
UTAH VALLEY UNIVERSITY



STUDENT ASSOCIATION

2018-2019

Student Council

APPLICATION PACKET

DUE WEDNESDAY, APRIL 4, 2018 at NOON

LATE PACKETS WILL NOT BE ACCEPTED, NO EXCEPTIONS.

Dear Applicant,

Thank you for your interest in applying for a Student Council position within the Utah Valley University Student Association. As members of UVUSA, we regard this privilege of communicating the student voice to faculty and administration with excitement and honor. Many amazing things are happening at UVU and we appreciate your initiative to be involved and assist UVUSA in continuing our historic tradition of involvement and success.

As we enter the 2018-2019 academic year, we are looking for creative, passionate, and self-motivated applicants with a desire to make UVU better for the next generation of students. We understand the time commitment and additional effort that these positions require, but your contribution is vital to UVU's well-being and progress moving forward.

We are students striving to provide a meaningful college experience beyond the classroom through collaboration and involvement. As representatives of the student voice, we will be transparent and relatable in order to create a community of PROUD WOLVERINES!

If any questions regarding the application process or the function of certain council positions arise, please feel free to contact any member of the Executive Council below.

Sincerely,



Marc Reynolds
Student Body President
marcr@uvu.edu



Gage Marberger
Executive Vice President
gage.marberger@uvu.edu



Kenzie Prows
Vice President of Academics
mackenzie.prows@uvu.edu



Shayla Shaw
Vice President of Activities
shayla.shaw@uvu.edu



Hannah Cospers
Vice President of Clubs
hannah.cospers@uvu.edu

UVUSA STUDENT COUNCIL 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. Different positions have different application requirements. Make sure you have all the required paperwork for the position(s) of which you are applying. ***If you are applying for more than one position, you must submit a letter of intent for each position to be considered as an eligible candidate for that position.***

Application packets are due **Wednesday April 4, 2018, by NOON** to the front desk of SL 122. ***Late packets will NOT be accepted, no exceptions.*** Applications should be submitted in person, faxed to 801-863-7729, or emailed to marie.squyres@uvu.edu, todd.olsen@uvu.edu, kaela.lunt@uvu.edu, or sarah.ramaker@uvu.edu.

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) (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 a letter of intent (1-2 pages)
 - a. Read the description of the position for which you are applying
 - b. Tell us why you are qualified for the position
 - c. Tell us **three** ideas you have for the position
 - d. Conclude with a statement of your commitment
5. Create a collage or YouTube video representing you
 - a. Collage:
 - i. Use an 8.5 x 11 sheet of paper
 - ii. Include a picture(s) of yourself, things that represent you, or that are important to you
 - b. YouTube Video
 - i. 90 seconds that represent your personality, talents, life, etc.
 - ii. Upload to YouTube by April 4, 2018, at noon
 - iii. Include the link in your packet
 - iv. Ensure that the link is available to the application committee
6. Letter of recommendation (optional)

After applications are received, they will be reviewed by the Selection Committee (newly elected Executive Council, two advisors, and a student at large) 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
- Letter of Intent (one letter for each position you're applying for)
- CLUB AMBASSADORS ONLY: Letter of Recommendation from a Club
- Collage or YouTube video link

UVUSA 2018-2019 STUDENT COUNCIL APPLICATION AGREEMENT & REFERENCE SHEET

Name _____ UVID _____ Birthdate ____/____/____

Phone Number _____ Email _____

Major _____ Year in School: Freshman Sophomore Junior Senior

Have you attended UVU before? Yes No Are you a Utah Resident? Yes No T-Shirt Size _____

