

The Big Event Expansion Packet



Texas A&M University
College Station, Texas

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Introduction to The Big Event

The History

Mr. Joe Nussbaum, then Vice President of the Student Government Association at Texas A&M, began The Big Event in 1982 as a way to say “Thank You” to the surrounding community of Bryan-College Station. Joe Nussbaum envisioned a one-day service project where students of Texas A&M University could show their appreciation of local residents by completing various tasks at their homes. He thought that after years of loyal support from the community, the very least college students could do is give back for one day.

Our Mission Statement

Through service-oriented activities, The Big Event promotes campus and community unity as students come together for one day to express their gratitude for the support from the surrounding community.

What The Big Event has Become

The Big Event has seen tremendous growth over the past 27 years. Participation has grown to 12,500 students completing more than 1,200 jobs in the communities of Bryan and College Station. Presently, 72 Big Events occur at other universities across the nation. Although The Big Event has become the largest one-day, student-run service project in the nation, our message still remains the same: simply saying “Thank You.”

The Purpose of The Big Event

The Big Event is different from other service projects in because it is not based on socioeconomic need. The Big Event is a way for an entire student body and campus to express their gratitude to residents who support them during their college career. Local residents attend athletic events, put up with traffic and everything else that comes with living alongside college students. Whether it is painting houses, raking yards, or working a carnival, the type of job is not important. The Big Event is not about the type of job or the number or jobs completed or the number of students that participate. Rather, it is the interaction with the residents and the resulting unity in the community that makes The Big Event so BIG!

Our Goal

Ultimately, we hope to establish a single day where students at campuses across the nation come together for one big day, one big thanks, one Big Event. Though we may not be working side by side, the spirit of selfless service will be apparent from coast to coast.

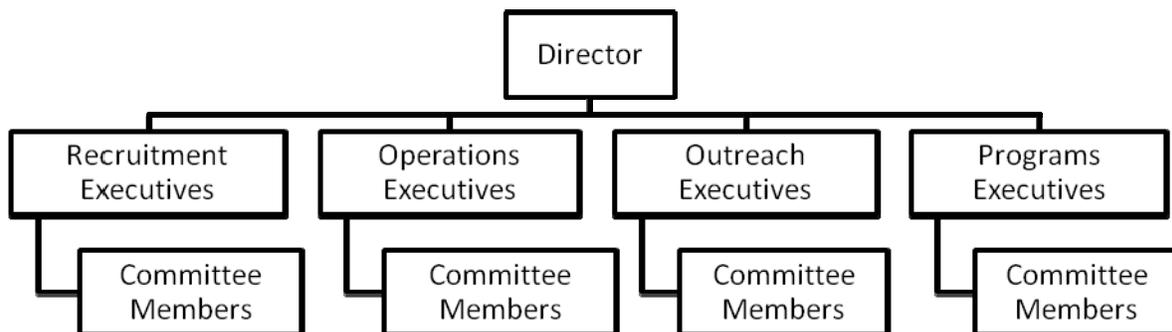
Committee Structure

There is a wide range of different jobs that must be completed to successfully host a Big Event. They can be divided into four major concerns:

- Recruitment of students to complete jobs (Recruitment)
- Recruitment of jobs to be done in the community (Outreach)
- Fundraising for the organization (Operations)
- Development of the event (Programs)

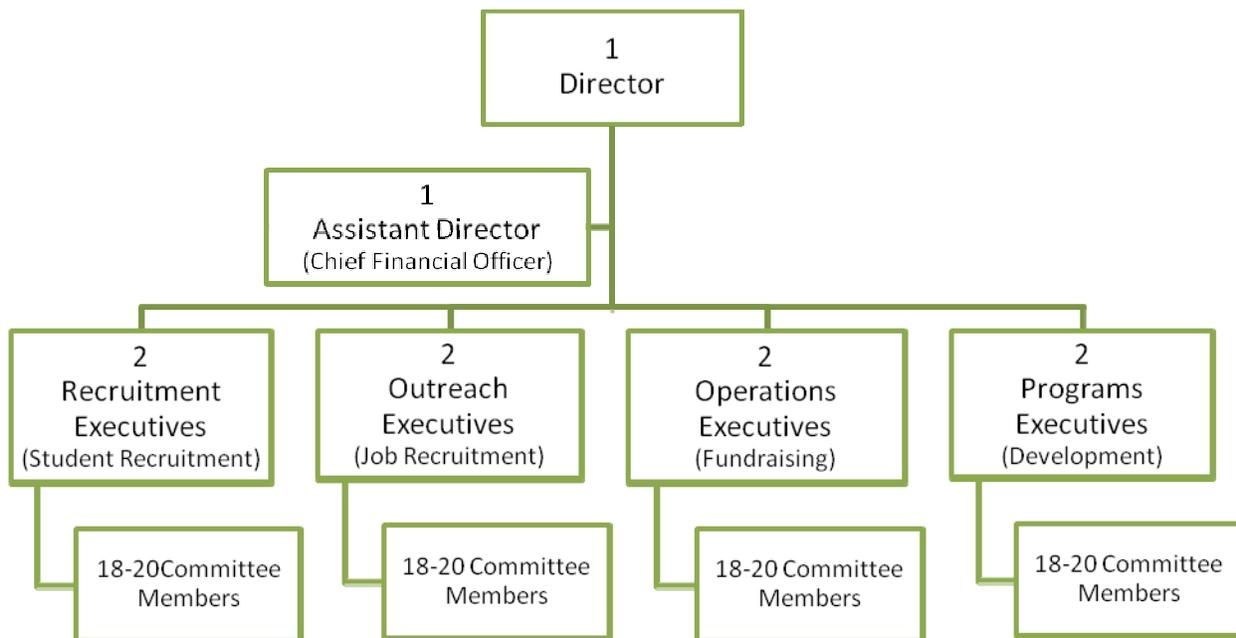
To efficiently and effectively accomplish these jobs it is best to break your Big Event committee up into sub-committees, each focusing on one of the previously mentioned areas of the event. The names of each sub-committee at Texas A&M are in parentheses following each area of concern.

