



# Application & Information

## Submission Guidelines & Application Timeline

This document contains the policies, procedures, and forms relating to the appointments from the Student Body to the Student Homecoming Steering Committee of Student Government Association for the 2019 Homecoming Season. Complete this form online before printing. Where requested, information must be typed, or it will not be accepted. All applications must be submitted via email by **Thursday, May 30, 2019 at 5:00 PM Eastern Standard Time (EST)** to be considered for membership of the Student Homecoming Steering Committee. **All qualified applicants who submit completed applications by the deadline will be notified of their selection to move forward to the interview process and will be prompted to schedule an interview immediately after the submission of their application in the timeframes allotted by the Application Review Committee.** After the conclusion of all interviews, applicants will be notified of their status (i.e. appointment or not) within ten business days of the conclusion of interviews.

**Scan and email all completed forms from your FAMU electronic mailing accounts to:**

*Student Homecoming Steering Committee Chairwoman – Natalie Antenor*  
*Subject Line: First Name Last Name, 2019 Homecoming Committee Applicant*  
*To: Sga.vicepresident@famuedu*  
*CC: natalie1.antenor@famuedu.*

**Application Timeline:**

- May 20<sup>th</sup> – Homecoming Application Opens @ 5:00 PM EST
- May 30<sup>th</sup> – Homecoming Application Closes @ 5:00 PM EST
- June 4<sup>th</sup> – 7<sup>th</sup> – Interviews from 12 PM – 5 PM EST
- June 10<sup>th</sup> – Student Homecoming Steering Committee Memorandum Released

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**The deadline for the 2019 Homecoming Steering Committee Application is**  
**Thursday, May 30, 2019 at 5:00 PM Eastern Standard Time (EST).**



# Florida A&M University Student Government Association

## 2019 Student Homecoming Steering Committee Application

Greetings Applicant,

I hope this letter finds you well. You have officially arrived at the 2019 Student Homecoming Steering Committee Application. I am Natalie Antenor, a third-year Accounting Student from Miami Gardens, Florida, and I serve as your Student Body Vice President for the 2019-2020 academic year. One of my primary duties includes serving in the capacity as Chairwoman of the Student Homecoming Steering Committee. I want to formally thank you for your interest in serving your constituents through the 2019 Student Homecoming Steering Committee.

Dubbed **“The Experience,”** the annual Florida A&M University Homecoming Season is a celebration of the institution’s rich history and the community that has served as the backbone of its achievement and promising future. Traditionally held during the fall semester of every academic year, **“The Experience”** is a time for special celebrations filled with memories and traditions—linking the past with the present. Staple festivities that tend to attract the masses include the annual Homecoming Release Event, Hip-Hop and Gospel Concerts, Comedy Show, and Parade unite the University and the Rattler community, forming a sense of camaraderie that keeps the Rattler spirit alive throughout generations. Each year, faithful alumni, faculty, students, family, friends, and the surrounding community journey to the Highest of Seven Hills to partake in the celebratory events. Coupled with a legacy of excellence with caring and access and opportunity, the Florida A&M University Homecoming celebration in its 132<sup>nd</sup> year of existence will be undoubtedly one of the largest and most enjoyable collegiate homecoming celebrations in the nation.

Formally established by the 47<sup>th</sup> Student Senate, the Student Homecoming Steering Committee (SHSC) is an ad-hoc committee of the Executive Branch of Florida A&M University’s Student Government Association whose primary responsibility is to sanction student participation in the University’s administrative processes of executing the annual Homecoming Season. This committee gives a sense of purpose, duty, and leadership to select members of the Student Body in putting together a series of large-scale, extraordinary events to venerate the University for another outstanding year. Acting as a representative of the Student Body to the University, the main purpose of the Student Homecoming Steering Committee is to increase the Student Body’s contribution to the University’s Homecoming Season by expressing the desires of the students at large, by making decisions on behalf of the Student Body, and by periodically attending university-wide Homecoming Committee Meetings. In an attempt to bridge the gap between students and alumni, the vision of the Student Homecoming Steering Committee is to increase student participation during the Season through the administrative, financial, and logistical contributions of Student Government to enhance the overall Homecoming Experience.

Again, thank you for your interest in the 2019 Florida A&M University Student Homecoming Steering Committee. I look forward to reviewing your proposals and working with you in the near future. Please download our application and thoroughly review its components; should any questions arise, do not hesitate to email all questions to the provided contact. Now is the time to join the movement and give the Rattler community **“The Experience”** of a lifetime.

