



Campus Activities Council

Spring 2012

General Council Application

Name _____ Classification _____
Phone Number _____ Email _____
Mailing Address: _____
Student ID #: _____

PLEASE NOTE THAT THIS IS AN APPLICATION TO BE THE OVERALL CHAIR OF AN EVENT!!

Please rank the following position(s) for which you are applying. Please limit your rankings to 1 or 2. A ranking of 1=extremely interested, 2=interested. However, please remember you should only rank and apply for position(s) that truly interest you and you have previous experience with.

General Council Event Chair Positions:

Winter Welcome Week College Bowl Dance Marathon H.S. Leadership Conference
 Mom's Day Sooner Scandals Concert Series Film Series Speakers' Bureau

General Council Executive Positions: (will be required to attend an Executive Retreat the last weekend of April)

Vice-Chair Secretary Treasurer Public Relations Special Events CAC Crew Chair

Application Guidelines:

Page One: THIS SHEET filled out (**25 copies**).

Pages Two & Three: A resume should be attached in the following format: Access the Career Services' website (<http://www.ou.edu/career/>) and create a resume utilizing the *Optimal Resume Program*. Information about how to access this free service can be found in the attached pages (**25 copies**).

A. Campus Involvement

B. Community Involvement/Community Service

C. Any additional information that will increase your ability to fulfill the duties of the position(s) for which you are applying. This may include any experience, business related knowledge, etc.

Page Four: Answer the following questions on one page of paper. IF YOU ARE APPLYING FOR MORE THAN ONE POSITION, PLEASE SUBMIT A SET OF ANSWERS FOR EACH POSITION YOU ARE APPLYING FOR (**25 copies**).

1. What are your strengths and how will they help you with the position you are applying for?
2. List 3 things that you would like to change or improve upon in terms of meetings, programs, etc. with your position.
3. Describe the role of CAC on OU's campus in a "tweet" (140 characters).

Additionally, submit only one (1) copy of your unofficial transcript to verify a cumulative 2.75 GPA or above. Please deliver the transcript in a sealed envelope to Quy Nguyen in Student Life, OMU 370.

Please initial each line below showing that you understand that the following are MANDATORY and required to serve as a member of General Council for Campus Activities Council. If you have problems meeting these requirements please contact Ashley Zumwalt at the information provided below.

- I will be able to attend CAC General Council meetings every other Thursday evening at 5:30 p.m.
 I will attend the Fall and Spring CAC Retreats.
 I have and will maintain a 2.75 cumulative and a 2.5 semester GPA. I am in good academic standing with the University.
 I will attend the Fall and Spring General Council elections.
 All of the information in this application is accurate to the best of my ability.

This application must be completed on PLAIN WHITE PAPER with BLACK INK ONLY and STAPLED in the top left corner. Any additional papers, color, or folders holding each individual application together will lead to a disqualification as a candidate. Please return **25 collated copies** of the first four pages and 1 unofficial copy of your transcript by **5:00 p.m. on Friday, April 6** to Student Life (Suite 370 of the OMU). Interviews for candidates will be held on **Sunday, April 15**. You will be contacted concerning your interview time. There will be a mandatory candidate meeting on **Monday, April 9 at 9 p.m.** If you have any questions, please do not hesitate to contact Ashley Zumwalt, CAC Vice Chair, by email at ashleyzumwalt@ou.edu.

Event and Position Descriptions:

General Council Executive Positions: *all Exec members are required to meet once a week for an Exec Meeting*

Vice Chair: The Vice Chair is responsible for the planning and implementation of the fall and spring CAC General Council leadership retreats. This includes travel, lodging, programming, food, and all additional aspects to make the weekend complete. The Vice Chair is also in charge of all aspects of the Fall and Spring CAC General Council Elections. Additionally, the Vice Chair leads all voting within General Council and assists the CAC Chair at all times.

Secretary: The Secretary is in charge of keeping the meeting minutes, keeping record of attendance of General Council at required events, and sending out emails to General Council along with checking the CAC email account. The Secretary is also responsible for ordering office supplies and keeping the office and storage space tidy.

Treasurer: The Treasurer is in charge of maintaining the entirety of the financial proceedings of CAC. The Treasurer works with event chairs and the accountant to develop: budgets, ledgers, sponsorship packets, sponsorship contracts, and a sponsorship seminar that is put on once a semester.

Special Events: The Special Events Coordinator is responsible for organizing the end of the semester banquets for Fall and Spring, as well as Torch Games in the Spring. The Special Events Coordinator has the freedom to organize any event, which contributes to the morale of General Council, throughout the year such as group activities and community service projects outside of meetings or team building activities for General Council meetings.

