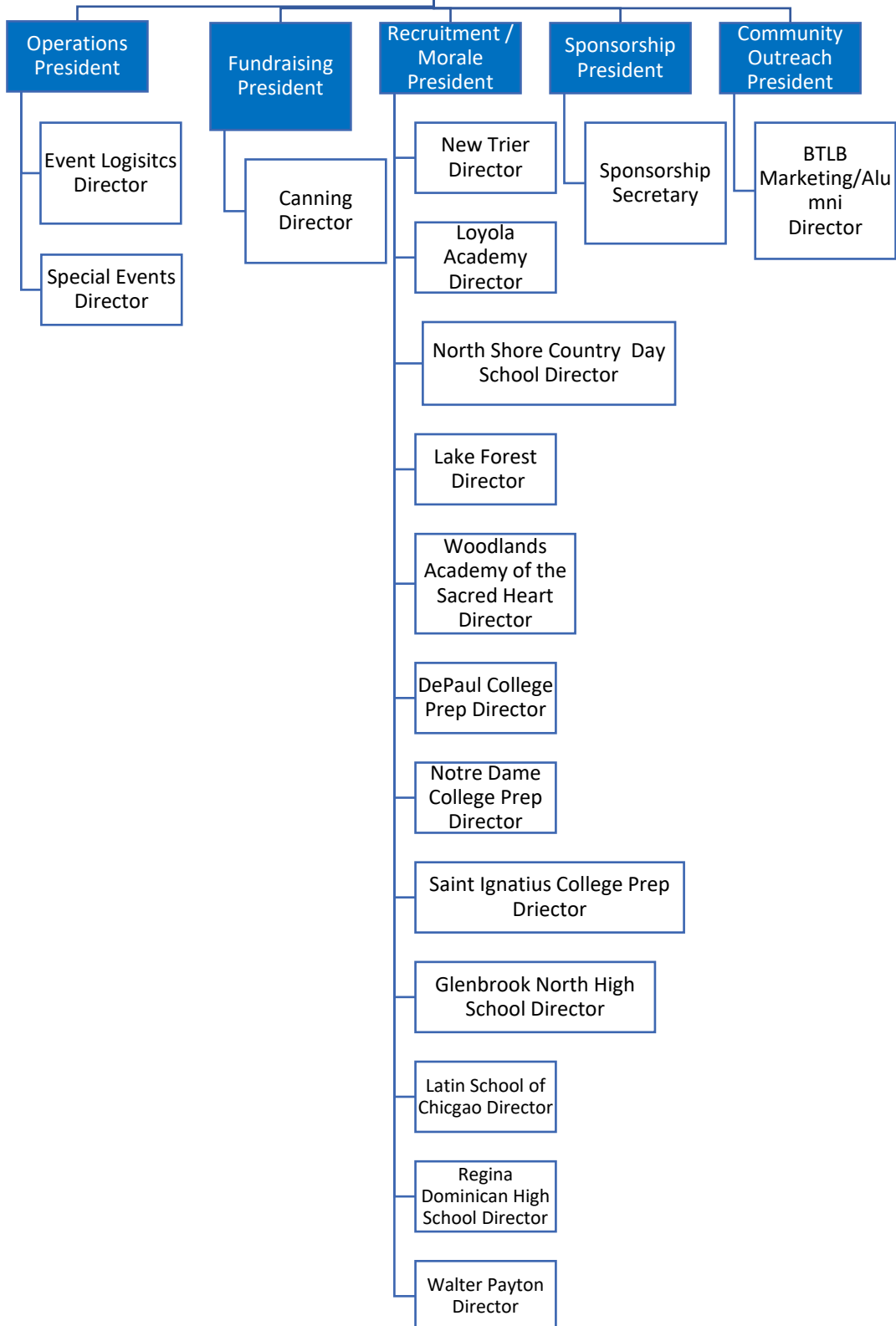


Bridges Teen Leadership Board Executive Board 2026-2027



The Bridges Teen Leadership Board (BTLB) is a student philanthropic board that raises funds and awareness for Ann & Robert H. Lurie Children's Hospital of Chicago. As a BTLB Executive Board member, students will gain leadership experience through planning and execution of annual fundraising events including the board's signature event—Dance Marathon.

