



Eligibility Criteria

- Must be a full-time student at Lincoln University.
- Must have a minimum grade point average of 3.0.
- Must obtain three (3) **recommendation forms** from a member of faculty and/or staff.
- Must attend the Emerging Leaders Conference, which will be held on Saturday, March 14, 2015. (This will be an all day event.)
- Must have completed a FAFSA (Free Application for Federal Student Aid). **Confirmation page must accompany application.** Please do not submit the entire print out, just the confirmation page.
- Must be in good judicial standing with the University.
- Must complete a typed application package.

Duties & Responsibilities

- Must assist in the planning and implementation of any and all programs, events, activities, etc. sponsored by the Office of Student Life and Development, as requested.
- Must create, coordinate, and implement events as requested.
- Must attend all convocations throughout the course of the academic year.
- Must assist as needed for various university events coordinated by the Office of Student Life & Development.
- Perform other relevant duties as designated by the Office of Student Life & Development.
- Specific responsibilities may include but are not limited to:
 - Set up and/or break down of department events
 - Serving as ushers as various campus programs
 - Creating programs/flyers for department events
 - Placing/receiving calls to/from vendors, other departments, etc.
 - Filing paperwork
 - Participating in community service projects

Keep this page for your records.



Name: _____ ID # _____

Please complete this application package in its entirety. Below is a checklist for your records to verify that all of the proper documentation has been submitted. **Application must be typed (you must complete the application electronically and print it out to sign).**
Incomplete or late application packages will not be accepted.

- Application Form
- Activities and Community Service Form
- Essay
- Three (3) recommendation forms from faculty and/or staff members.
- FAFSA confirmation page
- Student Activities Proposal (use separate sheet/s to submit 2-3 ideas for sessions or activities during the academic year)

letters of recommendation must be submitted with application

Application Due Date:
4pm Friday, March 7, 2014
LATE APPLICATIONS WILL NOT BE ACCEPTED

TO BE COMPLETED BY THE OFFICE OF STUDENT LIFE & DEVELOPMENT

Date Received : _____

Received By : _____

Application Status: Complete _____ Incomplete _____



Application Form

Full Name: _____

Classification _____ Major/Minor: _____

SMR _____ Shirt Size: _____

Student ID # _____

Permanent Address _____

Home Number _____ Email Address: _____

Campus Address (Building & Room) _____

Extension: _____

Why are you interested in the position of SAA?

Please list the various leadership positions you have held, or any organization(s) you have served as a member of.

Please give a brief outline of what your academic and professional goals are.

Please check your areas of interest and experience. Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Web Page Development |
| <input type="checkbox"/> Personnel/Office Management | <input type="checkbox"/> Creativity & Artist Displays |
| <input type="checkbox"/> Contract Negotiations & Event Planning | <input type="checkbox"/> Marketing & Advertising |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Set-Up & Breakdown of University Events |

Signature

Date



Activities & Community Service Form

Please indicate your involvement in university co-curricular activities, memberships, etc.

Leadership Positions (within last 4 years) Date(s)

Community Service Involvement (within last 4 years) Date(s)



Please include an attachment with answers to three (3) of the following questions:
(Your response to each question must be a minimum of one half (1/2) page, typed and double spaced)

- What is your perception of the Office of Student Life & Development and what would your presence add to this office?
- What is your definition of team and do you consider yourself a team player?
- Aside from the programming that the Office of Student Life & Development offers, please provide three ideas for programs you would like to implement.
- How have the programs and events that you have witnessed from the Office of Student Life & Development impacted you and sparked your interest in joining our team?
- How can you encourage the student body to attend events sponsored by the Office of Student Life and Development?
- How has your previous leadership experience prepared you for this role?

Required Question:

- What program would you institute to assist Lincoln University in “Going Green?”



RECOMMENDATION FORM
(you may complete this form electronically or by hand)

CONFIDENTIALITY STATEMENT

APPLICANT'S NAME: _____
(Last) (First) (Middle)

I hereby request that _____,
(Evaluator's Name)

a member of the Lincoln University community who has knowledge of my past performance, complete this form and submit it as a recommendation to the Office of Student Life & Development of Lincoln University for inclusion with my application for the position of Student Leader Ambassador. My preference regarding confidentiality of this recommendation is as follows:

I waive my rights of access: _____
(Signature)

I wish to have access: _____
(Signature)

EVALUATOR:

Please assist us in the selection process and rate this applicant by placing a check in the column that most appropriately represents your assessment of him/her on the characteristics listed, and by writing relevant comments in the spaces provided.

How long have you known this applicant? _____

I. PERSONAL CHARACTERISTICS:

1. **MATURITY**
 No basis for rating very good good average below average
2. **SELF-CONFIDENCE**
 No basis for rating very good good average below average
3. **ABILITY TO COMMUNICATE**
 - A. **VERBALLY**
 No basis for rating very good good average below average
 - B. **IN WRITING**
 No basis for rating very good good average below average
4. **FRIENDLINESS**
 No basis for rating very good good average below average
5. **APPROACHABILITY**
 No basis for rating very good good average below average
6. **INITIATIVE**
 No basis for rating very good good average below average



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