The diagram below gives a general outline around which to design your own Big Event committee.



This is a basic guideline that may help you develop a structure that works for your needs and your Big Event. The number of people you have assisting you in starting The Big Event at your school will also aid in determining how to organize your committee. Responsibilities of the Executives may be combined at first if there are a limited number of people helping you. For example, the Operations Executive might also be in charge of committee development for the first few years. The distribution of committee members will also depend on the number of members you have and the specific needs of your committee. If student participation will not be a big concern, but funding will be an obstacle, it may be beneficial to increase the number of members on Operations to help meet your goals.

To give you insight into an established program setup, the structure of the committee setup at Texas A&M is given below. We have expanded the outline to cover the amount of work done by each sub-committee throughout the year.



In the spring, 80 Staff Assistants are also brought onto the committee to assist with spring responsibilities.



Back Row (Left to Right):

Ben Bates, Outreach Executive,
 Clark Smith, Operations Executive,
 Cole Smith, Recruitment Executive,
 Scott Bondy, Programs Executive

Middle Row:

Annemarie Mogck, Outreach Executive,
 Abbey Diller, Operations Executive,
 Lauren Brooks, Recruitment Executive,
 Liza Miller, Programs Executive

Front Row:

Erin Weaver, Assistant Director
 Ryan Byrne, Director

Committee Expectations and Responsibilities

The Big Event Director

The Big Event Committee should be structured so that at least one person oversees the operations of the entire committee. The director's role in The Big Event is centered on organizing and planning the year's events. The director supervises each of the sub-committees to ensure that work is getting done efficiently and that deadlines are being met. The director delegates responsibilities, acts as a problem solver and mediator, and supports the executives and committee members. Additionally, the director is responsible for the tasks that do not directly fall into the described sub-committees, such as running meetings. Finally, the director should be the liaison between the committee and your university and/or affiliated group. At Texas A&M, The Big Event is housed in the Student Government Office, which allows our director to have constant interaction with Student Government executives, advisors, and other Student Government offices.

Responsibilities of The Big Event Director:

- Oversee Executive and General Committee meetings
- Make reservations for committee meetings/events
- Plan and run committee retreats
- Run major committee events (such as Mock Big Event)
- Oversee all procedures on the day of The Big Event
- Communicate and work with university officials that help put on The Big Event
- Oversee the addition of staff assistants in the spring
- Organize the Organizational Meetings
- Handle the main finances of the committee if there is not an Assistant Director

The director is ultimately responsible for the committee and its members. Through weekly executive meetings the director is able to stay up to date with the sub-committees and can discuss important topics and other areas of interest regarding the operations of The Big Event.

The Big Event Assistant Director

If you choose to create the position of assistant director for your committee, we have several suggestions of the role your assistant director should play. The assistant director should act as the chief financial officer of your organization to allow the director to focus on the workings of the committee. Being the CFO entails the development and maintenance of the committee budget, the handling of member dues if applicable, the approval of general spending throughout the year, and any other issues relating to money. The assistant director works closely with the director to ensure finances are always under control for the committee. Outside of finances, the assistant director works alongside the director to make sure that all committee business is under control. Additionally, the assistant director helps the director with the training and encouragement of the staff assistants in the spring. The exact role of the assistant director should be established by the director who chooses to have this position.

Responsibilities of The Big Event Assistant Director:

- Chief Financial Officer
- Work with director to oversee committee business
- Assist the sub-committee executives as needed
- Help director to oversee staff assistants in the spring
- Develop and maintain a Big Event website
- Work to set up an endowment account

Ultimately, the role of the assistant director lies with the director's desires as well as what needs must be filled to successfully oversee your committee and run your Big Event.

Recruitment Sub-Committee

The main focuses of the recruitment sub-committee are the students, staff, and faculty that will ultimately become a part of your Big Event. This sub-committee works year-round to promote your event on campus and get people motivated to participate in The Big Event. The recruitment sub-committee oversees all communication between The Big Event committee and the student body, as it handles all on-campus awareness and advertising. Below is an example of what recruitment sub-committee members might do during the fall and spring semesters.

Fall

- Organize a Fall Awareness Week to promote the year's event and/or any fundraisers
- Make all necessary reservations for on-campus promotions following your university's guidelines
- Work tables at various locations on-campus distributing promotional items, fliers, and talking to students about The Big Event
- Make banners and posters to be hung in high traffic campus areas to advertise The Big Event and/or any fundraisers
- Order and distribute promotional items such as stickers, buttons, pens, magnets, etc.
- Develop a Participation Form that students will fill out in the spring in order to participate in The Big Event
- Develop a recruiting game plan for the spring

Spring

- Contact student leaders across campus regarding participation of their organization in The Big Event
- Distribute the Participation Form so students can sign up to participate in The Big Event
- RECRUIT, RECRUIT, RECRUIT! Get the word out about what The Big Event is, when it is, the impact it will have on the community, how to get involved, etc.
- Organize and run a Spring Awareness Week where the committee works tables at locations on campus to advertise the upcoming event and distribute the participation form so students may sign up to participate.
- Act as hospitality to guests on the day of The Big Event
- Oversee the student check-in procedures on the day of The Big Event

Recruitment Executive Responsibilities

- Oversee all work done by sub-committee members
- Order promotional items
- Ensure university guidelines are being met regarding campus advertisement
- Handle the creation of the Participation Form
- Handle printing of materials used for promotional reasons
- Handle incoming Participation Forms
- Oversee participant check-in on the day of the event

In summary, student recruitment is the sub-committee that oversees all on-campus operations and is in charge of organizing events regarding student participation.

Outreach Sub-Committee

The outreach sub-committee works with the surrounding community to find jobs to be done on the day of The Big Event. They also advertise locally for the Big Event. The main goal for this sub-committee is to make relationships in the community that get The Big Event name out and recognized so local residents and businesses request jobs to be completed. Outreach is also responsible for parking and trash on the day of The Big Event. Below is an example of what outreach sub-committee members might do during the fall and spring semesters.