Yours in service,

**Natalie J. Antenor**

2019 Student Homecoming Steering Committee Chairwoman



**Natalie Antenor**

2019-2020 Student Body Vice President

**The deadline for the 2019 Homecoming Steering Committee Application is Thursday, May 30, 2019 at 5:00 PM Eastern Standard Time (EST).**



### Eligibility Requirements

To be considered for membership of the Student Homecoming Steering Committee, an applicant must meet the following qualifications:

- Be in good standing with the University;
- Have a minimum 2.5 cumulative grade point average at the beginning of the Fall 2019 Semester;
- Reside in Tallahassee for the Summer of 2019 *with the exception of the Student Videographer, Student Photographer, and Student Graphic Designer;*
- Completed at least one academic semester at Florida A&M University, prior to the time of this application;
- Demonstrate leadership, administrative and organizational skills;
- Submit a completed application;
- Attend a scheduled interview if selected to progress to the second round.

**The deadline for the 2019 Homecoming Steering Committee Application is Thursday, May 30, 2019 at 5:00 PM Eastern Standard Time (EST).**

### Application Components

Your completed application along with all attachments should be **no more than** twelve (12) pages in length. All attachments must be compiled to one document and submitted in a PDF file format with the exception of necessary files for portfolios (i.e. demo reel etc.). The required components of a completed Student Homecoming Steering Committee Application include:

- Page 1: Biographical Information *found on Page 10.*
- Page 2: Completed Questions & Answers Portion *found on Pages 11 and 12.*
- Page 3-7: An event proposal, plan of action, or portfolio no more than 5 pages in length. *Reference Page 9 for more information.*
- Page 8: Collegiate Resume
- Page 9-11: One (1) Recommendation Profile *Reference Pages 4 and 5 for more information.*
- Page 12: Signed and Dated Service & Confidentiality Agreement *found on Page 12.*

An application will not be considered complete without all of these required components. Incomplete applications will not be considered. Applicants without a completed application will not receive confirmation to proceed towards scheduling an interview.



### Three-Part Recommendation Profile

Each applicant must submit one completed recommendation profile. A completed recommendation profile consists of (1/3) a recommendation letter, (2/3) an evaluation form, and (3/3) a leadership letter. Recommenders can be either a university official (i.e. club advisor, associate professor, etc.), an employer, mentor, coach, or a collegiate peer who serves as a student leader (any student attending a public or private college or university serving in any leadership capacity within any club or organization) who can attest to your character and leadership ability. Any members of your immediate nor extended family *does not* qualify as a recommender.

### Recommendation Letter Guidelines

A recommendation letter is typically written by someone who can recommend an individual's work or academic performance. The goal of recommendation letters is to vouch for the skills, achievements, and aptitude of the person being recommended.

All letters of recommendations must:

- Be no more than one page in length, describing relevant qualifications for the desired position;
- Be on a university, business, or organization letterhead template;
- Include the name, title/affiliation, email address and daytime telephone of the recommender.
  - i.e. Aaliyah Sumpter, FACES Modeling Troup President, University of South Florida
  - Dr. Diana Pittman, Business Calculus Associate Professor, Florida A&M University
  - Coach Ella Ryan, Mentor, Creative Director of Ella's Dance Studio

### Evaluation Form Guidelines

An evaluation form is a document used to formally review and measure an individual's workplace performance. The evaluation form be found on page 5 in Section A of this application.

### Leadership Letter Guidelines

Similar to the composition of a recommendation letter, a leadership letter will require your recommender to think about their interactions with you and to identify those incidents/behaviors when you were at your very best and/or worst in their eyes.

All leadership letters must:

- Be no more than one page in length, illuminating the way an applicant adds value and make a contribution as a teammate or leader;
- provide three (3) stories of when you were at your best as a strategic leader or team member.
  - Example of format a leadership letter with one (1) story:

*To whom it may concern,*

*One of the ways that [Addressee Name] has add value and make important contributions is: [provide brief example]. For example, I think of the time that: [expound on brief example using action and descriptive words].*

*Best,  
Recommender's Name*



**Student Homecoming Steering Committee Evaluation Form**

Name of Recommender \_\_\_\_\_ Date \_\_\_\_\_

Title or Position \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

**Work Performance**

*Please rate the applicant based on the following. Place a check in the appropriate box for each category: with 1 being the poor and 5 and being the highest.*

