



**CLUBS**

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**UTAH VALLEY UNIVERSITY**

**2020-2021**

**CLUB AMBASSADOR**

**APPLICATION PACKET**

**DUE WEDNESDAY, APRIL 1, 2020 at NOON**

**LATE PACKETS WILL NOT BE ACCEPTED, NO EXCEPTIONS.**

Dear Applicant,

Thank you for your interest in applying for a Club Ambassador position within Utah Valley University's Clubs Branch. As a club ambassador, it would be your job to represent the interests and passions that each club brings to UVU. Every ambassador will play a vital role in facilitating clubs' success and allowing them the opportunity to shine!

It is a club ambassador's responsibility to serve the club presidents and their members here at UVU. This is done by increasing student engagement and involvement, listening to the club members and meeting their needs, and being committed to their success.

We are looking for applicants who are passionate about UVU and representing our clubs on campus. We need students who are dedicated and willing to collaborate. Experience in leadership and clubs is encouraged but not required. This position involves hard work that will lead to wonderful fulfilling experiences. Club ambassadors are essential to the growth of the university and student success. We are confident that it will be a great experience.

If you have any further questions, please contact me, the 2019-2020 Inter-Club Council President.

Sincerely,

Rachel Nordfelt  
ICC President, 2019-2020

## 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. **Application packets are due Wednesday, April 1, 2020 by NOON to the front desk of SL 122. Applications should be submitted in person to Andrea Betts or emailed to [andrea.betts@uvu.edu](mailto: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 (newly elected 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

# INTER CLUB EXECUTIVE BOARD

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 one of the eight positions.

## Expectations:

- **Hours:** Fulfilling the expectations of this position should take about 8-10 hours per week. You are expected to be in the office every Wednesday from 12pm to 3pm and either Tuesday or Thursday from 12pm to 3pm. Beyond these dedicated office hours, your responsibilities will require an additional 2-4 hours each week. Hours 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 summer and occasionally throughout the year during your office hours or any other time decided by the Clubs Coordinator and ICC President.
- **Retreats:** You must attend all required retreats, ULA and Wolverine Summit as well as any other trainings or special conferences. See the application timeline for specific dates.
- **Meetings:** You must participate in the following meetings:
  - **Inter Club Executive Board Meeting**-Every Wednesday during the 12pm to 3pm block \*\*Exact time to be determined by the ICC President
  - **Regularly Scheduled ICC President One-on-One**-Time and day to be determined between you and ICC President
  - **Clubs Coordinator One-on-One**-The Clubs Coordinator will decide how often and when these meetings will take place
  - **ICC Meetings**-The first Tuesday (2pm-3pm) and Wednesday (12pm to 1pm) of every month except January, which will be held the second Tuesday and Wednesday
  - **Additional Funding Hearings**-Scheduled monthly, by ICC President, during office hours from 12pm to 3pm
- **Events:** Throughout the summer and 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. These club events are typically outside of the designated office hours but still require your attendance.

## 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 a benefit but not required

## Benefits:

- Make an impact at UVU
- An in-state half-tuition waiver for fall and 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

## 2020-2021 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 54 – can be found at <http://bit.ly/uvupolicy541>).

\_\_\_\_\_ 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 serve mandatory office hours from 12pm to 3pm on Tuesday OR Thursday and Wednesday each week of Fall and Spring semester. This means classes cannot be taken during this time. Office hours are a dedicated time where ambassadors 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 Fall and Spring semester.

\_\_\_\_\_ Club Ambassadors must be willing and able to contribute a minimum of 8-10 hours per week, in addition to meetings, to fulfill their responsibilities. Because of this time commitment, Club Ambassadors are discouraged to participate in additional extracurricular activities (part time jobs, hobbies, other leadership opportunities, etc.) that exceed 20-25 hours per week.

\_\_\_\_\_ 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 [www.uvu.edu/studentconduct/students](http://www.uvu.edu/studentconduct/students)

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** \_\_\_\_\_

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### REFERENCES

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

## MANDATORY CLUB AMBASSADOR DATES & EVENTS

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

### **Mandatory for ALL Club Ambassadors:**

Wednesday, April 1 <sup>st</sup> @ Noon	APPLICATIONS DUE	SL 122 or Email: andrea.betts@uvu.edu
Monday, April 6 <sup>th</sup> -Friday April 10 <sup>th</sup>	INTERVIEWS BY APPOINTMENT	
Wednesday, April 15 <sup>th</sup> @ 1pm	ICC EXEC BOARD ORIENTATION	SL 122, Clubs Conference Room
Thursday April 16 <sup>th</sup> from 6pm-8pm	CLUBS CLOSING BANQUET	Grand Ballroom
Tuesday, May 12-Friday, May 15	UTAH STATE UNIVERSITY	(Time/Location TBA)
June	INTER CLUB EXEC RETREAT	3 days (Time/Location TBA)
June, July, and August (Staff and ICC President will determine these dates in consultation with Club Ambassadors, but plan on two full day trainings per month)	SUMMER BRANCH PLANNING & TRAINING MEETINGS	
Friday, August 21 <sup>st</sup> , 3pm-10pm	WOLVERINE SUMMIT	UVU Student Center

## 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 12 pm – 3 pm\*\*, what are your anticipated hours of availability to fulfill your responsibilities during:
  - a. Summer 2020
  - b. Fall 2020
  - c. Spring 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 5)?
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 2020-2021 school year?
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 Club Ambassadors will be required to be in the office on Wednesdays from 12pm to 3pm. Furthermore, four Club Ambassadors will be required to be in the office on Tuesdays from 12pm to 3pm and the other four will be required to be in the office on Thursdays from 12pm to 3pm.



## **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 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 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/participation hours 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