Fall

- Design a poster to be hung at various locations in the community
- Work to establish relationships with local businesses to allow the poster to be displayed in their establishment closer to your event date
- Work with a group like the local Chamber of Commerce to obtain a city wide map to be used by the committee
- Develop a Job Request Form that residents and community agencies can fill out to have a job done at the house or business
- Contact the local newspaper about possibly printing the Job Request Form in the paper closer to the date of your event
- Develop a newsletter to be sent to former executives and/or members
- Speak to university related organizations about The Big Event (at Texas A&M we often speak to Aggie Mom's Clubs across the state)

Spring

- GET THE WORD OUT ABOUT THE BIG EVENT IN THE COMMUNITY!
- Develop a means of distribution of the Job Request Form to the community (door-to-door, in the newspaper, on a website, etc.)
- Organize the committee's Job Request Form Distribution Day
- Establish relationships with local television and radio stations to play commercials and run public service announcements advertising The Big Event
- Contact businesses such as banks, bookstores, etc. to run advertisements on their marquees or tickers
- Speak at community group meetings such as PTA, neighborhood associations, Lion's Clubs, etc.

Outreach Executive Responsibilities

- Oversee all work done by sub-committee members
- Work to develop community relationships and contacts
- Establish relationships and contacts with local city government
- Contact the city government to find out which areas are classified as low income so as to target these areas for job recruitment
- Meet with city officials to determine how trash items on the day of The Big Event will be handled
- Handle incoming Job Request Forms
- Plan a Fall Service Project so that committee has the opportunity to serve in the community

In summary, the outreach sub-committee is in charge of all off-campus operations and events regarding community participation in The Big Event.

Operations Sub-Committee

The operations sub-committee is responsible for gathering donations and ordering supplies needed for The Big Event through fundraising. The sub-committee members are responsible for coordination of any fundraising event and also the inventory of tools and supplies throughout the year. Some examples of fundraising events held by Big Event committees may include: raffles, silent auctions, benefit nights, and banquets. Operations primarily deals with local businesses to establish relationships and receive donations, but more intensive efforts could be used to gain monetary support from larger corporations. Finally, the operations sub-committee oversees all aspects regarding tools and supplies, including the inventory, purchase, and allocation of supplies for use on the day of The Big Event. Below is an example of what operations sub-committee members might do during the fall and spring semesters.

Fall

- Decide upon and coordinate a fall fundraising event
- Contact local businesses to request monetary donations
- Establish relationships with businesses in the community for long term support
- Oversee the inventory of already owned tools and supplies
- Reserve areas on campus that will be used on the day of The Big Event

Spring

- Contact local businesses to request monetary donations
- Contact local hardware stores requesting tool or supply donations
- Organize and store all necessary tools and supplies for The Big Event
- Coordinate parking and traffic control for the day of The Big Event
- Run Tool Distribution on the day of The Big Event

Operations Executive Responsibilities

- Oversee all work done by committee members
- Find local businesses for committee members to contact
- Keep accurate records of donations made and send thank you notes
- Write grant letters to receive funding from other companies
- Development of documents such as Contributor Contracts and/or Donation Solicitation pamphlets
- Plan/manage all fundraisers
- Keep an inventory of tools and supplies owned by The Big Event
- Purchase needed tools for the day of The Big Event
- Allocate tools to jobs to be done on the day of The Big Event
- Oversee Headquarters and distribution of supplies to student participants on the day of the event

See Appendices H and I for the Contributor Contract and Contributor Tri-Fold.

The fundraising sub-committee oversees all business contacts, donations, and supply matters regarding The Big Event.

Programs Sub-Committee

The first focus of the programs sub-committee is the future of The Big Event on your campus. This sub-committee is concerned with taking the necessary steps to perpetuate The Big Event in terms of funding, reputation, and recognition. Also, programs serves as the committee's social coordinators by deciding what activities the committee can do together throughout the year to establish relationships. If you decide to have banquets for your Big Event, it is this sub-committee that works to make them happen. The example below shows what the programs sub-committee members might do during the fall and spring semesters.

Fall

- Decide upon fun and creative social events for the committee
- Act as committee photographers at committee events
- Design shirts and apparel for committee members to wear
- Speak to university related organizations about The Big Event (at Texas A&M we often speak to Aggie Mom's Clubs across the state of Texas)
- Work to keep in contact with former Big Event Executives and/or members
- Develop a newsletter that is sent to former executives and/or members
- Work on obtaining large donations from corporations
- Work on developing programs to help finance future Big Events
- Begin planning for the Welcoming Ceremony for the day of The Big Event
 - Select and invite a keynote speaker or a band to play
 - Begin arranging for breakfast for student participants
 - Reserve all sound and audio equipment
 - Arrange for any other wanted entertainment
- Call local restaurants/caterers to get food donations for committee activities (i.e. retreats, day of set-up/tear down) and for participants on the morning of The Big Event
- Create/plan a Rain Plan for the Day of The Big Event to be used in case of harsh weather conditions

Spring

- Decide upon fun and creative social events for the committee
- Design and send invitations to former members, local contributors, and university administration to be a guest on the day of The Big Event
- Create a scrapbook of the year's activities

- Plan the Committee Banquet (a banquet for the committee members to celebrate the year's event)
- Design a t-shirt to be given/sold to student participants
- Design a program to be used on the day of the event
- Develop a media guide for the day of The Big Event
 - Include factual data about The Big Event
 - List of media friendly job sites
- Finalize food donations for all The Big Event activities
- Finalize keynote speaker, band, etc.

Programs Executive Responsibilities

- Oversee all work done by sub-committee members
- Organize speaking engagements
- Assist members with areas such as grant letter writing
- Act as hosts to media who attend the day of The Big Event

In summary, the programs sub-committee handles the social aspects of the committee and the perpetuation of The Big Event on your campus.

Staff Assistants

This is an optional position dependent upon the amount of work your committee needs to accomplish the semester before your event. Staff assistants are chosen in the spring to help balance the large increase in workload for the committee. Staff assistants are partnered with committee members for purposes of checking the job sites which they are assigned for the year. They also help with the distribution of Participation Forms, Job Request Forms, and assist with advertisement on and off campus. If you feel as though the staff assistant position is necessary to lighten the load, the following is a list of suggested tasks they can accomplish.

