Colleges Against Cancer/Relay For Life Board Member Application

For those of you who are not familiar with our club, Colleges Against Cancer is a component of the American Cancer Society (ACS) at the college level. The American Cancer Society is widely recognized for its efforts in hosting events that support cancer research and outreach for those suffering from this terrible disease. We work with the organization directly, connecting frequently with our ACS representative, Mark Stankiewicz. This year we also welcomed Lisa Karam to the team as our faculty advisor.

As a club, our overall goal is to raise money for the ACS. Throughout the year we host numerous fundraisers to meet this goal, with our largest being Relay for Life. Hosted in the spring semester, Relay is a 6 to 12-hour event consisting of various activities, entertainment, and food. In addition, ceremonies related to cancer survivors and those we have lost are scheduled throughout the evening. Together, these activities provide a fun, profitable event, while also conveying the significance and necessity of cancer research.

This year Lafayette’s Relay was a huge success, having over 375 participants and raising more than $29,000 – a record setting amount for Lafayette College. With the past Relay over we are now looking for more great people to join our board and make Relay for Life 2018 even better!

The board can be broken down as follows:

- A “main exec” board, including 2 Co-Presidents, Secretary, Treasurer, VP Communications, VP Team Development, and VP Fundraising. These officers (bolded in the descriptions below) will be required to attend weekly meetings starting in September.
- “Chair” positions include: Logistics Chair, Luminaria Chair, 2 Local Business Chairs, Director of Communications/Design, Education/Advocacy Chair, and Survivor Engagement/Caregiver Chair (all of which are underlined in the descriptions below). These officers must attend meetings every 2 weeks during the fall semester, and will most likely meet more frequently in the spring semester as the Relay For Life approaches.

  All officers must attend every fundraising event (with the exception of restaurant proceed nights – must attend 2 proceed nights a semester) and every general body meeting, unless you have a legitimate excuse.

  As interest in our club has grown tremendously this past year, monthly general body meetings will be held. Board members will attend these meetings to encourage dialogue and brainstorming between members, as well as delegating smaller tasks to the general body’s committees. These meetings are essential as they are the most efficient way to expand the club and overall student involvement.
Description of Board Positions:

Co-President
We are looking for the next co-president! All are welcome to apply :) Vicki is a rising junior and will be one co-president next year and will help transition the other co-president and help them out through out the year.

Logistics Chair
• Work with Co-Presidents to create itinerary for day of Relay.
• Work with Secretary and Local Business Chair to keep track of inflatable vendors and food donations for the day of the event.
• Contact acapella groups and other performers for the event.
• Help plan the ceremonies for the event (speeches, etc.)

Head Local Business Chair
• In charge of organizing the local business chairs
• Keep track of donations throughout the year
• Ensure that all business are visited at least 8 weeks before event

Local Business Chair (4 people):
• Visit local businesses in the fall to try to get gift cards/donations for events through out the year. Do the same thing in the spring to get food donations for Relay For Life event and gift cards for raffle giveaways.

Secretary
• Attend and take notes at weekly meetings
• Keep organized binder with dates and contact information regarding school administration, American Cancer Society Reps, and businesses we are working with.
• Send our weekly email updates

Treasurer
• Attend Student Government meetings regarding budget
• Submit budget application for each event we host (new Student Government process)
• Keep track of expenses and know current balance in school account
• Keep track of money fundraised for Relay For Life event

VP Communications
• Keep Facebook page updated, posting information about future events and creating Facebook events. Try to get more “likes” on Facebook.
• Use the CAC twitter account to spread information about upcoming events, Relay For Life, etc. Get more followers.
• Delegate hanging of signs/banners around campus to other board members
Director of Communications/Design:

• Create flyers/banners (for events to hang around campus) in a timely manner
  – report to VP Communications

VP Team Development

• Work on getting “teams” to sign up for Relay For Life event
• Inform each team that fundraising throughout the year is a key part of this event, not just signing up. It is very easy to send an email with your team’s link to family, friends, professors, etc. to ask them to donate to your team’s Relay page.
• Must communicate with Greek Life leaders, sports teams, other clubs on campus (Make-a-Wish Club, for example), and try to get as many sophomores and freshmen involved as possible.

VP Fundraising

• Work with Vicki and ___ in executing fundraising events throughout the year
• Plan events such as: 3v3 basketball tournament, Don Juan's proceeds nights, Just a Dream proceeds nights (about one proceed night a month)
• Organize selling in Farinon and at sporting events of Breast Cancer Awareness tanks in October

Education Chair/Luminaria Chair

• Work with VP Fundraising to incorporate education/advocacy into fundraising events and the Relay For Life
• Example of event from the past: skin cancer prevention information and sunscreen giveaway in Farinon before spring break
• In charge of selling luminaries before the event
• Organized luminaria ceremony day of event

Survivor & Caregiver Engagement Chair

• Work with Vicki and ______ to plan 1 ‘Survivor/caregiver’ event per semester – Can include Avon walk for breast cancer in Fall. Spring event can include survivor reception dinner, leading up to Relay For Life. Contact local hospitals, our American Cancer Society Rep, etc. for list of survivors in the area.
• Reach out to survivors to increase their attendance at our event
• Point contact for survivor speech guest