



Student Body Advocate Election Packet 2018-19



Mission Statement

Building upon the legacy of engagement and opportunity, Student Body Advocates provide fun and diverse activities in a safe environment. We represent the voice of the students by programming campus events, encouraging involvement in clubs, and bringing about positive change in our campus community.



Dear Candidate:

Congratulations, you have taken the first step to becoming involved with Student Life's leadership program! Before getting started, we want to take a moment to explain what it means to be a Student Body Advocate and the purpose of our Student Life Office. Once you have been selected as an advocate, you become a servant for Snow College students. Your role will be to connect with student issues, program exciting activities that will appeal to a wide variety of students and help create an atmosphere where inclusion and diversity are appreciated and celebrated.

Student Body Advocates represent and advocate for the students of Snow College. Our mission is to provide students with opportunities to be involved and to encourage a well-rounded college experience. This is accomplished through service, activities, academic excellence, and much more. The role of a Student Body Advocate is to develop the kind of environment where students can grow and discover more about themselves while having fun and learning!

The staff within the Office of Student Life seek to create an environment where all students are welcome. Together with the Student Body Advocates, we strive to cultivate an atmosphere of engagement and provide students with a variety of leadership opportunities to support them in making positive contributions to Snow College. We believe each Advocate will leave our campus community better than they found it.

We are excited that you have taken the time to pick up this application and wish you the best of luck as you pursue a Student Body Advocate position. If you have any questions, you may contact a member of the Elections Committee or a Student Life Advisor at **(435) 283-7121**, Office of Student Life.

Regards,

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Student Body Vice President
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Michelle Brown
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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. 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 2018) at Snow College to apply.
3. At time of application, applicants must be in good academic, financial and judicial standing with the College. (“Good standing” is defined as not being on academic or disciplinary probation, or subject to suspension or expulsion from school.)
4. You **MUST** have a current cumulative GPA of at least 2.75 at the time your application is submitted and throughout your tenure.
5. Once in office, you must maintain a 2.75 GPA each semester and 2.75 cumulative GPA to receive and keep the scholarship and participate on the team. If at any time you fall below that GPA you may be removed from the team. Please see:
https://www.snow.edu/offices/scholarships/downloads/scholarship_policy.pdf for the Snow College Scholarship Policy.
6. Each position has specific position requirements which must be fulfilled. Failure to maintain the position requirements could result in your position and/or scholarship being withdrawn and in some cases a repayment of scholarship money may be necessary. (NOTE: We will be checking grades after the current Spring 2018 semester to ensure eligibility is maintained).
7. The term of appointment for all positions is for the full upcoming academic year (this includes Summer 2018, Fall 2018 and Spring 2019 semesters).
8. All positions will require summer planning and training hours. 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 cannot commit to all of the training dates, please do not apply.**
9. Complete and submit the Elections Application Packet by **Friday, February 23, 2018 at 3pm**. Packets submitted after the deadline **will not** be considered.
10. All applicants must attend one Election Interest Meeting on Feb 7 or 8 at either noon or 5:00pm. In addition, students running for elected positions must attend the Mandatory Campaign/Election Meeting in the Student Life Office of the Greenwood Student Center from 4-5:30 Wednesday, February 21, 2018.
11. If you are running for an elected position, you will be required to submit a platform. Platforms should contain a vision or plan detailing what you hope to accomplish or improve for students once in office at Snow College. For more details please see the Campaign Platform page on page 13 of this packet.

