



Participation Packet

March 28, 2009

at

(918) 444-2120

bigevent@nsuok.edu

*The BIG Event offers a unique opportunity for NSU to give back to the Tahlequah community.
This is the Riverhawk way of bringing campus and community together!*

Important Information

Anyone who is a student or employee of Northeastern State University can participate. Sign up with a group of friends, an organization, or as an individual. *To participate, please fill out the following attached forms.*

It is important that participants signed up to participate in Big Event fulfill their commitment. Community service jobs are pre-assigned to groups prior to the BIG Event.

If any adjustments need to be made please call the Office of Student Affairs at 444-2120 or e-mail us at bigevent@nsuok.edu no later than March 6, 2009.

At least one member from each group/organization, and all participants signing up individually MUST ATTEND one of these MANDATORY informational meetings:

Wednesday, March 11, 2009 at 5:30 p.m. in the UC Morgan Room

Thursday, March 26, 2009 at 5:30 p.m. in the UC Morgan Room.

BIG EVENT KICKOFF will be at 8:45 a.m. the morning of March 28th in Jack Dobbins Field House. There will be MANDATORY sign-in tables at kickoff where your job site contacts must CHECK IN.

Participation form is due in the Student Affairs Office no later than

Friday, March 6th, by 5:00 p.m.



The BIG Event

Participation Form

**March 28, 2009, 8:45 a.m.,
Jack Dobbins Field house**

General Participant Information:

Are you signing up as:

Individual student : name _____
Contact information: email _____ phone _____
address _____

Please include *Assumption of Risk/Indemnification Agreement Form*

Individual faculty or staff member: name _____
Contact information: email _____ phone _____
address _____

Group of friends: group name _____
Primary Point of Contact: name _____
email _____ phone _____
address _____

Organization: organization name _____
Primary Point of Contact: name _____
email _____ phone _____
address _____

Athletic team: sport name _____
Primary Point of Contact: name _____
email _____ phone _____
address _____

The BIG Event Mandatory meeting will provide detailed information on role and responsibilities during the BIG Event. Please contact The BIG Event committee chairs at bigevent@nsuok.edu or 444-2120.

***Submit this page to the Office of Student Affairs – Administration Building room 204.
Groups, Organizations, and Athletic Teams must complete the following information.***



The BIG Event

Participation Form

**March 28, 2009, 8:45 a.m.
Jack Dobbins Field House**

The following information is needed for groups, organizations, and athletic teams.

Name: _____

Total Number of Students Participating in The BIG Event:

Jobs will be assigned according to this number, please be as accurate as possible in order for The BIG Event to properly staff each jobsite.

The BIG Event requires: 1.) A primary contact – listed on first page, 2.) Jobsite leader for every 9 participants; 3.) Participant list broken into groups of 10.

The **primary contact** serves as an information leader to the group, organization or athletic team. This person may also serve as a jobsite leader. The primary contact is required to attend one of the BIG Event mandatory meetings.

The **jobsite leader** serves as the secondary contact, prior to the BIG Event and as a primary contact during the BIG Event check-in and at the jobsite. The jobsite leader may be responsible for a specific jobsite. The jobsite leader is required to attend one of the BIG Event mandatory meetings.

Registration Check List:

- Submit General Information Sheet – page 1 of packet
- Submit Participant Form – page 3 of packet (may have multiple pages in order to identify all participants)
- Submit an *Assumption of Risk/Indemnification Agreement Form* for every person participating.
- Attend one of the BIG Event Mandatory Meetings:
 - Wednesday, March 11, 2009 at 5:30 p.m. in the UC Morgan Room
 - Thursday, March 26, 2009 at 5:30 p.m. in the UC Morgan Room
- Have group at the Jack Dobbins Field House no later than 8:45 a.m. on Saturday, March 28, 2009.



The BIG Event

Group, organization, Athletic team Form

**March 28, 2009, 8:45 a.m.
Jack dobbins field house**

Participation Form

The following information is needed for groups, organizations, and athletic teams.

Name: _____

Total Number of Students Participating in The BIG Event:

Jobs will be assigned according to this number, please be as accurate as possible in order for The BIG Event to properly staff each jobsite.

By signing this Participation Form, you assume and agree to all of the terms as stated in the Assumption of Risk/Indemnification Agreement Form. Jobs will be assigned according to the number of participants, please be as accurate as possible in order for The BIG Event to properly staff each jobsite.

Jobsite Leader Name	Jobsite Leader Signature	Cell Phone	Shirt Size S, M, L, XL, XXL
1)			
Student Participant Name	Student Participant Signature	Student Participant Cell Phone	Shirt Size S, M, L, XL, XXL
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

Make sure the number of people who sign this participation form is the actual number that will participate.

The BIG Event Committee will use this number to assign jobs. If the number is incorrect the group risks being over or under staffed the day of the event.

Please make copies of this page for multiple jobsite groups within the group, organization, or athletic team.