

Moving Forward

Now that you have put together a mission statement, a council and committees, here are some helpful hints to keep you moving in the right direction. This section includes helpful hints on putting together a business plan, effective ways to run committee meetings, sample timelines and team building suggestions.

Event History

It explains the history behind your organization, who started the event, why and your goals for the future. Please take time when capturing your history; it is the foundation of your marathon. The Riley Children's Foundation desires to simply provide the structure because each school is different. Each individual should set their own goals and the final copies are then compiled and added to each section.

Committee meetings

Your first committee meeting will set the pace of the entire year. Be excited, you are raising money for the kids!

Timelines

Included are two different types of timelines with examples as well as some helpful suggestions. Timelines do not need to be color-coded, however it might be easier to follow. Take time to look through the examples and notice the placements of each section.

Team Building

The planning committee will spend a lot of time together during the entire process. A great reminder from the Children's Miracle Network is that it is important that everyone works together well and can effectively handle stress. Team building exercises can bring people together and relieve stress. To make the experience more valuable and fun, identify both group and individual goals at the beginning of the process. Individual goals will fortify personal motivation levels, and group goals will help people realize the expectations of other members.

First Committee Meeting

- ✓ Be overly prepared.
- ✓ Schedule rooms on-campus well in advance. On-campus meetings are more professional and less intimidating and easier to get to than off campus residences.
- ✓ Get to the room early.
- ✓ Set the tone... be friendly and outgoing but establish an understanding that you expect every committee member to be productive and dedicated.
- ✓ Distribute information on Dance Marathon, Riley Hospital for Children and the role your committee plays in your organization. It would be beneficial to have the information organized in binders that the committee members may keep to file minutes and other information.
- ✓ Break the ice! Make committee members feel like they are part of a team. Perhaps you could schedule time for the committee to meet for lunch, dinner, or a fun activity. Bonding as a committee is important in ensuring that everyone feels comfortable and familiar with each other.
- ✓ Have committee members fill out personal information sheets. Ask for their name, school and home addresses, school and home phone numbers, birthday (so you can celebrate), graduation date, class schedule, and time commitments. Have committee members list the times they can attend meetings.
- ✓ Collect committee member's t-shirt and sweatshirt sizes as well for easy reference when ordering their committee shirts.
- ✓ Discuss goals and expectations for Dance Marathon and for the committee. Emphasize establishing a strong foundation for other students to build upon in the future. In other words, set long-term goals and short-term goals.
- ✓ Ideally, each committee member will have a specific responsibility. For example, the Public Relations Committee would have two or three members write press releases, two or three work with the media, etc. It is important to delegate to each member so every one feels like they have a role and purpose.

Dance Marathon Timelines 101

- ✓ Establish timeline committee. This group usually consists of directors that have many events taking place during the marathon. (for example, at Indiana University, this includes catering, operations, morale, Riley development and entertainment, led by the Vice President of Internal)
- ✓ Schedule mandatory weekly meetings starting at least 12 weeks out
- ✓ Determine timeline format and who will update it before and after each meeting.
- ✓ Brainstorm all items/events to include in timeline.
- ✓ Schedule “anchors” first (i.e. start/end times, meals, restroom breaks, etc.) in order to determine the number of entertainment, meals and Riley family time slots.
- ✓ Keep rest of executive council/overall committee informed on regular basis and for their recommendations and/or items for timeline.
- ✓ Agree to guidelines regarding making changes during dance marathon and who has final say in making a change.
- ✓ Distribute copies of final timeline to the executive council/overall committee for reference during dance marathon.
- ✓ Faithfully stick to timeline, remembering to be flexible when necessary and get back on schedule ASAP if things run short or long.