2018-2019 Student Body Advocates

E=Elected: Campaign Positions

A=Appointed: Interview Positions

PRESIDENCY

**Student Body
President (E)**

**Student Body
Vice President (E)**

**Executive
Assistant (A)**

**Student Body
Advocate of
Clubs and Org. (A)**

LEGISLATIVE BRANCH

**Legislative STEM
Representative (A)**

**Legislative Representative
of Humanities and Social
Sciences (A)**

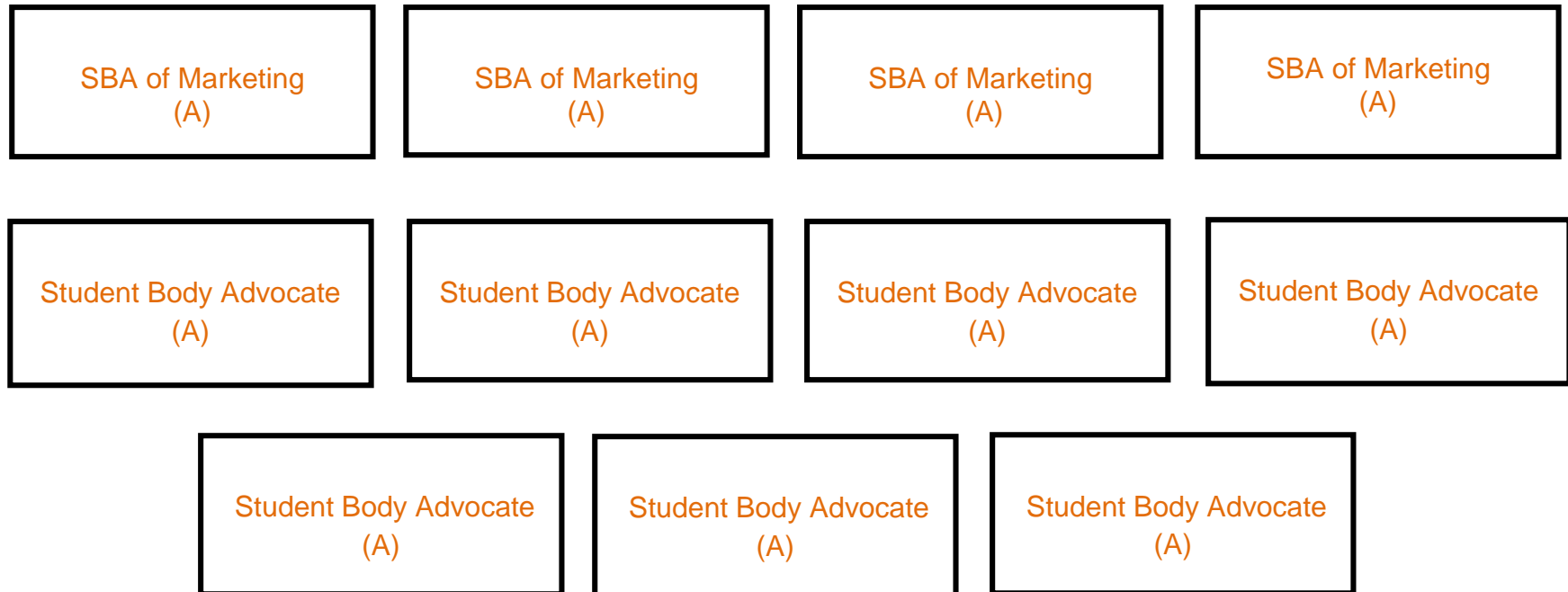
**Legislative Representative
of Athletics (A)**

**Legislative Representative
of Business
& Applied Technology (A)**

**Legislative Representative
of Fine Arts (A)**

2018-2019 Student Body Advocates

STUDENT BODY ADVOCATES



The Presidency and the Student Body Advocates make up the Executive Branch.

Student Body Advocate Position Descriptions & Duties

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

Student Body Advocate Position Descriptions

Presidency (Student Body President, Student Body Vice President, and Executive Assistant)

General Duties:

- Serve as a member of the Executive Branch
- Assist Student Body Advocates with activities as needed
- Foster and encourage an atmosphere of trust and teamwork within the SBA Team
- Assist and support Student Life Advisors as needed
- Maintain a cumulative and semester GPA of 2.75
- Responsible for: Club Rush twice per year, Dean's List, campus appreciation, SBA Inauguration, and participate in Badger Orientation each semester
- Other duties as assigned by advisors
- Conduct survey(s) to evaluate student satisfaction each spring

Student Body President (Elected)

- Manage duties & responsibilities of Student Body Advocates
- Oversee the Student Life budget with the Director of Student Life and the Legislative Branch
- Chair of the Executive Branch
- 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 (travel required)
- Maintain 8-10 office hours a week

Student Body Vice President (Elected)

- Assist the Student Body President with his or her responsibilities related to the student body and the Student Body Advocates. Assume all duties of the Student Body President whenever s/he so designates or is absent
- Organize and plan Student Body Advocate Elections with a staff-appointed Election Committee
- Assist advisors with monitoring of Student Body Advocates' grades and academic needs
- Maintain 6-8 office hours a week
- Member of Student Fee Board

