list all extracurricular activities with which you will be involved during the coming year (Spring 2010 and Fall 2010). Be sure to include activities that you are considering participating in, but are not involved with yet for sure. Please include your level of involvement and the time commitment required. Please also list any other substantial time commitments that you have for the coming year, and if one semester may be busier than the other.
6. Are you planning to study abroad? If so, which semester do you anticipate spending abroad? *Please keep in mind that even if you are abroad, you are still a valued member of the Board and will be expected to maintain e-mail contact.*
7. Free style! For this portion of your application, please submit anything that you think will help us get to know you better (as long as it fits into an 8.5 x 11 folder!). *(Optional for 2009 Board members)*

Dance Marathon Executive Board 2010 Position List

Below is a listing of all positions on the Executive Board. Each position description includes:

- the main responsibilities of that position
- the other Board members it works with most closely
- the ideal characteristics for someone holding this position

Please read through the following list with an open mind – look for which qualities you have that might match with some positions on the Board that you may not have known about! Once you've read this information carefully, return to the previous page to rank every position on the Board according to your interest level.

**If a position has an asterisk next to it, it is open to students who plan to study abroad in Spring 2010*

Co-Executive Directors (2): Coordinate weekly meetings with Directors, Executive Board, and Advisors, serve as the liaison between Dance Marathon and the University administration, and oversee operation of the entire Dance Marathon organization

- work closely with: Co-Executive Director, Advisors, Directors, and all committees
- ideal qualities: ability to oversee, motivate, and support a committee of peers; strong organization skills; empathy; foresight; creativity; knowledge or interest in how all positions and committees function on the Board; ability to balance short-term and long-term goals; interest and skills in public speaking and written communications

Director of Communications (1): Oversees the Communications Committee: Campus Public Relations, External Public Relations, Family Relations, Graphic Design, Media Development, Webmaster

- works closely with: Executive Directors, Directors, Communications Committee
- ideal qualities: ability to oversee, motivate, and support a committee of peers; strong organization skills; empathy; foresight; creativity; strong written and oral communications skills; editing skills

Director of Development (1): Oversees the Development Committee: Corporate Relations, Fundraising, Auctions, and Treasurer

- works closely with: Executive Directors, Directors, Development Committee, Advisors
- ideal qualities: ability to oversee, motivate, and support a committee of peers; strong organization skills; empathy; foresight; creativity; experience or interest in the financial aspects of an organization; eye for detail

Director of Involvement (1): Oversees the Involvement Committee: Dancer Relations, Community Relations, Faculty and Staff Relations, Alumni and Graduate Relations, and Morale

- works closely with: Executive Directors, Directors, Involvement Committee, Advisors
- ideal qualities: ability to oversee, motivate, and support a committee of peers; strong organization skills; empathy; foresight; creativity; enthusiasm; optimism

Director of Logistics (1): Oversees the Logistics Committee: Secretary, Production, Security and Operations, Vendor Relations, and Entertainment

- works closely with: Executive Directors, Directors, Logistics Committee, Advisors
- ideal qualities: ability to oversee, motivate, and support a committee of peers; strong organization skills; empathy; foresight; creativity; eye for detail, ability to follow and execute a detailed plan

***Alumni and Graduate Relations (1):** Maintains contact with former DM participants who have graduated in order to help them continue their involvement; organizes recruitment, registration, and special activities of Wash U graduate school participants

- works closely with: Director of Involvement, Dancer Relations, and Morale
- ideal qualities: enthusiasm; ability to address/work with different types of audiences; organization; patience; persistence

Auctions (1): Solicits donations for Auction from local businesses, on-campus businesses, and student groups; organizes physical set-up of Auction and display of items at DM; plans the DM Date and Services Auction; assists Corporate Relations in making business contacts in the spring

- works closely with: Director of Development, Corporate Relations, and Fundraising

Dance Marathon Executive Board 2010 Position List

- ideal qualities: organization; creativity; desire to work with businesses and student groups; ability to delegate; eye for detail; professionalism; comfort speaking with business owners

Campus Public Relations (1): Informs Wash U student body about all DM-related activities and events through campus-wide publicity campaigns such as posting fliers, creating Facebook events, sending blurbs to media contacts on campus, coordinating chalking on sidewalks and in the Fun Room, submitting advertisements to TV screens on campus

- works closely with: Director of Communications, Graphic Design, Media Development, External Public Relations, Dancer Relations, and Fundraising
- ideal qualities: writing skills; organization; knowledge of campus groups/goings on; persistence; ability to work quickly under a deadline

***Community Relations (2):** Organize recruitment, registration, and fundraising for participants from area universities, high schools, and other local groups; raise awareness of Dance Marathon in St. Louis community

- work closely with: Director of Involvement, Dancer Relations, External Public Relations, and Morale
- ideal qualities: enthusiasm; connections to St. Louis community; ability to think outside of the WashU bubble; organization; patience; persistence

Corporate Relations (2): Initiate and maintain contact with potential sponsors (local and national); solicit all in-kind donations for DM; write grants and sponsorship applications

- work closely with: Director of Development, Treasurer, Auctions, and Fundraising
- ideal qualities: professionalism; desire to work with outside businesses; organization; strong writing skills; experience in grant-writing or interest in learning about grant-writing; patience

Dancer Relations (1): Organizes recruitment and registration of Wash U undergraduates; maintains communication with all participants; executes participant and visitor check-in at DM; collects participant feedback

- works closely with: Director of Involvement, Community Relations, Alumni and Graduate Relations, Web Relations, Fundraising, and Morale
- ideal qualities: enthusiasm; creativity; approachability; organization; strong written and oral communication skills