Spring

- Assist with Job Request Distribution
- Checking job sites with partner
- Distribution of Participation Forms
- Work table hours at areas across campus to recruit students/spread awareness
- Work office hours
 - Zone jobs
 - Answer phones
 - Call organizations
- Assist with running the day of The Big Event

Assessing your student body, surrounding community, and financial situation will all factor into determining how to set up your committee. If you have any question about this, please use us as a resource!

General Yearly Outline of Activities

This section is written to show you the basic activities and steps to be taken throughout the summer, fall, and spring semesters to organize The Big Event. These points are written in an order that would fit an event to be held during the spring semester. If your event is held during a different part of the year, the activities should be rearranged to fit your needs. A general description of the activity will be presented first. Examples of how these activities are carried out on campuses currently hosting a Big Event may be used to clarify certain points.

Following the conclusion of the day of The Big Event

After The Big Event has happened for the year, it is time to select the new leadership that will begin planning for the following year's event. This includes selecting a new director and executive staff through a selections procedure that your committee has deemed appropriate. Usually, the outgoing director selects the new director through a simple application and interview process. The new director decides upon the number of executives needed and the procedures to select them. Again, we have found that an application and interview process work best. Once your staff is selected, planning for the event can begin.

Seeing that you may not have an event already, this point may not apply specifically to you. If you have a group of friends or colleagues that would like to assist you in beginning The Big Event, then they should be your executive staff. Remember that The Big Event was started by a college student and his friends, so do not feel that you must have a full staff to make this project get off the ground. Interest from others in becoming a part of The Big Event will most certainly come with time.

Summer

During the summer months it is beneficial for the new executive staff to hold at least one planning retreat. This retreat could be done in your school's town or could be an out of town retreat for your staff. Some committees hold the retreat in an executive's house in their hometown, others go camping, and even others hold it on campus. Most Big Event executive staffs hold their retreat over a two day period.

This retreat is especially important for events that are just getting started! This time provides your executive team a chance to focus on and understand their objective and to set goals for the upcoming year. The retreat is basically an opportunity for everyone to get on the same page concerning what will happen throughout the next year. Things that are covered during this retreat are: the committee calendar, committee selection procedures, plans for major activities, fundraising ideas, executive responsibilities, goals for the whole committee, goals for each sub-committee, etc. The objective of the meeting is to leave feeling comfortable with and understand the specifics of what needs to be done during the year.

Fall

Committee Selection

This factor will depend on how many people you have interested in helping you with The Big Event. If you are just getting started, there may not be enough name recognition for people to want to join the committee just yet. Initially, it may be beneficial to accept any students who wish to help out and not focus on selections if your application numbers are low.

It would help your selections effort to develop some type of advertising campaign, lead by the executive staff, to get the word out about this amazing new committee. Whether it is working table around campus talking to the students directly, talking with student groups departments within the university (such as a Department of Student Activities or Student Government), or passing out fliers to spark students' interest in a service organization.

If there is enough interest in being a part of The Big Event committee, an application and interview selection process has worked best for most Big Event committees nationally. At the beginning of the new school year, the executive staff creates an application to be distributed to any students interesting in becoming a part of the committee. The students fill out and return the applications to the executives for evaluation and scoring. From these applications, the executive team chooses those they wish to receive interviews. After interviewing the selected individuals, the executive staff selects a number of people previously determined to help organize and run The Big Event.

After you have your committee, it is time to determine which members will be on each of the sub-committees. You may place member in the sub-committee on which you feel they would best perform or you may decide to have the members give a preference as to where their strengths lie. Once you have your team, the real fun can begin!

Fall Committee Retreat

Soon after the committee is chosen, there should be a retreat held for all members of The Big Event committee. Most Big Events hold their retreats over an evening in a location within the city limits of their school's town.

The main objective of the retreat is education of the member, but almost equally it provides an opportunity for the committee to get to know each other and start forming friendships. This is also a time for the executive staff to get into detail about what The Big Event is and what you

hope to accomplish that year. Executives have an opportunity to give the committee focus and discuss the overall goals for each sub-committee. Members should leave the retreat knowing what The Big Event is and what is necessary to be done to make it happen. You may choose to have a speaker, dinner or team building exercises as part of your fall retreat. The executives and director are in charge of planning this event.

Executive Meetings

The Big Event executive staff should meet once a week to discuss in-depth details of The Big Event business and planning. The director should develop an agenda for each week's meeting to ensure topics are covered as orderly as possible. This time allows the executives to give progress reports of the sub-committee's responsibilities to the director, while allowing the director to make sure the sub-committee goals are being met in a timely manner. This meeting gives all executives insight into what is happening on the various sub-committees. It also lets the executive staff to prepare for what will be covered at the week's general committee meeting. Length of each executive meeting will vary throughout the year, as some parts of the year are more hectic than others.

General Committee Meetings

Meetings should be held weekly to discuss and conduct the business of The Big Event. A general committee meeting is held first, followed by individual sub-committee meetings. This time should be used for committee announcements, listening to speakers, or participating in activities that will encourage the committee to bond and stay motivated. During the general committee meeting, questions, problems, and anything that impacts the entire committee are discussed. After the general committee meeting, the members break up to meet in their individual sub-committees led by their respective executives. Each sub-committee handles its specific business during this time, including delegation of responsibilities, deadline checks, and progress reports. Once these sub-committee meetings have been completed, the week's Big Event meeting is finished.

Inventory

This activity will apply to those groups that already own tools and supplies to be used on the day of The Big Event. This activity should be overseen by the operations sub-committee, as they are in charge of The Big Event's tools. Most Big Events find it easiest to hold the committee retreat and inventory on the same day.

