

# Student Activities Board 2021-2022

## Committee Member Application

Due: Friday, September 3 no later than 5:00 pm

Leadership Center, Reng Student Union - 2nd Floor or email to [ehope@astate.edu](mailto:ehope@astate.edu)

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### Application Process

- Your application should be submitted to the Leadership Center, 2<sup>nd</sup> floor of the Student Union, or submitted electronically to [ehope@astate.edu](mailto:ehope@astate.edu), no later than 5:00 pm on Friday, September 3. If you do not receive a confirmation of your electronic submission, please follow up to verify your application was received.
- Newly selected committee members will be notified before the evening of September 7 about moving on to the interview process taking place Wednesday, September 8.
- Should you have any additional questions please contact Emily Hope, SAB Advisor, at [ehope@astate.edu](mailto:ehope@astate.edu).
- **Completed applications include Student Information Form, responses to applicant questions, and your résumé, including a short reference list with names and contact information.** Please do not include family members or undergraduate students on your reference list.

## INFORMATION ABOUT SAB

### Organizational Structure

SAB is comprised of 7 student directors. Directors are responsible for the planning, marketing, and implementation of programs for A-State students. Your role on the SAB Committee, if chosen, will be to assist SAB Directors with these tasks. The SAB Committee meets twice monthly, every other Monday at 5:00 pm. During this time, Directors update Committee Members on SAB Business, seek input for upcoming programming, and seek assistance with marketing efforts and upcoming programs. Meetings typically range from 30 minutes to 1 hour in length. If you are interested in applying for an SAB Director position, those applications will be available later in the Spring 2022 Semester.

### Academic Standards

- Enrolled at Arkansas State University as a full time student with a minimum cumulative GPA of 2.5.
- Maintain good standing with the University & may not be on disciplinary probation.

### EXPECTATIONS

- Regularly attend SAB Committee Meetings and SAB events
- Work closely with SAB Directors, Committee Members, and Advisor
- Assist with the planning, marketing, and implementation of SAB events
- Aid in marketing of SAB events by posting on your personal social media accounts and campus wall.

### 2021-2022 SAB Committee Member Meetings

- Monday, September 13- Auditorium (3<sup>rd</sup> Floor Reng Student Union)
- Monday, September 27- Auditorium
- Monday, October 11- Auditorium
- Monday, October 25- Auditorium
- Monday, November 1- Auditorium
- Monday, November 15- Auditorium
- Monday, November 29- Auditorium

### 2022 Fall SAB Program Dates (More dates/events TBA)

- A-State Welcome Week- August 21 – 27
- Order of the Pack- September 2
- HowlFest- October 7
- Haunted House- October 28
- Homecoming Week- November 1 – 6

## **Student Activities Board - Student Information Form**

**Please provide the following information:**

**Name:** \_\_\_\_\_ **A-State Student ID Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **T-shirt size** (for office use only): \_\_\_\_\_

**Hometown:** \_\_\_\_\_ **Academic College / Major:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_@smail.astate.edu

**Classification:** \_\_\_\_\_ **Tentative Semester/Year of Graduation:** \_\_\_\_\_

**Cumulative Grade Point Average:** \_\_\_\_\_

By signing below you agree to the following terms:

- I understand that all documents to this application for employment are confidential and the property of the Leadership Center. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote a valuable education experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided at the applicant's request, as permitted by law.
- I do hereby consent to the release of my educational records to the Coordinator of Student Activities, as needed, to confirm that I am enrolled as a full-time student at Arkansas State University, that I have a minimum of a 2.5 cumulative grade point average, that I am in good standing with Arkansas State University, and that I currently have no disciplinary actions against me.
- I wish to submit this application for the position of Student Activities Board Committee Member. I am aware of the responsibilities of this position and I fully intend to fulfill this position to the best of my ability if selected. I possess the minimum qualifications required for this position as specified on this form and all information provided herein is accurate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Arkansas State University does not discriminate on the basis of race, sex, ethnicity, religion, national origin, age, handicap, veteran status, or any other federally protected class in the provision of educational opportunities or benefits.

Arkansas State University does not discriminate on the basis of sex or handicap in the educational programs and activities which it operates, pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans with Disabilities Act of 1990, Public Law 101-336, respectively. This policy extends to both employment by and admission to the University.

Inquiries concerning the Title IX and Section 504 and the Americans With Disabilities Act of 1990 should be directed to the Title IX Coordinator, and the Office of Affirmative Action. Charges of violations of the above policy should also be directed to the Title IX coordinator and the Office of Affirmative Action

## **2021-2022 Committee Member Application Questions**

Please provide thoughtful, typed responses to the following questions:

1. Why do you want to be involved with the Student Activities Board?
2. What skills and experiences do you have that you can bring to the Student Activities Board?
3. Not including events that SAB currently hosts, what would be your ideal SAB event? Please describe.
4. What are your greatest strengths and weaknesses, and how can you capitalize on your strengths and overcome your weaknesses from being a part of the Student Activities Board?
5. What role do you play in a group when completing tasks?

### **Attendance Expectations:**

SAB Committee Members are excused from 2 meetings per semester. If possible, please reach out to the SAB Vice President prior to the missed meeting so that he or she may prepare to share missed information with you. SAB Committee Members are excused from 2 events each semester. You are typically required to volunteer 1 hour at each event; more if you choose. Most SAB events do not exceed 3 hours total in length. This information will be shared with you prior to the event so you may adjust your schedule accordingly. We understand extenuating circumstances occur and we encourage you to reach out to the SAB President to discuss any missed meetings and/or events beyond what is excused each semester.

Once a Committee Member has missed more than two Committee Meetings and/or two SAB events in one semester, the Committee Member will meet with the SAB Vice President and SAB Advisor to discuss their future as a part of the Student Activities Board. At this point, the Committee Member may be notified of their removal from the board. Special circumstances will be taken into consideration and it is highly encouraged for committee members to speak with their director or the SAB Advisor if they are experiencing an issue with attendance.

**I have read the SAB Committee Member Attendance Policy as stated above and I agree to the conditions outlined in it.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Don't forget to attach your resume, complete with reference list including names and contact information.\*\***