Helpful Timeline Tips

TIMELINE COMMITTEE

- FOR EXAMPLE, INCLUDE PRESIDENT/OVERALL CHAIR, CO-DIRECTOR/VICE-PRESIDENT, ENTERTAINMENT DIRECTOR, MORALE DIRECTOR, CATERING DIRECTOR, FAMILY RELATIONS DIRECTOR, FACILITIES/OPERATIONS DIRECTOR, AND ADVISOR.
- INVITE OTHER DIRECTORS OR UNIVERSITY CONTACTS TO ATTEND A MEETING IF THEIR AREA/FACILITY IS BEING DISCUSSED AND YOU WANT IMMEDIATE INPUT AND ANSWERS.
- YOU MAY NOT NEED AN ADVISOR AT EVERY MEETING, BUT IT IS A GOOD IDEA TO AT LEAST INCLUDE HIM OR HER DURING THE FINAL 6 WEEKS.

TIMELINE FORMAT

- 5 OR 10-MINUTE INTERVALS WORK WELL BECAUSE IT IS EASY TO LOSE DANCERS IF THERE IS TOO MUCH "DOWN TIME". PLAN FOR EVERY MINUTE!
- E-MAIL OR CALL PERSON WHO UPDATES TIMELINE AS SOON AS SOMETHING IS CONFIRMED SO THAT TIMELINE IS UP TO DATE AT THE BEGINNING OF EACH MEETING.
- CREATE A FORMAT THAT ALLOWS YOU TO INCLUDE THE MOST INFORMATION, BUT IS EASY TO FOLLOW. MANY SCHOOLS USE EXCEL OR LOTUS.

SOME ITEMS/EVENTS TO INCLUDE:

- WELCOME
- INTRODUCTIONS - EXEC., FAMILIES, ADVISORS, VISITING SCHOOLS, ETC.
- SPEAKERS - FAMILIES, UNIVERSITY OFFICIALS, HOSPITAL REPRESENTATIVES, ETC.
- ENTERTAINMENT ACTS - BANDS, DANCE INSTRUCTORS, MAGICIANS, ETC.
- MEAL AND SNACK TIMES
- THEME HOURS
- EXECUTIVE COMMITTEE MEETING(S)
- EXEC SHIRT TO BE WORN - IF EVERYONE IS GOING TO WEAR SAME COLOR AT SAME TIME
- RESTROOM BREAKS
- INSTRUCTIONS - HOW MEALTIME WORKS, MORALE ROTATIONS, SPIRIT POINTS, ETC.
- MORALE ACTIVITIES

- DANCER GROUPS - WHERE EACH WILL BE DURING A GIVEN ROTATION
- "POWER TIME" - DEPENDING ON LENGTH OF MARATHON, DON'T FORGET TO CATCH SOME ZZZZ'S WITHOUT DANCERS KNOWING ABOUT IT (OF COURSE!)
- SET-UP/TEAR-DOWN
- AWARDS - SPIRIT AWARDS, TOP FUNDRAISERS, BANNER CONTEST WINNERS, ETC.
- FINAL TOTE BOARD
- VIDEO
- REGISTRATION - WHEN WILL DANCERS START ARRIVING
- OUTSIDE EVENTS THAT MIGHT INFLUENCE MARATHON - BARS CLOSE, CONCERT ENDING, ETC.

LAST HOUR

- IF YOU CREATE A VIDEO, DON'T MAKE IT TOO LONG BECAUSE DANCERS WILL FALL ASLEEP. THE LONGEST A VIDEO SHOULD BE IS 5-8 MINUTES. IF YOU HAVE A LOT TO SHARE, SHOW 2 VIDEOS AN HOUR OR MORE A PART.
- KEEP EXEC THANK YOUS TO A MINIMUM. HONESTLY, DANCERS DON'T CARE - THEY WANT TO GO TO BED. HOLD ON TO THESE WORDS OF THANKS FOR COMMITTEE MEMBERS AND FRIENDS UNTIL A GATHERING AFTER DANCE MARATHON.
- UNLESS YOU HAVE A WELL KNOWN TRADITION FOR HOW YOU END YOUR MARATHON, IT'S A GOOD IDEA TO GIVE DANCERS A BRIEF RUN-DOWN OF THE LAST FEW ACTIVITIES IN ORDER TO KEEP THEM FROM LEAVING EARLY. (FOR EXAMPLE, "NEXT WE'RE GOING TO ANNOUNCE THE AMOUNT RAISED AND THEN WE'RE ALL GOING TO FORM A CIRCLE AROUND THE MIRACLE FAMILIES. AFTER THAT WE'LL HAVE THE COUNTDOWN TO THE END OF DANCE MARATHON 2000! YOU'RE ALMOST THERE!")
- KEEP TEAR DOWN OUT WHERE THE DANCERS ARE LOCATED TO A MINIMUM BEFORE THE END OF DANCE MARATHON.

