UNION PROGRAM COUNCIL (UPC)

Committee Co-Chair

2017-2018

DEADLINE: Wednesday, March 1, 2017 @ 5:00 PM

### Please Type.

### GENERAL INFORMATION

Name: Year in School:

E-mail: Wildcat ID:

Local Address: Phone:

K-State GPA: Hours enrolled in Fall 2017:

Major/Minor:

**GENERAL EXPECTATIONS**

* A minimum of five office hours per week including a meeting with your advisor and Tuesday evening meetings.
* Assist in planning events and managing the budget.
* Attend three mandatory retreats per year.
* Maintain a 2.25 cumulative grade point average.
* Be enrolled in at least 6 credit hours at Kansas State University.
* Complete any other duties relevant to the specific committee as designated by the UPC President or Advisors. Failure to meet any of these requirements shall give the UPC President adequate grounds for your dismissal.
* Plan any and all events for the first 4-6 weeks of the fall semester by April 30, 2017.

### COMMITTEE DESCRIPTIONS

***After Hours*** organizes substance-free entertainment and activities every Friday night. Events may include Grocery Bingo, Laser Tag, and Bubble Soccer.

***Arts*** coordinates the William T. Kemper Art Gallery exhibits, the Student Photography Contest, dinner theatres, and other art-related programs.

***Campus Entertainment*** focuses on researching, planning, and executing a large-scale, big-name event each semester according to the K-State Union Program Council Campus Entertainment Fund process.

***Community*** plans large, traditional programs, such as: Union Expo & Activities Carnival, Children’s Carnival, Miss K-State, De-stressors, and Spring Egg Hunt.

***Daytime*** conducts events specific to the daytime crowds throughout the week. Events may include Open House, Family Weekend, crafts, and novelty and entertainment acts.

***Films*** selects blockbuster and classic films for the weekly series. Also sponsors “The Rocky Horror Picture Show”.

***Forums*** presents educational and informational programs on campus concerns through speakers, panels, and discussions. Plans Constitution Day activities and 9/11 flag display.

***Multicultural*** exposes the campus to diversity through films, slam poets, entertainment, lectures, and discussions. Events planned by the Multicultural Committee could include the Step Show and Drag Show.

***Music*** programs live music, from major concerts to Open Mic Night. Also plans the OPUS Competition, K-State Voice, and coordinates the summer music festival.

***Promotions*** responsible for coordinating the public relations activities for UPC and helps Committee Co-chairs promote events. Tasks for the Promotions committee may include: creating the films preview DVD, updating social media accounts, Random Acts of Kindness (RAKs), and UPC branding.

**SHORT ANSWERS**

Please type your responses to the following questions on a separate page within your application. There are separate questions in regards to if you have or have not been on the UPC board in the past. When possible, elaborate on your answers by providing examples of previous experiences.

***Questions for New Applicants***

1. What has been your proudest moment and why?
2. Your committee is planning the annual Activities Expo. Summarize the steps you might need to take in planning this event.
3. What are strengths specific to you and how will they help you contribute to UPC?
4. Describe a situation that has challenged you and how you used your strengths to improve.
5. Why do you want to join UPC as a co-chair?
6. How do you influence and build relationships with others?

***Questions for Applicants with prior UPC Executive Board Experience***

1. What has been your proudest moment and why?
2. What was the most challenging event(s) you planned as a co-chair? What were the contributing factors and how did you overcome them?
3. How did you use your strengths to contribute to UPC in the past?
4. Describe a situation that has challenged you and how you used your strengths to improve.
5. How has UPC contributed to your college experience?
6. How do you influence and build relationships with others?

**APPLICATION SUBMISSION**

When application is completed, you may either hand in a hard copy to the UPC office located on the ground floor of the K-State Student Union or attach the documents and send to upc@ksu.edu. If you decide to use e-mail, please put “Co-Chair Application” in the subject line. Make sure all pages are included.

Interviews will be held from 10 AM-6 PM on Sunday, March 12, 2017. Interviews will be 15 minutes long. If selected to continue the process, you will be notified of your interview time.

Thank you for applying for a position with UPC!