President Positions

Expectations of All Presidents

- Attend weekly meetings with Lurie Children's Hospital Advisor (via Zoom on week days)
- Lead their specific branch of Executive Board members through hosting branch meetings and assigning tasks to Executive Board members
- Oversee, plan, and execute the monthly General Body Member Meetings (Once a month on Sunday evenings) Presidents and Exec Board members arrive a half hour early.
- Constant communication with other presidents and Lurie Children's Hospital Advisor
- Set and track goals for the BTLB (fundraising goal, recruitment goal, etc.)
- Set up, attend and lead planned fundraising events and the Dance Marathon event
- Fundraise \$2,000 through Bridges Teen Leadership Board & Secure a sponsorship
- Remain in good standing as a Board Member (meet fundraising, meeting attendance and canning requirements)

Operations President

The President of Operations oversees event operations for Dance Marathon and special events throughout the year. (Car washes, football games, etc.) This branch will oversee all event logistics and planning for Dance Marathon. If you like to plan events, have a creative mind for decorating, etc. then this is the position for you!

- Oversee the Operations branch (Event Logistics Director, Special Events Director)
- Check in regularly with Operations branch directors and Lurie Children's Hospital Advisor
- Help plan, execute and oversee the full Dance Marathon event schedule
- Serve as the main point of contact for all event planning logistics

Fundraising President

The President of Fundraising oversees all things fundraising for Dance Marathon including fundraising resources, events and plans throughout the year. If you like to make the ask, plan fundraising days (like canning, 10K1DAY, car washes, bakes sales, etc) then this is the position for you!

- Oversee the Fundraising Branch (Canning Directors, Fundraising Incentive Director, and Donor Drive Director)
- Check in regularly with Fundraising branch directors and Lurie Children's Hospital Advisor
- Board members will pick up and drop off materials at your house before and after their shifts
- Work with Lurie Children's Hospital Advisor to get canning donations deposited
- Assist in planning dine to donate days
- Plan one signature event with branch (car wash, trivia night, etc.)
- Work with school directors to host a fundraising event at their school
- Help with texting campaigns

Recruitment/Morale President

The President of Recruitment / Morale oversees all things recruitment for Dance Marathon. This President and its' branch are the voice and excitement of Dance Marathon. This President will help think through recruitment strategies, partnerships, and opportunities throughout the year to increase participation and hype around the event. This president will ensure Dance Marathon is being promoted at all schools participating by helping get announcements made, posting flyers, mini fundraisers planned and executed, and boosting excitement and morale about the overall Dance Marathon. This President also oversees and ensures the Morale dance is choreographed for the main event. If you like to get friends involved and want to help Bridges grow, then this is the position for you!

- Oversee the Recruitment / Morale Branch (All School Directors)
- Check in regularly with Recruitment / Morale branch directors
- Work with each school director to help promote Dance Marathon, recruit students and faculty to register (students outside of the board) and help execute fundraisers at each school
- Inform BTLB when there are big school events so BTLB can plan our fundraisers around them or partner with the school event if there's an opportunity. (For example: share if there's a big football game the same night that BTLB is thinking about planning a fundraiser, so we don't lose attendance!)
- Help with texting campaigns

Sponsorship President

The President of Sponsorship oversees all things Sponsorship for Dance Marathon. The Sponsorship President will manage the Sponsorship branch and think through sponsorship opportunities throughout the year. If you like to get the community involved in Bridges and help Board Members fulfill their sponsorship requirements, this position is for you! You must work very closely with the BTLB Hospital Advisor and the Sponsorship Secretary to ensure finances from Sponsorships are accurate and fulfilled.

- Oversee the Sponsorship Branch (Sponsorship Secretary)
- Check in regularly with Sponsorship branch directors and Lurie Children's Hospital Advisor
- Create and maintain a database of potential business sponsors for Dance Marathon
- Help ensure all sponsorship benefits are fulfilled
- Help Track all BTLB sponsorship fulfillments
- Help log all sponsorship logos and ensure all sponsorship benefits are fulfilled
- Call, email and visit businesses to sell Dance Marathon
- Create a database of potential sponsors to reach out to for in-kind donations (Food and drink for events, raffle prizes, fundraising incentives)
- Call email and visit potential sponsors to secure in-kind donations for BTLB events.
- Help with texting campaigns

Community Outreach President

The President of Community Outreach oversees all communication for BTLB and Dance Marathon. Works to boost awareness and ensure all BTLB members have resources about fundraisers and materials to raise awareness. The President helps create promotional materials and communicates to the BTLB members, alumni, and participants about BTLB happenings. This President also works to ensure the community is aware of the BTLB events and Bridges Dance Marathon to help increase participation and donations. This President works to grow and manage the BTLB social media platforms. If you like to tell stories, use Canva, use Instagram and talk to people about the mission of the board, this is the position for you!

