



BUILD 2022 Command Team Application

Due Sunday, January 30 by 5:00 pm

First Name: _____ Last Name: _____ M.I. _____

UIN: _____ Cell Phone: _____

TAMU Email Address: _____

Non-TAMU Email Address: _____

Major: _____ Expected Graduation Date: _____

GPA over 2.5: YES _____ NO _____ Do you drive a truck*: YES _____ NO _____

Please rank your team preference with 1 being highest and 9 being lowest:

Design _____ Construction _____ Materials _____ Operations _____

Marketing _____ Development & Training _____ Volunteers _____

Internal Relations _____ External Relations _____

Will you physically be in College Station for Spring and Fall 2022? If not, elaborate:

Do you have past experience with BUILD? If so, describe:

*Not required

Free Response Questions:

Please limit your free response answers to 1000 words, single spaced, and Times New Roman (12 pt.) font.

1. Why are you interested in a position on Command Team and what does BUILD mean to you?
2. Explain the reasoning behind your top 4 team preferences and how you would contribute to these teams. Feel free to elaborate on any relevant past experiences or skills.
3. The mission of BUILD is to unite the student body. As a Command Team member, how would you contribute to this mission?

BUILD Family Question:

We are excited to continue the BUILD parent position. If selected for the position, your additional responsibilities will be to facilitate a welcoming environment for your BUILD family. You will be required to hold at least 2 family meetups each semester. Each family will contain 2 parents to allow the additional tasks to be split. BUILD families are a great way to contribute to the culture of BUILD!

Would you like to apply for this position? Yes _____ No _____

If so, please explain your interest for the position in a few sentences at the end of the free response section in your application (not included in the word count).

Deliverables:

1. PDF Application sheet (first page) with position preferences ranked.
2. PDF Free Response Questions (\leq 1000 words, single spaced, 12pt. Times New Roman font).
3. An updated PDF resume attached to the end of the free response questions.

The application is due by 5:00 pm on Sunday, January 30. Please submit your PDF deliverables to Nick Janzen, via email at buildceo@aggienetwork.com.

What is expected out of a Command Team member?

- Command Team positions are held from February to December 2022
- **Spring Semester:** Time commitment of 10 hours at the BUILD site during spring construction
- **Fall Semester:** Time commitment of 4 hours **per week** for 10 weeks for the construction of Texas Aggie Medical Clinics
- Required attendance at a 1 hour BUILD general meeting each week on Sunday at **8:30pm**
- No previous construction or BUILD experience required
- A passion for the mission of BUILD and uniting the A&M student body
- Exemplary communication skills and time management
- Representing BUILD in a professional, personable manner, and spreading the mission of BUILD throughout campus

Membership Dues:

Membership dues for BUILD are \$25 per semester, totaling \$50 for Command Team. Those who will be away for an internship or study abroad will only be required to pay for the semester they are physically present for. Dues are spent directly on members in the form of BUILD socials, membership appreciation gifts, and a t-shirt.

Membership costs should not exclude anyone from applying for Command Team. If dues are an issue, please do not hesitate to reach out to Chief Financial Officer, Emily Rapp at buildcfo@aggienetwork.com.

Team Descriptions:

The following teams report to the COO:

Operations and Logistics:

Our Operations Team handles our day-to-day planning of the project for the fall semester in addition to helping with any logistics that need to be taken care of prior to and during the project. This includes insurance, mobilization, coordinating with Student Activities, and securing facilities. During the fall, this team helps with all the operations involving the BUILD site - including safety and emergency procedures, site check in, container logistics, and utilities. In addition, the Operations Team brings lunches to site during construction for Adult Advisors, manages the site sign-in program, and tracks BUILD member shift attendance.

Design:

Our Design Team is responsible for the design process of the medical clinics including the completion of the construction manual and construction documents to be used during the fall semester. This team will also be responsible for all quality control during construction, mural design, and side project management. This team will work closely with the Materials Team, Construction Team, and Adult Advisors to ensure full cohesiveness and total competence in the construction requirements. This team will utilize the past documents to refine the plan for this year. Programs such as AutoCAD, Revit, Inventor, and Adobe software may be used.

