



CLUBS

UTAH VALLEY UNIVERSITY

Spring 2021

CLUB AMBASSADOR

APPLICATION PACKET

APPLICATION ARE ACCEPTED UNTIL POSTIONS ARE FILLED

INTER-CLUB COUNCIL EXECUTIVE BOARD

The Inter-Club Council Executive Board is comprised of the Inter-Club Council President and eight (8) Club Ambassadors. Previously, the ICC Executive Board had an assistant who was responsible for taking minutes and fulfilling any tasks that were asked of them by the ICC President. The assistant position has been dissolved and the tasks have been reallocated to the eight (8) Club Ambassadors. Some of those tasks include, but are not limited to: taking minutes, managing the clubs office social media platforms, planning and presenting ICC trainings, taking attendance and any other tasks assigned by the ICC President.

As a Club Ambassador, you'll help oversee 20-25 of the 150+ clubs on campus. Clubs are created by students, for students, and operated by students. The Inter-Club Council Executive Board assists clubs in programming, advertising, recruiting, fundraising, etc. This is accomplished through Inter-Club Council (ICC) meetings, providing club funding, organizing club rush and other office-sponsored events. Club Ambassadors should be prepared to spend time in the office in addition to attending events for their respective clubs, such as club meetings, club activities, etc., where they assist, train, and support clubs as needed.

As a member of the Inter-Club Council Executive Board, you report to the ICC President first and to the Clubs Coordinator second. All respective clubs report to their Club Ambassador first and to the ICC President second. The ICC President reports to the Clubs Coordinator.

As outlined in the ICC Constitution, Article II, Section IV, Subsection B3, potential applicants must meet the following criteria: Be a member of a registered and active club for at least one (1) semester prior to application.

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

- Serves under the ICC President
- Participates in regular one-on-one meetings with ICC President
- Logs and tracks involvement/program progress on Connect weekly
- Helps oversee the ICC Exec Board budget and club budgets
- Represents all clubs campus wide
- Provides opportunities for recruiting club members and promoting clubs
- Allocates club funding as a member of the ICC Funding Board and assists clubs with the application process
- Supports and collaborates with other programs and represents their individual constituencies
- 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 take about 8-10 hours per week. You are expected to be in the office or available virtually 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 2-4 hours each week.
 - Time in the office (physically or virtually) should be spent fulfilling your position responsibilities by emailing/calling clubs, attending their events, and promoting their events. You are required to report your hours weekly using Connect, 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 winter break and occasionally throughout the year during your office hours or any other time decided by the Clubs Coordinator and ICC President.
- **Meetings:** You must participate in the following meetings:
 - **Inter Club Executive Board Meeting**-Every Wednesday from 12pm – 1pm.
 - **Regularly Scheduled ICC President One-on-One**-Time and day to be determined between you and ICC President
 - **Clubs Coordinator One-on-One**- Time and day to be determined between you and the Clubs Coordinator
 - **ICC Meetings**-The first Tuesday (12pm – 1pm) and Wednesday (2pm – 3pm) of every month except January, which will be held the second Tuesday and Wednesday
 - **Additional Funding Hearings**-Scheduled monthly, by ICC President, on Tuesdays/Thursdays between 12pm and 3pm
- **Events:** Throughout the academic year, there will be various events that require your attendance. Please see the application timeline to learn more. In addition, as a Club Ambassador, you will be required to attend some club events, activities, meetings, etc. of the clubs that you oversee.

Experience & Requirements:

- Be enrolled in and complete 12 credit hours of UVU credit hours
- Possess 3.0 GPA cumulative at application; maintain 2.5 GPA minimum
- Be in good standing with the university-verified by the Office of Student Conduct
- Desire to serve students of UVU and clubs
- Experience in leadership position or role is preferred but not required

Benefits:

- Make an impact at UVU
- An in-state half-tuition waiver for spring semester
- Excellent way to gain leadership experience and expand your network on campus
- Highlight your resume with leadership, service and team experience
- Get involved and meet other students who have the same interests as you do
- Access to a fridge, desk and computer

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. **Applications are being accepted until positions are filled. Applications can be submitted in person to the Clubs office, SL 122, or by emailing Andrea Betts at andrea.betts@uvu.edu.**

Late packets will NOT be accepted, no exceptions.