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

- _____ Any applicant for Student Council 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).
- _____ Student Council members 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).
- _____ Student Council members must be able to attend Student Council meetings and serve mandatory office hours from 12pm to 3pm on Tuesday and Thursday each week of Fall and Spring semester. Office hours are a dedicated time where officers meet with campus representatives, work on campus initiatives, projects, and fulfill their roles and responsibilities.
- _____ Student Council members must attend required UVUSA sponsored events as outlined by the UVUSA Executive Council. The list of mandatory events will be chosen and clearly communicated to Student Council in a timely manner before the beginning of the Fall and Spring semester.
- _____ Student Council members must be willing and able to contribute a minimum of 10-15 hours per week, in addition to meetings, to fulfill their student council responsibilities. Because of this time commitment, Student Council members are discouraged to participate in additional extracurricular activities (part time jobs, hobbies, other leadership opportunities, etc.) that exceed 20-25 hours per week.
- _____ Student Council members must utilize their OrgSync profile and commit to track hours and participation using the OrgSync database system.
- _____ The Office of Student Leadership and Involvement may verify my eligibility at any time.

I declare the above information is true and accurate. If appointed as a member of Student Council, 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 _____

Relationship _____

Name _____

Phone _____

Relationship _____

Name _____

Phone _____

Relationship _____

POSITIONS

Please list the position(s) for which you are applying in order of preference if there are more than one:

1. _____

2. _____

3. _____

4. _____

5. _____

OFFICE USE ONLY:

Eligible: YES NO SLI: _____

MANDATORY STUDENT COUNCIL DATES & EVENTS

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

Mandatory for ALL Student Council Members:

Wednesday, March 14	APPLICATIONS AVAILABLE	SL 122
Wednesday, April 4 @ Noon	APPLICATIONS DUE	SL 122
Monday, April 9-Saturday, April 14	INTERVIEWS BY APPOINTMENT	<i>(Time/Location TBA)</i>
Thursday, April 26, 6-8pm	TRANSITION BANQUET	<i>UCCU Presidential Suite</i>
Tuesday, May 8-Thursday, May 10	STUDENT COUNCIL OVERNIGHT RETREAT	
<i>MEET @ 9:00am in SL 122 / RETURN LAST DAY BY 1pm</i>		
Tuesday, May 15-Friday, May 18	UTAH LEADERSHIP ACADEMY	<i>Southern Utah University</i>
<i>MEET AT UVU @ 1:30pm / RETURN LAST DAY BY 5pm</i>		
June, July, and August	SUMMER BRANCH PLANNING & TRAINING MEETINGS	
<i>(Staff and Vice Presidents will determine these dates in consultation with branch members but plan on two full day trainings per month)</i>		
Thursday, August 16, 4-9pm	FALL STUDENT COUNCIL RETREAT	<i>UVU SLWC Building</i>
Friday, August 17, 8:30am-2pm	LEADERSHIP DAY	<i>UVU Student Center</i>
<i>(TBA: Night time activity following Leadership Day)</i>		

Additional Summer Commitments:

Jumpstart Orientation Dates

Must attend 3 Orientations throughout the summer. The Executive Council will send out a sign up sheet.

8am-10am sessions: May 8 | June 11, 13, 19, 22, 25, 27, 29 | July 2, 16, 18, 20, 25, 31 | August 2, 4, 8, 10, 16

12pm-2pm sessions: August 13

3pm-5pm sessions: August 24

Student Council members host a booth at every new student orientation. It provides an opportunity for freshmen to be informed about what student council does and how to get involved. **Set up MUST be completed 30 minutes prior to start time, so please plan accordingly. Hosting the booth shouldn't exceed more than 1.5 hours (including set up and take down) at each orientation.**

Optional Summer Commitment

Saturday, June 9 @ 6:30pm	OREM PARADE	<i>Meeting spot TBD</i>
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STUDENT LEADERSHIP PARTICIPATION CLAUSE:

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.

APPLICATION QUESTIONS

On a separate sheet of paper please answer each of the following questions. Please clearly indicate which question you are answering. Limit to 1-2 pages.