Inventory is used to assist the committee before purchasing more supplies for use on the big day. It is a good idea that if you have tools and supplies you keep them in a central location such as a storage shed. During inventory the committee checks all of the tools and supplies to find broken or faulty equipment to be discarded. Members count the remaining supplies and record the exact numbers of supplies in possession of The Big Event. Tools and supplies are also marked with paint or another permanent marking to help with showing which tools belong to The Big Event. (This helps when tools that are not property of The Big Event are returned by students on the day of the event.) After counting is completed, the tools and supplies are returned to the storage unit in an organized manner that will make getting them out on the day of The Big Event run smoothly. **Note: It is very important to order tools based on your projected job count.**

Fall Awareness Week

Fall Awareness Week is a promotional week used to advertise and increase campus-wide awareness of The Big Event. The recruitment sub-committee should oversee all planning for the week. The week might also be used to advertise your committee's upcoming fundraiser. For example, if you are having an auction on a Saturday, you could hold your Fall Awareness Week the Monday through Friday before the auction.

Things your committee may do during Fall Awareness Week:

- Work tables around campus to directly interact with students
 - Pass out fliers with information about The Big Event and/or your fundraiser
 - Pass out promotional items such as stickers, buttons, etc. that advertise the date and contact information of The Big Event
- Hang painted banners in high traffic areas of campus such as:
 - Student centers, large campus buildings, etc.
- Hang posters in high traffic areas of campus such as:
 - Dorms, dining centers, etc.
- Make tri-fold "table tents" to place on tables in dining areas
- Have chalk board raids in classrooms across campus
- Speak at other campus organizations' general meetings about what The Big Event is
 - By developing relationships with other student leaders, it is more likely their organization will want to participate in your Big Event

Your goal with Fall Awareness Week is to get the word out and get people aware of The Big Event. Having this event the semester before your Big Event helps people start thinking about participating in your event the next semester.

Fall Service Project

Should your committee choose to do so, a Big Event committee service project could be done in the fall. As a service oriented organization, The Big Event strives to help others and make an impact on the community by giving back throughout the year. Doing service projects as a committee helps keep the real purpose for The Big Event fresh in our minds.

One or two executives (generally outreach or programs executives) would be placed in charge of planning this activity. Projects that have been done by Big Events in the past include: working at food banks, painting a community resident's home, doing yard work, highway trash pickups, running an elementary school carnival and much more. Find out what sounds best to your committee and keep in mind that the Fall Service Project is a fun time to share with your committee.

Summary

These are the fall activities that should be done to get The Big Event started on your campus. Remember that these activities are going on in addition to all of the work being done within the individual sub-committees.

Constantly ask yourself questions while going through this process. For example, to have a fall inventory, you must have tools; to have tools you have to have money to buy them and a space to store them. This may not be something you can do for a while, which is okay! You may have to ask the community residents to provide supplies for their jobs or you may work only at community agencies that can provide supplies for the first few years while you build up your finances. These questions will orient you to figure out the best places to start and help you decide how best to run your committee.

Spring

Staff Assistants

Should you see it necessary to increase the size of your committee, you could add additional members to the committee in the spring. (See explanation of the Staff Assistant's role under the Committee Expectations and Responsibilities section of this packet.) You should decide the best way for selecting these new members to be on your committee.

An example of how selection has been done in the past follows. During the first week of classes in the spring semester, an application is created and distributed to interested students. Distribution may involve working tables, posting the application online, or using word of mouth to get people involved. The applications are filled out and returned to The Big Event executive staff who will review them and choose new members based on this review.

Spring Retreat

Within the first few weeks of the spring semester, the committee should hold its second retreat. The spring retreat is much more educational and structured than the fall retreat.

The spring retreat works to educate the staff assistants about The Big Event, and also trains the committee for their new jobs preparing for The Big Event. The retreat goes into detailed explanations about items used such as the Participation Form and Job Request Form, but also about procedures done such as table hours, office hours, checking job sites, and speaking to organizations. You may also find spring retreat to be a good time to distribute Job Request Forms as explained in the following sections.

The objective of this retreat is to have members leave feeling comfortable with what they have to do during the spring semester.

Spring General Committee Meetings

Meetings should be held weekly to discuss and conduct the business of The Big Event. A general committee meeting is held first, followed by individual sub-committee meetings. This time should be used for committee announcements, answering questions regarding spring activities (such as office hours), checking progress (such as checking job sites), and just making sure everyone is on track for the semester. Just as in the fall, any questions, concerns, and

things impacting the whole committee are discussed. If your committee has staff assistants, the director and assistant director can lead them during sub-committee time. It may be useful to use the staff assistants with help in painting banners, cutting fliers, putting table tents together, etc. at this time. Each sub-committee handles its specific business during this time.

Job Request Form Distribution *(see Appendix for Job Request Form)*

One crucial element to the success of The Big Event in your area is finding jobs in the community for students to complete. You usually want to have the forms out for about 4-6 weeks before your matching days. Job Request Form Distribution Day should take place around the date that you make the forms available to the general public. There are several ways to distribute the request form.

Committee members can be paired up or placed in groups and given a geographic region of your city to target. This could be any region of your city, or it could be a city government determined low-income area of your city. Depending on the city, safety might be an issue in some neighborhoods. It is a good idea for the executives to scout out questionable areas before sending members to distribute forms there. The students walk through the neighborhoods passing out Job Request Forms and informing families or individuals about The Big Event being a “Thank You” to the community. (You want to stress that it is a thank you to the WHOLE community and not just a service for the needy. If it appears as need based, it will discourage many people from participating.) If no one is home, the Job Request Form can be left on the door handle or porch where the owner will be likely to see it. This is a very effective way of distributing Job Request Forms because it also helps educate the community about The Big Event while passing out the forms.

Other means of distribution include:

- Have the Job Request Form printed in the local newspaper
- Have the form available on your committee’s website
- Hold job drives at local stores
- Have request forms placed in grocery bags at grocery stores
- Give bundles of forms to local schools districts and churches for distribution
- Contact local agencies such as hospitals, Elder-aid, hospice, etc. to see if they know of any individuals in need of a service job
- Work with your local city government to develop a means of distribution

There are several options to use when trying to get the Job Request Form out in the community. A majority of these options, however, involve establishing relationships with

various community entities. This is why it is essential for the outreach sub-committee to begin making these relationships in the fall and to continually build them throughout the year.

