

## **TEEN BOARD / AMBASSADOR VOLUNTEER DETAILS AND GUIDELINES**

Applications may be submitted online at [www.CareySueVega.com](http://www.CareySueVega.com) under the 'Forms' section on the right hand side. The application deadline is Friday, June 18, 2010. No exceptions.

### **About the Cotillion Teen Board / Ambassador program**

The Cotillion Teen Board offers students the opportunity to gain experience in leadership, volunteering, event planning, public relations, and collaboration with other teen leaders from various schools.

### **Members responsibilities will include:**

- ✓ Plan and coordinate the **Premiere Cotillion Back to School Party**
- ✓ assist with the **Special Orientation class for new 7<sup>th</sup> and 8<sup>th</sup> graders**
- ✓ assist with **invitation preparations** (stuffing, stamping, sealing) Junior Cotillion invitations for rising 5<sup>th</sup> - 8<sup>th</sup> graders.
- ✓ assist with the **Parent Reception** in March.
- ✓ can also serve as an assistant for the Junior Cotillion program.

### **Application Process**

- The application deadline is Friday, June 18, 2010. No exceptions.
- Applicants must be currently enrolled as a Freshman, Sophomore, Junior or Senior in High School.
- To ensure a cross representation of board members, a maximum of one male and one female will be chosen from each school per grade. Exceptions may be made if all spots are not filled.
- Applicants will learn whether they have been accepted by Email no later than Friday, June 25, 2010.
- Teen board members will serve a ten-month term, beginning in June and ending in March.
- Those selected for the Teen Board must attend orientation on Monday, July 19, 2010. from 10:00 a.m. to Noon at the Vega residence, 7836 NW 130<sup>th</sup> Terrace, Oklahoma City, OK 73142.
- Teen Board members are required to attend 75% of the meetings/activities scheduled between June and April. Board members must participate in the Back to School Party (date to be determined by Teen Board).
- Verification of volunteer hours will be provided and, if requested, letter of recommendations to colleges or potential employers will also be available.
- Contact CareySue@CareySueVega.com with questions.

### **TEEN BOARD / AMBASSADOR COMMITMENT**

We ask that each Teen Board member serve on the board for the duration of the school year in which they were chosen to serve.

Each Teen Board member is expected to:

1. Attend an orientation on Monday, July 19, 2010 from 10:00 a.m. to Noon at the Vega residence, 7836 NW 130<sup>th</sup> Terrace, Oklahoma City, OK 73142.
2. Attend 75% of the scheduled Teen Board meetings/activities. It is mandatory to attend the July 19 orientation. Three unexcused absences are grounds for removal from the Teen Board.  
Meetings/obligations are tentatively scheduled on the following dates but are subject to change:
  - Monday, **July 19** - ORIENTATION 10:00 a.m. - Noon
  - Monday, **July 26** - Meeting 10:00 a.m - Noon
  - Monday, **August 9** - Meeting 10:00 a.m - Noon
  - Sunday, **August 22** - Special Orientation for new 7/8<sup>th</sup> graders 1:30-3:00pm  
and Assistant training 3:10-4:10pm
  - TBA, **September**, (by teen board consensus) - Back to School Party
  - Tuesday, **October 12** - Meeting 6:00-7:30 p.m., Pizza provided
  - Thursday, **November 18** - Meeting 6:00-7:30 p.m., Pizza provided
  - Thursday, **January 6** - Meeting 6:00-7:30 p.m., Pizza provided
  - February 28 - March 4** - Junior Cotillion Invitation preparations, after school/TBA
  - Tuesday, **March 29** - Junior Cotillion Parent Reception 6:30-8:00 p.m.
3. Actively participate in a committee and in planning for Teen Board events.
4. Increase the public's awareness of Junior Cotillion, especially the Premiere Cotillion Program among high school students.
5. Send a letter of resignation if he/she cannot fulfill the responsibilities of a Teen Board member.
6. Complete eight hours of required volunteer time with the Teen Board outside of general meetings such as the Special Orientation and/or Assistant Training, Junior Cotillion Invitation Preparations, Junior Cotillion Parent Reception.

## **TEEN BOARD / AMBASSADOR ACTIVITIES**

Members of the Cotillion Teen Board will be encouraged to participate in the following events (Note: \* denotes required activities):

**Activity:** Teen Board Orientation\*

**Timeframe:** Monday, July 19, 2010, 10:00 a.m. - Noon

**Description:** Members of the Teen Board must participate in an orientation to meet other board members and learn more about their opportunities and responsibilities as a member of the board.

**Activity:** Teen Board Meetings

**Timeframe:** August through January

**Description:** General informational and planning meetings

**Activity:** Special Orientation for new 7/8<sup>th</sup> graders

**Timeframe:** Sunday, August 22, 1:30-3:00pm

**Description:** Participate in and help as an assistant ensuring the new 7/8<sup>th</sup> graders feel welcome and comfortable as they enter the Junior Cotillion program for their first season.

**Activity:** Assistant Training

**Timeframe:** Sunday, August 22, 3:10-4:10pm

**Description:** Participate in and help train the assistants for the upcoming Junior Cotillion season

**Activity:** Presentation to school about Premiere Cotillion\*

**Timeframe:** Mutually convenient time

**Description:** Teen Board members are to deliver a presentation to members of their school about the Premiere Cotillion Program to increase awareness among their peers about the benefits of the program.

**Activity:** Back to School Party\*

**Timeframe:** 7:00-9:00 p.m. (Date TBA by teen board consensus)

**Description:** Members of the Teen Board will be planning and implementing this event.

**Activity:** Junior Cotillion Invitation Preparations\*

**Timeframe:** February 28 - March 4, flexible (after school into evening)

**Description:** Teen Board members are required to volunteer a minimum of 3 (out of their 8 total hours) assisting with the invitation preparations.

**Activity:** Junior Cotillion Parent Reception for new season

**Timeframe:** Tuesday, March 29, 6:30-8:00 p.m.

**Description:** Teen Board will assist in welcoming new parents to the informational reception and be available to answer questions and provide detailed information about the Cotillion programs.

## **COMMITTEE INVOLVEMENT**

Members will be required to participate on a committee and can choose from the following options:

**Committee:** Social Media Committee

**Timeframe:** Mutually convenient time

**Description:** Teen Board members are to monitor and update the Facebook 'Oklahoma Junior Cotillion' fan page along with any other social media updates/outlets.

**Committee:** PR Committee

**Timeframe:** Mutually convenient time

**Description:** Teen Board members are to write press releases for local papers and blog postings to promote the benefits of Premiere Cotillion and will be responsible for taking minutes during meetings.

**Committee:** Video / Photography

**Timeframe:** Mutually convenient time

**Description:** Teen Board members are to take video footage of events (including Junior Cotillion) promoting the benefits of all Cotillion programs to post on Facebook, blogs, etc.