1. In addition to the required hours of Tuesday and Thursday from 12 pm – 3 pm**, what are your anticipated hours of availability for:
 - a. Summer 2018
 - b. Fall 2018
 - c. Spring 2019
2. What other commitments do you have (i.e. work, school hours, vacations, etc.) and will you make yourself available for all events, meetings, and summer trainings listed in this packet and other events that will be announced?
3. Describe your understanding of the role, purpose, and importance of Student Council at Utah Valley University.
4. After reading through the cover letter, how will you effectively contribute to the 2018-2019 vision outlined by the Executive Council?
5. Why do you want to be involved in Student Council and what new perspectives and contributions will you bring to this position, branch, and Student Council during the 2018-2019 school year?
6. Due to the limited number of positions available, If you are not selected for a Student Council position, what committees and/or VP assistant position would you like to be considered for?
 - Club Representatives (Clubs)
 - Department Representatives (Senate)
 - Green Team (Activities)
 - Political Action Team (Independent)
 - Public Relations Committee Member (Independent)
7. **(CLUB AMBASSADOR APPLICANTS ONLY)** 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, “all club ambassadors must have been a member of a chartered and active club for at least two semesters, one of which may be the spring semester in which the member applies for the position” (ICC Constitution, Article II, Section V, Subsection B4).**

**Those applying to be on the Activities or Clubs Branch, please see the additional hours requirement (pages 10 and 11).

AVAILABLE POSITIONS

Student Government is divided into four different branches: the Independent Branch, the Academic Senate, the Student Activities Branch, and the Clubs Branch. The positions in each branch are defined in the following pages.

A separate letter of intent is required for EACH position for which you are applying. The following positions listed comprise UVUSA's Student Council. Responsibilities include; but are not limited to: on-campus legislation passed through student government, members of student council will also sit on various committees across campus representing the student voice, and are responsible for allocating all student fees.

Positions on the Independent Branch:

The Independent Branch focuses on the internal workings of Student Council and connections between UVUSA and other campus entities including the UVU Mentors, Volunteer and Service Learning Center-Service Council, Multicultural Student Council, International Student Council, and satellite campuses. The various positions focus on student engagement on the University, community, and state legislative levels. The Independent Branch strives to unify students through collaboration with other campus student organizations. Together we are able to make an even greater impact by organizing and implementing initiatives focused on civic engagement and global awareness. Duties and responsibilities include but are not limited to:

- Serves under the Executive Vice President
- Supports all other Student Council programs and represents their individual constituencies
- Required responsibilities outlined by the respective program in which the liaison is housed (excluding the Chief Justice and Public Relations Chair).

Public Relations Chair:

- Works with all branches of Student Council to brand UVUSA and facilitate marketing campaigns for specific events and projects
- Facilitates the use of UVUSA social media and documents events and initiatives through video, blogs, photos, etc.
- Recruits and retains a minimum of 5 public relations committee members to assist in the execution of social media campaigns, marketing strategies, etc.

Chief Justice:

- Works with all branches of Student Council in creating a Judicial Council to define and interpret UVUSA constitutional issues
- Serves as Parliamentarian in Student Council meetings
- Provides regular legislative updates
- Coordinates lobbying efforts on a state level as directed by the Executive Council of UVUSA
- Promotes civic and political engagement on campus by encouraging dialogue and critical thinking
- Directs voter-registration campaigns

The following positions are part of the Independent Branch but require an application process through their respective departments. Please contact the department listed for the application and additional information.
*****The UVUSA Executive Council is not responsible for reviewing or selecting the liaison positions, however the Executive Vice President consults with these organizations in their respective selection processes.***

Service Council Liaison:

- Works under the direction of the Volunteer & Service Learning Center to coordinate and oversee service activities, projects, and programs for UVU students
- Coordinates and oversees student participation in community service, service expeditions, and service-learning by supporting and coordinating service between clubs, UVUSA-Student Government, the Volunteer & Service-Learning Center, and community agencies
- Oversees selection of the student Service Council
- As the Liaison they are the ongoing representative for the students' voice or their constituency during student council processes and especially during student fee hearings

Please contact the Volunteer & Service Learning Center (SC 105) for additional information.

