Project Champion Job Profile

# Background

Starting in July of 2017, Abilities in Harmony has been holding adaptive show choir camps for middle and high school students with special needs. Since its creation, the organization has brought camps to new communities in Wisconsin and Minnesota, and we believe we can do more. To address challenges in expanding the reach of the organization, this project will be instrumental in relieving these issues and bringing the camps to more communities.

Since we started expanding camps to new communities, the organization has spent a large portion of its 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 home communities will help alleviate these issues, and they will also help to bring rapid growth to the reach of the organization.

# Goals

* To bring adaptive show choir camps to new communities by providing tools, materials, and assistance to local volunteer project champions.
* To allow more students the opportunity to experience the joy of show choir while maintaining a low cost per performer.
* To have 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

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

The project champion will work directly with the executive director of Abilities in Harmony in a three year program to implement the camp in their community before ending direct supervision. Project champion progress will be collected through periodic online forms and phone calls with the executive director.

1. Year One – There will be heavy involvement from the executive director in all aspects of planning the camp, and the organization will assist in recruitment for the camp. The organization will provide all funding for the first camp, will collect all and they will send at least two employees to direct the camp and assist the project champion at the first camp. The executive director will be monitoring the progress of the camp planning through up to seven online forms and three phone calls.
2. Year Two - The project champion will complete all project steps with some assistance from the executive director when needed. The organization will pay the director salary for one employee to help assist in running the second camp, but the project champion will need to provide room and board for the director (this can be a homestay). The project champion will be responsible for providing funds for all other camp expenses including most camp supplies. The organization can bring supplies to fill in where needed in the second year. The executive director will be monitoring the progress of the camp planning through online forms and phone calls.

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

1. Year Three - The project champion completing all project steps with minimal oversight from the executive director. The project champion will be responsible for finding an assistant director for their camp to assist in directing the camp and teaching vocals and choreography. The organization will assist in finding an appropriate person to serve in this role.. The project champion will be responsible for funding for all camp expenses. The executive director will monitor the progress of the camp through online forms and phone calls.

Use of music and choreography - The organization will provide music selections and choreography for the first two years. Starting the third year, the project champion will have the option to continue using music selections and choreography provided by the organization or they are able to supply their own. These selections will be made available in the month of May. Do we want to address the question of music rights?

Use of marketing and communication materials - The organization will allow project champions to use the Abilities in Harmony logo, name and marketing materials in promotional materials for the camp and in fundraising efforts. Abilities in Harmony will maintain the responsibility of updating the website and managing social media accounts. Project champions 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 project champion will be responsible for creating the Google Forms starting in the second year, and both the executive director and the project champion will have access to them for all future camps.

Financial responsibilities – Funds raised under the direction of a project champion 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. Need advice from Ray and an attorney and tax advisor here – like what do we do if someone is a project champion for a while and then quits, who gets the money.

Electronic donations and camp fees will be collected through the Abilities in Harmony, 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. All performer families wishing to have their fee waived due to a financial burden on them will be accommodated. These requests will go through executive director in the first year and through the project champion every proceeding year. The organization will cover the loss to the local camp for all waived fees as long as they remain an AIH remote location.

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.

Camp documentation – Remote camp locations will share 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 project champion will retain access to the photos for the same purposes.

Ongoing support – While the goal is for support from AIH to remote locations to decrease in each subsequent year, we will remain available for support to help ensure the success of your camps. After the three-year program, the project champion may choose to remain as a remote location of AIH and they must agree to the following:

1. Conduct volunteer and performer registrations through Google Forms accessible through the Abilities in Harmony website with complete access to AIH to view registrations.
2. Hold annual or semi-annual adaptive show choir camps to 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 access for performer’s 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 organizations Wisconsin tax exempt status for all camp expenses.
2. Funds to cover the loss of all 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 ad choreography.

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# Stakeholders

Project Champion – The project champion will be responsible for working with the executive director through the three year program, and they may continue their 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 project champion to assist with preparations for the camp, running the camp, and fundraising. These tasks will be assigned by the project champion, and their actions should fit the requirements for the location remaining a part of the organization.

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Executive Director – The executive director will work directly with each project champion to see 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 the organization locations to the board of directors.

Board of Directors – The board of directors may provide 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 project champion, but AIH is available for assistance as needed. The project champion will work with the host school to make sure all organization guidelines are met.

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