2015 Director Application

Aggie Transition Camps Mission Statement
Aggie Transition Camps exists to successfully transition new students into the Aggie Family.

Aggie Transition Camps Values
Servant Leadership, Knowledge, Integrity, Inclusivity, Commitment

Aggie Transition Camps Introduction
Aggie Transition Camps (ATC) is a sponsored student organization that is responsible for successfully transitioning new Aggies to Texas A&M University through two programs. While Howdy Camp and Transfer Camp are produced by the same organization, they are still run as two separate programs. Aggie Transition Camps will put on Howdy Camp and Transfer Camp each January and August, respectively. Directors for ATC are chosen each fall semester and learn their role through hands-on training by the ATC advisor(s) as they guide directors through the operation and administration of Howdy Camp. Directors then take full responsibility for the planning and execution of Transfer Camp. Directors are also responsible for making decisions related to the organization that will impact future ATC programming and direction.

For many incoming students, Aggie Transition Camps’ programs will be their first impression of the Aggie Family. The job of those involved in ATC is to welcome incoming students to Texas A&M and aid in their transition. The ATC Executive Director will make Howdy Camp 2015 and T-Camp 2015 successful through leadership, dedication, commitment, and teamwork. This year long commitment will be fulfilled with successes and challenges, and it will provide many opportunities for growth as a person and a leader.

Please contact any of the following people with questions or concerns.

Ronnie Jimenez
Executive Director
atc-dir@dsa.tamu.edu

Sarah Edwards
Advisor
sedwards@stuaact.tamu.edu
ATC 2015 Director Application

Name: __________________________________________ UIN#: ______________________

Phone Number: __________________ Class: _________ Major: _______________________

Date of Birth: ________________  Email : __________________________________________

Expected Date of Graduation: __________________
Entered A&M as a:  Freshman_______ Transfer _______

Will you be in town for summer 2015? __________
NOTE: It is required to be in B/CS, summer 2015.

Do you have a Cumulative GPR of 2.25 and Spring 2014 GPR of 2.25? Yes _____ No_____

Co-Curricular Activities (excluding extended orientation):
Please be sure to include name of organization, what position was held, year of involvement:
____________________________________________________________________________
____________________________________________________________________________

Former involvement in camps (Fish Camp, Howdy Camp, Transfer Camp):
Please be sure to include name of organization, what position was held, year of involvement:
____________________________________________________________________________
____________________________________________________________________________

Please answer the following questions separate sheets of paper, typed and double spaced. THREE PAGES MAX.

1) What do you feel are your biggest strengths and how will you use your skills, abilities and experiences, inside and outside of camp, to contribute to the director staff team?

2) As a Director, how will you ensure the mission is known, respected, and followed by all members of the organization?

3) What are your vision & goals for the organization?

4) What expectations would you have of other directors and the advisor, and what expectations should they have of you?

5) From what you know about Howdy Camp and T-Camp, what do you think is an important part of the organizational culture that should remain intact? What is a part of the culture that should be changed and as a how do you go about making this change?
Director Duties & Responsibilities

If you would like a more thorough, bulleted list of duties when considering your options, please contact sedwards@stuact.tamu.edu.

**Director of Logistics & Operations**
The Director of Logistics & Operations is responsible for overseeing all operations at camp. This includes creating/updating all necessary contracts and reservation requests, serving as a liaison for transportation needs, updating/negotiating terms of campsite contract, as well as serving as the official contact person to the campsite during Camp. Another obligation of this position is to schedule and send confirmation packets to Namesakes, speakers, and all other guests in order to fulfill the position of an at-camp host. The Director of Operations is also responsible for creating the at-camp master schedules.

**Director of Administration & Risk Management**
The Director of Risk Management & Administration is the specialist in preparing for ATC events such as: revelations, road trips, camp, etc. This person is in charge of educating ATC staff and ensuring their compliance on all policies and procedures. The Director of Risk Management & Administration is also responsible for training chairs and directors on proper road trip planning, pre-event planning forms, and CIRT. This director is responsible for maintaining all member rosters and ensuring all requirements are complete, including signed paperwork, background checks, and child protection training.

**Director of Staff Development**
The Director of Internal Relations is responsible for organizing and coordinating the Co-chair and Counselor application, interview, and selection processes. This director is also responsible for the development of training content for Co-chairs and Counselors at meetings, workdays, retreats, etc. This position also includes the following duties: scheduling rooms, facilitating camp workdays, and designing and running Co-chair and Counselor meetings and retreats before camp. The Director of Internal Relations is in charge of member recruitment, staff development, and membership well-being. Lastly, the he/she is in charge of designing, ordering, and managing all-camp apparel; the point of contact for CC Creations.

**Director of Events**
The Director of Events is in charge of planning, coordinating, and facilitation of all major ATC events, such as Gala, Parents Weekend Silent Auction, Backyard Bash, camp reunions, and send-off for all camp sessions. Also, this director is responsible for working with other directors for making room reservations and the planning of those events; the Director of Events is the point of contact for external organizations that are working with our organization for reasons other than sponsorship.
**Director of Public Relations**

The Director of Public Relations is responsible for maintaining the ATC website and is responsible for producing and coordinating the e-mailing process of the camper registration packets as well as creating and fostering relationships with feeder school representatives (such as community colleges, four year institutions, etc.). This person is also responsible for updating the ATC registration page. It is also his/her obligation to update all registration email templates and confirmation letters/emails. This position is also responsible for all external marketing for ATC. He/she will develop, implement, and coordinate all publicity and advertising efforts including the ATC website, newsletters, fliers, and brochures. This director will also need to produce and coordinate the mailing process of the camper marketing brochures. This director also works with namesake recruitment, selection, training, and communication.

