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Spring 2016

## Rebecca Dirks - Grout Museum District

Rebecca Dirks  
*University of Northern Iowa*

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# Rebecca Dirks - Grout Museum District

## Robert and Yvonne Koob Fund for Student Community Engagement

Instructions: Please work with your internship supervisor to fill out this form. Once completed, return to Julianne Gassman [redacted]

**Name:** Rebecca Dirks

**Agency:** Grout Museum District

**Intern's Phone Number and E-mail Address :** [redacted]

**Organization Contact Person and Phone:** Michelle Smith [redacted]

**Academic Advisor Person and Phone:** Julianne Gassman [redacted]

**Future Plans for student** [redacted]  
[redacted]  
[redacted]  
[redacted]

**What did you accomplish during your internship?**

I accomplished more than I ever would imagine. I organized majority of the annual event **Dancing for the Veterans**. Along with planning an event, I also was able to explore all departments of the Grout District (marketing, rentals, volunteer, etc.). I attended many committee meetings and networked a lot with many of the committee members, creating life long contacts in the future.

**How did the internship benefit the student?**

The internship benefitted the student by showing her (Becca) the progress and skills it takes to create an event from scratch. We were able to be trained accordingly and at the same time because we were both very new to the nonprofit organization.

**How did the internship benefit the agency?**

Our annual event was planned with much more organization skills and I (Michelle) was able to focus on other new tasks during my new job transition. She also organized the event for future benefits, so when she isn't here to help plan for next year, I will know how and what she did.

**How does the internship benefit the community?**

Helped raise more money for education and cultural preservation in the Cedar Valley, planning this event.

**(Student to complete) One quote that describes the experience gained from completing this internship (to be used for promotional materials; please specify author of quote)?**

The experience I gained from this internship is related to the motto of the Grout Museum District "Touch it. See it. Feel it." I was able to touch peoples lives by planning my event, see how this museum affects people all around the Waterloo area, and feel very proud of what I have accomplished.

**(Intern supervisor to complete) One quote that describes the impact the intern had on the community (to be used for promotional materials; please specify author of quote)?**

"Because of Becca's impeccable planning, we raised a substantial amount of money to support the Grout Museum"-quoted by Michelle Smith Development Coordinator.

**Please provide a reproducible photo of the intern in action at their internship for media purposes.**

## Dancing for the Veterans Event 2016



This year, we raised more money in silent auction items, cork pull, and votes for the dancers. We did not have as many table sponsorships which made our profit decrease this year, but we raised a grand total of \$3,761.63 (please refer to budget below). After our wrap up meeting we were able to create some pro's and con's of the event and hope to make those changes next year.

I worked all over the place at the Grout Museum, to receive a lot of experience in different departments. Sometimes I would be scheduled in the gift shop or assist with the museum assistance (who give majority of the tours, etc.). I was responsible of making sure every night someone walked through the museum and make sure everything was turned off. Either way, everyday was different and I really enjoyed my time at the Grout Museum.



## 2016 Dancing for the Veterans Budget

Expenses:		Math Notes
Entertainment Cedar Valley Big Band	-\$500.00	
Electric Park Ballroom	-\$550.00	
Projector/Screen	-\$150.00	
Food (Hor d' oeuvres and Dessert)	-\$2,020.00	
Gratuity	-\$303.00	
Mascots	-\$75.00	
<b>Postage</b>		
Sponsorship Letters <i>(including #9 return envelop, letterhead and envelope)</i>	-\$158.95	187 (letters sent)x.485 (postage rate)=\$90.70; letterhead, envelope, #9 return envelope=.365x187=\$68.25
In-Kind Letters <i>(including #9 return envelop, letterhead and envelope)</i>	-\$125.80	148 (letters sent)x.485 (postage rate)=\$71.78; letterhead, envelope, #9 return envelope=.365x148=\$54.02
Invitation Postage	-\$167.46	1,122 (reminders sent)x.15 (postage rate)
Invitations	\$0.00	
Invitation Envelopes	\$0.00	
Save the Date' Letters	-\$682.31	4,238 (letters sent) 1/3 were sent out local and 2/3 were sent local (not local .19 and local .13)
<b>Awards</b>		
White/Webber Award	-\$132.90	66.45 x 2 due to misspelling on first award
Dancer Awards (Winner)	-\$41.95	
Consolation Prizes	\$0.00	
<b>Expenses Total:</b>	<b>-\$4,907.37</b>	

<b>Income</b>		
Ticket Sales	2,380.00	\$420 sold at event (12 people) \$1,960 sold prior to event (56 people)
Table Sales	860.00	3 tables (2 sold for \$280 and 1 sold for \$300)
Silent Auction	3,439.00	
Cork Pull	510.00	
Dancer votes	480.00	
Additional Donations	1,000.00	Tyson Sponsorship
<b>Income Total:</b>	<b>\$8,669.00</b>	

<b>2016 Profit</b>	<b>\$3,761.63</b>
<b>2015 Profit</b>	<b>\$3,842.15</b>

158 people attended this event (including all comped, employees, volunteers, Cedar Valley Big Band, and those who paid prior and at the door).