The University of Oklahoma
Campus Activities Council

High School Leadership Conference
Executive Committee Application

The Campus Activities Council (CAC) High School Leadership Conference is a weekend-long event for high school juniors that includes workshops, a speaker, and leadership development. The conference is planned entirely by OU students and is hosted on campus at the University of Oklahoma. It is designed to be an action-packed weekend that will develop students' leadership skills and will give you the opportunity to make a difference in a student’s life.

Name: ___________________________ Classification: FR SO JR SR GRAD
Phone: ___________________________ E-mail: ___________________________
Student ID #: ______________________ Do you have above a 2.5 GPA?: ____________
(If you are new to OU and do not have a college GPA, please put NA)
(You must have at least a 2.5 cumulative GPA to participate in CAC)

Please type your responses to the following question. Please limit answers to two pages.
1. List any college involvement including activities, organizations and volunteerism. Also list any relevant leadership position that may be applicable to the position. If you are new to OU, please list involvement from your previous institution.
2. Please explain why you are interested in the positions you are applying for and what makes you the best candidate for the position.
3. What are some new ideas you have for High School Leadership Conference?
4. What do you think is the most important thing a high school junior can learn about leadership?
5. Are you available to meet weekly on Tuesday evenings from 9 - 10 p.m.?

Please rank your top two positions (one being the most desirable). Description of each position can be found on page two.

___ T-Shirt Chair
___ Programming Team
___ Speaker Chair
___ Creative Team

___ Counselor
___ High School Liaison
___ Secretary
___ Reservations Chair

___ Sponsorship Team
___ Treasurer
___ Energy Management

Applications are due Friday, September 14 by 5pm. Please turn in applications to the Office of Student Life (Oklahoma Memorial Union Suite 370) or e-mail application to taystaab@ou.edu. When you turn in your application, please sign-up for an interview time in Student Life. The interview sign-up is located on the CAC Advisor's window.

Applicants must be available to coordinate the High School Leadership Conference during the weekend of February 22 – 24, 2012. If you have any questions, please do not hesitate to contact Taylor Staab, High School Leadership Conference Event Chair, via e-mail at TayStaab@ou.edu. For more information about CAC or to download an electronic version of this application, visit cac.ou.edu.
# CAC High School Leadership Conference Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
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<tbody>
<tr>
<td>Programming Team</td>
<td>Plans every detail of the weekend conference’s schedule and curriculum. People who are organized, can strongly convey a message, and are creative are ideal for this role.</td>
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<tr>
<td>Speaker Chair</td>
<td>This position is responsible for finding, coordinating the paperwork, and interfacing with the keynote speaker chosen for the conference each year.</td>
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<tr>
<td>Creative Team</td>
<td>This talented team is responsible for all decorations, set design, and props needed to the conference. They take the overall theme and make it happen visually for the conference attendees.</td>
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<tr>
<td>T-Shirt Chair</td>
<td>This individual designs the conference t-shirts for both the executive team and campers. Experience with computerized design software is a plus.</td>
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<tr>
<td>High School Liaison</td>
<td>The individuals will work to recruit the conference attendees throughout the state of Oklahoma, Texas, and beyond! The role requires a large amount of communications with high school students; thus, communication skills are key.</td>
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<tr>
<td>Secretary</td>
<td>This person is responsible for taking meeting notes, handling camper registration forms and medical releases, and communicating with the entire executive team on progress made.</td>
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<tr>
<td>Reservations Chair</td>
<td>This individual will work closely with programming and operations to coordinate campus room reservations, charter bus accommodations, and any food appropriations needed.</td>
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<tr>
<td>Counselor</td>
<td>Pairs of energetic and inspiring counselors will lead the campers through the weekend of exciting leadership-oriented activities.</td>
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<tr>
<td>Sponsorship Team</td>
<td>This group will help solicit sponsors to help fund the events of the weekend. You will work with local businesses to see how CAC High School Leadership Conference can best partner with them. An ability to communicate, build relationships and follow through is important.</td>
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<tr>
<td>Treasurer</td>
<td>This individual works closely to manage the overall budget for the event and advise the executive team on the current state of the finances.</td>
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<tr>
<td>Energy Management</td>
<td>This individual will serve as the conference’s emcee as well as lead weekly awkward busters (ice breakers) to help bond the executive team through the HSLS experience.</td>
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