SAVE THE DATE!
The 2013 MLK, Jr. Commemoration will be January 21-25, 2013!

Description of the Commemoration:
On November 2, 1983, former President Ronald Reagan signed into law House of Representatives Bill Number 3706 declaring January 15, the birthday of Martin Luther King, Jr., a national holiday.

In December 1985, former Penn State President Bryce Jordan formed a President’s planning committee for Martin Luther King, Jr. recognition. Dr. James B. Stewart, director of the Black Studies Program at that time, served as the inaugural chair. The official recognition of this holiday began in 1986, and occurs on the third Monday in January each year.

Today, the MLK, Jr. Commemoration at Penn State is made possible by a dedicated group of students, faculty/staff, donors, and units across the university. This year’s student sub-committee will be comprised of an executive director, director(s) of Sponsorship and Finance, Public Relations, Community and Faculty Outreach, Campus Events, Day of Service and Evening Celebration. Several of these chairs will represent the student sub-committee on the university-wide committee. For more information, visit www.mlk.psu.edu.

Qualifications of Directors:
ALL Penn State-University Park students are eligible to apply.

Expectations of Directors:
The MLK, Jr. Student Directors will be expected to commit to a year-long position, although the peak work time will be April-February. Selection of new committee members will begin by the end of each Spring Semester, and committee members will be expected to serve through the following Spring Semester.
Description of 2013 Directors

Executive Director: The Executive Director will manage internal operations of the Executive Committee including but not limited to: Weekly meetings with the Executive Committee (an early evening start time); Weekly meetings with Advisors; Bi-Weekly one on one meeting with Directors; Transitioning and writing final report; Run year end wrap up meetings; Plan Professional Development Workshops for the Committee. The Executive Director will be expected to hold weekly office hours and assist in the planning of the annual retreat. The Executive Director will be expected to act as an active member of the University Wide MLK Commemoration Committee. This individual will also be expected to assist with a variety of tasks and assignments as the year moves forward in order to best support the rest of the group.

Day of Service Co-Directors: Responsible for organization and planning in regarding The Annual MLK, Jr. Day of Service. Directors help engage Penn State students in a national day of volunteer service. Duties include, but are not limited to, contacting and securing service sights, working with the Director of Finance and Sponsorship, organizing promotional efforts with Director of Public relations, acquiring individuals for Day of Service Team Leader positions and providing them with training to help facilitate a group of individuals at service sites, and providing entertainment for the Day of Service wrap up. This event draws approx. 350+ student, faculty, and staff annually.

Evening Celebration Co-Directors: Responsible for organizing the annual anniversary celebration dedicated to the mission of MLK day and includes working with advisors to secure a keynote speaker, accompanying performances, reservation of space and related logistics and promotion of the event throughout the year. They will be responsible for reserving and handling the logistics of the spaces where the speech and reception will occur, booking performances, and handling the ticketing for the event. They will also be responsible for handling itinerary related to the speaker, meeting with the Public Relations Director to promote the event, and writing the timeline for the Evening Celebration and its reception.

Community & Faculty Outreach Committee Co –Directors: Responsible for being the liaisons to the State College, PA Community and the University's faculty and staff. The Co-Directors are responsible for coordinating an essay, poetry, and art contest for the State College Area School District and the Bellefonte Area School District. Co-Directors must coordinate a community showcase for the winning students and their families. Additional responsibilities include organizing a donation drive with the local school district and maintain a connection with the State College community after MLK Week is over.

Director of Financial Sponsorship: Responsible for securing all donations, both monetary and in-kind, to the Dr. Martin Luther King Jr. Commemoration Committees as well as dealing with all finances. This director should be personable and persistent as they will be working with many donors. The Financial Sponsorship Director is also designated with the responsibility of benefiting the corporations and donors properly. They should practice professionalism in all situations. They should have an understanding of how Associated Student Activities (ASA) and University Park Allocation Committee (UPAC) operate at Penn State. This director should have good organizational and budgeting skills. An ability to use Excel is critical.

Director of Campus Events: Responsible for coordinating the Social Justice Forum, Peace March, as well as to aid the Community & Faculty Outreach Co-Directors with the Community Showcase. The primary objective of the Director of Campus Events is the outlining of the week of events, and potentially developing new events.

Director of Public Relations: Responsible for organizing all promotion and publicity for the annual week of events through different mediums of social networking, listservs, etc. Duties include but are not limited to creating all flyers, creating and sending all media releases, creating any apparel and accessories, and helping to organize all public appearances prior to the commemoration. Director should be familiar with Publisher and Adobe Photoshop to create the flyers. Note: If you are applying for this position, please be prepared to bring a copy of your work to your interview (i.e. a sample flyer, press release or news article you have had published).

Please submit your 2013 MLK, Jr. Commemoration Committee Application to The Office of Student Activities in 209 HUB by Wednesday, February 22nd at 5:00 p.m.

When applications are turned in candidates must sign up for an interview time for Sunday, February 26th.
2013 MLK, Jr. Commemoration
Co-Executive Director Application

Contact Information:

Name: __________________________________________
Major/Year: _____________________________________
Phone: __________________________________________
E-mail: __________________________________________
Local Address: ___________________________________

Reference:
Note: Please select someone who has worked with you in a student group, community organization, or similar capacity who can speak to your leadership skills, ability to work in a team, etc.

Name: __________________________ Phone Number: __________________________
Relationship: __________________________ E-mail: __________________________

Please submit this cover page, a copy of your resume and an attached page with answers to the questions below (Please do not exceed 500 words per answer):

1. Why are you interested in joining the committee and what is your vision for MLK 2013?

2. The mission of the MLK, Jr. Commemoration is: To instill passion for diversity, evoke servant leadership, and foster social activism within the Penn State community. How do you embody the mission in your life and as a member of the Penn State community?

3. Why do you think the MLK, Jr. Commemoration is important to Penn State and the surrounding community? If selected, what do you plan on contributing to the MLK, Jr. Commemoration Committee? What do you hope to gain from your experience on the committee?

4. What is ONE current issue of social justice you feel passionate about? Describe one way you would motivate Penn State community to further social justice activism through the MLK Commemoration.

5. What is your definition of a leader? What qualities are necessary for a good leader to possess? How do you exemplify these qualities?

Please list your top 3 choices for positions:
1. __________________________ 2. __________________________ 3. __________________________

For additional information, contact MLK Advisors Gunjan Malekar gcm5067@sa.psu.edu, Charli Lehman cdl11@sa.psu.edu, or Student Activities at 814-863-4624 or Seth Moncrease 2012 Executive Co-Director at srm5238@psu.edu.