



## Steering Committee Responsibilities

**Chairperson:** Carol M. de la Cruz

**Co-chairperson:** Valerie Wyatt

**Recording Secretary:** Christy Herald

Corresponding Secretary: Janice Cooper

**Treasurer:** Ben Ryburn

### ***Student Recruitment:***

Responsible for identifying student participants for the year-long ACT-SO program, disseminating information (i.e., applications, guidelines, competition schedule, brochures, etc.) about the ACT-SO program to schools, churches, recreation centers, etc.; organizing a student/parent orientation, maintaining contact with former participants. Work closely with the ***Public Relations/Media*** and ***Enrichment*** chairpersons to leave brochures and flyers with schools, churches, etc.; and to create announcements for school newspapers, church announcements and bulletin boards, and web sites of other organizations. Ask to be included in school assemblies or curriculum nights at the high schools; (students who attend the high school can work the table at these events). Meet with the high school counselors. Ask to attend a monthly meeting of local not for profit organizations to talk about ACT-SO (see Mix Online for list of organizations and their contact information).

The student recruitment chairpersons should consider the following sub-committees within the student recruitment committee:

- High School Outreach
- Church Outreach
- Community Outreach

### ***Volunteer Recruitment:***

Responsible for identifying volunteers for the ACT-SO program to server on committees, as coaches for enrichment sessions, and mentors for participants. The committee will maintain the volunteer database.

### ***Public Relations/Media:***

Responsible for promoting the ACT-SO program and publicizing related activities and events through the use of posters, press releases, public service announcements, pictures, brochures, flyers, Social Media. etc. Creates updates and monitors the Bloomington-Normal ACT-SO web site. Look for events that ACT-SO can participate in to promote the program such as parades or community events. Prepare recruitment packets to be handed out to various organizations.

### ***Enrichment:***

Organize group sessions for all ACT-SO students and category sessions for each specific category. Responsible for identifying and coordinating category lead volunteers and working with those volunteers to, organize workshops, tutorials, and field trips; plan presentations by guest speakers (coaches), equip students with knowledge and requirements of their competition category. Assist students in locating mentors. Category Leads have the following responsibilities:

- Complete knowledge of assigned competition category.
- Conduct first and second enrichment sessions to ensure students understand category requirements.
- Secure a coach for assigned category for each enrichment session
- Communicate with coach: enrichment session expectations, location, and time.
- If unable to secure a coach, the category lead will conduct the category session.
- Compile list of all students competing in your respective category; confirm in advance their attendance at the scheduled sessions.
- Provide encouragement to students in assigned competition category.
- Assist students in competition category with finding a mentor if needed.

***Coaches*** work with students in a group setting at monthly enrichment sessions. Coaches provide information about resources, examples, information the students can use to complete their projects. They are available in the enrichment sessions to answer questions and give advice. Coaches do not need to be available for every enrichment session but should commit to at least 2 sessions. Coaches cannot be competition judges in the same category they are coaching.

***Mentors*** work with students one on one to help them prepare their project for competition. Meetings should be at least monthly but can be as often as student and mentor decide. Mentors cannot be coaches/judges in the same competition category they are mentoring a student in but can coach/judge another category.

### ***Judge Recruitment:***

Responsible for identifying judges for the local competition, preparing, and disseminating information to potential and qualified judges; conducting orientation and training sessions for judges, providing the necessary information and materials for the competition judging; maintaining a directory of past and potential judges. Keep judges engaged with a monthly newsletter to update them on the progress of the program. The Judge Recruitment chair should consider the following sub committees within the student recruitment committee:

- Illinois State University
- Illinois Wesleyan
- Heartland Community College
- Lincoln College
- Community Professionals

***Judges*** attend the competition and use pre-established criteria to score student projects or performances. (In the Humanities, Sciences and Business categories, judges receive the students' written materials 2 weeks before competition for pre-judging of that portion of the competition). Judges cannot be a coach or mentor in the competition category they are judging.

### ***Fund Development:***

Responsible for raising money to adequately cover the expenses of the local ACT-SO program and national competition travel, food, and lodging. The committee chair is tasked with the following:

- Develop a long-range fund development plan with a mix of strategies including revenue goals and action plans.
- Work closely with the treasurers of the ACT-SO program and the sponsoring NAACP branch to develop fundraising activities.
- Ensure prospect research occurs to identify how much money might be raised from different types of resources.
- Identify specific, potential sources of funds from a diverse mix of sources.
  - Names of individuals, businesses, organizations, foundations, grants, government agencies, and/or the specific amounts of fees to charge for certain services.
  - Potential philanthropic support.
- Ensure effective administrative systems to track grants and donations.
- Inform chair, co-chair, and corresponding secretary of all contributors so thank you letters can be sent.

### ***Awards Souvenir Book/ Print Committee:***

Works closely with all committees to create needed printed material, especially the public relations/media committee, recruitment committee, enrichment committee, and the photographer. Responsible for creating layout and design for program book, t-shirts, banners, flyers, posters, brochures, etc.

### ***Awards Ceremony Banquet Committee:***

Responsible for determining time and place for awards ceremony, negotiating price, decorations, menu, tickets, key note speaker, program, etc. Program should include an overview of the ACT-SO program and an explanation of scoring for medals.

### ***Local Competition:***

Responsible for ensuring adherence to all general policies associated with the local competition including but not limited to competition preparation and set-up. Should secure volunteers and plan for volunteer and student refreshments.

### ***National Travel Committee:***

Responsible for travel arrangements (transportation, housing, activities) to the national competition for medalists, chaperones, chair, and co-chair.

***Administrative Support Committee:***

The Recording Secretary is chair of the administrative support committee. The committee will assist with data entry of student information, assembling of information packets, and sending e-mails, and updating calendar. The committee will create and maintain an ACT-SO Alumni database.

***Photography Committee:***

The photography committee members will photograph/videotape ACT-SO activities. Activities may include the orientation/information sessions, student enrichment sessions, and social and service events.

For information on becoming an ACT-SO  
**JUDGE, COACH, MENTOR, or PARTICIPANT**  
visit us at [www.bnact-so.org](http://www.bnact-so.org) and complete a volunteer or registration form!  
[Facebook.com/bnactso](https://www.facebook.com/bnactso) | [Instagram.com/bnactso](https://www.instagram.com/bnactso)

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