Children's Miracle Network Sample Timeline for Events

- January: Select Executive Director and Assistant Directors. Interview chairpersons.
- February: March: Put major committee heads in place
Set goals
Set meeting times
Plan for Children's Miracle Network training session to help guide the executive committee
- April: Put committee members in place
Hold mass meeting with committees and chairpersons
- April/May: Begin working on goals. Solicit donations. Contact Media
- Summer: Continue working on goals
Retreat over summer to touch bases and check progress
- August: Resume regular meetings. School starts! Staff booths at residence halls and activity fairs.
- September: Continue working on goals. Make sure everything stays on track. Hold dancer/
mass member meeting
Dancer registration
Begin canning \$\$\$\$\$
Organize mass members
Begin advertising for Dance Marathon
- October: Reality check.
Write thank you notes to sponsors
Collect money
Tie up loose ends and maintain good relationships with all organizations
- November: Have all things lined up and in place
- December: Media!!
- January: Finalization of Dance Marathon lineup; bands, food, morale etc.
Register dancers
Hold mass dancer/committee meeting
Last chance to fix things
Hold dress rehearsal; every possible scenario is worked out
- February: DANCE MARATHON!!
- Feb/March: Tie up loose ends, continue to work for next year

Dance Marathon Cleanup Tasks

Co-Chairs/ BOM-	Primary: All necessary items back to office and clean up Exec area Secondary: Take down banners
Alumni Relations-	Primary: Help breakdown catering area, tables/ chairs Secondary: Help Physical Plant personnel return tables/ chairs
Catering-	Primary: Breakdown catering area, tables/ chairs Secondary: Load appliances into vans
Dancer Relations-	Primary: Assist dancers in recovering bags, breakdown bag area Secondary: Collect balls/ table tennis/ other supplies; TARPS
Entertainment-	Primary: Help with sound booth, massage area breakdown Secondary: Help fundraising with Supervisor station
Family Relations-	Primary: Clear tent by 7 am. Breakdown tables/ chairs Secondary: Help Physical Plant with tables/ chairs; TARPS
Fundraising-	Primary: Clean up Supervisor station/ tables Secondary: Help morale load bike racks into truck
Event Coordination-	Primary: Help clean up PR area. Breakdown drapes/ tables Secondary: Help Physical Plant personnel return tables/ chairs
Morale-	Primary: Move all bike racks to garage door Secondary: Load bike racks onto truck
Recruitment-	Primary: Clean racquetball courts, clean racquetball hallway Secondary: Clean front entrance & hallway; TARPS
Public Relations-	Primary: Clear tent by 7 am. Breakdown drapes/ tables Secondary: Help Physical Plant personnel return tables/ chairs
Special Events-	Primary: Sweep/ mop tarps Secondary: Roll tarps
Technology-	Primary: Make sure all trash from gym has been emptied Secondary: Move all trash cans from floor to garage door; TARPS

Team Building

This section is dedicated to leadership and teamwork. It is simply a structure to get you started. As you acquire more team building activities, fill in this section and you will find this section to be a tremendous resource for you.