Public Relations: The Public Relations Chair is responsible to promote CAC as an organization to the rest of campus through PR campaigns, assist events with graphic design and promotional needs, manage the t-shirt process for all CAC shirts, update the website, lead a PR Team to assist with photography, design, press releases, campaigns and other publicity needs and maintain CAC's brand and image.

CAC Crew Chair: The CAC Crew Chair will be in charge of communicating with, overseeing, and maintaining the status of CAC Crew. CAC Crew is tasked with volunteering for other CAC events, coordinating volunteer functions, and conducting Random Acts of Kindness Week.

General Council Event Chair Positions: *As an event chair, you will be responsible for coordinating all aspects of your selected CAC event including programming, sponsorship, and publicity. You will also be responsible for selecting vice-chairs along with an executive committee that you will lead in order to successfully plan this event. Along with this, you will be required to meet weekly with an advisor in Student Life and attend biweekly General Council Meetings. Below are the descriptions each event:*

Winter Welcome Week: Winter Welcome Week (WWW) begins the first day of the spring semester and makes the transition back to school after the holidays more exciting with activities, giveaways, and nightly events for all the students.

Dance Marathon: Dance Marathon is CAC's annual philanthropy event that keeps students on their feet for hours to raise awareness, support, and money for the Children's Miracle Network.

College Bowl: College Bowl is OU's version of a quiz bowl/trivia competition between teams made up of students from different organizations. This is a week-long competition where two teams go head to head and try to make their way to the top of the tournament.

High School Leadership Conference: HSLC is a weekend long event for high school juniors that prepares them for making an impact on their schools and communities. The conference is planned entirely by college students and is host on the OU campus.

Mom's Day: Mom's Day offers the perfect opportunity for students to include their parents (especially moms) in their college experience. This weekend long event is packed full of fun, entertaining, and educational events that are open to everyone and their entire family.

Sooner Scandals: Sooner Scandals allows groups to showcase their vocal, dance, and acting talents while performing miniature dramatic acts. Each team writes their performance around a theme that fits within the selected overall theme.

Concert Series: Concert Series host free concerts throughout the year. Concerts range in both genre and size and offer a great way to get involved on OU's campus.

Film Series: Film Series offers three major events throughout the year: free movies every Friday, movie premieres, and the Student Film Festival every spring.

Speakers' Bureau: Speakers' Bureau works hard year-round to bring dynamic and interesting speakers to OU. These events allow students to unique opportunity to listen and learn from renowned speakers.

Instructions for Building a Resume via Optimal Resume

1. Go to www.hiresooner.com and click on "SoonerJobSearch" login on the top right corner. Enter your 4x4 and password if you are currently registered with Career Services. If you are not currently registered with Career Services, you can login under the "Already Have an Account?" login as a guest by entering the guest login (ouguest) and the password (careers4sooners).
 2. Once you are in SoonerJobSearch, scroll down to the middle of the page to the "Announcements" section and click on Optimal Resume.
 3. Once in Optimal Resume, click on "Get Started" (if you already have an account with Optimal Resume, you can skip this step and go straight to step 5) make sure your pop up blocker is not on while in Optimal Resume. Click "New User" and complete the information on that section.
 4. After you complete your account information you can login directly from Optimal Resume's homepage (www.ou.optimalresume.com).
 5. After you login to Optimal Resume, click "create new resume" and enter a name for your resume.
 6. If the "Instructions" window does not automatically open, click on "Edit & Style" and then click the "Edit Resume" button. Read the instructions carefully and click "Next."
 7. Make sure all of your "Resume Contact Information" is entered correctly and click "Next."
 8. Please skip the "Headline" and "Relocation Preference" section by clicking "Next."
 9. In the "Define Your Section," click on the "Examples" box, select the "Campus Recognition Form," and then click "Next."
 10. Click "Next" on your "Select Your Experience" section.
 11. In the "Education" section you may select any format from the examples provided, however, please make sure the following information is included; then click "Next."
University of Oklahoma
College:
Major:
Cumulative Grade Point Average::
Anticipated Graduation Month/Year:
Additional Institutions Attended and GPA from Each Institution:
 12. In the "Additional Information" section, click on the "Examples" box, select "Additional information," and provide the requested information. Note: The "Additional Information" example is third from the bottom on the "Examples" list.
 13. Fill out your previous and current employment information in the "Employment/Internships" section. After you click "Add Employer/Organization" for each employer you have had, click "Next" and more information will appear for you to complete regarding your employment. Then click "Next."
 14. In the "Applicant Honor Statement" section, go to the "Examples" box, select the "Applicant Honor Statement" example (which is the second from the bottom on the "Examples" list), click "Add" and then click "Next." Please read this statement carefully and sign it once you print out your Campus Recognition Form to submit with your other materials.
 15. In the "Activities" section - you can refer to the "Examples" box and click on the "Activities" example for guidance. Only include activities from your college experience. List your activities for each year in college separately, beginning with your freshman year. Note: The format of this section should match the sample provided on the next page of this application. Then click "Next."
 16. In the "Community Involvement" section - you can refer to the "Examples" box and click on the "Community Involvement" example for guidance. List your community involvement for each year in college separately, beginning with your freshman year. Note: This should NOT be a list of projects; this SHOULD be a description of actual involvement. The format of this section should match the sample provided on the next page of this application. Then click "Next."
 17. In the "Honors/Awards/Scholarships" section - refer to the "Examples" box and click on the "Honors" example for guidance. Then click "Next."
 18. Once you have completed this process, you can preview, review, and edit your CRF to check spelling and edit any section that you need to. Once you have done this, click the "Close" button.
 19. You will be directed back to your "Manage Resumes" section. Select the "Download" section and click on "Download Word Compatible." Once you are in Word, you should insert a page break prior to the "Activities" section to create "page 2" of the CRF and change the font and font size if so desired. Make sure that you save your CRF in Word once your editing is complete.
 20. Please insert the name of the event you are applying for at the top of the page (ex. "Homecoming Chair").
- IMPORTANT: YOU MUST SUBMIT THE FORMAT AS OUTLINED ON THE SAMPLE BELOW. THIS MAY REQUIRE YOU TO PICK AND CHOOSE WHAT ACTIVITIES AND COMMUNITY INVOLVEMENT HAVE BEEN MOST SIGNIFICANT TO YOU.**

