

### APPLICATION DUE: TUESDAY, MAY 8 (2:30 PM)

Please place applications in Mr. Andreuzzi's mailbox.

#### BASIC INFORMATION

Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_ HR teacher: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Please specify which position(s) you wish to apply for:

Assistant Business Manager

Event Chair

#### SHORT ANSWER (PLEASE TYPE ANSWERS ON SEPARATE PAGE.)

1. Why are you interested in becoming the assistant business manager or event chair for the 2018-2019 school year?
2. What have you contributed to the business department so far?
3. What qualities do you possess that fit those of an assistant business manager or an event chair?
4. What would you do differently to improve the business department?
5. List all your activities (sports, clubs, music, etc.) and time commitment to each activity. Where would being the assistant business manager or event chair for Hawkeye fit in your list of priorities and how much time would you be willing to sacrifice?
6. An advertiser has just agreed to place an ad in Hawkeye. What steps would you take (starting from the day of the agreement up to the day you have the newspaper in your hand)?
7. What are 2 fundraising events (other than Movie Night) that you would suggest? Briefly explain each and profits that the club should expect.

#### ASSISTANT BUSINESS MANAGER ASSIGNMENTS

- Set up after school sales at least two out of five days
- Aid the business manager in organizing and running fundraisers (Gertrude Hawk, T-shirts, etc.)
- Be responsible for at least two advertisement contracts
- Attend all "stuffings" and as many "lay-out" meetings as needed
- Help the business manager verify all advertisements before publication

#### EVENT CHAIR ASSIGNMENTS

- Set up after school sales at least two out of five days
- Aid the business managers with other fundraisers (Car Wash, Gertrude Hawk, Apparel etc.)
- Attend all "stuffings" and as many "lay-out" meeting as needed
- Plan, Organize, and Advertise Movie Night and any other big fundraising events
- Come up with more fundraising events for the next year

Good Luck!

If you have any questions or concerns, please email [business.hawkeye@gmail.com](mailto:business.hawkeye@gmail.com)