



OHIO
UNIVERSITY

2010 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 2010 schedule as well as your anticipated Spring Quarter 2010 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 2010?
 - e. What other time commitments will you have during Winter/Spring/Fall quarters 2010 (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"/> Internal Communication Chair | <input type="checkbox"/> External Communication 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 |
| <input type="checkbox"/> At-large Member | |

Please note that a position on the OUHSC is a one-year commitment. The position will begin in Winter Quarter 2010 and conclude at the end of Fall Quarter 2010. Some summer commitments may be required, and 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, FEBRUARY 19, 2010:**

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

You must sign up for an interview time when you submit your application. Questions about this process should be emailed to Anne Lombard, Advisor to the OUHSC, at Lombard@ohio.edu.

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

Signature

Date

2010 Ohio University Homecoming Steering Committee Application

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

- Director
- Finance Chair
- Internal Communication Chair
- External Communication Chair
- Parade Chair/Co-Chair
- Bobcat Court Chair/Co-Chair
- Yell Like Hell Chair/Co-Chair
- Service Coordinator
- At-large Member(s) – 1-4 will be selected

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 (Facilities, Ohio University Police Department, Event Services, Intercollegiate Athletics, the Ohio University Alumni Association, University Communication and Marketing, Transportation Services, and the Campus Involvement Center) as well as Greek Life, the Student Activities Commission, etc.
- Meet weekly with the Homecoming advisor
- Include and keep Homecoming advisor updated on upcoming projects, questions, concerns, and communications
- Maintain at least two (2) posted office hours per week
- Maintain consistent and clear communication with all members of the OUHSC

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 budget
- Collaborate with committee and advisor 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 updated on upcoming projects, questions, concerns, and communications
- Maintain at least one (1) posted office hour per week
- Maintain consistent and clear communication with all members of the OUHSC

The **INTERNAL 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
- Include and keep Homecoming advisor updated on upcoming projects, questions, concerns, and communications
- Maintain at least one (1) posted office hour per week
- Maintain consistent and clear communication with all members of the OUHSC

The **EXTERNAL COMMUNICATION CHAIR** will:

- Coordinate all marketing and advertising initiatives for the OUHSC
- Work closely with the advisor, 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 updated on upcoming projects, questions, concerns, and communications
- Maintain at least one (1) posted office hour per week
- Maintain consistent and clear communication with all members of the OUHSC

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 parade budget needs and expenditures
- Coordinate volunteers, route, participants, parade permit, etc.
- Select and coordinate Parade Emcee
- Act as liaison between OUHSC and parade VIPs (Marching 110, Alumni Band, Alumni Award recipients, platform party members, etc.)
- Work closely with Homecoming advisor to determine parade logistics
- Include and keep Homecoming advisor updated on upcoming projects, questions, concerns, and communications
- Maintain at least one (1) posted office hour per week
- Maintain consistent and clear communication with all members of the OUHSC

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

- Direct the interviews, voting, and service projects 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 parade budget needs and expenditures
- Include and keep Homecoming advisor updated on upcoming projects, questions, concerns, and communications
- Maintain at least one (1) posted office hour per week
- Maintain consistent and clear communication with all members of the OUHSC

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 updated on upcoming projects, questions, concerns, and communications
- Maintain at least one (1) posted office hour per week
- Maintain consistent and clear communication with all members of the OUHSC

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 parade budget needs and expenditures
- Include and keep Homecoming advisor updated on upcoming projects, questions, concerns, and communications
- Maintain at least one (1) posted office hour per week
- Maintain consistent and clear communication with all members of the OUHSC

The **AT-LARGE MEMBER(S)** will:

- Provide support to other members of the OUHSC
- Serve in leadership roles for other Homecoming initiatives, if necessary
- Work with Finance Chair to determine parade budget needs and expenditures
- Include and keep Homecoming advisor updated on upcoming projects, questions, concerns, and communications
- Maintain at least one (1) posted office hour per week
- Maintain consistent and clear communication with all members of the OUHSC