An Example of How an Optimal Resume Should Look

OUTSTANDING SENIOR AWARD APPLICATION – Fall 2007

Julie A. Doe
jdoe@ou.edu
Current (405) 325-4020 Cell (405) 321-4567

Permanent Address 123 Lake Street Happytown, OK 73072		Current Address 108 Souther Street Norman, OK 73019
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EDUCATION

University of Oklahoma
Michael F. Price College of Business
Management Major, Spanish Minor
Cumulative Grade Point Average: 3.71
Anticipated Graduation Month/Year: May 2008

Other Institutions Attended:
East Central University - Ada, Oklahoma
9 hours, 4.0 GPA

ADDITIONAL INFORMATION

John & Jane Doe
123 Lake Street
Happytown, OK 73072
(405) 321-4321
jdoe@youareit.com

Headline newspaper: Happytown News
Name, as you want it to appear on award if selected: Julie A. Doe

Student ID #: 112112222
Gender: Female
Credit Hours Earned: 118
Number of Hours Currently Enrolled: 12

EMPLOYMENT/INTERSHIPS

May, 2004 - May, 2005	Senic Drive-In , Happytown, OK Part-time Cashier
May, 2005 - Aug., 2005	Camp Longhorn , Burnet, Texas Camp Counselor
May, 2006 - August, 2006	Hallmark, Inc. , Kansas City, MO Marketing Intern

APPLICANT HONOR STATEMENT

"To the best of my knowledge, the information provided in this application packet is truthful and accurate."

Signed: _____

ACTIVITIES

Freshman Year:

- President's Community Scholars
- Walker 12 Floor President
- Homecoming Volunteer with High School Bands
- University Sing and Soccer Scandal's Participant
- Entrepreneurs Club Member

Sophomore Year:

- Crimson Pride Member
- OU Cousins Member
- Homecoming Executive Committee - Spirit Chair
- Dance Marathon Recruitment Coordinator
- Entrepreneurs Club Treasurer

Junior Year:

- Crimson Pride Secretary
- OU Cousins Member
- Homecoming Executive Committee - Parade Chair
- Camp Crimson Counselor
- Dance Marathon Chair
- Entrepreneurs Club President

Senior Year:

- Crims on Pride President
- OU Cousins Member
- Homecoming Chair
- Sowers Club Member
- Camp Crimson Counselor

COMMUNITY INVOLVEMENT

Freshman Year:

- Spent three weekends constructing homes for Habitat for Humanity, November 2004
- Participated in Big Event, March 2005

Sophomore Year:

- Prepared meals for the elderly with Meals on Wheels, September-November 2005
- Volunteered as a Tuesday Tutor at McKisley Elementary, September 2005-May 2006
- Served as a Site Manager (Feed the Children) for Big Event, March 2006

Junior Year:

- Collected children's books for Reading is Fundamental, January 2006
- Served as Big Event Chair, March 2007

Senior Year:

- Volunteer as Big Sister for Cleveland County Big Brothers/Big Sisters, August 2007-Present

HONORS, AWARDS & SCHOLARSHIPS

- Alpha Lambda Delta National Honor Society
- P.A.C.E. Award: recognizes top 1% of students in freshman class
- President's Community Scholars
- President's Award for Outstanding Freshmen