



Black Student Union
Create.Cultivate.Challenge.

University of Florida
Founded in 1968.

2020-2021 Black Student Union Executive Board Application

PART I - GENERAL INFORMATION

Early applications are due April 9th. Final deadline April 11th. Please submit your application via email (ufbsupresident@gmail.com). Subject: LastName.Positions.

Name: _____

Email Address: _____ **Cell Phone Number:** _____

UF Classification: ___ Freshman ___ Sophomore ___ Junior ___ Senior

UF ID: _____

GPA: _____

Major: _____

Minor: _____

Anticipated Graduation Date _____

Predicted Fall Credit Hours: _____

Cabinet Position You Are Applying For (Please list in preference order if applying for more than one cabinet)

1. _____
2. _____
3. _____

Currently, there are twenty-six (26) positions with opportunities available in the 2018-2019 Black Student Union Executive Board. Consult the attached pages for a brief summary of each Cabinet.

PART II - ELIGIBILITY AND REQUIREMENT

1. Must be currently enrolled as a student at the University of Florida.



Black Student Union
Create.Cultivate.Challenge.

University of Florida
Founded in 1968.

2. Must have a 2.5 GPA minimum.

3. Free of conduct

The Black Student Union meetings (executive board and general body meetings) are a crucial component of our organization. As an executive board member you are expected to attend each meeting.

Availability:

Are you available to attend BSU General Body meetings on Thursday at 5:00 p.m.? ____

Are you available to attend BSU Executive Board meetings on Thursdays at 5:00 p.m.? ____

Indicate all that apply. Will you be here for:

Summer A **Summer B** **Summer C** **Not available**

PART III – APPLICATION PACKET

Please include the following in your application packet in this order.

- The Cabinet Application.
- A resume with sections for Campus/Community Involvement, Honors and Awards, Work Experience, and/or Conferences Attended as the section headings. *(1 page maximum)*
- Provide a one page double-spaced essay detailing why you are interested in the position, what prior experience you may have, and your vision for the position.
- A recent headshot

Please follow the instructions above. Any applications that do not follow the guidelines or are submitted late will not be considered.

PART IV – VERIFICATION

By signing this application, I hereby certify that all of the information contained in this application is correct and true to the best of my knowledge. I authorize the Black Student Union to verify my grade point average and other information deemed necessary that may affect my performance as a member of the Black Student Union Executive Board. I understand that any misrepresentation on my part will result in my disqualification for this position. I also certify that I will be present at all General Body and Executive Board meetings, and four (4) unexcused absences will result in removal.

Signature: _____ Date: _____



Black Student Union

Create.Cultivate.Challenge.

University of Florida

Founded in 1968.

Executive Assistant (2) The Executive Assistant serves as an aid to the Black Student Union President. Responsibilities of this position will be as follows, but not limited to; Coordinating research initiatives relevant to gathering information aiding BSU leadership in strategic planning, data analysis of collected research, assisting the President in planning and execution of special projects and managing internal communication among BSU leadership members across cabinets.

Application Requirements: Please provide a detailed program proposal that will address an observable issue within the community for each respective category: Career and Academic, Social, and Community Outreach. Please be as detailed and thorough as possible and make sure to include a description, purpose, itinerary, budget, and supplementary materials needed list.

Assistant Treasurer (2-4) The Assistant Treasurer serves as an aid to the Black Student Union Treasurer. This executive board member is responsible for any tasks assigned by the treasurer including submitting SARs, attending cabinet meetings to gather and administer updates on the Black Student Union budget, and working closely with cabinets and auxiliary committees to make sure the treasurer's job is done.

Application Requirements: Please provide at least two initiatives that you would perform to make sure the assistant treasurer job is completed. List at least 1 idea you have to improve the financial communication and literacy of the Black Student Union.

Assistant Secretary (2-4) The Assistant Secretary serves as an aid to the Black Student Union Secretary. This executive board member is responsible for any tasks assigned by the secretary including, member check-in at general body meetings, planning socials for BSU Executive board and general body, room reservations, and writing blogs for the BSU list-serv.

Application Requirements: Please provide at least two initiatives that you would perform to make sure the assistant secretary job is completed. List at list 2 ideas you have to improve the overall communication of the Black Student Union.

BSAC (Black Student Assembly and Community Awards) Director The BSAC Director will be responsible for planning and putting together the Black Student Assembly, the annual welcome assembly for freshmen at the beginning of the fall semester. The BSAC Director will also be responsible for planning and putting together the Black Community Awards, held at the end of each spring semester to commemorate all of the success of the black community throughout the year.

Application Requirements: Please provide at least two potential theme ideas and outlines for Black Student Assembly and the Black Community Awards.

Community Affairs Cabinet Director The Community Affairs Director serves as the liaison between the University of Florida community and the Greater Gainesville community. The Community Affairs Cabinet



Black Student Union

Create.Cultivate.Challenge.

University of Florida

Founded in 1968.

Director is responsible for coordinating joint campus/community events and oversees special projects. The Community Affairs Cabinet Director will also be in charge of arranging events (forums, seminars, health days, etc.) that educate the general body on diseases prevalent within the Black Community, as well as making BSU Members aware of political and social issues.

Application Requirements: Attach a list of at least five original and feasible program ideas. Please be as detailed and thorough as possible.

Sponsorship Cabinet Director The Sponsorship Cabinet Director is responsible for acquiring funds from businesses. The Fundraising Cabinet is also responsible for drafting all Black Student Union solicitations documents as well as creating and maintaining the business roster. The Fundraising Cabinet is also responsible for securing food and goods solicitations, as determined by the Black Student Union executive board.

