Up ‘til Dawn Executive Board Application

Thank you for your interest in serving on the Shippensburg University Up ‘til Dawn Executive Board! We are excited about the upcoming year and what we plan to accomplish for the kids of St. Jude Children’s Research Hospital. If you have any questions about the positions or application process, please contact Emilee Danielson at eadanielson@ship.edu.

Name _____

Classification(freshman, soph., etc.) _____ CUM GPA: _____

Phone number (cell) _____

Email address _____

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

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

Please list your top four choices for Executive Board positions. See the last page of this application for a list of positions and job descriptions:

1. _____
2. _____
3. _____
4. _____

Please answer the following questions. You may attach additional sheets if necessary.

Please list your current campus involvement:

_____

_____

_____

Please list all previous Up ‘til Dawn experience:

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Why are you applying for the Up 'til Dawn Executive Board?

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What ideas do you have for the position(s) you are specifically applying for and for Up 'til Dawn as a whole? Please be specific.

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What attributes do you feel you possess that would make you a strong asset to the Executive Board?

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Please see the following page for a list of Up 'til Dawn Executive Board positions and a job description of each.

Please send completed application to:
Emilee Danielson
eadanielson@ship.edu

Up ‘til Dawn Executive Board Positions and Job Descriptions

Thank you for your interest in serving on the Up ‘til Dawn Executive Board! The following is a list of all available positions and a brief job description:

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.

Morale Chairperson

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 Chairperson

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

Public Relations Chairperson

The Public Relations Chairperson is responsible for coordinating all publicity on campus and in the community.

Entertainment Chairperson

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

Fund raising Chairperson

The Fund raising Chairperson is responsible for developing and implementing a fund raising strategy. This includes planning and implementing the letter writing campaign.

Sponsorship Chairperson

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

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.

Logistics Chairperson

The Logistics Chairperson is responsible for coordinating all logistics associated with any Up ‘til Dawn events (i.e. reserving locations, determining power and electrical needs, etc.).