- Oversee the Community Outreach Branch (BTLB Alumni Director).
- Check in regularly with the Community Outreach branch directors and Lurie Children's Hospital Advisor
- Create marketing materials (flyers, Venmo boards, QR codes, BTLB interviews, reels, morale clips, 10 day count downs) to post on social media and hang throughout the schools.
- Posts pictures and videos on social media and find creative ways to advertise the board/Dance Marathon (TikTok, Insta, FB, etc.)!
- Help create the design of the event t-shirt
- Post regularly on social media
- Communicate to the board regularly
- Take attendance at General Board Meetings
- Send bi-monthly newsletters to the BTLB Alumni
- Help with texting campaigns

Executive Board Positions

Expectations of all Executive Board Directors

- Attend bi-weekly Executive Board Director meetings planned by the Presidents or Lurie Children's Hospital Advisor
- Complete assigned tasks by BTLB President's and Lurie Children's Hospital Advisor
- Attend all General Board Member meetings and fundraisers
- Set and track goals for the BTLB (fundraising goal, recruitment goal, etc.)
- Help plan, execute, and attend the main Dance Marathon event
- Fundraise \$1,000 through Bridges Teen Leadership Board
- Secure a sponsorship.
- Remain in good standing as a Board Member (meet fundraising, meeting attendance and canning requirements)

Operations Branch

Event Logistics Director

- Helps manages the Dance Marathon event schedule with branch
- Works with DJ and Morale Team for event
- Plans entertainment, games, and crafts for Dance Marathon event with branch
- Plan all decor for Dance Marathon with branch
- Help with texting campaigns

Special Events Director

- Oversee the planning and execution of special events (trivia night, gala, car wash, drive-Inn, bake sale, etc.) (Work with the fundraising branch on this)
- Plan one signature event with branch (car wash, trivia night, etc.)
- Help branch with the Dance Marathon event schedule and overall planning when needed.
- Help with texting campaigns

Fundraising Branch

Canning Director

- Manage all canning dates, times, and locations throughout the year, ensure board members sign up and reach out to those who still need to complete their canning fulfillment. Ensure cans and cash is properly collected and tracked.
- Board members will pick up and drop off materials at your house before and after their shifts
- Work with Lurie Children's Hospital Advisor to get canning donations deposited
- Assist in planning dine to donate days
- Plan one signature event with branch(car wash, trivia night, etc.)
- Work with school directors to host a fundraising event at their school
- Help with texting campaigns

Participant Rally Director

- Help plan mini fundraisers leading up the event
- Onboard new participants by getting them in a Remind Chat/Texting Group Chat and sending a welcome email
- Plan and execute 2-3 participant meetings prior to the dance marathon
- Come up within fundraising incentives within the participants to increase fundraising
- Help plan fundraising push days (10k in 1 day and Awareness Week)
- Assist in planning dine to donate days
- Plan one signature event with branch(car wash, trivia night, etc.)
- Help with texting campaigns

Sponsorship Branch

Sponsorship Secretary

- Works very closely with the Sponsorship President and BTLB Hospital Advisor
- Help create a database of potential sponsors for Dance Marathon
- Help Track all BTLB sponsorship fulfillments
- Along with the President of Sponsorship, log all sponsorship logos and ensure all sponsorship benefits are fulfilled
- Along with the President of Sponsorship, Call, email and visit businesses to sell Dance Marathon
- Help create a database of potential sponsors to reach out to for in-kind donations (Food and drink for events, raffle prizes, fundraising incentives)
- Call email and visit potential sponsors to secure in-kind donations for BTLB events.
- Help with texting campaigns

Recruitment /Morale Branch

Recruitment /Morale Directors

- There will be 1 Recruitment / Morale director per school
- Set goals and recruit participants for Dance Marathon at your school
- Plan fundraisers at your school and boost hype around the Board and Dance Marathon event. Recruitment/Morale Directors are the VOICE of Dance Marathon!
- Inform the Presidents and Lurie Children's Advisors about school events and big sporting games so we don't plan our fundraisers on the same day losing attendance.
- Work with President of Recruitment/Morale to choreograph the Morale Dance for the main event (If you do not love dancing or this part is not an interest to you, recruit a General Board member who can fill in for you on the Morale Dancing part!)
- Connect with one advisor or teacher at your school to help you spread the word about BTLB and Dance Marathon
- Help with texting campaigns

Community Outreach Branch

BTLB Marking/Alumni Director

- Works very closely with Community Outreach President to create marketing materials for social media. Create marketing materials (flyers, Venmo boards, QR codes, BTLB interviews, reels, morale clips, 10 day count downs) to post on social media and hang throughout the schools.
- Create a database of BTLB Alumni
- Manage an Alumni fundraising team
- Send information out to BTLB Alumni to keep them engaged in the organization
- Send bi-monthly newsletters to the BTLB Alumni
- Manage attendee at BTLB General Board meetings
- Help with texting campaigns