



Date Turned In _____

THE BIG EVENT 2012 SITE LEADER APPLICATION

APPLICATIONS DUE FRIDAY, MARCH 9th 2012

ALL SITE LEADER MEETING DATES ARE MANDATORY

Personal Information

Name _____ Student ID # & NetID 1000

Street _____ City _____ State _____ Zip Code _____

Cell Phone Number _____ Home Phone Number _____

E-Mail _____ Date of Birth _____

Organization you represent _____ Shirt Size: XS S M L XL 2XL 3XL

Site leader meeting dates

Training: Wednesday, March 21st 2012 at 5:30p.m in Student Congress Chambers (Lower Level of the University Center)
Site Leader Follow Up: Wednesday, April 4th 2012 at 5:30p.m. in Concho (Upper Level of the University Center)
The Big Huddle: Tuesday, April 17th 2012 at 5:30p.m. in Guadeloupe (Upper Level of the University Center)
Wrap Up Session: Tuesday, April 24th 2012 at 5:30p.m. Concho (Upper Level of the University Center)

Project Site Preference

1st Project Site Preference: _____

2nd Project Site Preference: _____

1. Why do you want to be a Big Event Site Leader?

2. Have you participated in The Big Event before? Yes No

3. What qualifications do you have for this position? (Leadership Experience, Previous UTA Volunteer Events, etc.)

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System BPM #32. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

If you have any questions or comments please contact The Big Event Committee at 817.272.2963 located in the Lower Level of the E.H. Hereford University Center within The Department of Student Activities.

PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE

SITE LEADER ROLES AND RESPONSIBILITIES

As a Site Leader you will be the main contact for your project site location. Your contact information will be given to the agency and each of the volunteers registered for your project.

IMPORTANT DATES FOR THE BIG EVENT 2012 SITE LEADERS	
03/09/12	Site Leader Application due by 5 p.m. to Bonnie Rodriguez in the UC lower level
03/21/12	Site Leader Training Session #1 Student Congress Chambers 5:30pm
03/30/12	Deadline for contacting agency/scheduling project site visit
04/04/12	Site leader Follow Up Concho, Upper Level of the University Center 5:30pm
4/11/11	PROJECT SITE VISIT SHOULD BE COMPLETED <i>Site visit includes:</i> <ul style="list-style-type: none"> • Meet with agency contact to discuss the project expectations • Check and confirm supplies needed/provided by agency • Survey site for safety and appropriateness • Confirm date and time of project • Date/sign <i>Site Inspection</i> section of agency's project application copy
4/16/12	Deadline for Site Leaders to report back to The Big Event Committee in the Lower Level of the UC regarding site visits. Turn in project application copy.
4/16/12	Pick up <i>Volunteer List</i> from Bonnie Rodriguez in the Lower Level UC basement and begin to contact volunteers via phone or email to provide site location, maps, and to answer any questions they may have.
4/17/12	The Big Huddle: Pick up T-shirts, supplies/tools, sign-in sheet, etc. from The Big Event Committee in Guadeloupe 5:30 pm, Upper Level of the University Center
4/18/12	Pick up outstanding materials/ T-shirts from the Lower Level of the University Center. Call volunteers and confirm their participation.
THE BIG EVENT 4/21/12	<ul style="list-style-type: none"> • Arrive to project site 20 minutes before expected volunteer arrival time • Greet agency contact upon arrival • Provide sign-in sheet to volunteers when they arrive and collect/sign/distribute waivers for <u>each</u> volunteer INCLUDING YOURSELF • Confirm all volunteers have made it to your project site - if they're absent contact them • Supervise project, serve as a liaison between volunteers and the agency • Take pictures of your volunteers! Email best pictures to zohra.charaniya@mavs.uta.edu. • Distribute T-shirts after project is completed (volunteers must stay for the entire project to receive). • Contact The Big Event hub in the lower level if you are running late to the Thank You Celebration from your site • Turn in your volunteer waivers, supplies/tools, and extra T-shirts to The Big Event Committee's Drop-off Booth at the Thank You Celebration.

04/25/12

Site leader Mandatory Wrap Up Session 5:30pm Concho (Upper Level of the University Center)