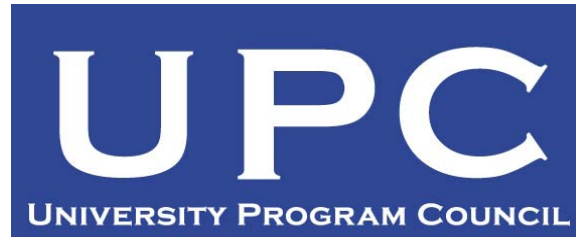


University Program Council

2010-2011 Application



UPC Council Interest Sessions

** Not required, but highly recommended **

Wednesday, February 17th @ 3:30pm in the AU Student Center 2218

Thursday, February 25th @ 5:00pm in the AU Student Center 2326

Monday, March 1st @ 4:00pm in the AU Student Center 2310

Tuesday, March 9th @ 3:30pm in the AU Student Center 2218

Application Due: Friday, March 12, 2010 by 12:00pm

Submit Application: AU Student Center Suite 3130

UPC Position Responsibilities:

Committee Director

- The management and direction of programming and supporting activities
- Establishing and maintaining productive committee meetings
- Successfully maintaining committee member attendance at meetings
- Attending all director and committee meetings
- Attending all committee events from setup to break down
- Attending all Council meetings (Mondays at 5:15pm)
- Attending all mandatory UPC events (approximately 4-6 per year)
- Maintaining 7 office hours per week including one regular runner hour
- Completing all necessary paperwork and documentation
- Attending UPC Leadership Training Retreats- (Spring: April 23-24) and (Fall: August 22)

Committee Assistant Director

- Assisting the director with management of committee
- Establishing and maintaining productive committee meetings
- Attending all committee meetings
- Attending all committee events from setup to break down
- Attending all Council meetings (Monday at 5:15pm)
- Attending all mandatory UPC events (approximately 4-6 per year)
- Maintaining 4 office hours per week
- Serving one runner hour each week including one regular runner hour
- Attending UPC Leadership Training Retreats (Spring: April 23-24) and (Fall: August 22)

Benefits of Membership

- Significant leadership training and opportunity to serve in a leadership role
- Opportunity to develop professional and personal relationships with faculty, staff, and students
- Opportunity to gain considerable experience with event planning, promotion, and project/time management
- Understanding of campus knowledge and procedures
- Uniform provided (polo shirt and nametag)
- Food provided during some events and training

UPC Committee Descriptions

Films

The Films Committee programs a wide variety of free indoor and outdoor movies for Auburn students. Each semester the committee selects a variety of recent releases as well as other types of special movie programming. Past films include: I Love You, Man, The Hangover, Public Enemies, Zombieland, Paranormal Activity etc. The committee also programs events including the Stadium Movie, Dinner and a Movie, and other themed events.

Fine Arts

Fine Arts is responsible for programming various cultural or fine art events. Past events include Step Afrika, Recycled Percussion, 80's Dance Party, Jazzfest, Dracula, and Golden Dragon Acrobats. Recurring events include Dinner and Dancing, Open Mic Night, Songwriting Contest, Tie-Dye Workshop, Murder Mystery Dinner Theater, and various artistic workshops.

Major Entertainment

The Major Entertainment Committee is responsible for bringing high profile events to Auburn University. The committee has featured O.A.R, Akon and Soulja Boy, Live, Collective Soul, Emerson Hart, Dierks Bentley, Ludacris, 311, Beach Boys, MTV Campus Invasion, MTV Tailgate Tour featuring Ying-Yang Twins and the Exies, Nappy Roots, Sugar Ray, Switchfoot, Third Eye Blind, Ben Harper and the Relentless Seven, and Kellie Pickler.

Publicity

This committee publicizes UPC events. The Publicity committee makes banners, posters, table tents, yard signs, and updates the UPC A-Frames located around campus. This committee also advertises in the Stadium during home football games, on the Tiger Transit buses, paints the windows at Foy, and occasionally advertises on local radio and TV stations. The committee develops and distributes the UPC calendar every semester detailing planned or upcoming events.

Public Relations

Public Relations helps to publicize UPC events and get the word out about the organization by contacting local newspapers, as well as sending press releases to campus groups. PR is responsible for the creation and production of the UPConnection monthly newsletter. This committee is responsible for arranging event hospitality for visiting artists. They also compile a yearly scrapbook, council member directory, as well as create the UPC pages for the Glomerata.