Additional Application Requirements: Attach a list of at least 10 possible corporate sponsors outside the Gainesville area and describe how you would want BSU to work with each sponsor. Also attach a list of 10 possible corporate sponsors within the Gainesville area. Please search for untapped resources within the Gainesville area. Please also attach a detailed, sample solicitations letter.

Leadership Cabinet Director (4) The Black Student Union Leadership Cabinet Director is responsible for guiding and training current and upcoming student leaders at the University of Florida in the areas of leadership and service. The director is responsible for coordinating the Black Student Union Leadership Development Institute, a one-year student leadership program for interested members. The director also coordinates the retreat and graduation ceremony of the Black Student Union Leadership Institute members.

Application Requirements: In a minimum of 500 words, answer the following question: What are the top 5 fundamental elements of 1st year leadership development to you and why? Please be as detailed and thorough as possible. Attach a list of at least three original and feasible program ideas, which address freshmen engagement and development. Please be as detailed and thorough as possible.

Publicity & Media Relations Cabinet Director The Media Relations Cabinet Director is responsible for maintaining and creating all visual records, publicity, and media relations for the Black Student Union. This cabinet is responsible for promoting all Black Student Union events through all available media, creating/updating a local and corporate media contact list, maintaining the Black Student Union website and newsletter, creating the Black Student Union's spring calendar, and creating the Black Student Union media kit. The Media Relations Cabinet Director is responsible for appointing a historian within the cabinet to photograph and scrapbook Black Student Union events. The Media Relations Cabinet is responsible for all media kits for the Black Student Union.

Additional Application Requirements: Attach a comprehensive marketing plan that varies from the traditional promotion. Please attach a mini-portfolio of any of your creative work. In addition to this, create a mock flyer for the following prompt: BSU is hosting a study night during midterm season. Please include a location, date, time, and an event title on the flyer.



Black Student Union

Create.Cultivate.Challenge.

University of Florida

Founded in 1968.

Mentorship Cabinet Director (2) The director of the Mentorship cabinet is to set-up and monitor a yearlong mentorship program between interested individuals and qualified mentors. Responsibilities will also include the planning of the mentor/mentee retreat, as well as, various social events. The Director will be in charge of informing students of all post-secondary examination dates, and classes available for preparation. This director will also provide students with access to internship and employer openings, as well as preparation for career opportunities. The Mentorship Cabinet Director will also be in charge of arranging study nights, creating a BSU test bank to include study material, notes, and textbooks.

Application Requirements: Attach a list of at least five original and feasible program ideas. Provide a tentative syllabus of what teaching experiences will be presented throughout the year. Please be as detailed and thorough as possible.

Parliamentarian: The Parliamentarian is held responsible for knowing Robert's Rules of Order, as well as ensuring that the by-laws are being utilized throughout the school year.

Application Requirements: Please explain what experience you have with Parliamentary Procedures and Robert's Rules of Order.

Philanthropy Cabinet Director The Philanthropy Cabinet Director is responsible for overseeing BSU's involvement in various philanthropies (i.e Dance Marathon, Relay for Life, etc.) at the University of Florida, as well as in the Gainesville community.

Application Requirement: Please provide two ideas for BSU-wide philanthropies and a detailed outline of what that would entail.

Special Events Cabinet Director The Special Events Committee Director will be responsible for the budget, planning, and coordination of the special events including but not limited to: BSU Summer Week, the UMOJA Ceremonies (Summer, Fall, and Spring), BSU Homecoming Celebration Week, and Alumni Networking Events.

Application Requirements: Please submit potential theme ideas and a detailed description for the special events listed above. Also please provide a program proposal for a special event listed above.

FISS Director The FISS Director is the cabinet leader of the Florida Invitational Step Show (FISS) which is the largest student run step show in the southeastern region. Among leading and building a team to ensure a successful and innovative show, this director will oversee all fiscal, logistical, and programming aspects with this event as well as FISS weekend. The FISS director is also expected to be a high-functioning team member of all Black Student Union related activities. At least one year of experience preferred but not required.



Black Student Union

Create.Cultivate.Challenge.

University of Florida

Founded in 1968.

Application Requirement: Write a 300 word minimum response about what makes you qualified to be the FISS Director. Examples include campus involvement, skill sets, strategies, etc. Please provide at least two potential theme ideas and outlines for FISS.

Fashion X-Clusive Director The FX Director is responsible for successfully programming Fashion X-Clusive (FX) which is the University of Florida's largest premier fashion production. Showcasing X-Clusive fashion, models & choreography, this director's duties include overseeing all fiscal, logistical, and programming aspects with this event as well as building the cabinet team. The FX Director is also expected to be a high-functioning team member of all Black Student Union related activities. At least one year of experience within the cabinet preferred but not required.

Application Requirement: In a minimum of 300 words, please detail why you are interested in this position and detail your vision for the FX show this year. Please provide at least two potential theme ideas and outlines for FX.

Black History Month Director The BHM Director is the head of the Black History Month (BHM) cabinet of the University of Florida's BSU. This cabinet works to educate, enhance and entertain the university and Gainesville communities by reflecting on the contributions that Black Americans have made. It is our goal to advocate exposure of refined enrichment inspired by the heritage and legacy of universal Black culture. They will oversee all fiscal, logistical, and programming aspects of this month-long series of events. The BHM Director is also expected to be a high-functioning team member of all Black Student Union related activities. At least one year of experience preferred but not required.

Application Requirement: Please detail leadership positions where you had to delegate tasks. Please provide at least two potential theme ideas and outlines for Black History Month. Also please provide five potential events with detailed descriptions for Black History Month.