Office Hours

Each committee member should be required to work at least one office hour during the week. If your committee has an office or cubical, the member serves to answer any phone calls that come in and either answer questions or take messages for the executives. This time is also used to zone job requests that come in, a process to be described later in the section. This also allows the executives to have members available if there is work that needs to be completed in the office.

Spring Awareness Week *(see Appendix for the Participation Form)*

Spring Awareness Week is nearly identical to Fall Awareness Week except that you are heavily advertising the upcoming event while distributing Participation Forms to the student body. You want your Participation Forms to be made available to the student body around the same time the Job Request Forms are made available to the community. It would be a good idea to hold your Spring Awareness Week three weeks prior to the due date of the Participation Forms. It may also be beneficial to post the Participation Forms on a website to be printed off by potential participants.

Things your committee may do during Spring Awareness Week:

- Work tables around campus to directly interact with students
 - Pass out fliers with information about The Big Event
 - Pass out Participation Forms
 - Pass out promotional items such as stickers, buttons, etc. that advertise the date and contact information of The Big Event
- Hang painted banners in high traffic areas of campus such as:
 - Student centers, large buildings, etc.
- Hang posters in high traffic areas of campus such as:
 - Dorms, dining halls, campus buildings, etc.
- Make tri-fold “table tents” to place on tables in dining areas
- Have chalk board raids in classrooms around campus

Speaking at other campus organizations’ general meetings about what The Big Event is and how to participate is an essential task in the spring! You can usually obtain a list of all campus organizations from a university department such as Student Government, Student Activities, a Student Union, etc. You can use this list to call various organization leaders to set up times to speak at their meetings. By speaking about what The Big Event is and does, why you are

hosting a Big Event, and what participating would entail, groups are more likely to become interested in what you are doing and therefore more likely to participate. You should also bring a Participation Form to every meeting you speak at and directly hand it to the student leader.

Your goal with Spring Awareness Week is to get the word out and get people signed up to participate in The Big Event.

Processing Job Request Forms *(see Appendix for Job Request Form and Job Information Form)*

****NOTE:** This section will discuss “partnerships.” A partnership refers to pairing up two of your members who will go out and check the various job sites assigned to them.

This section will walk you through the procedure of handling a Job Request Form once it is received by your committee after being completed by a community resident. The executive staff should handle all processing outside of the zoning of the request forms.

When the Job Request Form is received

Immediately, the form is given a number (usually chronologically where “1” is the first Job Request Form received, “2” the second, etc.). The information from the form and the assigned number should be entered into a computer program, like Excel or Access to create an organized Matching Form system for the information. (This will be explained in the following sections.)

Zoning Job Request Forms

A simple map of the city should be obtained from your local city government or Chamber of Commerce to use for this process. It would be beneficial if every committee member could be given one of these maps. The map should have the street names of the city listed alphabetically and have a grid to easily locate streets. For example, Maple Street is located in coordinates F-7. It would be best for the outreach executives to divide this map up into a number of zones that matches the number of partnerships in your committee. (If your committee has 10 partnerships, you should have 10 zones to be labeled A-J.) Each partnership is assigned to a particular zone. (Partnership 1 covers Zone A, etc.)

Assigning Jobs to Partnerships

Once the job has been zoned, executives assign it to the partnership whose is covering that zone. (For example, Maple Street falls in Zone C and is therefore assigned to Partnership 3.)

- If there are not many jobs, the executives could determine which zones the jobs fall into. If there are a large number of jobs, the committee members could find the zones during their office hours (called “Zoning Jobs”).

The zone should be written on the Job Request Form and entered into the computer program. Two copies of the request form should be made; one copy should be filed by job number in a large binder while the other copy is given to the partnership who was assigned that job. The original form should be filed either by job number or name of the resident and placed in another binder or file.

Checking Job Sites (*see Appendix for Job Information Form, Job Site Checklist, Risk Evaluation Form, and Recipient Indemnification and Liability Release Form*)

Checking job sites holds several key functions for your committee:

1. It makes sure the job is something that can be done on the day of The Big Event.
2. It makes sure the job site is safe for students; if not, the job is cancelled.
3. It allows your members to see how many supplies are needed to complete the job and what supplies the job recipient can provide. (Starting out you may need them to provide a majority, if not all, of the supplies for the job.)
4. It allows your members to see how many students will be needed to complete the job in a fairly reasonable amount of time. (4 hours is generally a good amount of time.)
5. It allows your members to go over any rules set by your committee with the job recipient. (i.e. Student not being required to stay more than 4 hours or no alcohol should be given to the students.)

The actual checking of the jobs should start as soon as you begin receiving completed Job Request Forms back from community residents. You want your members to start as early as possible and to stay caught up with their job checking so that everything is checked in time for Matching Day to run smoothly.

The Process of Checking Jobs:

1. After a partnership is assigned a job to check, the first thing they should do is figure out how to get to the jobsite. This can be done by printing off a map on a website like <http://maps.google.com> or <http://www.mapquest.com> or can be done by finding a route using one of the maps obtained from the city. Two maps should be made for each job, one for the committee partnership and one for the students to use on the day of The Big Event. The map that will be used by the student participants on the day of The Big Event should be placed in a binder ordered by job number.

2. Next, the members should call the community resident to set up a time to check the job site. Once an appointment is set up, the partnership goes to meet with the recipient and do an evaluation of the job site. The Job Site Checklist Form should be filled out completely, and a general risk evaluation of the job should be done. The partnership should also go over the rules listed on the Recipient Indemnification and Liability Release Form and have the recipient sign it. After the partnership has filled out the paperwork, gone over the rules with the recipient, and explained what will happen on the day of The Big Event, the partnership can leave.
3. The partnership should transfer the relevant information from the Job Site Checklist onto the Job Information Form (everything except students assigned, organization assigned, and tools allotted). The Job Site Checklist is then filed by job number by the partnership in a large binder. The Job Information Form is also filed by the job number in another binder.
4. The executives then go through the binders and check for risks and enter supplies needed and number of students needed into the computer program. If there are risk concerns with a job, the director and/or assistant director should decide how to handle the situation at this time by either canceling the job or finding a way to reduce the risk.