Research and Evaluation

Research and Evaluation is responsible for compiling student feedback. This is accomplished by using personal digital assistants (PDAs), online surveys using Survey Monkey, and by organizing student focus groups. Their findings are then presented to council in order to better serve and meet the student interests of Auburn University.

Speakers and Comedians

This committee programs events featuring comedians and distinguished lecturers, as well as educational programs. In the past, the committee has featured personalities such as Jim Gaffigan, Demetri Martin, Jennifer Worick, The Second City, Upright Citizens Brigade, Reno 911!, President Mikhail Gorbachev, Mitch Hedburg, Andy Dick, and Dave Chappelle, Daniel Tosh, and Frank Warren. This committee also sponsors Last Comic Standing and Improv Idol allowing Auburn students to perform stand-up routines and improv, for a chance to win cash prizes

Special Projects

This committee programs a wide variety of activities such as small bands, cooking workshops, and multi-cultural events. Special Projects has sponsored the following events: Battle of the Bands, Spring Jam, Iron Chef Competition, Video Game Competition, Blake Mycoskie: Founder of TOMS Shoes, Casino Night and Food for Thought. Workshops have included Yoga, Pilates, various cooking workshops, and Tae Kwon Do. They also host various holiday events such as Valentine's and Mardi Gras.

Technical Productions

This committee provides technical support for UPC events. This committee is responsible for completing the necessary technical preparation for UPC events such as Battle of the Bands, Tiger Nights, Open Mic Night, major concerts, and Outdoor Movies to name a few.

Tiger Nights

This committee is responsible for planning Auburn's late-night programming event known as Tiger Nights. This event typically features a main stage concert, inflatable games, free food, and caricature artists. Tiger Nights also offers carnival-like events such as wax hands, cotton candy, and interactive games. Past concerts during this event have included Kate Voegelé, Augustana, Corey Smith, The Wailers, Ryan Cabrera, and Matt Wertz.

Volunteers

The Volunteers Committee is responsible for overseeing all UPC committee members, while also providing support to Council. They assist with the Block Party, the application and interview process, and committee retention.

2010-2011 UPC Council Application

Interview Day: _____ Interview Time: _____

Personal Information:

Name: _____ T-Shirt Size: _____

Phone: _____ Email: _____

Banner ID: _____

Major: _____ Year: _____

Dean's Verification: _____ GPA: _____

** Applicants must be in and remain in good standing with the University.

The minimum overall GPA requirement is 2.5, or 2.7 from the previous academic semester. **

Please list all activities you will be involved in during the 2010-2011 academic year:

During which of the following semesters will you be enrolled as an Auburn University student?

Please Check All That Apply: Summer '10 Fall '10 Spring '11

*Please note that membership in UPC lasts for one full year beginning April 6, 2010.

Committees:

Please rank the following UPC positions you are interested in applying for. Put #1 by your first choice and continue to rank *only* those positions in which you are interested in being placed. Please see the committee descriptions page included in this application for descriptions of each committee.

	<u>Director</u>	<u>Assistant</u>
Films	___	___
Fine Arts	___	___
Major Entertainment	___	___
Publicity	___	___
Public Relations	___	___
Research and Evaluation	___	___
Speakers and Comedians	___	___
Special Projects	___	___
Technical Productions	___	___
Tiger Nights	___	___
Volunteers	___	___

- With the exception of University holidays and summer semester, Council has mandatory weekly meetings Monday at 5:15 pm. Unexcused absences may result in dismissal.
- If selected as a Director, you are **REQUIRED** to keep a minimum of 7 office hours per week (including one weekly runner hour and attending weekly director meetings).
- If selected as an Assistant Director, you are **REQUIRED** to keep a minimum of 4 office hours per week (including one weekly runner hour).
- If selected, you are **REQUIRED** to attend the UPC Spring Retreat on Friday, April 23 – Saturday, April 24 and Fall Retreat on Sunday, August 22. No exceptions will be made.
- By signing this application, you are agreeing to the above conditions and requirements.

Signature: _____ Date: _____

2010-2011 UPC Council Application

- List all past collegiate activities and indicate any leadership positions: (i.e.UPC, SGA, Student orgs.)

