



Aggie Transition Camps

2018-2019 Director Staff 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

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 Director Staff will make Howdy Camp 2019 and T-Camp 2019 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.

Hattie Smith

Executive Director

hattiesmith621@gmail.com

Sarah Edwards

Advisor

sedwards@stuact.tamu.edu

Candace Woolverton

Advisor

cwoolverton@stuact.tamu.edu

ATC 2018-2019 Director Staff 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 2019? _____

NOTE: It is required to be in B/CS, Summer 2019.

Do you have a Cumulative GPR of 2.25 and Spring 2018 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 on a separate page(s), typed, double spaced, in less than 3 pages.

- 1) If you were to pick three values that you live by, which would you pick and why?
- 2) What is a personal goal you have for the organization? How would you like to accomplish this goal throughout Howdy Camp and T-Camp?
- 3) What expectations would you have of any other Directors and the Advisors and what expectations should they have of you?
- 4) What are you most proud of and why?
- 5) What do you hope to gain from being a Director for ATC?

Director Duties & Responsibilities

If you would like a more thorough, bulleted list of duties when considering your options, please contact Hattie Smith at hattiesmith621@gmail.com

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 and assisting 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 Events and Fundraising

The Director of Events and Fundraising is in charge of planning, coordinating, and facilitation of all major ATC events, such as Gala, Backyard Bash, camp reunions, and send-off for all camp sessions. This director is responsible for working with other directors for making room reservations and the planning of those events; the Director of Events and Fundraising is the point of contact for external organizations that are working with our organization for fundraising purposes, including sponsorships. Also, this director is in charge of building a relationship with the ATC alumni to grow the bond and network between alumni and current members.

Director of Finance

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

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. This director also works with namesake recruitment, selection, training, and communication. The Director of Operations is also responsible for creating the at-camp master schedules.

Director of Public Relations

The Director of Public Relations maintains 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. Lastly, this director is responsible for maintaining the organization's social media accounts.

Director of Staff Development

The Director of Staff Development 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 Staff Development is in charge of member recruitment, internal relations, 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.

***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 sign and scan the following pages to submit with your application.****

Eligibility Requirements

To apply for a Director Staff 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.

Directors must graduate in or after December 2019.

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 sign, scan, and submit the completed application to hattiesmith621@gmail.com

You will receive a call or email to schedule an interview.

ALL APPLICATIONS MUST BE SUBMITTED BY FRIDAY, AUGUST 24TH AT 5PM.

We really appreciate your time in applying. 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 2019.****

It is acceptable to take classes, work, have an internship, etc. during Summer 2019 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.

Fall Extended Orientation Leadership Institute (EOLI) –TBD
HC Chair Selections – Late September/ Early October
ATC Director Retreat – October
HC Counselor Informational – Early October
HC Chair Retreat – Immediately following chair selections
HC Chair Meetings – Weekly beginning immediately after chair selections
HC Counselor Selections – Mid October
HC All-Camp Meetings – Weekly starting after selections
HC Chair Refresher, Team Refresher & Skit Review, Support Staff Training, Pre-Ops – Early January
HC Counselor Refresher, Set-up Day Send-Off, Camps Skit Review – Early January
Howdy Camp – January 6-8
Howdy Camp Reunion – Mid January

Spring EOLI – TBD
ATC Director Retreat – January
ATC Gala & Silent Auction – April
TC Chair Workday 1 – TBD
TC Counselor Workday 1 – TBD
Summer Emergency Preparedness Meetings – Late April, June, July
TC Chair Workday 2 – TBD
TC Counselor Workday 2 – TBD
TC Support Staff Training – TBD
TC Chair Refresher -- TBD
TC Camp Refresher – TBD
TC Team Skit Review – TBD
TC IC Skit Review – TBD
TC Set-Up Day – TBD
T-Camp Session 1 – TBD
T-Camp Transition Day – TBD
T-Camp Session 2 – TBD
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
Camp Conversation Meetings - Monthly
TC Chair and/or Counselor Informational
TC Chair Select Timeline – Late Fall/Early Spring
TC Counselor 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
Shared Responsibilities Meetings – October 2018, March/April 2019, September 2019

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 2019.

If you would be helpful for you to view the above dates and meeting information in a calendar format, please contact Hattie Smith at hattiesmith621@gmail.com

Please also bring a copy of your fall2018 schedule, including classes, work, co-curricular activities/meetings, internships, etc to your interview.

Signature

Date