Project Champion Job Profile

# Background

In July of 2017, Abilities in Harmony started hosting adaptive show choir camps for middle and high school students with special needs. Since then, we have brought camps to numerous communities in Wisconsin and Minnesota and believe we can do more. To expand our reach and bring camps to more communities, we are developing a project champion program.

Since we started expanding camps into new communities, we have spent a large portion of our budget on director salaries and travel expenses. Additionally, it has been challenging to fundraise in remote communities that we do not live in. This plan to find project champions to plant and run adaptive show choir camps in their own communities will help alleviate these issues and help grow and expand our reach.

# Goals

* Bring adaptive show choir camps to new communities, giving more students the opportunity to experience the joy of show choir.
* Maintain a low cost per performer, while continuing to provide a high quality camp experience.
* Make camps available to every middle or high school student with special needs in Wisconsin and Eastern Minnesota that also have non-adaptive show choirs in their county by 2030.

A group of people standing in a room

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# Scope

Project champions (PC) will be responsible to receive approval from the administration of the host school, set and reserve camp dates and times, recruit performers and volunteers, fundraise for their annual camp, direct their camp (does not include teaching of vocals or choreography), and communicate with all project stakeholders.

The PC will work directly with the executive director over a three year period to implement the camp in their community. Progress will be collected through periodic online forms and phone calls with the executive director.

1. Year One – There will be significant involvement from the executive director in all aspects of camp planning, including assistance in recruiting performers and volunteers. The organization will provide all funding for the first camp, will collect all registrations and will send at least two employees to direct the camp and assist the PC. The executive director will monitor camp planning progress through online forms and phone calls.
2. Year Two – The PC will complete all project steps with close oversight from the executive director. The organization will pay the salary for one employee to assist in running the camp. The PC will need to provide room and board for the employee either through fundraising efforts or a homestay. The PC will be responsible for raising funds for all other camp expenses, including most camp supplies. The organization can bring supplies to fill in, where needed. The executive director will monitor camp planning progress through online forms and phone calls.

The PC will begin forming a project team in the second year. This project team should consist of at least three people in addition to the PC to assist in camp preparations, running the camp, and fundraising. Contact information for the project team will be shared with the organization, but the PC will be responsible for organizing and mobilizing these volunteers. The executive director will provide assistance and direction to the PC in identifying and recruiting individuals to be a part of this project team.

1. Year Three – The PC will complete all project steps with minimal oversight from the executive director. The PC will be responsible for finding a director to assist in directing the camp and teaching vocals and choreography. The PC will be responsible for funding for all camp expenses. The executive director will monitor camp planning progress through online forms and phone calls.

Use of music and choreography – Abilities in Harmony will provide music selections and choreography for the first two years. Starting the third year, the PC will have the option to continue using music selections and choreography provided by the organization or they may supply their own. These selections will be made available in the month of May. If the performance venue is not a school, it will be the responsibility of the PC to confirm that a music licensing waiver is in place for that venue.

Use of marketing and communication materials – PCs may use the Abilities in Harmony logo, name and marketing materials in promoting the camp and in fundraising efforts. Abilities in Harmony will maintain the responsibility of updating the website and managing social media accounts. PCs will have complete and unlimited access to utilize documents in the project champion shared folder for administrating, promoting, and fundraising.

Access to registrations - Access to volunteer applications and performer registrations will take place through Google Forms, and the forms will be accessed through the Abilities in Harmony website. The Executive Director will create all Google Forms, and the PC will have access to them.

Financial responsibilities – Funds raised under the direction of a PC will be designated for use in the community or geographic region served by that champion, as long as there is an active Abilities in Harmony camp in that region. If it is determined that camps will be discontinued in a given region, or no camps are held for three years, those funds raised will be redirected to serve the needs of a camp in a different region, as the discretion of the Abilities in Harmony board of directors.

Electronic donations and camp fees will be collected through Abilities in Harmony online accounts, and separate fundraising accounts should not be created by the project champion without special permission from the treasurer or executive director.

The project champion will be responsible for fundraising all the money for their camps expenses, per the schedule outlined above. The project champion will be responsible for giving fundraising updates, including amounts raised, fund sources, and sponsor logos, to the executive director and treasurer on a quarterly basis. Any money spent for the benefit of a camp will be reimbursed through an expense report submitted to the AIH treasurer.

