



CLUBS

UTAH VALLEY UNIVERSITY

2024-2025

CLUB AMBASSADOR

APPLICATION PACKET

PRIORITY CONSIDERATION: MARCH 20, 2024, BY NOON

DUE DATE: OPEN UNTIL POSITIONS ARE FILLED

CLUBS EXECUTIVE BOARD

The Clubs Executive Board is comprised nine (9) Club Ambassadors. As a Club Ambassador, you'll help oversee 12-15 of the 120+ clubs on campus. Clubs are created by students, for students, and operated by students. The Clubs Executive Board assists clubs in programming, advertising, recruiting, etc. This is accomplished through hosting training events, providing club funding, organizing club rush and other office-sponsored events.

Club Ambassadors should be prepared to spend time in the office answering emails, creating club events in Campus Groups, and working in small group teams. Club Ambassadors will also need to work outside of their office hours to complete the 10-15 hour per week requirement. This time is spent meeting with club leadership, where you assist, train, and support clubs as needed. Other tasks include but are not limited to managing the Clubs Office social media platforms, creating training videos, planning Clubs Office events, attending events for their respective clubs, and any other tasks assigned by the Assistant Director of Student Leadership & Involvement specializing in Clubs.

Duties and responsibilities for each club ambassador include but are not limited to:

- Reviews club constitutions and votes to approve club registrations.
- Serves for the benefit of clubs.
- Participates in regular one-on-one meetings with AD of SLI specializing in Clubs.
- Logs and tracks involvement/program progress on Campus Groups weekly.
- Represents all clubs campus-wide.
- Provides opportunities for recruiting club members and promoting clubs.
- Allocates club funding as a member of the Clubs Funding Board and assists clubs with the application process.
- Supports and collaborates with other programs and represents their assigned clubs.
- Advises, trains, and assists clubs with campus wide policies and procedures.
- Assists clubs in publicizing events.
- Helps coordinate Club Rush and any other clubs office-sponsored events.
- Provides ideas for service projects and fundraising opportunities for clubs.

CLUB AMBASSADORS

Below you'll find a list of the expectations, experience, requirements, and benefits of being a Club Ambassador. This is not a comprehensive list but goes into more detail of what will be expected of you if selected for the position.

Expectations:

- **Hours:** Fulfilling the expectations of this position typically takes about **10-15 hours per week**. You are expected to be in the office every Wednesday from 10am–1pm or 12pm–3pm and either Tuesday or Thursday from 10am–1pm or 12pm–3pm. It is important to hold consistent office hours so clubs can receive assistance on any questions, forms, and/or process they may have. Beyond these dedicated office hours, your responsibilities will require an additional 4-9 hours each week.
 - Time in the office should be spent fulfilling your position responsibilities by emailing/calling clubs, meeting with clubs, promoting their events, and other responsibilities assigned.
 - Time outside the office should include meeting with clubs, responding to email, and other responsibilities assigned.
 - You are required to report your hours weekly using Campus Groups, an internal database system that you will be trained on at a later date.
- **Trainings:** You will be required to attend various trainings throughout the summer and occasionally throughout the year during your office hours or any other time decided by the AD - SLI specializing in Clubs.
- **Meetings:** You must participate in the following meetings:
 - **Clubs Executive Board Meeting**-Every Wednesday from 12pm–1pm. This meeting is not optional and students who cannot attend will not be selected for the position.
 - **Clubs Manager One-on-One**-Time and day to be determined by the AD - SLI specializing in Clubs.
 - **Grant Presentation Hearings**-Scheduled three times a semester during office hours.
 - **Small Group Meetings**-Scheduled weekly, during office hours.
- **Events:** Throughout the academic year, there will be various events that require your attendance. These events include Fall and Spring Club Rush and the Clubs Closing Celebration. In addition, as a Club Ambassador, you will be required to meet, one-on-one, at least once a semester with all of the clubs you oversee, and encouraged to attend some club events, activities, meetings, etc. for your clubs.

