



VOLthon 2020 Director Contract

I, _____, accept the following responsibilities of a director position for VOLthon at the University of Tennessee.

Time Commitments and Attendance

The estimated weekly time commitment for a director member of VOLthon is approximately 8-10 hours. Mandatory meetings include

- Board of Directors Meetings: biweekly, lasting 1.5 hours
- Split Meetings: biweekly, lasting 1-1.5 hours
- Committee Meetings: weekly, lasting 1-1.5 hours
- Staff meetings: monthly in the fall, biweekly in the spring, lasting 1-1.5 hours

Other time commitments may include:

- Planning and preparing for weekly committee meetings
- Campus and community outreach and accomplishing weekly goals
- Meetings with directors of other committees to coordinate for large events and campaigns
- Tabling on campus
- Attending VOLthon events (percentage nights, band parties, clinic parties, etc.)

All excuses must be approved by your VP at least 48 hours in advance of your missed meeting. Excessive absences may result in a meeting with your VP to discuss your time commitment to the organization.

Required Dates

While most of VOLthon's events are optional or members are allowed to submit excuses, there are a few dates each year that we ask VOLthon be made a top priority! Please see the list of required dates below:

- Sunday, March 31, 3:00pm – 7:00pm: VOLthon 2020 Transition Retreat
- Sunday, April 14, 2:00pm – 6:00pm: VOLthon 2020 Full Staff Retreat
- Sunday, August 25, 5:00pm – 7:00pm: Fall Semester Staff Kickoff
- Sunday, February 16 – Friday, February 21, 6:00pm – 9:00pm as your schedule allows: Main Event Work Week
- Saturday, February 22: 7:00am – 12:00pm: Main Event 2020

Please note that lack of availability on one of these dates does not necessarily make you ineligible to be a director.

Please discuss your conflict with your VP to determine possible accommodations for your schedule as soon as possible so you can still help make miracles this year.

General Expectations

Directors of VOLthon are expected to communicate and act with professionalism and timeliness at all times. Should a director be unable to uphold their commitments or complete their responsibilities during a given period of time, they should discuss that matter with their Vice President and the VOLthon president.

Professionalism

Directors of VOLthon are expected to act and represent the organization in a professional manner at all times, setting an example for other members. This includes meetings, events, and any involvement with hospital families, participants, and donors. Directors should display professionalism in all ways, including but not limited to attire, language, and behavior. Additionally, directors should practice confidentiality when necessary, keeping private meeting discussions private. Members that misrepresent the organization will face disciplinary action.



VOLthon 2020 Director Contract

Dues

Directors of VOLthon will be asked to pay \$40 in staff dues. This money goes to fund each director's cost of registration for the main event, director polo, nametag, and canning jar. Directors will have the opportunity to purchase additional apparel, but those fees are not included in the staff dues.

Fundraising

VOLthon was established in order to raise funds to support East Tennessee Children's Hospital. In order for each member to uphold the mission of the organization, directors are required to raise a minimum of \$800 during the course of the year.

Privacy and Publications

Families participating with VOLthon events must be given proper respect and privacy. Information about these families should not be shared with the general public, including social media, unless they have given signed approval through East Tennessee Children's Hospital.

I understand that I am taking on a director position for VOLthon during the course of the 2019 - 2020 school year. During this time, I will make it a priority to uphold the requirements listed above, and if at any point I am unable to fulfill this commitment in its entirety, I will speak with my Vice President to make adjustments or accommodations however possible for the remainder of the year. I understand that I am making a commitment to strive to make a difference for the kids treated at East Tennessee Children's Hospital, so that they can one day have the opportunity to make miracles alongside us.

My Director Position: _____

My Signature: _____ Date: _____

Signature of My VP: _____

Signature of President: _____



VOLthon 2020 Staff Contract

I, _____, accept the following responsibilities of a staff position for VOLthon at the University of Tennessee.

Time Commitments and Attendance

The estimated weekly time commitment for a staff member of VOLthon is approximately 5 hours. Mandatory meetings include

- Staff meetings: monthly in the fall, biweekly in the spring, lasting 1-1.5 hours
- Committee Meetings: weekly, lasting 1-1.5 hours

Other time commitments may include:

- Tabling on campus
- Campus and community outreach and accomplishing weekly goals
- Attending VOLthon events (percentage nights, band parties, clinic parties, etc.)
- Meetings with members of other committees to coordinate for large events and campaigns

All excuses must be approved by your director at least 48 hours in advance of your missed meeting. Excessive absences may result in a meeting with your director to discuss your time commitment to the organization.

Required Dates

While most of VOLthon's events are optional or members are allowed to submit excuses, there are a few dates each year that we ask VOLthon be made a top priority! Please see the list of required dates below:

- Sunday, April 14, 2:00pm – 6:00pm: VOLthon 2020 Full Staff Retreat
- Sunday, August 25, 5:00pm – 7:00pm: Fall Semester Staff Kickoff
- Sunday, February 16 – Friday, February 21, 6:00pm – 9:00pm as your schedule allows: Main Event Work Week
- Saturday, February 22: 7:00am – 12:00pm: Main Event 2020

Please note that lack of availability on one of these dates does not necessarily make you ineligible to be a staff member. Please discuss your conflict with your director to determine possible accommodations for your schedule as soon as possible so you can still help make miracles this year.

General Expectations

Staff members of VOLthon are expected to communicate and act with professionalism and timeliness at all times. Should a staff member be unable to uphold their commitments or complete their responsibilities during a given period of time, they should discuss that matter with their director.

Professionalism

Members of VOLthon are expected to act and represent the organization in a professional manner at all times, setting an example for other members. This includes meetings, events, and any involvement with hospital families, participants, and donors. Members should display professionalism in all ways, including but not limited to attire, language, and behavior. Additionally, members should practice confidentiality when necessary, keeping private meeting discussions private. Members that misrepresent the organization will face disciplinary action.

Dues

Staff Members of VOLthon will be asked to pay \$40 in staff dues. This money goes to fund each staff member's cost of registration for the main event, staff t-shirt, nametag, and canning jar. Staff members will have the opportunity to purchase additional apparel, but those fees are not included in the staff dues.



VOLthon 2020 Staff Contract

Fundraising

VOLthon was established in order to raise funds to support East Tennessee Children's Hospital. In order for each member to uphold the mission of the organization, staff members are required to raise a minimum of \$350 during the course of the year.

Privacy and Publications

Families participating with VOLthon events must be given proper respect and privacy. Information about these families should not be shared with the general public, including social media, unless they have given signed approval through East Tennessee Children's Hospital.

I understand that I am taking on a staff position for VOLthon during the course of the 2019 - 2020 school year. During this time, I will make it a priority to uphold the requirements listed above, and if at any point I am unable to fulfill this commitment in its entirety, I will speak with my director to make adjustments or accommodations however possible for the remainder of the year. I understand that I am making a commitment to strive to make a difference for the kids treated at East Tennessee Children's Hospital, so that they can one day have the opportunity to make miracles alongside us.

My Staff Position: _____

My Signature: _____ Date: _____

Signature of My Director: _____

Signature of My VP: _____