Executive Assistant (Appointed)

- Assist Student Body President & Vice President with their responsibilities
- Organize campus recognition & SBA Inauguration in Spring Semester
- Organize SBA Team recognition & coordinate team celebrations throughout the year
- Take meeting minutes at weekly Executive Branch meetings and Presidency meetings
- Attend and take minutes at all Legislative meetings
- Communicate updates to team through texts and emails
- Organize SBA office hour schedule at the beginning of each semester
- Maintain 6-8 office hours a week
- Support the Club Representative throughout the year with administrative duties as needed

Clubs and Organizations Representative (Appointed)

- Member of the Presidency committee
- Active advocate for Clubs and Organizations
- Liaison between Clubs and Organizations and Student Body Advocates
- Responsible for planning two club communication meetings per semester, including a club leadership training meeting in the fall and club appreciation in the spring
- Responsible for communications between Student Life, club advisors and their leaders
- Train clubs on College policies and procedures and club forms
- Attend club meetings as assigned

Student Body Advocate Legislative Representatives, 5 positions, Appointed 2018-19

General duties:

- Serve as a member of the Legislative Branch of the Student Government
- Participate in approving Student Life budgets, club charters and funding requests
- Attend monthly Legislative Branch budget meetings
- Maintain both a cumulative and semester GPA of 2.75
- Maintain 6 office hours per week in the Office of Student Life
- Meet 2 hours per month with a division-assigned faculty mentor in the appropriate field to identify opportunities for collaboration with the Office of Student Life and to increase student representation and attendance in division activities
- Seek opportunities to create collaborative events between Student Life and the representative areas of Snow College

Legislative Representative of Fine Arts

In addition to the Student Body Advocate Legislative Representative duties, the Legislative Representative of Fine Arts 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 visual art exhibits, dance, theatre and music performances, Art Talks, etc.)
- Represent the Fine Arts Division to the Executive Branch

Legislative Representative of Athletics

In addition to the Student Body Advocate Legislative Representative duties, the Legislative Representative of Athletics 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
- Represent Athletics to the Executive Branch

Legislative Representative of STEM (Science, Technology, Engineering and Math)

In addition to the Student Body Advocate Legislative Representative duties, the Legislative Representative of STEM 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 Executive Branch

Legislative Representative of Humanities and Social Science

In addition to the Student Body Advocate Legislative Representative duties, the Legislative Representative of Humanities and Social Science 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 Executive Branch

Legislative Representative of Business and Applied Technology

In addition to the Student Body Advocate Legislative Representative duties, the Legislative Representative of Business and Applied Technology 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 Executive Branch

Appointed Advocates, 14 positions (10 Student Body Advocates of Events, 1 Clubs and Organizations Representative, 3 Marketing Student Body Advocates)

SBA of Events (Appointed)

These responsibilities also apply to the Club and Organizations Representative and the SBAs of Marketing.

- Serve as a member of the Executive Branch
- Assist other Student Body Advocates with activities as needed
- 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. This includes concerts, dances, Welcome Week, Homecoming, True Badger Night, entertainers and other major social events
- Assist the marketing SBAs 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
- Conduct surveys each spring to evaluate student satisfaction
- Maintain a 2.75 GPA and cumulative each semester
- Maintain 6 office hours a week

SBA of Marketing (Appointed) ***Please attach a portfolio of your work with your application packet***

- Oversee and manage marketing design for Student Body Advocates activities. Knowledge and experience in photo editing and graphic design preferred. (Some on-the-job training will be available)
- Work with campus club representatives on club marketing and designs.
- Manage technical and social media aspects of marketing such as Facebook, web design, text messaging, and newspaper ad designs
- Create and manage promotional campaigns for designated events. This includes, but is not limited to, dorm storming, design and paint boards, A-frames, poster, flyers and other innovative methods for reaching students
- Keep students informed of campus-wide Student Life programs, opportunities and events
- Work closely with SBA committees to determine the needs of each activity in order to be able to plan and carry out promotion of events
- Collaborate with the Office of Communications on marketing plans and promotions as needed
- Recruit students to participate in SBA marketing committee
- Participate in the Election Committee planning process
- Attend SBA planned campus activities and assist as needed
- Assist and support Student Life Advisors as needed
- Maintain a 2.75 GPA and cumulative each semester
- Maintain 6 office hours a week