Experience & Requirements:

- Be enrolled in and complete 12 credit hours of UVU credit hours.
- Possess 3.0 GPA cumulative at time of application; maintain 2.5 GPA minimum each semester.
 - Applicants with a 2.75-2.99 GPA can apply and will need an additional letter of recommendation and personal statement about current GPA with obstacles you have overcome, and academic lessons learned.
- Be in good standing with the university-verified by the Office of Student Rights and Accountability.
- Desire to serve students of UVU and clubs.
- Experience in a leadership position or role is preferred but not required.

Benefits:

- Make an impact at UVU.
- Receive an in-state, full-tuition waiver, which is a scholarship award equivalent of \$2,807, for both fall and spring semesters.
- Gain leadership experience and expand your network on campus.
- Receive a leadership distinction on your transcript through embedded LEAD Program.
- Highlight your resume with leadership, service, and team experience.
- Gain marketable skills for career and leadership advancement.

CLUB AMBASSADOR APPLICATION STEPS

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age (40 and over), disability status, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

Read all application materials thoroughly. Make sure you have all the required paperwork for the position to which you are applying. **Online or paper applications, for the PRIORITY CONSIDERATION, are due WEDNESDAY, MARCH 20, 2024, by NOON in Campus Groups or by submitting them to the Clubs Office, SL 122. Paper applications can be turned in at the front desk, SL 122, or emailed to Andrea Betts at andrea.betts@uvu.edu.** The application will remain open until the positions are filled.

1. Completed Application Agreement
 - a. Fill in all blanks.
 - b. Sign and date your application.
 - c. **Detach the agreement from this packet and turn it in with your application** (on pg. 5-6).
2. Answer Application Questions (1-2 pages, typed) (on pg. 8).
 - a. Clearly indicate which question you are answering.
3. Submit a 1–2-page resume with your application.
 - a. Include campus involvement, leadership experience, and relevant skills.
4. Students with 2.75-2.99 cumulative GPA must submit a personal statement about their current GPA and discuss the obstacles you have overcome, and academic lessons learned.

After applications are received, they will be reviewed by the Selection Committee (AD-SLI specializing in Clubs, Clubs Program Director, and a student leader) and narrowed down for interviews. Applicants selected for an interview will be contacted to schedule an interview time.

APPLICATION CHECKLIST

- ☐ Application Agreement (pg. 5-6)
- ☐ Application Questions (pg. 9)
- ☐ Resume
- ☐ Additional Requirement: Personal Statement (Candidates with 2.75-2.99 GPA only)

2024-2025 CLUB AMBASSADOR APPLICATION AGREEMENT

Name _____ UVID _____

Phone Number _____ Email _____

Have you attended UVU before? Yes No Do you currently have Utah Residency status? Yes No

By signing this application, I certify that I understand the terms and agree to each of the following (*Initial each item*):

_____ Any applicant for Club Ambassador must possess a minimum cumulative 3.0 GPA at time of application. Please note additional requirements (pg. 3) for students with a 2.75-2.99 GPA.

_____ All applicants must be in good standing with the Student's Rights and Responsibilities Code (Policy 541 – can be found at <https://policy.uvu.edu/getDisplayFile/5bedd0ef7b23736d542192e3>).

_____ Club Ambassadors must maintain a 2.5 semester GPA and successfully complete at least 12 UVU credit hours each semester while serving in their position (LDS Institute courses DO NOT count towards the 12 UVU credit hour requirement).

_____ Club Ambassadors must be able to attend meetings and actively be available from 10am–1pm or 12pm–3pm on Tuesday OR Thursday and Wednesday each week of fall and spring semesters. This means **classes cannot be taken during this time** so ambassadors can be consistently available to meet with clubs, work on club initiatives, projects, and fulfill their roles and responsibilities.

