



2010 Cultural Connections Conference Committee Member Application

Thank you for your interest in the co-chair position for the 2010 Cultural Connections Conference Committee. The Cultural Connections Conference (CCC) strives to bring together students, faculty, and staff from various cultural backgrounds in order to empower them to become advocates for change in an increasingly diverse global society. Our mission is to provide engaging and intentional activities that serve as a catalyst for personal and professional growth, resulting in producing strong individuals and productive members of society.

Conference Goals

- ◇ To encourage **diversity appreciation** by providing opportunities for cultural dialogue, artistic expression, and shared experiences.
- ◇ To educate and provide opportunities for **leadership development** through workshop presentations, volunteer opportunities, and engaging speakers.
- ◇ To create an environment for **professional development** by creating presentation, career, and networking opportunities.
- ◇ To facilitate the development of **multicultural awareness, knowledge, and skills** necessary to work and live in a diverse global society.

Essential Qualifications and Expectations:

- Must be currently enrolled at Texas Woman's University
- Must be in good standing with the University
- Must maintain a 2.75 GPA or higher, 3.0 GPA preferred
- Involvement in at least one university activity at TWU (i.e. organization, committee, etc)
- Desire to gain leadership experience
- Must be able to attend CCC planning meetings and committee meetings
- Must be able to attend the conference and serve as a volunteer

**TEXAS WOMAN'S UNIVERSITY
CULTURAL CONNECTIONS CONFERENCE
COMMITTEE MEMBER APPLICATION**

PLEASE COMPLETE THE FOLLOWING INFORMATION: (PRINT)

Date: _____

Name: _____

TWU Student ID#: _____ Major/Minor: _____

GPA: _____ Classification: _____

Expected Date of Graduation: _____

Local Mailing Address: _____

Phone Number: _____ Cell _____ Home _____ Work _____

Email: _____ Hometown: _____

Committee Preference:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Please return this form to:
Office of Intercultural Services
Attention: Michelle Buggs, Assistant Director of Programs for Intercultural Services:
Jones Hall Suite 200

Disclosure Notice
Disclosure of your student ID number is requested as part of your Texas Woman's University application for Cultural Connections Conference co-chair position. Your Student ID number will be used to process your application. Student SSNs may be maintained and used by the Office of Intercultural Services for registration purposes only. Disclosure of your SSN will be governed by the Public Information Act (Chapter 552 of the Texas Government Code)

Leadership Development Committee

This committee is responsible for the solicitation of conference speakers and panel workshops. This will include (but will not be limited to) researching local and national motivational speakers, politicians, researchers, organizations and professionals. This committee will also be responsible in contacting proposed speakers and ensuring that call for program forms and proposals are complete and received on time. The committee will then follow up with the speakers to make note of any speaker fees, accommodations and additional speaker requests. This committee will collect and organize speaker bios and pictures for the program. This committee will be responsible for all correspondence with the speakers before and during the conference.

Entertainment and Networking Committee

This committee is responsible for obtaining performance artists for entertainment during lunch and other sessions. This can include but is not limited to vocalists, musicians, dancers, spoken words artists, comedians and actors. This committee will be responsible for obtaining information about payment and hospitality which will then be reviewed by the OIS. Once approved, the committee will be responsible for obtaining contracts and handling all correspondence between the entertainers and CCC.

Volunteer and Hospitality Committee

This committee is responsible for such hospitable considerations such as housing accommodations for speakers, guests and participants. Hospitality is also in charge of organizing conference meals and coordinating meals for overnight speakers and guests. This committee deals with all logistical arrangements to include signage, decorations and room assignments for conference sessions. The committee is also responsible for the recruitment of volunteers for the conferences. This committee will organize a volunteer orientation where the volunteers will become very familiar with the conference itself and how it is run. Each volunteer will be well versed in every area that volunteers are able to serve for example escorts, moderators, set-up crew, technical assistance, registration, etc. After the conference, the Volunteer committee will be responsible for the awarding volunteers with the appropriate credit and certificates of service.

Sponsorship Committee

This committee is responsible for the solicitation of conference sponsors. This will include writing letters, making phone calls and scheduling meetings with local businesses and corporations to solicit funds and/or in kind donations for the conference. This committee will also solicit university organizations and departments for the same. This committee will also organize a vendor and career fair or exhibit.

Public Relations Committee

This committee is largely responsible for the solicitation of conference participants and media coverage. This committee we create a marketing campaign to showcase the high points of the conference and appeal to a larger college student audience.

Registration Committee

This committee is responsible for the registration process; this includes but is not limited to, keeping track of documentation of the conference participants, registration setup the day of the event, and speaker registration and arrival. This committee will oversee check-in process for conference participants, speakers and volunteers. Also this committee will deal with creating name badges for conference participants, speakers and volunteers.