5	Excellent
4	Very Good
3	Good
2	Fair
1	Poor

Name of Applicant \_\_\_\_\_

Evaluation Category	Service Rating					
	1	2	3	4	5	N/A
General Quality of Work						
Dependability						
Job Knowledge						
Communication Skills						
Personality						
Management Ability						
Contribution to Team Goals						
Productivity						
Achievement of Goals						
Motivation and Perseverance						
Commitment to Service						
Willingness to learn and accept guidance						
Independent and self-directed						
Ability to work effectively as a team member						
Ability to adapt well to new situation; people, and/or environments						
Commitment and dedication to his/her responsibilities						
Other:						

**Performance Summary**

What are the applicant's strongest points? \_\_\_\_\_  
 \_\_\_\_\_

What are the applicant's weakest points? \_\_\_\_\_  
 \_\_\_\_\_

In what areas can the applicant improve? \_\_\_\_\_  
 \_\_\_\_\_

What additional training would benefit the applicant? \_\_\_\_\_  
 \_\_\_\_\_

Do you recommend this candidate for an SGA Student Homecoming Steering Committee leadership position?  Yes  No



### Position Descriptions

Membership of the Student Homecoming Steering Committee from the Student Body shall consist of **three (3)** students who will serve as sub-committee chairs. **Six (6)** students who will serve as event coordinators and **nine (9)** students who will serve as technical coordinators; these event and technical coordinators shall constitute towards membership under their respective subcommittees and are open for consideration:

**Finance & Accounting Chairperson (Vacant)** This committee will assist the Homecoming Chair with all financial aspects of homecoming: from monitoring expenditures, finding ways to reduce fiscal inefficiencies, and working with the SGA Director to solicit local businesses and corporations for sponsorships. One of the major duties of this committee is to create a sponsorship package to present to potential corporate sponsors.

**Corporate Sponsorships Coordinator (Vacant)** The Corporate Sponsorship Coordinator will work to organize solicitation and fulfillment of corporate sponsorships through fostering and developing corporate relationships. This individual will work in conjunction with the SGA Director to create a sponsorship packet with a focus on corporation giving. The position's growth will provide natural opportunities to build and cultivate sponsors for the Homecoming Season. The position will manage the Student Homecoming Steering Committee's corporate relationships and work in conjunction with the SGA Director to create the best strategy for each company given their philanthropic mission.

**Local Business Sponsorships Coordinator (Vacant)** The Local Business Sponsorship Coordinator will work to organize solicitation and fulfillment of local business sponsorships through fostering and developing relationships with local businesses. This individual will work in conjunction in conjunction with the SGA Director to create a sponsorship packet with a focus on local business giving. The position's growth will provide natural opportunities to build and cultivate sponsors for the Homecoming Season. The position will manage the Student Homecoming Steering Committee's relationships with local businesses and work in conjunction with the SGA Director to create the best strategy for each company given their philanthropic mission.

**Operations & Logistics Chairperson (Vacant)** This committee will spearhead planning and executing all Student Homecoming Steering Committee events. This committee will support the activities of the event coordinators by ensuring that they have everything they need to carry out a successful event. Tasks will include but are not limited to scheduling rooms, ordering props and furniture for the stage sets, meeting with coordinators regularly and all other aspects related to production. He or she will specifically be required to coordinate the details of all materials needed for homecoming.

**Fashion Show Coordinator (Vacant)** The Fashion Show Coordinator is the student lead for this year's Fashion Show. This individual is responsible for the culmination of a successful fashion show. He or she must work with the SGA Administrative office (Joint Operations) to plan and execute all aspects of this event within fiscal and administrative parameters. He or she must be extremely creative and able to work under heavy pressure. Tenacity, diligence and a great personality is an absolute must. These positions are only open to highly driven individuals who are able to work without heavy instruction.



### Position Descriptions (cont.)

**Hip-Hop Concert Coordinator** (*Vacant*) The Hip-Hop Coordinator is the student lead for this year's Hip-Hop Concert. This individual is responsible for the culmination of a successful hip-hop concert. He or she must work with the SGA Administrative office (Joint Operations) to plan and execute all aspects of this event within fiscal and administrative parameters. He or she must be extremely creative and able to work under heavy pressure. Tenacity, diligence and a great personality is an absolute must. These positions are only open to highly driven individuals who are able to work without heavy instruction.

