



WE NEED YOU TO HELP MAKE GEMS CAMP A SUCCESS!

Join the Planning Committee
And organize Gems Camp 2010!!

This is an amazing opportunity to:

- Expand your creativity
- Become a leader
- Be part of a team
- Earn 1 credit

The application deadline is October 30
Interviews will occur November 2-6

Regular camp leader applications will be available in the spring.

Please see the second page for job descriptions.

2010 GEMS CAMP PLANNING COMMITTEE
LEADERSHIP STRUCTURE

The students selected to hold the following four student leadership positions will enroll in GEMS208B for 1 credit. The group will meet weekly for 90 minutes (Time and Date TBA) and will be expected to complete an average of two hours per week of work outside of class.

Student Coordinator

- Overall student management of the event
- Manage all aspects of Camp Leader recruitment and selection (including advertising and interviewing); Revise application, develop interview questions, revise letters
- Plan and implement Camp Leader first meeting and pictures in the spring
- Prepare all aspects of Camp Leader training in Aug and incorporate the theme of Gems Camp (schedule, activities, food)
- Prepare pertinent handouts for the Camp Leader binder
- Prepare the welcome address at Gems Camp and make all announcements at the event
- Supervise Camp Leaders during the retreat
- Must enroll in GEMS208B for 1 credit during the spring 2010 semester and attend all training sessions and Gems Camp

Assistant Student Coordinator

- Assist the Student Coordinator and Student Activities Coordinator
- Work as a student worker in the Gemstone Office during the summer before Gems Camp preparing materials for camp as needed
- Attend Gems Camp and assist with administrative and set up duties
- Set up at camp the first morning
- Edit camp leader binder documents
- Other duties as assigned
- Must enroll in GEMS208B for 1 credit during the spring 2010 semester and attend all training sessions and Gems Camp

Chair of Activities

- Serve as a Camp Leader and fulfill all Camp Leader duties
- Create detailed Gems Camp schedule from Camper move-in through return
- Choose/plan/coordinate all activities – relate all activities to the Gems Camp theme
- Train Camp Leaders on all activities
- Prepare all activity handouts for the Camp Leader binder
- Coordinate food (for the retreat only)
- Develop supply and snack lists (and work with the allotted budget)
- Must enroll in GEMS208B for 1 credit during the spring 2010 semester and attend all training sessions and Gems Camp

Chair of Design

- Serve as a Camp Leader and fulfill all Camp Leader duties
- Work closely with the Chair of Marketing
- With the help of the committee, create and develop the theme for Gems Camp
- Design Gems Camp logo and work with Design Services to format it
- Design t-shirt; Obtain quotes and select a t-shirt company (when budget permits)
- Design nametag template
- Design button template and make buttons for all crews
- Work with the activities chair to design handouts, props, prizes, etc to fit with the Gems Camp theme
- Must enroll in GEMS208B for 1 credit during the spring 2010 semester and attend all training sessions and Gems Camp

Chair of Marketing

- Serve as a Camp Leader and fulfill all Camp Leader duties
- Work closely with the Chair of Design
- Create brochures with pictures, correct information and quotes
- Design poster for open houses and orientation and coordinate the printing
- Prepare Gems Camp information for Gemstone web site
- Prepare drafts for all mailings (Gems Camp brochure, registration letter and form; parent letter; confirmation packet – meet your camp leader brochure, packing list; reminder post card; stickers; etc.)
- Must enroll in GEMS208B for 1 credit during the spring 2010 semester and attend all training sessions and Gems Camp

GEMS CAMP PLANNING COMMITTEE APPLICATION

Please complete the application in its entirety and submit to Caitlin White in 0100 Ellicott by **4 p.m. on Friday, October 30**. Sign up for an interview when you turn in your application. Interviews will occur November 3-6.

Name: _____ UID: _____

Local/Campus Address: _____

Local/Campus Phone: _____ Cell Phone _____

E-mail address: _____ Major(s): _____

Present Year (not by credits): _____ Current cumulative GPA: _____

Rank order the three leadership positions on the Gems Camp planning committee
(1 = 1st choice, 2 = 2nd choice, 3 = 3rd choice, 4 = 4th choice, 5 = 5th choice).

Mark only those positions for which you would be willing to serve. Please read the job descriptions in detail before making your selection.

- _____ Student Coordinator
- _____ Assistant Student Coordinator
- _____ Chair of Activities
- _____ Chair of Design
- _____ Chair of Marketing

Answer the questions below:

Are you willing to drive a 12 passenger van? _____
(Note – prior van driving experience is not necessary)

Are you available the dates of August 23 - 26, 2010? _____ (These dates are tentative!)

Please describe any experience you possess with planning/organizing events. What skills would you bring to the Gems Camp planning committee?

What prior experience (if any) do you possess that would benefit you in this position (being a camp counselor, attending a camp, mentoring new students, etc.)?

Please submit your completed application to Caitlin White in 0100 Ellicott Hall no later than 4 p.m. on Friday, October 30. Interviews will occur the following week.