1. Completed Application Agreement & Reference Sheet
 - a. Fill in all blanks
 - b. Provide references who are not family relatives
 - c. Sign and date your application
 - d. **Detach the agreement from this packet and turn it in with your application** (on pg. 4)
2. Answer Application Questions (1-2 pages, typed) (on pg. 6)
 - a. Clearly indicate which question you are answering
3. Submit a resume with your application (1 page)
 - a. Include campus involvement, leadership experience, and relevant skills
4. Write an Action Plan for being a Club Ambassador
 - a. Read the description of what being a Club Ambassador entails
 - b. Tell us why you are qualified for the position
 - c. Tell us **three** ideas you have for the position (new ideas or specific ways you want to enhance current events or initiatives)
5. Letter of recommendation from a club

After applications are received, they will be reviewed by the Selection Committee (ICC President, Clubs Coordinator, and Assistant Clubs Coordinator) and narrowed down for interviews. Applicants selected for an interview will be contacted to schedule an interview time.

APPLICATION CHECKLIST

- Application Agreement and Reference Sheet (pg. 4)
- Application Questions (pg. 6)
- Resume
- Action Plan for being a Club Ambassador
- Letter of Recommendation from a Club

SPRING 2021 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.

_____ 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 Spring semester. This means classes cannot be taken during this time so ambassadors can be consistently available to meet with clubs campus wide, work on club initiatives, projects, and fulfill their roles and responsibilities.

_____ Club Ambassadors must attend required events as outlined by the ICC President. The list of mandatory events will be chosen and clearly communicated to the ICC Executive Board in a timely manner before the beginning of the Spring semester.

_____ Club Ambassadors must utilize the online platform of Connect. Connect 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 Connect 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.

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

_____ 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 Conduct. The Student Code of Conduct 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 ICC Executive Board, I will strive to fulfill my duties and represent UVU with dignity and integrity.

Signature _____ **Date** _____

REFERENCES

Please provide three references (not related to you, at least one employer):

Name _____

Phone _____

Email _____

Relationship _____

Name _____

Phone _____

Email _____

Relationship _____

Name _____

Phone _____

Email _____

Relationship _____

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.

Mandatory for ALL Club Ambassadors:

TBA	AMBASSADOR ORIENTATION	SL 122/Virtual, Clubs Conference Room
TBA	AMBASSADOR TRAINING	SL 122/Virtual, Clubs Conference Room
January 6 th – April 28 th	ICC EXECUTIVE BOARD MEETING	SL 114/Virtual
January 12 th – April 29 th	WEEKLY OFFICE HOURS	SL 122/Virtual
January 12 th – 13 th	MONTHLY ICC MEETINGS	SL 114/Virtual
January 27 th	ADDITIONAL FUNDING HEARINGS	
February 2 nd – 3 rd	MONTHLY ICC MEETINGS	SL 114/Virtual
February 10 th – 11 th	CLUB RUSH	
March 2 nd – 3 rd	MONTHLY ICC MEETINGS	SL 114/Virtual
March 31 st	ADDITIONAL FUNDING HEARINGS	
April 6 th – 7 th	MONTHLY ICC MEETINGS	SL 114/Virtual
Thursday April 22 nd	CLUBS CLOSING CEREMONY	Grand Ballroom
April 28 th	ADDITIONAL FUNDING HEARINGS	

APPLICATION QUESTIONS

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

1. In addition to the required hours of Tuesday OR Thursday AND Wednesday from 10am – 1pm or 12pm – 3pm *, what are your anticipated hours of availability to fulfill your responsibilities during:
 - a. December 2020
 - b. Spring Semester 2021
2. 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 8)?
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 during the spring semester 2021?
5. Discuss any involvement you have had working with clubs and what you feel the importance of clubs is on campus. **As outlined in the Inter-Club Council Constitution, “Be a member of a registered and active club for at least one (1) semester prior to application.” (ICC Constitution, Article II, Section IV, Subsection B3).**

**As a member of the Inter-Club Executive Board, all eight (8) Club Ambassadors are expected to be in the office (physically or virtually) on Wednesdays from 10am – 1pm or 12pm – 3pm. Furthermore, four (4) Club Ambassadors will be expected to be available in the office on Tuesdays or Thursdays from 10am – 1pm or 12pm – 3pm.