Student Body Officer Application Packet
2023-24

Mission Statement

The Student Life and Leadership Center provides an inclusive environment and creates diverse connections through activities, leadership opportunities, and service to the campus community.

Eligibility Requirements to Apply for an Elected and/or Appointed position

1. Applicants must be at least 18 years of age at the time of Inauguration.

2. Elected candidates are required to have completed at least 12 hours of college credit on either the Ephraim or Richfield Campus or another accredited college campus and be enrolled in the current semester (Spring 2023) at Snow College to apply.

3. Appointed candidates are required to be admitted to either the Ephraim or Richfield Campus for Fall 2023, and be in good standing.

4. At time of application, applicants must be in good academic, financial, and judicial standing with Snow College. ("Good standing" is defined as not being on academic or disciplinary probation, or subject to suspension or expulsion from school.)

5. Applicants are required to have a current cumulative GPA of at least 2.75 at the time your application is submitted and throughout your tenure as a Student Body Officer.

Responsibilities and Expectations

As an SBO we want to you to be successful in school, take care of your self and accomplish the goals and expectations we have for you. We will do all we can to support, advise, and mentor you. Student Life is a lot of fun and a lot of work and we are excited you are considering applying. If you have any questions about the responsibilities and expectations, please come visit with one of the Student Life Advisors.

- Once in office, you must maintain a 2.75 GPA each semester and 2.75 cumulative GPA to receive and keep the Student Life scholarship and participate on the SBO team. If at any time you fall below that GPA, you may be removed from the team. You are here for an education and we don't want your involvement to hinder your success. For more information, please see the Snow College Scholarship Policy: https://www.snow.edu/offices/scholarships/downloads/scholarship_policy.pdf

- All student body officers are expected to maintain their academic commitments. Officers must attend class. If circumstances prevent a student from attending, the student must promptly communicate with their professors and the Director of Student Life. Missing more than three classes may result in your removal from the team.

- Each position has specific requirements which must be fulfilled. Failure to maintain the position's requirements may result in your position and/or scholarship being withdrawn, and, in some cases, a repayment of scholarship money may be necessary.

- Once in office, you will be enrolled in the SBO leadership class (GNST 1070/1080) on Mon/Wed from 4-5 p.m. for the entire academic year. It's awesome!

- Each SBO does a minimum of 4 office hours per week where they work on planning amazing events, distribute marketing material, and help the SL staff with projects. These will be assigned around your class schedule.

- Each SBO will be assigned a committee to plan events. You will be required to attend and run these events. For other committee's events we ask you to volunteer to help as needed.

- As an SBO leader you will be expected to stay in Ephraim for the majority of weekends. We will have weekend events 1-2 times per month.

- SBO's work closely with other leadership groups and clubs on campus to plan combined events and support each other's efforts. We promote collaboration, inclusion and friendship.

- The term of appointment for all positions is for the full upcoming academic year (this includes Summer 2023, Fall 2023 and Spring 2024 semesters).

- Required trainings consist of: Statewide Conference in May (ULA), Training in July, Planning Retreat in August. It is mandatory you attend these scheduled retreats. This is when we do the majority of our training, planning and coordinating for the upcoming year. If you are not able to attend the July Retreat, due to being out of the country and other unforeseen situations, you'll need to have prior approval from the Director of Student Life. Retreats are so fun and you won't want to miss them. It's a time to bond with the team, plan and train.

Scholarships

*****Scholarships are funded per semester and are stackable to the amount designated by the Snow College Scholarship Office. If you win the election or are appointed, you will sign a scholarship contract. If that contract is broken, your scholarship can be retracted or required to pay it back. Scholarship amounts vary by position. Please see the breakdown below for scholarship compensation.