This procedure is followed for each job site.

Executive Matching Day

Executive Matching Day is the single day when jobs, organizations, and tools are matched together. It takes place the weekend before The Big Event, after the following conditions have been met:

- All jobs have been checked,
- All student participants are signed up, and
- All relevant information is entered into the computer program.

What you will need:

- The completed Job Information Form computer program (database), with the tools needed to complete the job entered and the number of students needed to complete the job
- The completed Job Information Forms (organization assigned should not be filled out!)
- The student Participation Forms

How to match tools to jobs: [This is typically done only by the Operations Executives!]

- Look at the types and numbers of tools requested for a job on the Job Information Form and in the Job Information Form computer program
- Depending on the types and numbers of tools you have in your committee's possession (determined during fall inventory), you can assign an appropriate amount of supplies to the job. (For example: If a job requests 5 ladders, but you only have 10 ladders for all your jobs, it would be appropriate to allot 1-2 ladders to that job site.)
- Record the type and number of tools you allotted to a job on the Job Information Form and in the Job Information Form computer program
- Continue like this until all jobs are supplies and all tools are allotted

Remember that starting out you may have few or no tools to allot for job completion; this is fine and expected! Over time you will gradually accumulate tools to be used on the day of The Big Event. Utilize supplies that job recipients have at their house and work to establish relationships with tool and hardware businesses.

If you can't get tools for your Big Event due to lack of funding or time, it would be best to at first focus on completing jobs that do not require tools. You could focus more on helping out at nursing homes, food banks, and school carnivals and still complete jobs that the recipient can provide all of the tools. This plays into the idea of starting small and working your way up!

How to match student participants to jobs:

- Look at the number of students needed to complete a job as written on the Job Site Checklist
- Find a Participation Form that either has a number that is fairly close to the number needed on the Job Site Checklist, or a Participation Form that has enough students signed up on it so they may be assigned multiple jobs. (For example: If a Participation Form has 25 participants, it could be assigned to a job that needs 10 students, a job that needs 7 students, and a job needing 8 students. Also, not everyone needs a tool in order to be helping!)
- Numbers do not have to match perfectly, they only need be fairly close
- Record the name of the organization/names of the individuals and the number of students assigned to the job on the Job Site Checklist and in the database (if applicable)

Special cases for matching individual participants:

- Students who sign up to participate as an individual should be grouped together with other individual participants. (For example: If a job requires 6 students, you could assign 6 students who signed up by themselves.)
- Assign the groups names like Individual Group 1, 2, 3, etc.
- Pick one name from the group to serve as the Individual Group Leader. (For example: John Smith will be the representative for Individual Group 2.)
 - You will inform the individual participants of their group number and selected representative at the Organizational Meetings.

Completing the matching process:

- First, match any jobs requiring special skills with a qualified group. (For example: If a job requires heavy lifting, it may not be advisable to send a sorority to complete the job.)
- Follow the above procedures for assigning tools. [Operations Executives]
- Follow the above procedure for matching students.
- The Job Information Form should be completely filled out at the end of executive matching day.

Database Information:

Your database can be anything from an Excel spreadsheet to a special computer program. You may also choose to create a Google form that will automatically put entered information into a

spreadsheet. Regardless, you must have a master list of all organizations and the job sites to which they are assigned.

Committee Matching Day

Committee Matching Day is when the committee members prepare the information packet that is given to the student participants containing everything they need to know about the job they will be completing on the day of The Big Event. Each member is in charge of preparing a folder for each job they were assigned. Committee Matching Day is usually held the day after Executive Matching Day.

Preparation

- You should have a manila folder for each job that will be done.
- You should have copies of all of the completed Job Information Forms. (They should have all of the job recipient's information, a job description, the organization assigned to the job, the number of students assigned to the job, and a list of the allocated tools.)
- You should have the binder of all of the maps to the job sites.
- You should have copies of any supplemental materials you would like to include in the packet. This may include:
 - A list of numbers to call if there are problems at the job site. These can be the numbers of the executives or numbers from phones borrowed from the school or outside vendor
 - A sheet of proper Big Event day guidelines, like parking, important times, etc.
 - Some Big Events obtain dumpster sites from the city for use by student participants dumping job site trash on the day of The Big Event. A map of the dumpster locations might be included.
 - If you have a big kickoff ceremony, you could have a flier advertising your speaker and/or band.

Completing the Packets

- Each partnership should get:
 - One manila folder per job assigned
 - Copies of the completed Job Information Forms from the jobs they were assigned
 - The maps for each of the jobs they were assigned
 - Any supplemental materials you wish to be put in the packet
- For each job the partnership should:

- Get one folder and write the name of the group/individual assigned to the particular job and the job number on the tab
- Place the Job Information Form copy, map, and any supplemental materials into the folder
- After the packets are complete the partnership members should file the packets in a bin alphabetically by the name of the participating organization or by the last name of the individual participant.

Organizational Meetings (see *Appendix for Organization Representative Statement of Understanding*)

Organizational meetings are one of the most important things the committee does to prepare the student participants for the day of The Big Event. The meetings should be held the Tuesday, Wednesday, and/or Thursday before your Big Event. There should be one organizational meeting held just for students who signed up as individuals. The dates and times of the organizational meetings should have been listed on the front of the Participation Form. The number of participants you have will determine how many meetings you need to hold during the week. One representative from each organization must attend. Students who signed up as individual participants should also attend the meetings.

At the organizational meetings, the students check in by their organization name; individuals check in by their last name. At check-in, the participant is given their folder that was prepared during committee matching day. During the individual participant check-in, the student is told which group they are in and who their contact representative is for the group. Only the individual group representative will receive the information packet, but will be at the meeting with the other members of the group. Once everyone has checked in, the meeting can begin.

During the meeting various topics should be discussed:

- The contents of the folder should be explained
- Explanations of important information should be given to the representatives such as phone numbers to call, where to go if first aid is needed, where the closest hospital is, etc.
- Explanations about how the morning of The Big Event is going to run, how check-in tables will be set up, the schedule for speaker/bands, how to go about getting the tools needed for their job site, and what to do if it rains on the day of The Big Event.

