

Hearts for the Holidays Committee Application

Committee positions available:

Soliciting Coordinator- buying supplies, seeking business donations/sponsorships

Organizational Coordinator- contacting other organizations

Hospital Correspondents- establishing contacts, researching hospitals and addresses

Mailing Manager- acquiring mailing envelopes, attaching address labels, sorting cards

Public Relations Liaison- working with banners, flyers, etc.

Tabling Coordinators- we need a Tabling Coordinator for Reitz Union, Burlington, as well as for the floating table; reserving tables, set up/take down, sign-up sheets

Time Commitment:

The committee will meet weekly to discuss the needs of the project, delegate tasks, and outline activities. Aside from meetings you will be responsible for getting all of your individual tasks accomplished. Full participation from all committee members will be needed during the entirety of the project.

Name: _____ **E-mail:** _____

Phone: _____ **Cell Phone:** _____

Present Address: _____

Permanent Address: _____

Best method of communication (circle one): E-mail or Phone

List your community service experience.

List any past or current leadership positions and briefly describe them.

Please answer the following questions briefly on a separate sheet of paper.

How long have you been active in FFL? Have you participated in Hearts for the Holidays before? (Experience is not a requirement to serve on the committee.)

Why do you want to be a member of the Hearts for the Holidays committee? What skills or qualifications do you feel you have to contribute to the committee?

What position(s) do you feel you would be best suited for? Why?

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. In the event that I receive a position, I understand that false or misleading information given in my application process or interview(s), failure to uphold Friends for Life of America regulations, and failure to attend scheduled meetings may result in dismissal.

I release the rights of any photographic material, including film, and computer information Friends for Life of America may wish to utilize for all programming and promotional purposes without obligation to me.

I will be an active committee member who will complete my assignments and responsibilities to the best of my ability.

Signature: _____ Date: _____

Please return your completed application to the Friends for Life office in room 339A on the third floor of the Reitz Union across from the Center for Student Involvement by 5pm on the posted deadline.