- President 100% tuition
- Vice Presidents 70% tuition
- Executive Secretary 65% tuition
- Senators 65% tuition
- Marketing 55% tuition
- Programming 50% tuition

2023 - 2024
STUDENT BODY OFFICERS

Excecutive Council

Elected

- STUDENT BODY PRESIDENT
- VICE PRESIDENT OF EVENTS
- VICE PRESIDENT OF MARKETING
- VICE PRESIDENT OF CLUBS AND DIVERSITY
- EXECUTIVE ASSISTANT

Appointed

Senators

Elected

- HUMANITIES & SOCIAL SCIENCE REPRESENTATIVE
- STEM REPRESENTATIVE
- ATHLETICS REPRESENTATIVE
- FINE ARTS REPRESENTATIVE
- BUSINESS AND APPLIED TECH REPRESENTATIVE

4 MARKETING SBO's

Appointed

11 Programming Board SBO's

Appointed

Student Body Officer Position Descriptions & Duties

Below are position descriptions & responsibilities. All position responsibilities are subject to change. Whether the position is **elected** or **appointed** is indicated by color. Scholarships are provided for both elected and appointed positions; however, the amount varies according to the position.

Executive Council (Elected)

General Duties:

- Serve as a member of the Executive Council
- Assist Student Body Officers with activities
- Foster and encourage an atmosphere of trust and teamwork within the SBO team
- Assist and support Student Life Advisors as needed
- Maintain a cumulative and semester GPA of 2.75
- Assume responsibility for: Club Rush twice per year, Dean's List, Campus Appreciation, SB0 Inauguration, and requested support for Badger Orientation each semester
- Other duties as assigned by advisors

Student Body President

- Manage duties & responsibilities of Student Body Officers
- Lead weekly team meetings
- Plan events and support other events
- Plan and lead New Student Orientation in the Fall and Spring
- Give planned and impromptu speeches at varies events
- Provide and promote positive energy and synergy across campus
- Oversee the Student Life budget with the Director of Student Life and the Senators
- Chair of the Executive Council
- Member of the Snow College Council, Snow College Board of Trustees and the Snow College Student Fee Advisory Board (meetings held on Ephraim campus)
- Represent Snow College students as a member of the Utah Student Association (monthly travel required)
- Attend first USA meeting with current president (Exact dates and locations TBD)
- Attend Presidential Leadership Conference (Exact dates and locations TBD)
- Maintain average of 6-8 office hours per week

Vice President of Events

- Assist the Student Body President with their responsibilities related to the student body and the Student Body Officers. Assume all duties of the Student Body President whenever they so designate or due to absence
- Organize and plan Student Body Officer elections with a staff-appointed Election Committee
- Assist advisors in monitoring Student Body Officers' grades and academic needs
- Member of Student Fee Board
- Provide event planning for the programming SBO's
- Lead monthly Committee Lead meeting/training
- Track event attendance and satisfaction

- Meet with other leadership groups and students to gather information on student needs
- Maintain an average of 5-6 office hours per week

VP of Clubs and Diversity

- Member of the Executive Council
- Active advocate for Clubs and Organizations
- Liaison between the Center of Global Engagement (CGE), Multicultural Center (MCC), and Student Life Clubs and Organizations – meet once a month to share ideas
- Meet with International Advisors twice a semester to ensure we are providing opportunities and a positive experience for their students. Assist with their orientations.
- Coordinate with club presidents to share ideas and plan 1 – 2 events per semesters that will help bridge the gap between diverse populations
- Responsible for planning one club presidents meeting per month (Club Communication Meeting), which includes a club leadership training meeting in the fall and club appreciation in the spring
- Delegate SBO's to attend various club meetings and activities
- Serve as committee lead for Club Rush activity each semester
- Maintain an average of 5-6 office hours per week

VP of Marketing

- Member of the Executive Council
- Committee Lead for marketing team
- Oversee digital, social media, and all other marketing needs for the SBO team
- Manage the Student Life Instagram page
- Create and manage marketing calendar
- Provide trainings for marketing team
- Encouraged to enroll in or have taken a marketing class/es at Snow
- Create marketing for Executive Council events and SBO elections
- Help clubs and organizations with marketing requests
- Be innovative, creative and aware of current trends
- Collaborate with the Office of Marketing & Communications on advertising plans and promotions as needed
- Maintain an average of 5-6 office hours per week

Executive Assistant (only member of EC that is appointed)

- Assist Student Body President & Vice President with their responsibilities
- Assist with Lorenzo Snow Campus Recognition
- Organize SBO team recognition & coordinate team celebrations throughout the year
- Take meeting minutes at weekly SBO meetings and Executive Council meetings
- Attend and take minutes at all Senator meetings
- Communicate updates to the SBO team through texts and emails
- Organize SBO office hour schedule at the beginning of each semester
- Maintain an average of 5-6 office hours per week

