



Francis Marion University

UNIVERSITY PROGRAMMING BOARD 2009 – 2010 MEMBERSHIP APPLICATION (Fall Recruitment)

The University Programming Board is a vital and essential component of campus life for the students at Francis Marion University. UPB serves the student body by providing a variety of programs and services that enhance the out-of-the-classroom experience, promotes leadership and contributes to the overall mission of the Division of Student Affairs.

Available Positions:

The following positions will be available to eligible student candidates:

- Executive Chair
- Operations and Logistics
- Educational/Cultural Chair
- Social/Special Events Chair
- Marketing and Promotions Chair
- Campus Outreach Chair
- Weekend Programs Chair
- (14) Assistant Chairs **(First year students are eligible for Assistant Chair positions only)**

The Process

1. Complete applications are due no later than **Friday, September 4, 2009 by 5:00 pm.**
2. Upperclassmen applications will be reviewed to verify G.P.A. and disciplinary status, if applicable.
3. Eligible candidates must attend a group process meeting on **Monday, September 7, 2009 in University Center, Room 205.** Candidates will be contacted via the email address provided on the application.
5. The Advisor will notify the candidates of their status via the email address provided on the application.

Eligibility – Upperclassmen Applicants

- Full time student – 12 hours or more for undergraduates; 9 hours for graduate students
- Grade Point Average of 2.3 or above for undergraduates; 3.0 for graduate students
- In good standing academically and disciplinary, if applicable. Students currently on probation are not eligible.
- Have the ability to commit to programs that sometimes occur during the day, evenings and some weekends
- Any modifications to the process and/or eligibility are at the total discretion of the UPB advisor(s)

Position Descriptions

Executive Chair - TAKEN

- Presides over the UPB Meetings
- Acts as the official representative of UPB
- Guides UPB assessment and program evaluation process
- Reviews all paperwork prior to submittal to UPB Advisor
- Meets regularly with the UPB Advisor

Educational/Cultural Events Chair - TAKEN

- Works with 2 Assistant Chairs to plan educational and cultural events
- Works with other chairs in the implementation of events
- Meets regularly with assistant chairs
- Completes all necessary paperwork, budget planning and evaluations for event planning
- Serves as event manager for all educational and cultural events

Social/Special Events Chair - TAKEN

- Works with 2 Assistant Chairs to plan social and special events
- Works with other chairs in the implementation of events
- Meets regularly with assistant chairs
- Completes all necessary paperwork, budget planning and evaluations for event planning
- Serves as event manager for all social and special events

Marketing and Promotions Chair - TAKEN

- Responsible for publicity for all events (flyers, electronic, press releases, etc.)
- Works with other chairs in the implementation of events
- Meets regularly with chairs and works with on campus and off campus printing.
- Coordinates publicity distribution and photography needs
- Works with 2 assistant chairs

Weekend Programs Chair - TAKEN

- Works with 2 assistant chairs to plan weekend programming
- Works with other chairs in the implementation of events
- Meets regularly with assistant chairs
- Completes all necessary paperwork, budget planning and evaluations for event planning
- Serves as event manager for all weekend programming

Campus Outreach Chair - TAKEN

- Works with 2 Assistant Chairs to coordinate volunteer opportunities for students
- Works with other chairs in the implementation of events
- Meets regularly with assistant chairs
- Assists the Director of Career Development in coordinating the annual Volunteer Fair
- Coordinates the Alternative Spring Break program
- Completes all necessary paperwork, budget planning and evaluations for event planning
- Serves as student resource for volunteer opportunities

Assistant Chairs (14) – One position for Upperclassmen and six for first-year students

- Assists the appropriate chair in implementing programs and duties
- Serves as an active participant in all UPB activities
- Coordinates campus-wide committee recruitment and retention
- Maintains student event check-in, troubleshoots and collects evaluations from each event



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Due no later than Friday, September 4, 2009 by 5:00 pm

Name: _____ Email: _____
(Please print)

Local Address: _____ Phone: _____ (home)
_____ (cell)

1. Are you currently a member of the University Programming Board? Yes No

2. What position are you seeking? _____ .

3. Why are you interested in being a member of the University Programming Board?

4. What skills and experiences do you feel you can bring to UPB?

5. What do you feel is the purpose of the University Programming Board and it's relevance to the student experience? _____

6. How do you define leadership? _____

REFERENCES / ENDORSEMENTS (Upperclassmen Only)

List two (2) references. The signature of the reference also serves as an endorsement of your candidacy for membership. One of the references/endorsements must be a FMU faculty or staff member. You may not use a relative as a reference.

(1) Name: _____ Status: Faculty/Staff Other
Phone #: _____ Department: _____
Endorsement Signature: _____

(2) Name: _____ Status: Faculty/Staff Other
Phone #: _____ Department: _____
Endorsement Signature: _____

PLEASE ATTACH A COPY OF YOUR RESUME (Include campus involvement, if applicable)

Keep pages 1 & 2 for your records

OFFICE USE ONLY

Date Received: _____ GPA Verification: _____ Endorsement Verification _____

Restrictions: ___ None ___ Academic ___ Financial ___ Disciplinary ___ Other

Comments: _____