**Taste-of-A-Rattler Coordinator** (*Vacant*) The Taste-of-A-Rattler Coordinator is the student lead for this year's Taste-of-A-Rattler event. This individual is responsible for the culmination of a successful Taste-of-A-Rattler. He or she must work with the SGA Administrative office (Joint Operations) to plan and execute all aspects of this event within fiscal and administrative parameters. He or she must be extremely creative and able to work under heavy pressure. Tenacity, diligence and a great personality is an absolute must. These positions are only open to highly driven individuals who are able to work without heavy instruction.

**Homecoming Release Coordinator** (*Vacant*) The Homecoming Release Coordinator is the student lead for this year's Homecoming Release event. This individual is responsible for the culmination of a successful fashion show. He or she must work with the SGA Administrative office (Joint Operations) to plan and execute all aspects of this event within fiscal and administrative parameters. He or she must be extremely creative and able to work under heavy pressure. Tenacity, diligence and a great personality is an absolute must. These positions are only open to highly driven individuals who are able to work without heavy instruction.

**Pep Rally Coordinator** (*Vacant*) The Pep Rally Coordinator is the student lead for this year's Pep Rally. This individual is responsible for the culmination of a successful fashion show. He or she must work with the SGA Administrative office (Joint Operations) to plan and execute all aspects of this event within fiscal and administrative parameters. He or she must be extremely creative and able to work under heavy pressure. Tenacity, diligence and a great personality is an absolute must. These positions are only open to highly driven individuals who are able to work without heavy instruction.

**Housing Step Show Coordinator** (*Vacant*) The Housing Step Show Coordinator is the student lead for this year's Housing Step Show. This individual is responsible for the culmination of a successful Housing Step Show. He or she must work with the SGA Administrative office (Joint Operations) to plan and execute all aspects of this event within fiscal and administrative parameters. He or she must be extremely creative and able to work under heavy pressure. Tenacity, diligence and a great personality is an absolute must. These positions are only open to highly driven individuals who are able to work without heavy instruction.

**Event Volunteer Coordinator** (*Vacant*) The Event Volunteer Coordinator Designer will be responsible for the recruitment and management of volunteers and the arrangement of volunteer events. This individual's duties include training new volunteers, assigning them to particular jobs, tracking their volunteer hours, providing support, and evaluating volunteers. This individual must have strong interpersonal skills.



### Position Descriptions (cont.)

**Event Vending Coordinator (Vacant)** The Event Vending Coordinator Designer is responsible for soliciting and cultivating relationships with vendors who will bring positive energy and products to the event. This individual will need to research, evaluate and identify viable vendor partners. Duties of the Event Vending Coordinator include are liaising with vendors, securing sale tenders, authoring contract documents, maintaining strategic relationships with suppliers, and evaluating vendor performance.

**Marketing, Communications, & Public Relations Chairperson (Vacant)** This committee will work in conjunction with professional photographers, videographers, webmasters, and graphic designers to brand the **student aspect** of this year's Homecoming. This committee will ensure that all promotional and marketing materials are created and developed. This committee oversee the production of the Commemorative Booklet as well Advertisement Sales for each individual event. This person must develop marketing strategies for Homecoming. This person will also be responsible for planning and executing the Unveiling event. This committee must maintain a good working relationship with University Communications, the SGA Graphic Designer, the FAMUAN, WANM 90.5, Journey Magazine, and our professional photographers, videographers.

**Student Videographer (Vacant)** The Student Videographer will be responsible for working under the supervision of the SGA Graphic Designer to handle videography design and printing needs for Homecoming. This individual must have some skill and/or ability to shoot and edit video footage using professional video cameras and still cameras, operate production equipment, create film, format documents, prepare background film or "B" rolls as well as live feed, inserting closed captioning, graphics, or other on-screen text into a video, perform non-linear editing using Final Cut or Adobe Premiere software, design after effects as needed including motion graphics, layout, and animation.

**Student Photographer (Vacant)** The Student Photographer will be responsible for working under the supervision of the SGA Graphic Designer to handle graphic design and printing needs for Homecoming. This individual must have some skill and/or ability to create flyers, format documents, etc.

**Student Graphic Designer (Vacant)** The Student Graphic Designer will be responsible for working under the supervision of the SGA Graphic Designer to handle graphic design and printing needs for Homecoming. This individual must have some skill and/or ability to format documents and create visual concepts using computer software (i.e. advertisements, flyers, logos, etc.)