Performer fees – Performer fees collected for a given location will count as funds raised for that location. Performer families requesting to have their fee waived due to a financial hardship, will be provided a scholarship from the general funds of Abilities in Harmony. These requests will go through executive director in the first year and through the PCs every subsequent year.

T-shirts – The Abilities in Harmony t-shirts will be printed in bulk by an AIH vendor and distributed to each remote camp. They will be paid for per the funding schedule outlined above. If a remote location prefers to use a local vendor for printing after their first three years, AIH will provide the design and logos.

Photos and Videos – Remote camp locations will share with Abilities in Harmony all photos and videos taken during the camp for potential use in the website, marketing materials, social media, and fundraising efforts. The PCs will retain access to the photos for the same purposes.

Ongoing support – While the goal is for each remote location to become more independent in each subsequent year, we will remain available for support to help ensure the success of your camps. After the three-year program, the PC may choose to remain a remote location of AIH by agreeing to the following:

1. Conduct volunteer and performer registrations through Google Forms accessible through the Abilities in Harmony website.
2. Hold annual or semi-annual adaptive show choir camps for middle and high school students between the ages of 11 and 21 with any level of cognitive and physical ability.
3. Provide the organization with financial records.
4. Limit the charge for performer camp fees to the maximum amount set by AIH for each year.
5. Make the camp free of charge to any family requesting to have the fee waived due to financial hardship.
6. Provide free admittance for performers’ families to the concluding performance.
7. Recognize corporate sponsors using the guidelines provided by the organization.

## Camps that remain a location of the organization will continue to receive the following benefits:

Administrative

1. Access to organization staff through phone calls, emails, etc. for help and advice with any aspect of the camp.
2. Opportunity to attend annual director training.
3. Annually updated administrative materials for recruiting, promoting, and fundraising.
4. Simplified sign ups and information regarding our camps through the Abilities in Harmony website.

Financial

1. Ability to use the organization’s Wisconsin and Minnesota tax exempt status for all camp expenses.
2. Funds to cover the loss of waived performer fees.
3. Ability to request scholarship funds from the organization to have the project champion certified in adult and pediatric first aid, CPR, and AED every two years.
4. Ability to apply for grants and donations using Abilities in Harmony’s 501(c)3 non-profit status and EIN.

Other

1. Name recognition and status as part of the original organization to offer show choir camps to students with special needs.
2. Promotion through social media.
3. Annually updated t-shirt design.
4. Annual music selections and choreography.

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# Stakeholders

Project Champion – The project champion (PC) will be responsible for working with the executive director through the three year program, and may continue involvement as a remote location of AIH after the three years by meeting the requirements stated in the scope.

AIH will reserve the right to the remove a project champion’s access to remote location privileges if they are not meeting the requirements listed above. Only with special permission from the executive director and the board of directors will the project champion be able to maintain access to benefits of the organization without meeting all of the requirements.

Project team – The project team will be chosen by the PC to assist with preparations for the camp, running the camp, and fundraising. These tasks will be assigned by the PC, and their actions should fit the requirements for the location remaining a part of the organization.

Executive Director – The executive director will work with each project champion to ensure that all tasks are completed during the three year program to successfully run an annual or semi-annual adaptive show choir camp. After the three-year program is completed, the executive director will ensure that all remote locations have access to the benefits listed in the scope and will continue to provide assistance to project champions as needed. The executive director will be responsible for reporting the activities of each remote location to the board of directors.

Board of Directors – The board of directors will oversee the general operations of the organization, under the direction of the executive director, ensuring compliance with any corporate and reporting requirements to maintain tax exempt status. Directors may recommend project champions and funding sources in remote locations. The treasurer will work directly with the project champions to track revenue and expenses.

Host school – The host school will work solely with the PC, but AIH is available for assistance as needed. The project champion will work with the host school to make sure all AIH guidelines are met.

Performers and their families – The families will receive communications from the executive director in the first year, and the PC will be responsible for all communications with families starting the second year.

Volunteers – The volunteers will receive communications from the executive director in the first year, and the PC will be responsible for all communications with volunteers starting the second year.