**Director of Finance & Fundraising**

The Director of Finance & Fundraising is in charge of the development and implementation of all financial and fundraising endeavors. This includes establishing and managing the yearly operating budget, collecting and processing staff dues and individual camp fundraising requirements, creating the sponsorship/donation letter, and reviewing and implementing the Endowment Fund. In addition, he/she manages the ATC SOFC account and collaborates with the Executive Director in the planning and implementation of the budget.

*Each Director will be responsible for serving as a liaison to an individual camp*

**Please rank your role preference from 1-6; 1 being most preferred and 6 being least preferred.**

1) _____________________________________________

2) _____________________________________________

3) _____________________________________________

4) _____________________________________________

5) _____________________________________________

6) _____________________________________________

**Please bring signed/initialed copies of the next three pages to your interview.**
Eligibility Requirements

To apply for the Executive Director position, you must have a cumulative GPR of at least 2.25 (undergraduate) or 3.00 (graduate). In addition to this, you must post at least a 2.25 (undergraduate) or 3.00 (graduate) GPR the semester before appointment, and each semester you are on Director Staff. You must also remain in good standing with the University and may not be on any form of probation.

All Directors (including the Executive Director) must pay dues.

The Executive Director must graduate in or after December 2015

I hereby agree to release my University academic & conduct record to the ATC Advisor and Executive Director, and agree to a criminal background check. By signing, I am aware of and agree to uphold the ATC Constitution and Mission Statement as well as Texas A&M University and Department of Student Activities policies.

Signature: ___________________________ Date: ___________________________

Please submit the completed application to atc-dir@dsa.tamu.edu
You will receive a call or email to schedule an interview.

DEADLINE AUGUST 31, 2014 at 5:30 PM!

Thank you for applying and good luck!
**Mandatory Dates and Meetings**

**In order to be a director, you are required to be in the Bryan/College Station area during summer 2015.**

*It is acceptable to take classes, work, have an internship, etc. during summer 2015 as long as you are in the B/CS area and are able to fulfill all of your director responsibilities.*

**NOTE:** This is not an exhaustive list. Other meetings may be called by directors, advisors, and/or Student Activities staff. All Directors are expected to attend Extended Orientation Leadership Institute and these Dates will be determined once all directors are chosen.

ATC 2013 Post Expectations Meeting – Late September/Early October
Fall Extended Orientation Leadership Institute (EOLI) – TBD
HC Chair Selections – September 15
ATC Director Retreat – September 20
HC Counselor Informational – September 23 &24
HC Chair Retreat – September 17
Weekly HC Chair Meetings – Wednesdays starting September 17 (Time TBD)
HC Counselor Selections – October 10
HC Weekly All-Camp Meetings – Wednesdays starting October 15th
HC Chair Refresh, Crew Refresher & Skit Review, Support Staff Training, Pre-Ops – January 2
HC Counselor Refresher, Set-up Day Send-Off – January 3
Camp Skit Review – January 7th
Howdy Camp – January 9-12
Howdy Camp Reunion – January 16

Spring EOLI – TBD
ATC Director Retreat – TBD
ATC Gala & Silent Auction – TBD
Late Spring EOLI – TBD
TC Chair Workday 1 – TBD
TC Counselor Workday 1 – TBD
Summer EOLI – TBD
TC Chair Workday 2 – TBD
TC Chair Workday 2 – TBD
TC Support Staff Training – TBD
TC Chair Refresher – TBD
TC Session 1 Refresher, Team Refresher – TBD
TC Team Skit Review – TBD
TC Session 2 Refresher, Session 1 Skit Review – TBD
TC Set-Up Day – Aug 9
T-Camp Session 1 – Aug 10-12
T-Camp Transition Day – 13
T-Camp Session 2 – Aug 14-16
Backyard Bash – TBD
T-Camp Reunion – TBD

Initial Here ______
Calendar Events To Be Determined:

Weekly Director Meetings – Fall, Spring, Summer
Weekly 1-on-1 with Advisor—Fall, Spring, Summer
Routine 1-on-1 with Executive Director—Fall, Spring, Summer
Weekly Office Hours – Fall, Spring Summer
Pre-Expectations Meeting – October
Camp Conversation Meetings - Monthly
TC Chair and/or Counselor Informational
TC Chair Select Timeline – Late Fall/Early Spring
TC Couns Select Timeline – Early/Mid Spring
Weekly TC Chair Meetings
Weekly TC All-Camp Meetings
TC Chair Retreats / Workdays
TC Counselor Retreats / Workdays
ATC Director Workdays - May
Mid-Expectations Meeting – January 2015
Post-Expectations Meeting – September 2015

Please sign below affirming that you have reviewed the mandatory meetings and dates and understand that it is the responsibility of a director to be present at all of these events and meetings. Your signature also confirms that you understand that directors are required to be in the Bryan/College Station area during summer 2015.

If you would be helpful for you to view the above dates and meeting information in a calendar format, please contact Sarah Edwards (sedwards@stuact.tamu.edu).

Please also bring to your interview a copy of your Fall 2014 schedule, including classes, work, co-curricular activities/meetings, internships, etc.

_________________________________________  ______________________
Signature                                  Date