

# TOTOGS Board Application

Trick-or-Treat on Greek Street (TOTOGS) provides a safe “trick-or-treating” environment for local kids and their families. The event takes place on Greek Park and Lake Claire at UCF on October 22nd. Student organizations, fraternities, and sororities team-up and work together to plan various activities for the children from the Orlando Community. The families and local alumni enjoy visiting the Halloween activities of each team. Through team fundraising activities, t-shirt sales, and business sponsors, TOTOGS will also raise funds for the Boy and Girls Club.

All TOTOGS committee members are required to:

- Attend weekly committee meetings once a week beginning in Fall 2017
- Provide weekly reports of progress to the committee
- Help set up, run, and clean up the event

## ***Position Descriptions:***

### **1. Sponsorship Director**

- Diligently contact potential sponsors and collect donations
- Keep track of monetary and food donations
- Maintain contact with sponsors (through email, on the phone, or in person)
- Order and keep track of all awards for TOTOGS
- Keep track of invoices and receipts

### **2. Community Relations Coordinator**

- Maintain contact with Director of the Boys and Girls clubs of Orlando
- Seek out other youth groups in the Orlando Community for participation
- Work with Sponsorship Director to present showcasing benefits to the community

### **3. Event Coordinator**

- Coordinate the logistics of activities on the day of the event
- Fill out the SAFE and SERF Forms correctly and in a timely manner
- Plan games, stroll competition, and other day of event activities
- Facilitate the activities on the day of the event

### **4. Marketing Director**

- Get the Orlando and UCF community involved
- Maintain a strong presence on social media and work with radio stations and newspapers
- Design flyers and other promotional items
- Coordinate any signs needed for the event
- Design, order, and coordinate the sales of T-shirts

### **5. Organization Ambassador**

- Serve as liaison between OSI organizations and the TOTOGS Executive Board
- Assist Event Coordinator in creating and facilitating themes and activities for participating organizations
- Schedule chapter visits to all participating organizations
- Attend Council meetings and give TOTOGS updates to general body attendees

**\*\*ALL APPLICATIONS DUE AUGUST 21ST\*\***

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Name \_\_\_\_\_ UCFID \_\_\_\_\_

Email \_\_\_\_\_ Major \_\_\_\_\_

UCF Overall GPA: \_\_\_\_\_ Phone Number \_\_\_\_\_

**Please List your availability for Board Meetings:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Check the position(s) you are applying for. (Max 2):**

- Sponsorship Director     Community Relations Coordinator     Event Coordinator  
 Marketing Director     Organization Ambassador

**Please answer the following questions on another page:**

- 1. What attracted you to work with Trick or Treat on Greek Street?**
- 2. What ideas can you contribute to the position(s) you're applying for?**
- 3. If any, what experience do you have of event planning or community service?**

*\*By signing below you acknowledge that you have read the attached position descriptions and agree to fulfill all duties if selected. You also attest that the information on this application and all supporting documents are correct and permit Fraternity and Sorority Life to access and verify your academic and judicial records with the University of Central Florida and release them to the TOTOGS selection committee. \* \**

**Please Type full name. For further questions please contact the Greek Council President or the Greek Council VP of Programming: [greekcouncil@ucf.edu](mailto:greekcouncil@ucf.edu) or [gcvpprograms@ucf.edu](mailto:gcvpprograms@ucf.edu)**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**