Important Dates for Election Candidates

February 7 (Wednesday) February 8 (Thursday)	Mandatory SBA Election Interest Meetings at noon or 5:00 p.m. in the Student Life Office (GSC, upstairs), Feb 7 or 8. You only need to attend one of the above
Feb 8-Feb 22	Elected positions job shadow for 1 hour and volunteer 1 hour at a Student Life event before packets are due on Feb. 23.
February 15 (Thursday)	Appointed Position Open House- Stop by Student Life anytime between 9 a.m. and 3p.m. to get help with your packet & meet current SBAs and Advisors
February 21 (Wednesday)	Elected Position Mandatory Campaign Meeting Philadelphia Room (GSC) at 4 p.m. Please come professionally dressed. We will be taking photos to be used in voting.
February 23 (Friday)	All Appointed and Elected Packets are due (including your platform and campaign video) to Student Life Office front desk by 3:00 p.m. Applicants submitting late packets will not be considered.
February 26 (Monday)	Campaigning begins at 9:00 a.m., Feb 26 and goes through 3 p.m. Friday, March 2.
Feb 28 thru March 2 (Wed-Fri)	VOTING. Polls open Wednesday, Feb 28 at 11:00 a.m. and will close Friday March 2 nd at 3 p.m. Elected officials, please plan to meet briefly with Advisors that evening.
Feb 28 (Wednesday)	Meet the Candidates Event– Mandatory for all elected positions 11:00 a.m.-2:00 p.m. All candidates will table at the Bell Tower.
March 1-2 (Thurs-Fri)	Appointed Position Interview Sign-Ups NOTE: Those chosen will be notified to sign up for an interview time in the Student Life Office between 9 a.m. and 5 p.m.
March 2 (Friday)	Campaign budget tracking forms due to Student Life by noon for elected positions. Campaign materials must be cleaned up by 4 p.m.
March 5-7 (Mon-Wed)	Appointed Interviews will be held at your specified time.
March 9 (Friday)	Appointed position selections announced. (You will be notified via email by 6 p.m.).
<u>For Newly Selected Team:</u> March 26 (Monday)	Team Meeting (4:00 in the Philadelphia Conference Room)
April 12 (Thursday)	Inauguration (Time and location TBD)

Summer Training Schedule

PLEASE NOTE: You will be required to commit to ALL of the following dates to be a 2018-2019 SBA.

April 20 th & 21 st	Student Body Advocate Training (Ephraim- Fri. afternoon/Sat. morning)
June 4 th – 7 th	Student Body Advocate Training (Heber City)
July 10 th – 13 th	Student Body Advocate Training (Palisade)
August 13 th	All Advocates report back to campus by 5:00 p.m., for Fall Semester
August 13 th	Student Body President, Student Body VP, Club Representative and Marketing team report to Student Life 10:00 am
August 14 th -17 th	Student Body Advocate Training (Ephraim Campus)
August 20 th	Move in Day (All Advocates to help students move in)
August 21 st	Badger Orientation (All advocates to help out as needed)
August 22 nd	First day of classes
January 2017	Winter Retreat: Date and location TBD

2018-19 Election Requirement Check List

Election packets due to the Student Life Office on Friday, February 23rd by 3:00 p.m. Please do not submit your forms in folders or binders. Simply paperclip them all together. Incomplete or late packets will not be considered.

ELECTED POSITION

- ✓ Student Body Advocate **Elected** Application.
- ✓ Resume - Outline your experience and skills relevant to the position you are applying for.
- ✓ Bio - A short 2-4 line typed bio about yourself and why you're running for office.
- ✓ Platform-Typed explanation of your vision, how you will implement it and a slogan that can be printed with your picture.
- ✓ Campaign video - To be turned in on a flash drive labeled with your name. Videos cannot be longer than 3 minutes and must relate to your campaign platform. It must meet all Snow College code of conduct rules. Please make sure it can play on windows media player.
- ✓ Complete 1 hour of job shadowing your position's counterpart
- ✓ Volunteer for 1 hour at a Student Life event. Please have an advisor sign your application form when your hours are completed.
- President candidates contact: Seth Robertson 801-317-6077 to schedule
- VP candidates contact: Madi Allinson 435-749-9225 to schedule

APPOINTED POSITION

- ✓ Student Body Advocate **Appointed** Application.
- ✓ Resume - Outline your experience and skills relevant to the position(s) you are applying for.
- ✓ Bio - A short 2-4 line typed bio about yourself and why you're applying to be an SBA.
- ✓ 2 Recommendation forms in sealed envelopes. Please use the forms at the back of the packet.