Student Body Senators

General duties:

- Serve as a member of the Student Government Senator Board
- Participate in approving Student Life budgets, club charters and funding requests
- Attend monthly Senator budget meetings
- Meet 1 hour per month with a division-assigned faculty mentor in the appropriate field to identify opportunities for collaboration and increase student participation at division activities and clubs
- Seek opportunities to create collaborative events between Student Life and the division you represent
- Serve as a member of an SBO programming committee
- Maintain 5 office hours per week

Fine Arts Senator

In addition to the Student Body Officer Senator duties, the Fine Arts Senator is responsible to:

- Collaborate with the faculty representative for the Fine Arts division to improve campus community involvement and increase exposure to various forms of art (including but not limited to: communications, visual art exhibits, dance, theater, and music performances, Art Talks, etc.)
- Represent the Fine Arts Division to the Student Body Officers

Athletics Senator

In addition to the Student Body Officer Senator duties, the Athletics senator is responsible to:

- Collaborate with the faculty representative for Athletics and attend Athletic Department staff meetings twice per month, and provide feedback to the athletic staff concerning student satisfaction with athletic events
- Seek opportunities to collaborate with the Athletic Department to improve attendance at athletic events
- Coordinate with and support the Rowdy Crowd
- Represent Athletics to the Student Body Officers

STEM (Science, Technology, Engineering, and Math) Senator

In addition to the Student Body Officer Senator duties, the STEM Senator is responsible to:

- Collaborate with the faculty representative for STEM to improve campus community involvement and increase exposure to STEM fields and participation in division-sponsored events
- Represent the fields that fall under Science, Technology, Engineering, and Math to the Student Body Officers

Humanities and Social Science

In addition to the Student Body Officer Senator duties, the Humanities and Social Science Senator is responsible to:

- Collaborate with the faculty representative for Humanities and Social Science to improve campus community involvement and increase exposure to Humanities and Social Science fields and participation in division-sponsored events
- Represent Humanities and Social Science to the Student Body Officers

Business and Applied Technology Senator

In addition to the Student Body Officer Senator duties, the Business and Applied Technology Senator is responsible to:

- Collaborate with the faculty representative for Business and Applied Technology to improve campus community involvement and increase exposure to Business and Applied Technology fields and participation in division-sponsored events
- Represent Business and Applied Technology to the Student Body Officers

Appointed Student Body Officers

Programming Board

- Serve on a programming committee to plan and execute weekly Student Life events
- Assist and support Student Life Advisors as needed
- Act as a professional representative of Snow College and Student Life at all times
- Work as a team to lead and serve the student body of Snow College
- Coordinate and manage activities on campus, including concerts, dances, Welcome Week, Homecoming, True Badger Night, entertainers and other major campus-wide activities
- Assist the marketing SBOs to help promote activities to the student body through the use of handouts/brochures/website/tabling/dorm storming, etc.
- Collaborate with Legislative Branch members, campus clubs, organizations, and other leadership groups to ensure diverse and inclusive activities
- Recruit students to participate in committees within Snow College Student Life for the purpose of programming events
- Maintain a 2.75 GPA and cumulative each semester
- Maintain 4 office hours a week

Marketing ***Please attach a portfolio of your work with your application packet**

- Oversee and manage marketing design for Student Body Officer activities. Knowledge and experience in photo editing and graphic design preferred, but not required
- Work with campus club representatives on club marketing and designs
- Manage technical and social media aspects of marketing such as Facebook, Instagram, Snapchat, web design, text messaging, app, and newspaper ad designs
- Create and manage promotional campaigns for designated events. This includes, but is not limited to, dorm storming, A-frames, posters, flyers, Canvas ads and other innovative methods for reaching students
- Keep students informed of campus-wide Student Life programs, opportunities and events
- Attend weekly SBO committee meetings to determine the marketing needs of each activity in order to be able to plan and carry out events
- Collaborate with the Office of Marketing & Communications on advertising plans and promotions as needed
- Serve on a programming committee to assist with marketing and event needs
- Attend SBO planned campus activities and assist as needed
- Assist and support Student Life Advisors as needed
- Maintain 4 office hours per week

