

# KIDSTUFF 2019

Co-Chair Application

**April 2019**

*Kidstuff is an annual mini-carnival for 4 - 8 year olds who participate in programs run by community service agencies in the Scranton area. If you are interested in serving on the planning committee, **please complete the following application by December 10, 2018.***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Major: \_\_\_\_\_ Class of: \_\_\_\_\_

**Have you been involved with Kidstuff previously? Yes/No (Please circle); If yes, in what capacity? If no, please explain your motivation for applying for a Co-Chair position.**

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**What gifts/talents will you bring to planning and implementing Kidstuff '19?**

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**Kidstuff is an annual event that requires a great deal of planning & dedication. Please list all other academic/extracurricular commitments and explain how you plan to make Kidstuff 2019 a priority.**

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Which Co-Chair position(s) would you like to be considered for. If choosing more than one, please rank them from 1 - 7 in order of preference (1 = the highest, 7 = the lowest).

➤ Refer to the back for details.

Decorations \_\_\_\_\_

Entertainment \_\_\_\_\_

Registration \_\_\_\_\_

T-shirts/Public Relations \_\_\_\_\_

Games and Booths \_\_\_\_\_

Food \_\_\_\_\_

Buddies \_\_\_\_\_

**Please email completed application to [kidstuff@m.marywood.edu](mailto:kidstuff@m.marywood.edu) or return to Campus Ministry, Swartz Center for Spiritual Life no later than December 10, 2018.**

**For more information, contact Abby Burge at [kidstuff@m.marywood.edu](mailto:kidstuff@m.marywood.edu)**

## General Responsibilities of Each Sub-Committee

### Decorations

The Decoration Co-Chairs brainstorm decoration ideas that coincide with the theme of the event; check and gather and order supplies needed for decorations; solicit for donations of supplies as needed; design and paint decorations related to the theme of Kidstuff; hang decorations for the event; and recruit volunteers to assist with making decorations, setting up the Latour Room/Fireplace Lounge and cleaning up the Latour Room/Fireplace Lounge following the event. Two Decoration Co-Chairs may be selected.

### Food

The Food Co-Chairs is responsible for ordering and picking-up food and refreshments for Kidstuff. They solicit for donations of refreshment supplies and work with Chartwells and Ann O'Brien to arrange food for the event. They also recruit volunteers to assist with collecting food and supplies, setting up and cleaning up of food booth, and running the food booth. Two Food Co-Chairs may be selected.

### Buddies

The Buddies Co-Chairs recruit college students from Marywood University to "be a buddy" to the children during Kidstuff. They are responsible for publicizing for Buddy volunteers, communicating with volunteers who have signed up, orienting Buddy volunteers on the morning of the event, and working with registration committee during the morning of Kidstuff. Two Buddies Co-Chairs may be selected.

### Games and Booths

The Games and Booths Co-Chairs recruit student clubs and organizations to participate in KIDSTUFF by setting up a game or booth. They work collaboratively with Council of Clubs, Res. Comm., & SALD. They also organize tables and chairs for the clubs. Two Games & Booths Co-Chairs may be selected.

### Registration

Registration Co-Chairs contact and invite local agencies and children of Marywood staff and faculty to get involved in Kidstuff. They keep track of registration forms; make nametags for children attending; and run registration the morning of Kidstuff. Three Registration Co-Chairs may be selected.

### T-shirts/Public Relations

T-shirt/Public Relations Co-Chairs develop design for t-shirts, work with the t-shirt company, order t-shirts by working closely with Ann O'Brien and Mary Roche, sell t-shirts, and keep track of money. They will also be responsible for creating advertisements for the event for Marywood's Campus and outside organizations. Two T-Shirt Co-Chairs may be selected.

### Entertainment:

The Entertainment Co-Chairs create and organize simple and fun activities for the children to be involved with during Kidstuff. These activities are in addition to the clubs & organizations booths. They also recruit volunteers to assist with entertainment as needed. Two Entertainment Co-Chairs may be selected.

**Co-Chairs will recruit other students to help with responsibilities.**

**Co-Chairs are required to attend organizational meetings that occur at the discretion of the General Chair, which will be decided at the first meeting.**

**The first meeting of the semester will be Tuesday, January 22, 2019 at 9pm in the campus ministry basement.**