### Plan of Action, Event Proposal & Portfolio

A plan of action is a plan that contains enough details to achieve an objective or goal. This typically includes an outline of goals, objectives, measurements, action steps, responsibilities for each step, and more than often dates and budgets. An event proposal is a comprehensive document that outlines the services you will provide for an event. It is your company brochure, your marketing campaign, and your sales pitch all wrapped up into one. A portfolio is a purposeful collection of selective significant samples of student work accompanied by clear criteria for performance which evidence student effort, progress or achievement. All plan of actions, event proposals, and portfolios must include:

- An introduction: please include your understanding of the capacity you would serve in if selected for the position;
- Position vision and goals;
- Your second choice of an alternate position: if placed in another position, which position would you choose and why? Please write a brief summary;
- Any additional information you would like us to know (blog link, writing sample, etc.).

**All applicants for subcommittee chair positions, sponsorship positions, and technical coordinator positions are required to submit a plan of action:** Marketing, Communications, & Public Relations Chairperson, Operations & Logistics Chairperson, Finance & Accounting Chairperson, Event Volunteer Coordinator, Event Vending Coordinator, Corporate Sponsorships Coordinator, Local Business Sponsorships Coordinator. Plan of Actions must include:

- Vision and goals for your committee or position;
- An outline consisting of realistic goals towards executing each of your duties;
- A projected timeline including deadlines for each of your goals.

**All applicants for event coordinator positions are required to submit an event proposal:** Hip-Hop Concert Coordinator, Taste-of-A-Rattler Coordinator, Homecoming Reveal Coordinator, Pep Rally Coordinator, Housing Step Show Coordinator, Fashion Show Coordinator. Event Proposals must include:

- Event goals or objectives—answers “what is the purpose of this event? What will this event accomplish?”
- A succinct outline of your event experience (i.e. an itinerary);
- An outline consisting of realistic goals towards executing each of your duties;
- A projected timeline including deadlines for each of your goals;
- A basic budget entailing necessary expenditures for your event.

**All applicants for technical coordinator positions are required to submit a portfolio with 3 or more work samples of creative material revolving around The Experience (i.e. flyers, handbills, videos, etc.):** Please provide any social media profiles that may showcase your work (all social media pages should be ‘public’ during the application period for submission purposes only).

**Student Videographer:** One (1) sample must be an original, professional demo reel no longer than 2 minutes in length.

**Student Photographer:** Two (2) samples must be original, professional dynamic photographs. reel no longer than 2 mins in length.

**Student Graphic Designer:** One (1) sample must be an original, promotional graphic using any example of Homecoming events held in the past. Your work must be saved in either .JPEG or .PNG file.



### **Biographical Information**

#### **IDENTIFICATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Sex (check one):  Female  Male Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Local Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Postal/Zip \_\_\_\_\_  
 Position Sought \_\_\_\_\_ Student ID Number \_\_\_\_\_  
 Email \_\_\_\_\_ @famu.edu Primary Phone Number \_\_\_\_\_

#### **EDUCATION**

Entry Year \_\_\_\_\_ Classification \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_  
 Major/Minor \_\_\_\_\_  
 School/College \_\_\_\_\_  
 Total Credit Hours Earned \_\_\_\_\_ Hours Currently Enrolled \_\_\_\_\_

#### **PERSONAL DATA**

Have you ever worked for any Student Government Association?  Yes  No  
 If yes, please explain duties performed, stating when and where: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of an offense with the University Judicial Office?  Yes  No  
 If yes, please explain offense including date: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### **REFERENCES (optional)**

Prefix \_\_\_\_\_ Name \_\_\_\_\_  
 Position \_\_\_\_\_ Affiliation \_\_\_\_\_  
 Email \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

Prefix \_\_\_\_\_ Name \_\_\_\_\_  
 Position \_\_\_\_\_ Affiliation \_\_\_\_\_  
 Email \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

Prefix \_\_\_\_\_ Name \_\_\_\_\_  
 Position \_\_\_\_\_ Affiliation \_\_\_\_\_  
 Email \_\_\_\_\_ Primary Phone Number \_\_\_\_\_



## **Application Questions**

***What campus organizations are you apart of?***

***What current/prior leadership experience do you have that can assist you if granted this position?***

***What initiatives have you spearheaded that can demonstrate your level of competency to carry out the functions of this position?***

***Briefly explain your knowledge of Student Government Association's role in the execution of Florida A&M University's annual Homecoming Season.***

***What role are you applying for and how does it affect the Student Homecoming Steering Committee's success in enhancing the student body's experience of the Homecoming Season?***