International Student Council Liaison:

- Works under the direction of the Center for Global & Intercultural Engagement and is selected through International Student Services
- Serves as the liaison between the International Student Council and UVUSA
- Actively pursues the voice and opinions of students of international backgrounds for more effective and accurate representation
- As the Liaison they are the ongoing representative for the students' voice or their constituency during student council processes and especially during student fee hearings

Please contact the International Student Services office (LA 114) for additional information.

Multicultural Student Council Liaison:

- Works under the direction of the Center for Global & Intercultural Engagement and is selected through Multicultural Student Services
- Serves as the liaison between the Multicultural Student Council and UVUSA
- Actively pursues the voice and opinions of students of multicultural backgrounds for more effective and accurate representation
- As the Liaison they are the ongoing representative for the students' voice or their constituency during student council processes and especially during student fee hearings

Please contact the Multicultural Student Services office (LA 114) for additional information.

UVU Mentor Liaison:

- A Team Lead in the UVU Mentor Program serves as the liaison between UVUSA and UVU Mentors
- Acts as a voice on UVUSA Student Council to communicate activities, concerns, and initiatives to and from the UVU Mentor Program and UVUSA
- As the Liaison they are the ongoing representative for the students' voice or their constituency during student council processes and especially during student fee hearings

Please contact the UVU Mentor Program (LC 407) for additional information.

Positions available within the Academic Senate:

The UVUSA Student Senate works directly with the Deans of each College or School to represent the student body on department steering committees. Senators also assist with any special projects or needs within each College or School. The College or School Senator is the ongoing representative for the students' voice or their constituency during student council processes and especially during student fee hearings. Duties and responsibilities include but are not limited to:

- Serves under the Academic Vice President
- Meets with dean and/or Associate Dean at least twice per month
- Actively pursues student feedback on policy, specific college or school matters, campus programming and all other aspects of student life on campus
- Coordinates and organizes monthly student outreach within respective college or school
- Assists in the organizations of supplemental activities such as campus-wide speakers and forums
- Acts as the voice of the students in their respective schools
- Recruits, oversees, trains, and retains department representatives for each department within respective college or school
- Meets with department representatives at least twice per month to stay connected with each department
- Oversees campus suggestion/question boxes and online suggestion tools
- Attends chair and department meetings to discuss and advocate for student concerns
- Serves on various committees on campus
- Aids in the development of two year programs, four year programs, and masters programs
- Supports all other Student Council branches

Senate Positions:

- College of Health and Public Services Senator
- College of Engineering and Technology Senator
- College of Science Senator
- College of Humanities and Social Sciences Senator
- School of the Arts Senator
- School of Education Senator
- University College Senator
- Woodbury School of Business Senator

Positions available within Student Activities:

The UVUSA Student Activities branch works to strategically plan opportunities for the UVU student body to engage in large scale campus events and entertainment. Duties and responsibilities for each activities chair include but are not limited to:

- Serves under the Student Activities Vice President
- Recruits and retains a committee of at least 5 students
- Develops event promotion and publicity
- Generates ideas and applies them to create engaging and exciting aspects of activities and publicity with a professional touch
- Gains feedback from the student body and utilizes it in event planning
- Supports all other Student Council branches

****NOTE:** Must have yourself or committee members available to publicize events during peak student traffic hours in the hallways (Tuesday, Wednesday, & Thursday 10 AM - 2 PM)

Entertainment Chair:

Plans, actively publicizes and coordinates dances, concerts and other campus entertainment and programs in consultation with the VP of Student Activities, e.g. Halloween Dance, Welcome Back Dance, Mardi Gras, etc.

Fine Arts Chair:

Plans, actively publicizes and coordinates events specifically geared toward the fine arts in consultation with the VP of Student Activities. Works with the Arts Senator and the School of the Arts as necessary to coordinate events with departments on campus, e.g. Talent Show, Battle of the Bands, Valley Voice, Fine Arts Showcase, SoundBites, etc.

Special Events Chair:

Plans, actively publicizes and coordinates special campus activities that serve the non-traditional student demographic in consultation with the VP of Student Activities, e.g. Kid's Nights, Date Nights, etc.