IMPORTANT DATES

February 1	All Applications Open
February 28	Elected **applications and endorsements** are due (including your platform and campaign video if running for an elected position) to the Student Life Office front desk by **4:00 p.m.** Applicants submitting late packets will not be considered.
March 1-3	Primary interviews for elected positions. Interview sign-ups available in the Student Life Office Feb. 27 & 28, between 9am & 4pm.
March 3	Elected representatives announced (This will be the candidates that are selected from the interview to campaign and run for their desired position).
March 3-12	Campaigning, election planning and preparation.
March 13-17	Campaigning begins Monday, March 13th at 9 a.m., and runs through Friday, March 17th at 3 p.m.
March 15-17	**VOTING**. Online voting opens Wed., March 15th at 9 am and will close Thursday, March 17th, at 3 p.m. Winners will be notified on March 17th.
March 17	Campaign Expense Forms are due to Student Life by 3pm for elected positions. Campaign materials must be cleaned up by 4:00 pm.
March 20	Congratulations dinner/training.
March 31	Appointed applications due by 4pm.
April 7	Appointed applicants will be notified on 4/7 if you are selected to attend leadership day.
April 13-14	USA New President Elect Training (SLC, Location and Time-TBD). **Student Body President Only**
April 28-29	Leadership days (if selected for round 2, you will be required to attend one of the leadership days).
May 4	If selected for an appointed position, you will be notified by May, 4th.
May 10-12	Utah Leadership Academy (ULA) conference at UVU
July 6-8	Student Body Office Training Retreat
August 21-27	Student Body Officer planning, training, and events.

2023-2024 Application Requirement Check List

Please do not submit your forms in folders or binders. Simply paperclip all forms together.
Incomplete or late packets will not be considered.

ELECTED POSITION

- Student Body Officer election packets are due in the Student Life Office on Tuesday, Feb. 28th by 4pm.
  Each applicant will need to turn in all of the below items to be considered.

- Application
- Platform for President
- Pledge form for Senators & VP
- Signed election procedures
- Video
- Two Endorsement forms returned by the endorser via email to jill.trythall@snow.edu .
  Form may be found at https://www.snow.edu/studentlife/office/elections.html
  The Endorsement form must be filled out by someone who you've worked closely with as a coach, teacher, or advisor.

- Platform: Typed explanation of your vision, how you will implement it and a slogan that can be printed with your picture.
- Campaign Video: Needs to be turned in on a flash drive labeled with your name. Format compatibility to view on Windows Media Player. It must be 3 minutes or less, relate to your campaign platform, and conform to all Snow College Code of Conduct rules.

APPOINTED POSITION

- Student Body Officer appointed applications and supplemental material are due in the Student Life Office on March 31st by 4pm.

- Application
- Resume outlining your experience
- 3 min. Introduction video
- Two Endorsement forms returned by the endorser via email to jill.trythall@snow.edu .
  Form may be found at https://www.snow.edu/studentlife/office/elections.html
  The Endorsement form must be filled out by someone who you've worked closely with as a coach, teacher, or advisor.

- Video Instructions: In 2-3 minutes film a video that tells us about you and showcases three things that you will contribute to the SBO team. Be creative. You will need to create a public YouTube link and email it to jill.trythall@snow.edu by March 31st.

Your packet information may be used for marketing on various social media sites

Snow College Student Body Officer (SBO) Application

Full Name _____ Badger ID# _____

Email _____ Cell # (_____) _____

Birthdate ____/____/____ High school grad. date or how many semesters have you attended Snow?_____

Please select the elected position you are applying for. (Blue are elected, orange is appointed) If you're running for an elected position but don't win and would like to be considered for an appointed position, check this box. ☐

Executive Council (Elected)	Senators (Elected)	Programing Board & EC (Appt.)
○ Student Body President	○ Athletics Senator	○ Executive Secretary
○ Vice President of Events	○ Business Senator	○ Marketing
○ Vice President of Clubs & Diversity	○ Fine Arts Senator	○ Programming Board
○ Vice President of Marketing	○ Social & Behavioral Science Senator	
	○ Stem Senator	

Why do you want to run for this position?

_____

_____

_____

_____

Why do you feel you would be a good candidate?

_____

_____

_____

_____

- o I have read the eligibility form, Election by-laws, Mandatory Dates, Election process and timeline. I give permission for Student Life to look up my academic record and conduct standing.

Signature _____ Date _____