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## Spirit of the Capital Youth Awards 2010 Youth Planning Committee- Application Form

For the 13th year, Child and Youth Friendly Ottawa (CAYFO) is proud to host the Spirit of the Capital Youth Awards. The Spirit Awards Night is an annual gala that celebrates the extraordinary achievements of youth who are making our community, and the world, a better place. We have the honour and privilege of sharing their incredible stories, passion and dedication with our guests, in hopes of inspiring others to step up and make a difference in their own communities. Awards are presented in eight categories to reflect many different areas of excellence.

### Youth Planning Committee

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The Spirit Awards are planned entirely for youth, by youth. The Youth Planning Committee is comprised of a passionate group of young people who dedicate time and energy to support their peers and promote a more positive image of young people in Ottawa. We're looking for enthusiastic, organized, professional and dedicated youth to join our team!

### The Benefits

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This is a great opportunity to gain valuable, hands on experience in project management and event planning. Joining our team gives you the chance to take on a leadership role in implementing and coordinating a large scale event- valuable experience that you can add to your Resume. You will also develop and strengthen important leadership skills such as teamwork, communication, problem solving and organization.

### Roles

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#### Subcommittee Co-Chairs

Subcommittee Co-Chairs are the backbone of the Planning Committee, and make the Spirit Awards possible! Co-Chairs take on the bulk of the work and responsibility for each subcommittee and must be very well organized, responsible, accountable, and professional. They commit to attending biweekly meetings in fall and winter, and weekly meetings during April and May. They work from a critical path to ensure that the committee is on task and on time. They coordinate and recruit volunteers and distribute tasks. Please see next page for descriptions of each subcommittee!

#### Subcommittee Volunteers

Don't have enough time to commit to a Co-Chair role? Join one of our subcommittees as a volunteer! Under the guidance of the Subcommittee Co-Chair, you will help with a variety of tasks to help make the Spirit Awards a success.



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## Subcommittees

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### Nominations Committee

The Nominations Committee is responsible for the promotion and coordination of nominations. They distribute information and encourage nominations from schools, community centers and various organizations. They recruit members to sit on the Selection Committee and coordinate the short listing process. Once finalists have been selected, the Nominations Committee follow up with our finalists, write finalist bios and send out certificates and letters to all nominees.

### Guests & Ticket Sales Committee

A new committee this year, the Guests & Ticket Sales Committee is responsible for coordinating all attendees of the event. They contact local celebrities, business leaders and politicians and invite them to attend the Spirit Awards, oversee all ticket orders and sales, and organize a VIP reception for the day of the event. They also come up with creative ways to increase the number of youth attendees.

### Entertainment Committee

The Entertainment Committee is responsible for finding local talented youth to perform during the Spirit Awards. They coordinate auditions and select performers, recruit two young emcees, write the evening script and coordinating the event timeline and program. On the day of the event, they work backstage to coordinate presenters, performers and finalists on stage and ensure that the program runs smoothly.

### Sponsorship & Prizing Committee

Perhaps the most vital committee, the Sponsorship & Prizing Committee solicit sponsorship to ensure that we have the necessary funds to make the Spirit Awards a reality! They work with the Event Co-Chairs and CAYFO office staff to solicit financial sponsorship, in-kind sponsorship, in-kind media support, and prize donations for finalists and for our silent auction.

### YouthMarket Committee

The YouthMarket was a new addition to the Spirit Awards last year, and a great success! It gives young people the opportunity to promote their products, services and organizations by setting up a booth during the reception before our gala event. The YouthMarket Committee is responsible for promotion, coordination and logistics of the YouthMarket. They will also design a YouthMarket brochure to hand out the day of the event.

### Media & Promotion Committee

The Media & Promotion Committee gets the word out about Spirit! They design strategic email campaigns, update the Spirit website and Facebook page, send out media advisories, and coordinate in-kind promotion and advertisement. They also design the Spirit Book, our event program.



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