***Why are you interested in applying for this specific role?***

***Why are you interested in serving on the Student Homecoming Steering Committee?***



### Service & Confidentiality Agreement

I, \_\_\_\_\_, do hereby declare myself willing and able to assume the duties and responsibilities concomitant with committee membership of the 2019 Student Homecoming Steering Committee of the Florida Agricultural and Mechanical University Student Government Association (FAMU SGA) for the 2019 Homecoming Season. If selected, I understand that these duties and responsibilities begin from the time of my appointment and that failure to carry out any of these duties may result in my removal from committee membership at the discretion of the Student Homecoming Steering Committee Chairperson and/or SGA Director. Furthermore, I understand that nonattendance at a mandatory Student Homecoming Steering Committee function may be considered as my resignation from my position at the discretion of the Student Homecoming Steering Committee Chairperson.

1. Must be currently enrolled as a full-time, validated, continuing student at the time of selection.
2. Maintain a minimum 2.5 cumulative grade point average at the beginning of the Fall 2019 Semester; be in good standing with the University.
3. Maintain a minimum of 4 office hours per week during the Summer of 2019.
4. Fulfill the expectations of my duties to the best of my abilities
5. Attend all Summer 2019 and Fall 2019 Student Homecoming Steering Committee Functions:
  - a. Student Homecoming Steering Committee Interest Meeting: Tuesday, May 21, 2019
  - b. Attend at least one Summer Regional Committee Training Session: June 5 (Tallahassee), June 6 (Tallahassee), or June 7 (via Skype).
  - c. Attend 4 of the 5 Sessions of the Summer 2019 Homecoming Steering Committee: Monday, June 10<sup>th</sup> (1<sup>st</sup> Session), Monday, June 24<sup>th</sup> (2<sup>nd</sup> Session), Monday, July 8<sup>th</sup> (3<sup>rd</sup> Session), Monday, July 22<sup>nd</sup> (4<sup>th</sup> Session), Monday, August 5<sup>th</sup> (5<sup>th</sup> Session).
  - d. Attend at minimum 5 of the 7 Sessions of the Fall 2019 Homecoming Steering Committee Meetings: Friday, August 23<sup>rd</sup> (1<sup>st</sup> Session), Friday, August 30<sup>th</sup> (2<sup>nd</sup> Session), Wednesday, September 4<sup>nd</sup> (3<sup>rd</sup> Session), Monday, September 9<sup>th</sup> (4<sup>th</sup> Session), Monday, September 16<sup>th</sup> (5<sup>th</sup> Session), Monday, September 22<sup>nd</sup> (6<sup>th</sup> Session), Monday, September 27<sup>th</sup> (7<sup>th</sup> Session). *All Summer and Fall sessions are tentative and are subject to change. All committee members will be notified upon reschedule.*
  - e. Participate in any Committee conference calls.
6. Attend all events executed by Student Homecoming Steering Committee during the 2019 Homecoming Season.
7. Send copies of all correspondence to the Homecoming Steering Committee Chairperson, assigned Adult Event Leads (applicable to all Subcommittee Chairpersons and Event Coordinators), Executive Branch Advisor, Judicial Branch Advisor, and any assigned Adult Advisors.
8. Abide by the University’s Student Code of Conduct, government laws and regulations at all Homecoming functions where you are attending in your capacity as a Student Homecoming Steering Committee Member.
9. Maintain content on personal social networking sites appropriate to your position as a Student Homecoming Steering Committee Member.
10. Refrain from the possession, usage or consummation any alcoholic beverages, any drugs or other controlled substance—with the exception of medication prescribed for that member—at any Student Homecoming Steering Committee function. Proof of prescription must be provided upon request.
11. Abstain from any activity of a sexual nature at any Student Homecoming Steering Committee function.
12. Refrain from discussing all written and oral information and materials disclosed to the Student Homecoming Steering Committee as confidential information regardless of whether it was provided before or after the date of this agreement or how it was provided to committee members.
13. Wear name badges at all Homecoming functions where you are attending in your capacity as a Student Homecoming Steering Committee Member.

*By signing this document, I affirm that I have read and understand the Service Agreement, which outlines the minimum duties, responsibilities, and performance requirements I must maintain to sustain committee membership if selected, and I am willing and committed to faithfully execute those duties during the 2019 Homecoming Season. I understand that a violation of certain provisions of these rules may result in dismissal from any and/or all Student Homecoming Steering Committee functions during the 2019 Homecoming Season.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date