If you run for an elected position but do not win, you are still invited to apply for an appointed position if your Appointed Application and all forms are submitted by the original deadline. If you aren't sure please submit both applications.

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



Student Body Advocate
Elected Position Application
 Ephraim Campus
 2018 – 2019

Personal Information

Name: _____ Badger ID: _____

E-mail: _____ (Print clearly)

Cell Phone: _____ (Best way to contact you)

Ephraim Address: _____

Home Address: _____ City _____ State _____ Zip _____

Date of Birth: _____

What is your cumulative GPA? _____ Number of on campus credits completed? _____

Check the **elected** position you are running for: (select one)

- President
- Vice President

Running Mate (Pres. /VP ticket) _____

- 1 hour of job shadowing completed

Advisor signature: _____

Date: _____

- 1 hour volunteering at Student Life activity completed

Advisor signature: _____

Date: _____

Applicant signature: _____

Date: _____

Campaign Platform

As a candidate for an elected Student Body Advocate position, you must choose a platform (idea) to implement while in office to improve the student experience at Snow College. Use this outline to help.

1. Select an idea that will appeal to students and
2. Develop a plan to execute and accomplish your idea or goal.

DO YOUR RESEARCH

- Identify a need for Snow College and its students.
- Talk to teachers, advisors and counselors to find out if the need you've identified is already available at Snow.
- Ask students, roommates and friends what changes they would like to see at Snow.
- Look at what other colleges and universities have used in their campaigns
- Set a realistic and obtainable platform that can be accomplished during your year in office.
- Study your platform. Learn as much as you can about it. Ensure your platform relates to the position you are running for.

DEVELOP A PLAN

How will you accomplish your goal? List as many steps needed to help you achieve the goal of your platform.

- 1.
- 2.
- 3.
- 4.

SLOGAN

Create and write a "slogan" or catch phrase that describes your vision in one sentence:



Student Body Advocate
Appointed Position Application
 Ephraim Campus
 2018– 2019

Personal Information

Name: _____ Badger ID: _____

E-mail: _____ (Print clearly)

Cell Phone: _____ (Best way to contact you)

Ephraim Address: _____

Home Address: _____ City _____ State _____ Zip _____

Date of Birth: _____

What is your cumulative GPA? _____ Number of on campus credits completed? _____

Please indicate the appointed positions you are applying for. Rank the positions based on your level of interest with one (1) being the position of greatest interest to you. Note: platforms are not required for appointed positions.

1. _____ 2. _____ 3. _____

Please explain why you chose _____ position as your 1st choice?

Recommendations/References

Select **two** references to complete a recommendation form and submit it in sealed envelopes with your packet. (See attached forms). You should choose references that are NOT related to you.

Applicant Signature: _____

Date: _____

EVALUATOR INFORMATION- Evaluator to fill in everything below:

Name _____
Last First Middle

Relationship to applicant (please select one) Professional Educational Other _____

Cell # _____ Email _____

APPLICANT EVALUATION-

On a scale of 1-10 (1=lacking, 10=highly developed), please indicate your impression of the applicant.

Honesty/Integrity _____ Work Ethic _____ Punctuality _____ Reliability _____

Ability to Work in Groups _____ Takes Initiative _____ Kindness _____

Enthusiasm _____ Professionalism _____ Communication skills _____

How well do you know the applicant (1=Very Little, 10=Very well) _____.

Would you recommend this applicant for an SBA position at Snow College?

(1=would not recommend, 10=highly recommend) _____ .

I certify the information provided on this evaluation is correct to the best of my knowledge, and I authorize the release of this information to anyone at the institution involved in selecting the Advocates.

Signature: _____ Date: _____