Construction:

Our Construction Team encompasses four objectives: manage personnel on site, organize all subcontractors, prepare a construction schedule, and organize all site shifts. The responsibilities during the fall semester will include managing the site as the head supervisors and overseeing day-to-day activities. The Construction Team manages all communication in BUILD relating to the construction process and should be comfortable with making sure it is followed thoroughly. The Construction Team Leader should be competent and comfortable with presenting construction tasks to all BUILD members at the weekly meetings and on site.

Materials Procurement:

Our Materials Procurement Team is in charge of acquiring material donations/ discounts, as well as purchasing and transporting the materials to the BUILD site. This involves going to stores like McCoy's and Lowe's and contacting suppliers during the week to make sure the volunteers have everything they need. This team will be in charge of corresponding with the

Design and Construction teams in order to acquire the correct materials and create a project budget. The Materials team will also coordinate with Construction and Design teams regarding the organization and layout of site. It is encouraged that the Materials team members have access to a truck for material runs, but is not a requirement.

Development and Training:

The Development and Training team is responsible for the development of student supervisors, providing safety training to all BUILD members, and enforcing safety protocols on site. This may include but not be limited to the creation of instructional videos, fabrication of training materials, and helping student supervisors feel welcome, informed, and confident as members of BUILD. D&T will also recruit student supervisors, help the Design Team enforce QA/QC on site, and work closely with the Volunteers Team to ensure that all BUILD members are knowledgeable of what tools are acceptable and unacceptable for volunteers to use.

The following teams report to the CFO:

External Relations:

The External Relations Team serves as the main contact and resource for non-governmental organizations (NGOs) and BUILD alumni. This team also plans and organizes international and domestic trips to existing BUILD clinics. The External Relations team coordinates with the Internal Relations team to plan select events, such as the Dedication Ceremony. Also, a responsibility of the External Relations team is corresponding with donors and organizing fundraising activities. They are tasked with calling, visiting, and presenting to businesses and donors in order to raise enough money to complete the BUILD 2022 project. Fundraising training is available, but it is highly encouraged that you are comfortable asking people for monetary donations and support. This team will also be tasked with growing donor relationships and presenting appreciation gifts.

Internal Relations:

The Internal Relations Team's main responsibility is the coordination of the Annual BUILD Gala in December. This event is held as a celebration of the completion of construction each year. The Internal Relations team is in charge of creating unity and culture within BUILD through meeting icebreakers and social activities. Community will be promoted by the Internal Relations Team through the creation and administration of BUILD families. This team also maintains BUILD member social points and meeting points.

Marketing:

The Marketing Team is in charge of social media, photo/video collection, and merchandise design. This team will give regular internal and external updates via newsletters, social media posts, and emails. Updating and maintaining the BUILD website is the responsibility of the Marketing Team. Programs such as Wix, Photoshop, and other Adobe software may be used, but experience is not required.

Volunteers:

The Volunteers team focuses on recruiting volunteers for construction and making the BUILD site a welcoming environment. The Volunteers Team coordinates with many student organizations, academic colleges, and individual students to coordinate their involvement for the multiple shifts we run per day at the project site. This team will be tasked with speaking to student organizations and working with New Student Conferences, Fish Camps, and Kyle Field Day organizers.

Important Dates:

<i>Subject</i>	<i>Date</i>	<i>Location</i>
Informational	Monday, Jan 24 at 5:30 pm	Rudder 707
Informational	Wednesday, Jan 26 at 8:30 pm	Rudder 707
BUILD Site Informational	Thursday, Jan 27 at 5:00 pm	BUILD, 750 Agronomy Road, College Station
Application Due	Sunday, Jan 30 by 5:00 pm	Email to Nick Janzen BUILDCEO@aggienetwork.com
Interview Notification	Monday, Jan 31	Via Email
Interviews	Tuesday, Feb 1 - Friday, Feb 4	TBA
Decision Notification	Saturday, Feb 5	Via Email

Application Checklist:

- _____ Command Team application (1st page)
- _____ Correctly formatted free response answers
- _____ Updated resume
- _____ Read and understand Command Team expectations
- _____ Read list of important dates

When you submit your application, you are acknowledging that you will fulfill the expectations and hour requirements if selected.

Thank you for your interest in a Command Team position for BUILD 2022. We are honored to have your consideration, and we look forward to reading your application. If you have any questions regarding the application or process, please contact Nick Janzen at buildceo@aggienetwork.com or at 916-952-7226.

Respectfully,

Nick Janzen, Emily Rapp, and Isabella Mihalic