



THE BIG EVENT 2010-2011

Executive Team Application



What makes The Big Event so big? Almost 5,000 OU students, faculty, and staff volunteers. More than 150 job sites in a 40-mile radius. A budget exceeding \$50,000. Ladders, shovels, and paintbrushes to supply an army. *This is all in one day.* The Big Event is OU's official day of community service and the largest student event on our campus—and **the largest community service event in the State of Oklahoma**. As a member of the Big Event Executive Team, you will be responsible for the planning and execution of the twelfth annual Big Event. This is one of the most respected groups of student leaders on our campus, and relative to the size of the event, one of the smallest, which means a great deal of work. Are you up for the challenge? More information can be found at <http://bigevent.ou.edu>.

Name _____ Classification _____
Home Phone _____ Cell Phone _____
Hours Enrolled (Fall '10) _____ Anticipated Hours Enrolled (Spring '11) _____
E-mail _____ Shirt Size _____

Please rank your top three choices, one being the highest. Position descriptions are on the back of this page:

____ Senior Operations Staff	____ Database Coordinator	____ Publicity Design	____ Executive Secretary
____ Sponsorship	____ Publicity	____ Webmaster	____ Treasurer
____ Supplies	____ Community Recruitment	____ Service	____ Expansion
____ Sooner Recruitment	____ Special Events		

Executive Team Honor Statement:

As an Executive Team member of the Big Event, I understand my responsibilities are as follows:

- ☐ I will attend all Executive Committee meetings at 4:30pm on Sunday nights. I will discuss any scheduling conflict with the Chair prior to the meeting.
- ☐ I will attend the mandatory Big Event Executive Team Retreat from Friday, October 8 to Saturday, October 9.
- ☐ I will resourcefully, diligently and enthusiastically work on the tasks assigned to me until they are complete.
- ☐ I will perform my duties with courtesy and professionalism, especially when working outside OU.
- ☐ I will maintain these commitments until the Big Event is completed. Failure to fulfill any of these obligations will result in a warning from the Chair and warrant possible removal from the Executive Team.

Signed: _____

Application Guidelines:

Page One: THIS SHEET, with signed Honor Statement, *filled out on a computer please.*

Page Two: Attach a **one page** resume.

Page Three: Answer the following questions a separate page of paper (maximum length of two pages).

1. Please describe your previous involvement with the Big Event and why you are applying for the executive committee.
2. What new ideas do you have for the twelfth annual Big Event?
3. What role do you think the Big Event plays on our campus and in our community?
4. Describe a theme, logo, or shirt design that could be used for the upcoming Big Event.

Six [6] completed sets of your application must be submitted.

Applications are due **Friday, September 10, 2010 at 4 p.m.** to Kari Dawkins in Leadership Development & Volunteerism Office (OMU 249). Due to the high volume of applications received, no late applications will be accepted. You will be contacted via phone to set up an interview.

If you have any questions, please contact Taylor Krebs, Chair, at 505-506-4021 or tkrebs@ou.edu.

****This application, resume, and response to questions should all be typed, not handwritten****

Accommodations on the basis of disability are available by contacting:

The Big Event, 900 Asp Ave, ConocoPhillips Student Leadership Wing, OMU 392, Norman, OK, 73019. Phone (405) 325 7912. E-mail bigevent@ou.edu

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Executive Team Job Descriptions

Senior Operations Staff: Responsible for all phases and handling of the Operations staff. The operations staff will consist of a group of up to thirty students who go out into the community and evaluate potential sites to determine their needs. The Sr. Ops Staff also helps to set up and prepare for the Big Event, working on other areas of the Exec Team.

Database Coordinator: Responsible for maintaining information on volunteers for the BIG day. Has to be able to work with Microsoft Access and create the registration process for the sign-up week for the volunteers.

Treasurer: Responsible for all accounts that go through the Big Event. Knowledge of accounting/business is preferred, as there will be a budget created and submitted to UOSA for future funding.

Expansion: Builds relationships and networks with other Big Events around the country. Responsible for creating an expansion packet summarizing work of OU Big Event. This position will also help in the promotion of the event.

Executive Secretary: Manages Big Event's e-mail account, maintains communication between the various Big Event staff members, handles mass mailings, and keeps the office in working order.

Sponsorship: Works with chair and vice chair for development on securing sponsorships: cash, in-kind, and supplies for job sites. Responsible for approaching past sponsors as well as identifying new potential sponsors.

Supplies: Responsible for all supplies sent with volunteers to job sites. This includes purchasing new supplies, acquisition of donations, supply shed inventory and maintenance, and handling of all special supply requests that may arise.

Publicity: Responsible for making the campus and the community aware of The Big Event through a comprehensive public relations campaign that may include but is not limited to our website, shirt and poster designs, and contact with other media outlets. An individual who is knowledgeable in computer-aided design (Photoshop, InDesign, etc.) would be helpful.

Service: Responsible for contacting and setting up monthly service projects for all executive team and operations staff members. This position requires great scheduling and communication skills. Due to the nature of our organization, we strive to complete at least one project a month.

Special Events: Responsible for the planning of all events leading up to the BIG day. These include but are not limited to The Little Event, Executive Team Retreat, Big Event Awareness Week, and Registration Week.

Web Master: Responsible for maintaining, developing, and updating Big Event's website. Our website is our most vital form of communication with the public. Individual should have an in-depth knowledge of HTML, Flash, and Dreamweaver. Any design or Photoshop skills would be helpful.

Student Recruitment: Responsible for recruiting the more than 5,000 OU student, faculty, and staff volunteers expected to participate in 2009. Other responsibilities include developing an efficient group volunteer application system, reaching out to recruit more individual volunteers as well as faculty and staff, and working with groups to ensure the best possible experience with Big Event.

Community Recruitment: Responsible for developing an expansive list of non-profit and community-based organizations and institutions in the Oklahoma City Metro area and recruiting them to become part of Big Event. This job involves much communication over the phone.

Publicity Design: Responsible for creating logos, PDF's, and other designs. If capable, assist the web designer. Please submit a portfolio of any past work, if available. Photoshop and InDesign experience would be helpful.