***Entertainment (1):** Organizes all performances, games and contests, and special activities for DM events year-round; maintains contact with sponsors and performers throughout the year

- works closely with: Director of Logistics, Production, Security and Operations, Family Relations, Media Development, Fundraising; Dancer Relations; and Morale
- ideal qualities: creativity; persistence; organization; outgoingness

External Public Relations (1): Informs St. Louis community about DM-related activities and events through news media (including but not limited to television, newspaper, radio, and community forums); oversees text on dmstl.org website; organizes media involvement for day-of

- works closely with: Director of Communications, Campus Public Relations, Graphic Design, Media Development, and Web Relations
- ideal qualities: writing skills; interest in media; professionalism; people skills; creativity

***Faculty and Staff Relations (1):** Increases DM participation among faculty and staff members at Wash U and other participating schools; works closely with university administration and coordinates faculty and staff involvement; oversees the DM Faculty and Staff Board

- works closely with: Director of Involvement, Dancer Relations, Alumni and Graduate Relations, Fundraising
- ideal qualities: enthusiasm; organization; patience; professionalism; desire to work with faculty and staff; vision in increasing faculty and staff involvement

Family Relations (1): Serves as liaison between Dance Marathon and Children's Miracle Network; helps Executive Board to maintain contact with Miracle families year-round through pen-pal program; works closely with CMN advisor to facilitate direct CMN involvement with DM

- works closely with: Director of Communications, Graphic Design, Media Development, and Entertainment
- ideal qualities: passion for Children's Miracle Network and Miracle Families; people skills; writing skills; interest or experience in art or design

Dance Marathon Executive Board 2010 Position List

***Fundraising (2):** Coordinate benefit nights at local restaurants and on-campus fundraisers year-round, including the Dance In; facilitate opportunities for participants to raise money throughout the fall semester; collect, count, and deposit funds raised year-round; oversee letter-writing campaign and Survival Kit program

- work closely with: Director of Development, Dancer Relations, Morale, Auctions, and Treasurer
- ideal qualities: organization; creativity; dedication; ability to keep a big secret; accessibility

Graphic Design (1): Designs all of Dance Marathon's professional materials, including brochures, programs, flyers, t-shirts, signs, and decorations for day-of

- works closely with: Director of Communications, Campus Public Relations, External Public Relations, and Media Development
- ideal qualities: creativity; knowledge of design; artistic skills; ability to work quickly under a deadline

Media Development (1): Organizes large-scale media projects for DM (including but not limited to promotional videos, Opening and Closing Ceremonies videos, all slideshows, and picture collections); serves as historian of the organization

- works closely with Director of Communications, Campus Public Relations, External Public Relations, Production, and Entertainment
- ideal qualities: knowledge of video making; fluency with technology such as external hard drives, PowerPoint, etc.; creativity; interest in working on long-term projects

***Morale (2):** Recruit Morale Captains; help Captains organize teams; keep participants motivated and engaged at DM

- work closely with: Director of Involvement, Dancer Relations, Fundraising, Entertainment, Community Relations, Alumni and Graduate Relations
- ideal qualities: enthusiasm; ability to motivate and support a group of peers; organization; comfort with public speaking

Secretary (1): Helps to maintain the organization of the Executive Board through scheduling and managing campus reservations; serves as the liaison between Event Services and the DM Executive Board; recruits, schedules, and oversees volunteers for the Dance Marathon event

- works closely with: Director of Logistics; Fundraising; Dancer Relations; Morale
- ideal qualities: thoroughness; organization; eye for detail; persistence; patience; ability to work with others; problem-solving

Security and Operations (1): Coordinates with on-campus officials and external sponsors to organize all physical needs for DM events and serves as the event manager on the day of Dance Marathon

- works closely with: Director of Logistics, Production, Vendor Relations, and Entertainment
- ideal qualities: thoroughness; organization; eye for detail; persistence; patience; ability to work with others; problem-solving; relaxed under pressure

Treasurer (1): Acts as the liaison between the DM Executive Board and Student Union; creates the Student Union budget; coordinates orders with outside vendors; oversees the use of Dance Marathon's funds; serves as the DM accountant, keeping track of all funds, both operating and fundraising

- works closely with: Director of Development, Corporate Relations, Fundraising, and Advisors
- ideal qualities: strong understanding of Dance Marathon and its purposes; interest or experience in budgeting and finance; organization; foresight; eye for detail; comfort with public speaking

***Production (1):** Communicates with on-campus departments and external sponsors to provide all technological needs for DM events; organizes all technology (including rentals, computers, filming processes, and televising processes) for day-of; coordinates with DJ and lighting technicians, serving as the stage manager during Dance Marathon

- works closely with: Director of Logistics, Security and Operations, and Entertainment
- ideal qualities: organization; persistence; patience; good understanding of electronics and audio/video equipment

Vendor Relations (1): Serves as the liaison between the Executive Board and all of the vendors DM partners with for the event; responsible for meeting with OSA representatives to have all DM contracts signed; in charge of all Dance Marathon merchandise; oversee the logistics of food distribution at Dance Marathon

Dance Marathon Executive Board 2010 Position List

- works closely with: Director of Logistics, Security and Operations, Treasurer, Entertainment
- ideal qualities: organization; event planning experience; ability to stick to a plan; professional communication

Webmaster (1): Designs and maintains dmstl.org website year-round for use by all participants as well as the Executive Board; organizes online donating and use of dmstl.org email addresses; collaborates with Dancer Relations and Security and Operations to organize various set-up procedures for DM;

- works closely with: Director of Communications, External Public Relations, Media Development, and Dancer Relations
- ideal qualities: foresight; thoroughness; creativity; strong working knowledge of web design and programming



