APPLICATION FOR DIRECTOR

What is CAB?
The Campus Activities Board (CAB) is a student organization that has programmed events for Washburn students to enjoy since 1952. CAB provides well-rounded social, educational, cultural and recreation activities for all students, faculty, administration, alumni Washburn University and the Topeka community.

What are the benefits of being involved in CAB?
First and foremost CAB members have a lot of fun! From potentially meeting celebrities to interacting with new people and making new friends, CAB is focused on adding to the college experience of all Washburn students. Involvement also provides the opportunity to develop a number of professional, leadership and life skills. From creating promotional material to pitching a programming idea and executing it through to the end, all these skills can be applied outside of CAB in the community, work place or your daily life.

What are the qualifications to be a Director of CAB?
- Candidate must be an undergraduate student enrolled in at least 12 credit hours at Washburn University;
- The candidate must be in good academic standing with the university and must have – and maintain – a cumulative GPA of 2.5 and a semester GPA of 2.5 while in office;
- The candidates for the Greek Life Director must be a member in good standing with a fraternal organization at Washburn University, with the approval of the fraternity and sorority community;
- Demonstrated skill in developing and implementing programs for CAB or another student organization, internship, etc.;
- Very strong communication skills (both written and verbal);
- Strong organization skills;
- Strong skills using a computer, e-mail and the Internet preferred;
- Upon selection, the director shall limit other activities to such an extent that responsibilities may be performed effectively and efficiently;
- Upon selection, the director will be paid monthly during the academic year and is expected to work ten (10) hours per week.
- Candidate must be available for CAB weekly meetings.
What are the responsibilities of a Director of CAB?

- Be the single point of contact for tracking your committee’s CAB-sponsored activities.
- Provide clear and accurate communications between CAB directors, committee members, advisors, entertainers, agencies, vendors, Washburn facility coordinators (e.g., University Scheduling Office and the Memorial Union), the Washburn Student Government Association (WSGA), fraternity and sorority community and, last but not least, the Washburn student body;
- Assist programming directors in the design, planning, execution and communication of CAB-sponsored events and projects in a timely, efficient and highly flawless manner;
- Attend all Campus Activities Board events, including programs organized by other directors.
- Ensure project tasks stay on plan and that assigned people or outside resources follow through with commitments. If problems or issues occur (e.g., an entertainer cancels at the last minute), ensure a backup plan is assigned and provides the required service to that activity;
- Assist in researching new programs and funding opportunities to ensure that CAB remains on the cutting-edge of student programming at Washburn University;
- Continuously strive to improve, streamline and optimize the production of CAB-sponsored events, projects and operations.

How is a Director selected?

The Director is chosen by a selection committee through an application and interview process. The Greek Life Director candidate will also then be approved by the fraternity community through IFC and the sorority Community through Panhellenic Council. Applications are available in the Student Activities & Greek Life, which is located in the lower level of the Memorial Union. Applications can also be obtained through e-mail or by writing to jessica.barraclough@washburn.edu or online at www.washburn.edu/getalife.
APPLICATION FOR DIRECTOR

Please print or type:

Name: ___________________________________  WU ID: ____________________
Local Address: ___________________________________________________________
Major/Minor: _____________________________________________________________
Chapter: __________________________________________________________________
Cumulative GPA: ____________________  Last Semester’s GPA: ______________
Preferred E-mail: _______________________  Preferred Phone: __________________
Classification (circle one):  Freshman  Sophomore  Junior  Senior  Grad Student
Position Desired (Please rank 1-5, 1 being most desired):

— Recruitment & Management – Is responsible for recruitment and training for CAB Crew. This position requires some summer hours in conjunction with New Student Orientation. This position also handles office management in conjunction with campus advisors. Is also responsible for partnering with the campus community and student organizations to support student programming on campus. This position is responsible for partnering with athletic, music, theater, and art departments, and other campus events. This position is also responsible for community events (i.e. WU Egg Hunt & Washburn Lecture Series)

— Lecture & Wellness – Is responsible for bringing diverse speakers, programs and events to campus in an effort to expand the horizons of the Washburn community and support an initiative of healthy living for the student body.

— Live Music & Special Events – Is responsible for bringing a variety of musical talent to Washburn University. This position is also responsible for partnering with other student organizations for large scale events like WU Stock & WU Battle of the Bands.

— Live Music – Brings a variety of musical talent to Washburn University. Events include: Tunes @ Noon and Welcome Week Orientation.

— Variety and Entertainment (2) – Brings a variety of performers to campus which includes: comedians, hypnotists, novelty acts, movies, illusionists, interactive entertainment, and bowling nights.

— Marketing – Assists directors with marketing and promotion of CAB events.

— Marketing Technology – Assists directors with the handling of marketing and promotion for CAB events and the organization. Supports all online marketing including website updates, Facebook, Twitter, CAB Blog, etc.
— **Greek Life Director** – Assist in supporting the fraternal community through community development, community service, social, and academic programming. This director will be responsible for Greek community events like (Trick or Treat for Cans, Jingle Mingle, Greek Week, and Greek Awards Banquet.) The Greek Life director will also manage a committee of one delegate from each chapter.

— **Bod Squad Director** - Is responsible for partnering with the campus community and the student body to support athletic events on campus. This position is responsible for partnering with athletics and student athletes to support Welcome Week events for membership management, tailgates and giveaways for the promotion of athletic programming.

Please answer the following questions on a separate piece of paper (answers must be submitted typed and single-spaced):

1. Why do you want to become a CAB director, what do you hope to learn, and what goals do you have for your position?
2. What makes you best for the position that you are interested in?
3. What is CAB’s role on campus and what events would you like to see CAB host on campus?
4. How would you promote CAB and their programming more on campus?
6. How do you stay motivated when your schedule becomes busy?

**STATEMENT OF RESPONSIBILITY FOR DIRECTORS**

Please initial the following statements signifying your agreement and commitment:

1. I will be enrolled as a Washburn student for the entire 2014-2015 school year. ______ (Initials)
2. My academic schedule will allow me to attend weekly meetings throughout the school year. ______ (Initials)

3. As director, I understand that I am expected to work in the Campus Activities Board office at least 10 hours per week. I understand that my attendance will be monitored. ______ (Initials)

4. I will be responsible for reading, seeking complete understanding, and complying with all Campus Activities Board policies, procedures, correspondence, publications, bylaws, and other related materials. ______ (Initials)

5. I will attend all meetings, training sessions, and retreats or related activities as scheduled by the CAB Executive Board. ______ (Initials)

6. I will be responsible for keeping accurate records, receipts, and journals of all CAB funds related to my leadership position. I will prepare all program evaluations within 2 weeks of the conclusion of my committee’s events/activities. ______ (Initials)

7. I understand that I am representing CAB and Washburn University and will act professionally in all interactions. ______ (Initials)

8. I understand that I will receive an unexcused absence if I request the excuse less than 24 hours in advance of the executive meeting from the executive director of CAB. I understand that by missing three executive board meetings, unexcused, I may be asked to withdraw from my director position. ______ (Initials)

9. If, for any reason, I terminate my director position, I will be responsible for: (a) notifying the executive director of CAB in writing no less than two weeks before I terminate my position, and (b) assisting with the transition and training of the new director. ______ (Initials)

Applicant Signature: ___________________________________________ Date: ________________

☑ Staple a professional resume to this application and submit all materials to the Student Activities & Greek Life office by 5 p.m. on Wednesday, April 18, 2014.

☑ If you have any questions about this process, please contact Jessica Barraclough, Director, at Jessica.barraclough@washburn.edu.