



CAMPUS ACTIVITIES BOARD

Executive Application

THIS IS NOT AN OFFICIAL APPLICATION. VIEWING PURPOSES ONLY.

The Campus Activities Board (CAB) was designed with the fundamental goals to enrich the educational, cultural, social, and recreational needs for the entire Gustavus community. It is our duty to plan and execute a variety of programs and activities, being sure to satisfy the entertainment needs of the student body. With student input we hope to provide the community with a vast array of entertainment opportunities.

The mission of the Campus Activities Board is to enrich the campus life experience by encouraging the involvement of all students in entertainment that is engaging and enjoyable.

The Campus Activities Board strives for success in a variety of ways but primarily through these common goals: gaining all student input, planning and implementing diverse events, becoming recognized leaders, providing students with a connection to campus, and having fun.

CAB Executive Positions

Arts & Entertainment: responsible for planning and co-sponsoring educational speakers and events, as well as coordinating trips to fine arts opportunities in the Twin Cities. This position is also responsible for the "Big Speaker" which will occur in the 2018-2019 school year. (Previous speakers: Frank Abagnale; Jeffrey Tambor).

Business Manager: responsible for coordinating and managing the Campus Activities Board budget by tracking bills and statements, filing payments, and working with executives to effectively plan their individual budgets.

Coffeehouse: responsible for discovering, booking, and hosting performers and/or events primarily in the Courtyard Café. This is a highly administrative position.

Concerts: responsible for planning and facilitating medium to large concerts on campus. This position is also responsible for the "Big Concert," which will occur in the 2019-2020 school year. (Previous acts: Hunter Hayes; Gavin DeGraw, 3OH!3).

Culture & Diversity: responsible for educating students on cultural differences, backgrounds, and issues of diversity. This will include individual programming as well as coordinating with the Diversity Leadership Council and other organizations to share ideas and coordinate co-sponsorship opportunities.

Films: responsible for the selection of weekend movies, coordination of showings, and solicitation of student feedback.

Late Night & Weekend Programming: responsible for planning approximately one weekend event (Dueling Pianos, Trivia, Bingo etc.) per month along with a SNL each semester.

Marketing: responsible for working in coordination with a co-executive to advance the overall brand of Campus Activities Board and collaborate with peers to develop marketing strategies. Must be able to produce high quality digital marketing materials and/or have graphic design skills and must have a passion for their work. We will be hiring both graphic designers and a social media manager.

Operations Manager: responsible for distributing and assessing event proposals, event evaluations, student response evaluations and attendance at both Campus Activities Board meetings and events. This position is also responsible for taking in-depth meeting minutes and providing support to all other executives.

Recreation: responsible for planning and facilitating the Gustie Cup Tournaments as well as arranging and coordinating trips to professional sporting events in the Twin Cities (i.e. Minnesota Wild, Minnesota Twins).

President: responsible for working in coordination with a co-president to foster the development of the executive board, facilitate meetings, and work with executives one-on-one. This position represents the Campus Activities Board to Gustavus community as well as works closely with the Campus Activities Board advisor.

Special Events: responsible for working with a co-executive to produce big budget signature events, including but not limited to: Homecoming, President's Ball, and Midnight Express.

Selection Process

Application

Due: XXXX

Fill out the final page of this packet and submit. Include a resume or list of previous leadership experiences and/or extra-curricular activities. Applicants must have a GPA of 2.5 or higher to be able to apply.

Interview

Interviews will take place on: **XXXX**

All applicants can sign up for an interview at the Campus Activities Office upon turning in the application. A selection committee comprised of the Campus Activities Board Advisor and outgoing and incoming co-presidents will conduct interviews.

Prepare answers for the following potential questions, although questions will not be limited to those listed below:

- How would a previous manager or supervisor describe you?
- How well do you manage your time? What else are you involved in on-campus?
- What sets you apart from another applicant?
- How do you effectively communicate with others?
- How do you think a position on the Campus Activities Board could impact your future career or other involvements?
- How do you handle conflict? Please give an example.

Notifications

All applicants will be notified via email as well as a letter sent through the P.O. boxes.

Training

Attendance at the following dates are mandatory if chosen for the board.

- Weekly Board Meetings, **XXXX**
- Weekly Office Hours
- Presidents Ball, **XXXX**
- Big Speaker, **XXXX**
- Spring Midnight Express

Name: _____ **E-Mail:** _____

Phone: _____ **On Campus (Circle):** **XXXX**

Major(s)/Minor(s): _____ **Graduation Year:** _____

Position(s) interested in (please rank 1-5, 1= favorite):

___Arts & Entertainment ___Business Manager ___Coffeehouse
___Culture & Diversity ___Films ___Late Nights & Weekends
___Marketing ___Operations Manager ___Recreation ___President
___Special Events

As part of the application process and to help us learn more about you, answer the following questions, typed, on a separate piece of paper to be submitted with your application.

1. How has the Campus Activities Board impacted your experience at Gustavus?
What do you like about what Campus Activities Board does for the student body?
2. What strengths or qualifications do you have that would make you a successful addition to the Board?
3. How well do you work on a team or in a shared position? Please provide an example.

4. Executive Board Members are faced with many challenges throughout the event planning process. Tell us about a time when you were faced with a challenge and what strategies you used to overcome it? What were the outcomes?
5. Assume you have an unlimited budget, what one event would you program for the student body at Gustavus? Be as creative and detailed as possible.

Please provide either a resume of your existing leadership and work experiences and/or extra-curricular activities. All returning executives must provide both a resume and cover letter.

Please complete this application and GPA waiver and submit it to the Campus Activities Office. Applications are due on **XXXX**. Please contact the Campus Activities Board Co-Presidents, **XXXX** (cab@gustavus.edu) with any questions or concerns.

Minimum GPA Requirement Waiver

In the Campus Activities Board constitution, there states an academic standard holding all Campus Activities Board Executives to a minimum Grade Point Average. All persons must maintain a term GPA of 2.5 to remain in good academic standing.

If your term Grade Point Average falls below the minimum, you will be placed on "Academic Warning" with the Campus Activities Board until the next semester. While this does not mean that you are inactive within the Campus Activities Board in ineligible to participate in activities in any way, you will be encourages to re-evaluated your time management and extra-curricular commitments.

After the completion of the one semester of "Academic Warning", you Grade Point Average will be reassessed. If it still does not meet the minimum, your status on the Campus Activities Board will become "inactive", and will remain so until you have earned a term Grade Point Average of 2.5 or higher.

Only the Administrative Assistant (Cassandra Nelson) and the Campus Activities Board Advisor (Andrea Junso) will have access to viewing your Grade Point Average. In

the case of "Academic Warning" or "Inactive" status, the Presidents of the Campus Activities Board will be informed of your status, but not your Grade Point Average. The Presidents are informed in hopes that they will be able to help you manage tasks in order to allow more time for you to study or take whatever measures you feel are necessary to improve your academic standing.

"By signing below, I release my individual grades to the Student Activities Office each semester for use in compiling organization Grade Point Averages. If my term GPA is below 2.5 for any semester, I will be on "Academic Warning" in the Campus Activities Board. Should my term GPA be below 2.5 for two consecutive semesters, I will be considered "inactive" by the College and the Campus Activities Board, until the next term in which it is 2.5 or above."

Printed name: _____

Signature: _____ Date: _____

PREVIEW