

# GREEK WEEK 2010

## Greek Week Steering Application

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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Please rank your preferred position(s) from 1-most preferred to 4-least preferred:

\_\_\_ Finance \_\_\_ Programming \_\_\_ Events \_\_\_ Community Relations

Applications are due by **Friday, September 21<sup>st</sup>, 2009 by 5pm** and must be e-mailed to Shayna Royal at sroyal@bgsu.edu or dropped off in Conklin Student Services building Rm. 236.

### ALL APPLICANTS MUST:

- have a minimum 2.5 cumulative GPA
- be in good standing with the university and their chapter
- be able to meet on Tuesdays from 7pm-9pm in Fall 2009 and Spring 2010. The first meeting will be held on Tuesday, September 29<sup>th</sup>.

Due to the time commitment Greek Week requires,  
**Spring 2010 chapter presidents and IFC/IGC/NPHC/Panhel Executive Board members are NOT eligible**  
to apply for Greek Week Steering committee.

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### Please answer the following questions in a word document.

1. What plans/goals would you like to see Greek Week establish for next year?
2. What is your favorite and least favorite things about Greek Week?
3. Please list any leadership positions which you have held, both in your chapter and on campus.
4. What is your philosophy on Greek Week pranks?
5. What experience have you had with planning events?
6. How do you practice effective time management?
7. What obligations (work, school, chapter, etc...) do you have for the fall and spring?
8. Please provide the names and phone numbers of two local references. One should be a member of your chapter and the other should be someone from the university (e.g. a graduate student, an advisor, etc...)

If you have any questions, please contact Shayna Royal, Greek Week Advisor  
at sroyal@bgsu.edu or (419)372-1143

### Greek Week Steering Chair Descriptions

### Director

- Oversees all of the steering committee
- Meets weekly with the graduate advisor
- Coordinates staffing for all events
- Holds steering members accountable for their responsibilities and obligations
- Represents Greek Week at presidents' meetings and other events as needed

### Communications Chair

- Keep meeting minutes for all steering meetings
- Write the Greek Week Handbook
- Record Chapter Philanthropy time, dates, and locations
- Aide the Marketing/PR Chair with their duties
- Create a committee if need
- Communicate with the Chapters and Pairings
- Other duties as assigned

### Marketing/PR Chair

- Responsible for all Greek Week Publicity
  - Calendars, flyers, BG News, etc
- Develop a logo and proper marketing material
  - Posters, T-shirts, etc.
- Keep track of points earned by chapters through various activities
- Aide the Communications Chair with assigned duties
- Create a committee if needed
- Other duties as assigned

### Finance Chair

- Develop and follow a budget for Greek Week
- Organizes T-shirt Sale
- Collect money from the individual chapters
  - T-shirts, events, money raised, etc.
- Create a committee if needed
- Other duties as assigned

### Programming Chair

- Plan and Execute Greek Week Kick-Off and Closing
- Create a committee if desired

### Events Chair

- Plan and Execute Greek Week Events around chapters' philanthropies to ensure events are happening all week.
- Create a committee if desired

#### Community Relations Chair

- Get community sponsors through donations for awards throughout Greek Week
- Create a committee if desired
- Work with Programming Chair to align goals for Kick-Off and Closing
- Other Duties as Assigned