Traditions Chair:

Plans, actively publicizes and coordinates traditional campus social events in consultation with the VP of Student Activities, e.g. Emerald Ball, Mr. UVU, Movie Nights, Homecoming Events, etc. **This position must be available for the campus-wide Homecoming Committee meeting.**

Spirit Chair:

Plans, actively publicizes and coordinates activities that promote school spirit in consultation with the VP of Student Activities. Chairs The Den Taskforce to coordinate athletic student section events with other departments and organizations on campus, including, but not limited to, the Athletics Department, Spirit Squad, Campus Marketing, etc. Events will include but are not limited to: Homecoming week, game promotion, and tailgate parties. **This position must be available for regular coordinating meetings with Athletics (Tuesdays at 11am), the Wolverine Taskforce, and Wolverine Pride committees as needed.**

Positions available within the Clubs Branch:

The UVUSA Clubs Branch, also known as the ICC Executive Council, is comprised of four (4) ambassadors who oversee 150+ clubs on campus. Clubs are created by the students, for students, and ran by students. Clubs offer a unique opportunity for students to connect to UVU through their specific interests. The Clubs Branch 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. Throughout the academic year, they are expected to represent and act as the voice for all clubs at all UVUSA meetings. Club Ambassadors should be prepared to spend time in the office as well as attend their respective club events including but not limited to club meetings, activities, etc. where they assist, train and support clubs as needed.

***Applicants for Club Ambassadors must also provide a letter of recommendation from someone who has overseen or worked with them within a club environment. Applicants are highly encouraged to have a club presidency member write their letter. (ICC Constitution, Article II, Section V, Subsection B3).**

As outlined in the ICC Constitution, Article II, Section V, Subsection B4, potential applicants must meet the following criteria: Be a member of a chartered and active club for at least two semesters, one of which may be the spring semester in which the member applies for the position.

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

- Serves under the Vice President of Clubs
- Represents all campus clubs
- 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 all other Student Council branches
- Advises, trains, and assists clubs with campus 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

****NOTE:** It is recommended that beyond the 12pm to 3pm office hour requirements on Tuesday and Thursday, you should make yourself available on Wednesday from 11:30am to 1:00pm for monthly ICC meetings.

****Applicants for a Club Ambassador position should also answer the additional application question found on the "Application Questions" page (pg. 7).**

Positions available on Student Council not within a specific branch:

Chief of Staff

The Chief of Staff maintains workflow by managing communication with UVUSA Executive Council, Student Council and/or branches, provides administrative support to the Student Body President and Executive Vice President, participates in volunteer recognition and morale initiatives and acts as a historian for UVUSA by documenting events, activities and projects. Duties and responsibilities of the Chief of Staff include but are not limited to the following:

- Assists the President and Executive Vice President
- Records, publishes, and distributes minutes from Executive Council and Student Council meetings
- Assists in the creation and implementation of Presidential and Executive initiatives
- Consults with the President as a sounding board
- Assists the President in organizing and facilitating student fee hearings
- Chairs the Student Innovation Committee
- Fulfills assignments given by the Student Body President, Executive Vice President and/or Student Leadership and Involvement staff members
- Understands and utilizes OrgSync

Positions available within all UVUSA Branches:

Assistants to the Vice Presidents (Senate Branch, Activities Branch and Clubs Branch):

The Assistants to the UVUSA Vice Presidents assist in maintaining workflow of each branch. The assistant manages communication for the branch, provides administrative support to the Vice President, participates in volunteer recognition and morale initiatives, and assists with historian duties for UVUSA by documenting events, activities, projects, initiatives, and accomplishments of their respective branch. Duties and responsibilities for each assistant include, but are not limited to:

- Assists Vice President in answering questions and requests from general students
- Records, publishes, and distributes minutes from branch meetings
- Assists the Chief of Staff in highlighting the efforts of the branch
- Assists in recruitment, retention, and recognition efforts for committee members, department representatives, and club representatives
- Fulfills assignments given by the Student Body President, Vice President and/or Student Leadership and Involvement staff members
- Understands and utilizes OrgSync