- Representatives are reminded about the times and locations of the welcoming ceremony.
- This all should be followed by a question and answer period.
- Finally, representatives are reminded to pass this information on to their organization's members who are participating in The Big Event.

At the end of the meeting, the main contact from each organization signs a copy of the Organization Representative Statement of Understanding, which ensures that they understand all of the rules and expectations for the day of The Big Event. Hopefully student representatives will leave these meetings knowing what they will do on the day of The Big Event and how things will run. Organizational meetings are meant to help things run smoothly on the morning of The Big Event.

Mock Big Event

The week before The Big Event, the committee should hold a Mock Big Event. This is a time where your entire committee runs through the schedule for the morning of The Big Event so that everyone knows what to expect, what they will be doing, and where they should be during the day. Every activity that occurs on the morning of The Big Event should be simulated and every job a committee member might have should be explained again. The Mock Big Event is crucial because it helps the committee troubleshoot and fix problems before they occur.

Everything is now ready for THE BIG DAY!

The Day of The Big Event

Kickoff and Participant Check-in (see *Appendix for Kickoff Diagram*)

The Kickoff ceremony provides participating students with a place to meet with the organization or group they will be working with that day. If possible, your committee could arrange for small food items to be donated (such as donuts or orange juice) for the participants to be able to eat during the ceremony. This is the time when the band can play and allow students to get pumped up about the projects they are getting ready to complete. During the actual ceremony, there can be a variety of speakers and/or some other forms of entertainment. Some Big Events have the university president say a few motivational words, the committee director say a few words, and/or have a keynote speaker.

What you need for Check-In:

- Master list of all participating student organizations and individual participants organized alphabetically (this can be obtained from your Job Information Form computer program)
 - NOTE: If you have multiple check-in tables, you need multiple copies of the master list!
- One three ring binder containing business card holding sheet protectors and a large stack of blank business cards (or the like)
 - NOTE: Committee members should write one job number on each card and place the cards in numerical order in the slots of the sheet protectors.
- Index card files
- Dot stickers and Sharpie markers
- Stamp and stamp pad

Check-in begins prior to the time when people begin speaking during Kickoff. There should be designated tables somewhere in the Kickoff vicinity. It might work best to have multiple tables ordered alphabetically by group name. When a student checks in, the committee member takes one student ID per job that the organization is matched with (example: If an organization is matched with 3 jobs, they need to bring 3 student IDs to check in). The committee member marks on the master list that the group has checked in for each of their jobs. The student(s) checking in gives the committee member the Job Information Form which the committee member then stamps. (Stamping the Job Information Form lets the committee members at Tool Distribution know that the student/organization has checked in.) The job number

associated with the student checking in is written on a dot sticker which is then placed on the ID and put in the index card file. As soon as check-in has concluded, the IDs are taken from the index file box and placed in the slots of the sheet protectors with the corresponding job numbers.

Headquarters (*see Appendix for Headquarters Diagram*)

After kickoff is over, student participants are instructed to go to headquarters to receive the tools for their job site. They are to take the supply list given to them during check-in to headquarters and hand it to a committee member at the headquarters ORDER area. The member will take the list and tell the student to pick up the supplies from them at a designated headquarters LOADING area. The committee member will gather the supplies and bring it to the group at the specified loading area, and will return the supply list to the student at that time. The student must have the supply list in order to return tools and get their ID back when the job is completed! To clarify, the order area is where the students pass on their supply list; the loading area is where they actually pick up the supplies. Please refer to Appendix H to see how the order and loading areas are set up at headquarters.

Headquarters Solutions

While students are out doing jobs, the executives remain at headquarters solutions, where the contact and emergency cell phones are located. Students who run into problems at their job site can call a number that goes to headquarters solutions and one of the executives can help find a resolution. It helps to have a master list of all jobs and all participants at headquarters solutions. It also helps to have the binders containing the Job Sit Checklists and Matching Forms at headquarters solutions, as directions to each job site are written on these forms. This is to help students who get lost on their way to the job site. Headquarters solutions is the crisis management center for the day of The Big Event.

Returning of Supplies

Once the students have left to complete their jobs, the boxes containing the student IDs are brought to headquarters to prepare for tool return. Once the students have completed their jobs, they will begin bringing the supplies back to headquarters. They will give the supplies and supply list to a committee member who will make sure everything is returned. Once everything is checked in, the committee member finds the group's envelope in the box and returns the ID to the student.

THE BIG EVENT IS OVER!!

We know this may seem like a lot of work, but it can be done! The above mentioned material is meant for you to use as a template, so you can adjust it to what will work best for your campus and student body. Remember that this is not about statistics or recognition; it is all about saying “Thank You!”

Example Schedule of Events for the Day of The Big Event

- 6:00 am TBE Committee meets for breakfast
- 7:00 am Committee head to Kickoff location
Operations sub-committee and designated other begin to set up headquarters for tool distribution
Recruitment sub-committee and designated others begin to set up the welcoming ceremony and check in areas
- 8:00 am Check-in of student participants begins
Band begins playing (if applicable)
Committee members are working designated jobs (work check in tables, sell t-shirts, hand out breakfast foods)
- 9:00 am Kickoff begins
- 9:30 am Right before kickoff ends, committee members move to headquarters
Kickoff ends
Student participants move to headquarters to pick up supplies
- 10:00 am Student participants head off to job sites to begin working
Kickoff area is cleaned
- 11:00 am The Big Event committee members begin leaving to re-check their assigned jobs to make sure there are no problems, that the students do not need any more supplies, and that the recipient is happy with the work being done
- 1:00 pm Committee members should return to headquarters to prepare for the return of the participants
- 2:00 pm A majority of students begin returning from their completed jobs and return their tools to headquarters
- 3:00-7:00 pm All student participants should have completed their jobs
The Big Event committee members go out and finish any jobs that remain or jobs that did not get fully completed
Clean-up of headquarters