

**University of Central Florida
Trick-or-Treat on Greek Street (TOTOGS)
Committee Application**

Trick-or-Treat on Greek Street (TOTOGS) provides a safe “trick-or-treating” environment for local kids and their families. The event takes place on Greek Park and Lake Claire at UCF. Student organizations, fraternities, and sororities team up and work together to plan activities for the children. The families and local alumni enjoy visiting the Halloween activities of each team. Through team fundraising activities, t-shirt sales, and business sponsors, TOTOGS will also raise funds for the Boy and Girls Club.

All TOTOGS committee members are required to:

- Attend weekly committee meetings once a week beginning in Fall 2019
- Provide weekly reports of progress to the committee
- Help set up, attend, and clean up the event

POSITION DESCRIPTIONS

Sponsorship Coordinator

- Find sponsors to give monetary donations
- Keep track of money raised by each organization
- Work with the chosen charity and invite them to the event

Event Coordinator

- Coordinate when and where each organization will be the day of the event
- Fill out the SAFE form
- Work with Student Organization Delegate on the day of the event to ensure that all organizations are following guidelines and clean up

Marketing Coordinator

- Get the entire community and campus involved in TOTOGS
- Write press releases and work with local radio stations and newspapers
- Design flyers and other promotional items
- Coordinate any signs needed for the event
- Design, order, and coordinate the sales of t-shirts for the event to raise money

Community Outreach Coordinator

- Work directly with the Boys and Girls Club
- Recruit children and families from the community to attend the event
- Work with local elementary schools and neighborhoods

Greek Organization Coordinator

- Schedule chapter visits to organizations
- Work with delegates from each participating organization
- Keep track of and organize the themes and activities for each organization
- Expected to attend weekly council meetings

Student Organization Coordinator

- Be the direct liaison between OSI organizations and the TOTOGS executive board.
- Work with delegates from each participating organization
- Keep track of and organize the themes and activities for each organization

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****Due September 27th by 5 pm to greekcouncil.communityprogram@gmail.com or the Greek Council Mailbox in The Office of Fraternity and Sorority Life****

****You will be contacted shortly after for a phone interview.****

Name _____ PID _____

Expected Graduation Year _____ Major _____

UCF Overall GPA _____ (minimum: 2.5) E-mail _____

Home Phone _____ Cell Phone _____

Will you be available this summer? _____

Position(s) Applying for: Please check all that apply:

- Sponsorship Coordinator Event Coordinator Marketing Coordinator
Greek Organization Coordinator Student Organization Coordinator
Community Coordinator

Please include the following in addition to your application:

1. Detailed resume
2. A typed response to the following questions:
 - a. Why do you want to be involved with Trick or Treat on Greek Street?
 - b. What new ideas can you contribute to the position?
 - c. What experience, if any, do you have planning a large scale event or working on a community service project?

By signing below you acknowledge that you have read the attached position descriptions and agree to fulfill all duties if selected. You also attest that the information on this application and all supporting documents are correct and permit Fraternity and Sorority Life to access and verify your academic and judicial records with the University of Central Florida and release them to the TOTOGS selection committee.

Signature of Agreement: _____ **Date:** _____

For further questions please contact the Greek Council VP of Community Program

Zaria Woods

Email: greekcouncil.communityprogram@gmail.com