The University of Oklahoma’s Mom’s Day offers the perfect opportunity for students to include their parents (especially moms) in their college experience. The weekend is packed full of fun, entertaining, and educational events. Mom’s Day usually occurs sometime in mid spring. By being on this executive committee, you are given the opportunity to help honor moms and parents by planning every aspect of every event during this remarkable weekend!

Name ____________________________________________

Student ID _____________________________ Classification ____________________________

Major/Minor ____________________________________________

Phone Number _____________________________ Email ________________

T-Shirt Size ________ Have above a 2.5 Cumulative GPA? ______
(New to OU? Please use your GPA from your previous school)

Application Guidelines (Turn in 4 printed copies):

1. Why do you want to be on CAC Mom’s Day Exec?
2. What ideas do you have to help make moms and parents feel welcome on our campus during the weekend?
3. List 3 theme ideas for the weekend.
4. What makes you BEST qualified for your top 2 position choices (Please be specific)?

Please turn in 4 copies your application to the “Moms’ Day Exec” folder in Student Life, Suite 370, in the Oklahoma Memorial Union by September 30, 2011 at 5 p.m. If you have any questions or comments please feel free to contact Rachel Simpson, Mom’s Day Chair, by phone at (580) 504-3860 or email at rsimpson@ou.edu. Thanks for applying!

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For accommodations on the basis of disability please call (405) 325-3163.
The University of Oklahoma is an equal opportunity institution.
**Position Descriptions**

**Secretary:**
The secretary will be responsible for taking attendance and minutes, sending e-mails to committee members, creating and distributing a contact sheet, answering e-mails, and performing other secretarial duties. The Secretary also coordinates the schedules of the volunteers in the Spring. A person applying for this position should be organized, methodical, punctual, and accurate at note-taking.

**Programming Team:**
The programming team will develop the programs and events that take place throughout Mom’s Day. The team will then divide into smaller committees to plan in detail and successfully execute those events. People applying to be a part of the programming team should be creative, efficient, self-motivated, extroverted, organized, able to work under pressure, flexible, able to lead others, and should have a positive attitude.

**Sponsorship Team:**
The sponsorship team is responsible for fund-raising for Mom’s Day. The team will create a sponsorship packet to distribute to local businesses, and will work to secure sponsorship from sources both on- and off-campus. People applying for this team should be energetic, enthusiastic, dynamic, fast-paced, resourceful, friendly, and outgoing.

**Publicity Team:**
The publicity team will publicize Mom’s Day both on- and off-campus. They will work with the programming team and the creative director to design flyers, brochures, and the Mom’s Day logo. Individuals applying for this position should be strategic, inventive, creative, organized, and able to work well with others.

**Community Relations:**
The goal of the community relations director is to stimulate interaction between our exec and the OU/Norman community. The community relations director will be planning community work between the Mom’s Day executive team and the organization that Mom’s Day chooses to work closely with. A person applying for this position should be organized, communicative, resourceful, and have a passion to serve.

**IPOY/MOY (International Parent of the Year/Mother of the Year):**
The IPOY/MOY chair is responsible for the coordination, application and interviewing process of the IPOY/MOY applicants. While it is not required, bilingual or trilingual speakers are encouraged to apply for this position. A person applying for this position should be organized, decisive, friendly, and responsible.