Team Member Needs (CMN Guidebook)

1. I need a SENSE OF BELONGING... a feeling that I am honestly needed for my total self, not just for my hands, not because I take orders well and carry them out exactly as prescribed.
2. I need to have a sense of SHARING IN PLANNING OUR OBJECTIVES. My need will be satisfied only when I feel that my ideas have had a fair hearing.
3. I need to feel that the GOALS AND OBJECTIVES arrived at are within reach and that they make sense to ME.
4. I need to feel that what I am doing has REAL PURPOSE; that my being in the organization makes a difference to someone; that the value of my contribution extends beyond my personal gain- or yours.
5. I need to SHARE IN MAKING THE GROUND RULES by which together we shall live and work toward our goals.
6. I need to know in some clear detail just WHAT IS EXPECTED of me, not only my detailed job, but also where I have an opportunity to make personal decisions.
7. I need to have some RESPONSIBILITIES THAT CHALLENGE; that are WITHIN RANGE of my abilities and interests, and that CONTRIBUTE toward reaching my assigned goal and the goals of the organization.
8. I need to SEE that PROGRESS is being made toward the goals that we set.
9. I need to be INFORMED. Keeping me informed is one way to give me status as an individual.
10. I need to have CONFIDENCE IN MY SUPERIORS.

Confidence is based upon ASSURANCE OF CONSISTENT, FAIR TREATMENT, or recognition when it is due, and TRUST THAT LOYALTY will BRING INCREASED SECURITY.

Remember and understand that my values may be different than yours. What makes sense to you may not make sense to me. Differences are what make our team great!

Quotes

You see things; and you say “why?”
But I dream things that never were; and I say, “why not?”

-George Bernard Shaw

“Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to take rank with those poor spirits who neither enjoy much nor suffer much, because they live in the gray twilight that knows not victory nor defeat.”

- Theodore Roosevelt

Whatever you can do, or dream you can, begin it.
Boldness has genius, power and magic in it.

- Goethe

There is a tide in the affairs of men,
Which, taken at the flood, leads on to fortune;
Omitted, all the voyage of their life
Is bound in shallows and in miseries...
And we must take the current when it serves,
Or lose our ventures.

-William Shakespeare, *Julius Caesar*

Ah, but a man’s reach should exceed his grasp,
Or what’s heaven for?

- Robert Browning

Given the objectivity that comes with time, we may later conclude that our problems have become stepping- stones, lifting us toward the realization of even greater dreams.

- Wayne B. Lynn

Don’t delay acting on a good idea. Chances are someone else has just thought of it, too.
Success comes to the one who acts first.

- Life’s Little Instruction Book

All men dream, but not equally.
Those who dream by night in the dusty recess of their minds awake to find it was vanity;
But the dreamers of the day are dangerous men that they may act their dreams with open eyes to make it possible.

- T.E. Lawrence

Oldies but Goodies...

Finish the Sentence

Go around the room and have each person complete one of these sentences (or something similar):

The best job I ever had was...

The worst project I ever worked on was...

The riskiest thing I ever did was...

This is a good technique for moving on to a new topic or subject. For example, when starting a class and you want everyone to introduce themselves, you can have them complete "I am in this class because..."

You can also move on to a new subject by asking a leading question. For example if you are instructing time management, "The one time I felt most stressed because I did not have enough time was ..."

First Job

Have participants introduce themselves, sharing their name and something they learned on their first paying job.

Good or New

Ask each person to share something good or new they have experienced in the last 24 hours.

Three Truths and a Lie

Give each individual a 3x5 card and instruct them to write 3 statements about themselves: one of the statements should be false while 2 should be true.

Explain that the goal is to fool people about which is the lie. Allow 5 minutes to write statements; then have each person read the 3 statements and have the group guess the lie. Award a prize to the individual who makes the most correct guesses.

Human Knot:

Have a group of 10-15 stand very close together. Tell them to reach out their arms so all hands are jumbled and intertwined. Tell them to grab one hand for each of their hands, but not the one of the person's next to them. Now they are a human knot and must use teamwork to untangle themselves into one circle without letting go of their hands.

Non-verbal birthday lineup

Ask everyone to line up according to the month and day of birth without any talking. This should inspire some interesting means of communication towards a common goal.