- List any skills or talents that would make you qualified for the position you are applying for:

- Why are you interested in being a member of UPC Council?

- What do you hope to gain/learn through your experience as a UPC Council member?

- What characteristics do you think exemplify an effective team member? How have you shown these characteristics in your past experiences?

- Why do you feel that you are the most qualified candidate for the position(s) to which you are applying?

2010-2011 UPC Council Application

Please include the following in your application materials:

1. Goals

Please attach a **typed list of goals** in outline form for each position you are applying for on UPC. You may only use one page total. Please be neat and concise. Candidates should be prepared to discuss these goals during the interview.

2. Recommendation

Please select any current AU faculty or staff member to complete a recommendation for you. Recommendation forms are provided in this application and you are responsible for providing your AU faculty or staff member with the form. Recommendations may be submitted to the UPC office by members of AU or staff, or with your application. Please ask the person writing the recommendation to include his/her thoughts on your leadership potential and ability to fulfill the duties of the position(s) that you are applying for in UPC.

Please include the name and contact information of recommendation.

AU Faculty/Staff Name: _____

Department: _____

Application Submission:

- Type or neatly print your application in black ink only.
- Submit 6 copies of your application, and goal outline.
- Please hole-punch and paper clip your copies.
- Please keep your original application for your files.

Applicant Interviews:

- Sign up for an interview time when you submit your application, and please remember to record the time and location for your reference.
- Record your interview time on your application.
- Interview attire is business casual.
- Interviews will be held Tuesday, March 23 – Friday, March 26 in the Student Center, Room 2109.

* 2010-2011 Council will be posted at noon in the lobby of suite 3130 on Monday, March 29, 2010.

* 2010-2011 Council's official term will begin April 6, 2010.

* I acknowledge that all information included in this application is correct.

Signature of Applicant

Dear AU Faculty or Staff Member,

The student named on this recommendation form is applying for a position as a member of the 2010-2011 University Program Council. The University Program Council is a student-run organization tasked with the planning of all on-campus entertainment for Auburn University students. The duties of the Council include, but are not limited to the following: planning various events, participating in weekly meetings, personally working each major event, managing their committee budget responsibly, and other duties associated with the University Program Council. This group provides a very important service to the Auburn University student body.

Your response on this confidential recommendation form, the candidate's application, and an interview will be used to evaluate the applicant for the position.

Thank you for taking the time to complete this recommendation form. Please enclose this form along with any additional comments in a sealed, signed envelope and either return it to the applicant or to the address below through Campus Mail by **12:00 p.m., Thursday, March 11, 2010.**

2010-2011 UPC Council ~ Recommendation Form

Applicant's Name: _____

Please rate the applicant on the qualities listed below by circling the appropriate number on the scale given. If you have never had an occasion to make such an observation, you may skip the number.

0=N/O (Not Observed) 1 = Poor 2 = Fair 3 = Good 4 = Very Good 5 = Excellent

- | | |
|---|-------------|
| 1. Speaking before a group | 0 1 2 3 4 5 |
| 2. Communicating on various levels with peers, faculty and administrators | 0 1 2 3 4 5 |
| 3. Assuming group leadership and motivation | 0 1 2 3 4 5 |
| 4. Working cooperatively in a formal or informal group | 0 1 2 3 4 5 |
| 5. Leading a formal or informal group toward a common goal | 0 1 2 3 4 5 |
| 6. Demonstrating tact in a difficult situation | 0 1 2 3 4 5 |
| 7. Exhibiting creativity in a formal or informal situation | 0 1 2 3 4 5 |
| 8. Presenting quality work on time in spite of a heavy workload | 0 1 2 3 4 5 |
| 9. Completing assigned tasks in a timely manner/punctuality | 0 1 2 3 4 5 |

Faculty/Staff Name and Position: _____

In what capacity do you know the applicant? _____

How long have you known the applicant? _____

Address: _____ Signature: _____

Please list any additional comments or cite any examples that illustrate the above qualities on the back of this form.

**Please enclose this form along with any additional comments in a sealed, signed envelope and either return it to the applicant or mail through Campus Mail to:
University Program Council, Council Applications, 3130 Auburn University Student Center for receipt by
Thursday, March 11, 2010, at 12:00 p.m.**