_____ Club Ambassadors must attend required events as outlined by the AD-SLI specializing in clubs. The list of mandatory events will be chosen and clearly communicated to the Clubs Executive Board in a timely manner before the beginning of each semester.

_____ Club Ambassadors must complete **10 - 15 hours per week**, with 6 hours being office hours and the remainder from attending club events, answering email, and other tasks as assigned.

_____ Club Ambassadors must utilize the online platform of Campus Groups. Campus Groups functions as a hub for information, forms, evaluation tools, and a tool to track hours and participation. The Clubs Office will provide training for successful Campus Groups utilization.

_____ The success and life balance of students is at the forefront of the mission of the Department of Student Leadership and Involvement (SLI). Because of this priority, students involved in SLI student leadership programs will need to be committed to their positions and the time commitment they entail. **Students are discouraged from and will not be selected if they are involved in extracurricular activities (part time jobs, hobbies, additional student leadership opportunities, etc.) that exceed 20-25 hours per week.** Furthermore, students that are offered multiple positions amongst the various student leadership programs will be expected to select only one program to participate in.

_____ I understand that by participating, my photo may be taken and used to promote UVU on platforms that include but are not limited to social media, websites, and promotional assets.

_____ Information regarding the impact of scholarships to an individual student's financial aid is restricted to the Financial Aid and Scholarship Office. To understand how receiving a club ambassador scholarship will impact your financial aid and any additional awards (i.e.: grants, loans, scholarships, etc.) please contact a financial aid counselor for information.

_____ The Office of Student Leadership and Involvement may verify my eligibility at any time (academic standing, behavior agreements, and compliance with the UVU Student Rights and Responsibilities).

_____ Students are subject to removal from participation in any SLI programs in connection with pending or prior university disciplinary action, including but not limited to situations where there are concerns about safety, destruction of university property, or interference with the operations of the university and/or educational programs, as deemed appropriate by the Office of Student Rights and Accountability. An outline of Student Rights and Responsibilities can be found online at <https://policy.uvu.edu/getDisplayFile/5bedd0ef7b23736d542192e3>.

I declare the above information is true and accurate. If appointed as a member of Clubs Executive Board, I will strive to fulfill my duties and represent UVU with dignity and integrity.

Signature _____ **Date** _____

CLUB AMBASSADOR DATES & EVENTS

*Trainings and meetings are extremely important and will greatly enhance the effectiveness of the entire semester.
If selected as a Club Ambassador, it will be critical for you to attend all the dates outlined below.*

Selection Timeline for Club Ambassador Applicants:

Wednesday, March 20 th @ Noon	PRIORITY CONSIDERATION	SL 122 Email: andrea.betts@uvu.edu , or Campus Groups form
March 22 nd – 28 th	PRIORITY INTERVIEWS BY APPOINTMENT	Location: SL 122F
April 1 st – 5 th	INTERVIEWS BY APPOINTMENT	Location: SL 122
April 5 th	APPLICANT NOTIFICATIONS	
Wednesday, April 10 th 11:30am-2pm	CLUBS EXEC BOARD ORIENTATION	SL 114

Required events and trainings for ALL Club Ambassadors:

If you have a conflict, please speak with Andrea Betts before withdrawing your application.

Thursday, April 18 th , 6pm	CLUBS CLOSING CELEBRATION	Ragan Theater
Monday, April 22 nd , 6pm	CLUBS EXECUTIVE BOARD DINNER	Location: TBA
Tuesday, May 14 th , 10am-12pm	BOARD TRAINING MEETING	SL 122F
May 14 th -17 th	UTAH LEADERSHIP ACADEMY	Westminster University
Tuesday, May 28 th , 10am-12pm	BOARD TRAINING MEETINGS	SL 122F
Tuesday, June 11 th , 10am-12pm	BOARD TRAINING MEETINGS	SL 122F
Tuesday, June 25 th , 10am-12pm	BOARD TRAINING MEETINGS	SL 122F
July 16 th -19 th	CLUBS EXECUTIVE RETREAT	Location: TBA
July 30 th , 10am-1pm	BOARD PLANNING MEETINGS	SL 122F
August 6 th , 10am-1pm	BOARD PLANNING MEETINGS	SL 122F
August 13 th , 10am-1pm	BOARD PLANNING MEETINGS	SC 213A
Thursday, August 15 th , 7am-3pm	CLUB PRESIDENTS' RETREAT	SC 213A/B
Wednesday, August 21 st	FALL SEMESTER SCHEDULE BEGINS	Office hours will be set in summer training meetings

