



## **Relay For Life: Application for Executive Committee**

**Due to Crystal Hardeman  
[crystal.hardeman@wku.edu](mailto:crystal.hardeman@wku.edu) in Garrett Ballroom  
You will be contacted for interviews.**

**For questions email: [jill.isom@cancer.org](mailto:jill.isom@cancer.org)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Year / Major: \_\_\_\_\_

College Address: \_\_\_\_\_

Phone Number (Best to Reach You): \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

If summer phone number is different than please list it as well (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Relay Experience: \_\_\_\_\_

Please list any extra curricular activities and offices you will hold this year:

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Please describe why you would like to be a part of the Relay Executive Committee:

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Please list two faculty/staff references. (Include Phone Number, Email Address, and Relationship): \_\_\_\_\_

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**Please rank one (1) through three (3) the positions you are most interested in, (1) being your first choice.**

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\_\_\_ **Accounting** – keep track of the donations through spreadsheets by teams, sponsors, registration, luminaria and general

\_\_\_ **Activities/Entertainment** – coordinates the activities, games, and competitions throughout the night of the event. Get on stage entertainment..

\_\_\_ **Entertainment** – Get entertainment such as bands, singers, acts for the event.

\_\_\_ **Fundraising** – coordinates fundraising efforts, develops innovative fundraising ideas, and serves as resource to team captains for fundraising and Click For A Cure.

\_\_\_ **Kickoff**– plans and implements the Kickoff and the spring “Relay Rally” to get students excited about Relay For Life.

\_\_\_ **Logistics** – is in charge of all physical aspects of the event and other events throughout the year. Need to have knowledge of event planning at WKU and the solicitation form process.

\_\_\_ **Luminaria** – in charge of coordinating the sales and ceremony for Luminaria

\_\_\_ **Mission Delivery/Advocacy** – educates participants at the event and at other events throughout the year on cancer and the political issues with cancer.

\_\_\_ **Online** – work with the website for WKU’s relay by adding design and updating the website with information that is provided by the committee. Chair Click For A Cure.

\_\_\_ **Publicity** - produces advertising and media releases for kickoff, Skin Cancer Awareness, Breast Cancer Awareness, Relay Rally, and the event. Must have knowledge of press releases and experience with graphic design and layout.

\_\_\_ **Sponsorship** – develops relationships with local businesses to get donations for Relay For Life.

\_\_\_ **Survivorship** – coordinates survivors for events throughout the year including the survivor reception and ceremony at the event.

\_\_\_ **Team Development** – coordinates Team Captain meetings in the spring and acts as a liaison between the American Cancer Society and participants for donations.

\_\_\_ **Team Recruitment** – recruits organizations to form teams and acts as mentors to teams that have signed up.

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#### **REQUIREMENTS:**

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1. Attend Biweekly/Weekly meetings in the Fall/Spring
2. Enrolled as a WKU student or faculty/staff during entire 2013-2014 year.
3. Attend a meeting in June and in July if necessary.
4. Attend and help in facilitating the Kickoff
5. Attend and help in facilitating Click For A Cure in the spring and fall
6. Attend and help the Relay For Life of WKU event – Date October 18, 2014

**I agree to the above requirements and affirm that the information on this application is true and complete to the best of my knowledge.**

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**Signature**

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**Print name**

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**Date**

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