CLUB AMBASSADOR DATES & EVENTS

Crucial semester events and meetings for ALL Club Ambassadors:

This is not a complete list. Also, ambassadors are not expected to be at every event the entire time listed. If you have a conflict, please speak with Andrea Betts before withdrawing your application.

Every Wednesday, beginning August 21 st , 12-1pm	CLUBS EXECUTIVE BOARD MEETINGS	SL 122F
Tuesday, September 17 th , 1-5pm	SET UP: FALL CLUB RUSH	Fountain Courtyard
September 18 th & 19 th , 7am-3pm	FALL CLUB RUSH	Fountain Courtyard
Wednesday, September 25 th , 6-8pm	SLI LEADERSHIP LECTURE	Center Stage
Tuesday, October 15 th	CLUBS MID-TERM SOCIAL	Location: TBA
Wednesday, November 20 th , 6-8pm	SLI LEADERSHIP LECTURE	Center Stage
Friday, January 3 rd	PLANNING MEETING & ACTIVITY	Location: TBA
Every Wednesday, beginning January 8 th , 12-1pm	CLUBS EXECUTIVE BOARD MEETINGS	SL 122F
January 21 st – 23 rd	MLK SERVICE WEEK	Location: TBA
Saturday, January 25 th , 7am-1pm	MINI CLUBS LEADERSHIP RETREAT	SC 206B/C
Tuesday, February 4 th , 1-5pm	SET UP: SPRING CLUB RUSH	Ballroom
February 5 th & 6 th , 7am-3pm	SPRING CLUB RUSH	Ballroom
Wednesday, February 5 th , 6-8pm	SLI LEADERSHIP LECTURE	Center Stage
Wednesday, March 5 th	CLUBS MID-TERM SOCIAL	Location: TBA
Wednesday, April 16 th , 6-8pm	SLI LEADERSHIP LECTURE	Center Stage
Thursday, April 17 th , 8am-5pm	SET UP: CLUBS CLOSING CELEBRATION	Ragan Theater
Thursday, April 17 th , 6-8pm	CLUBS CLOSING CELEBRATION	Ragan Theater
Monday, April 21 st , 6pm	CLUBS EXECUTIVE BOARD DINNER	Location: TBA
Friday, April 25 th , 6pm	LAVENDER GRADUATION	Location: TBA

APPLICATION QUESTIONS

Please provide a 1–2-page typed document that answers all the following questions:

1. What additional time commitments do you have (i.e. work, school hours, vacations, etc.) and do any of these commitments present a potential conflict with the list of required events, meetings, and summer trainings listed in this application packet (on page 7)?
2. What other leadership roles will you have on campus? Please include internships, fellowships, clubs, councils, etc.
3. Describe your understanding of the role, purpose, and importance of clubs at Utah Valley University.
4. Why do you want to be involved as a Club Ambassador and what perspectives and contributions will you bring to the program?
5. Discuss any involvement you have had with clubs or other student groups on campus.

****As a member of the Clubs Executive Board, all night (9) Club Ambassadors are expected to be in the office on Wednesdays from 10am–1pm or 12pm–3pm. Furthermore, Club Ambassadors will be expected to be available in the office on Tuesdays or Thursdays from 10am–1pm or 12pm–3pm.**