

322 Kerckhoff Hall, Los Angeles, CA 90024

Admit Weekend

Black Transfer Extravaganza

Higher Education Conference

All Afrikan People’s Graduation

All applicants must turn in the following:

1. Completed Application
2. Resume
3. Copy of Degree Progress Report
4. Completed Endorsement Sheet with 25 Black Bruin Signatures

In addition, all applicants must meet the following requirements:

1. Meet GPA Requirement of 2.5 or above
2. Be in good academic standing with the University

Additionally, all completed applications are due​ by **July 31, 2019 by 11:59 pm.** ​They can be submitted to any of the following emails:

● Emailed to ​[asuchairperson@gmail.com](mailto:asuchairperson@gmail.com)

● Emailed to ​asuprogrammingcoordinator@gmail.com

Please ensure that you have completed your application fully before turning it in. Incomplete applications are subject to disqualification. ​**Applications will not be accepted after the above stated deadline.**

The appointed Chair(s) for each event will be notified after interviews take place. Google Hnagout Interviews will commence once the deadline for applying closes. ASU Chair and Programming Coordinator will be present, applicants will be contacted once their application is received to schedule their interview.

**Roles and Responsibilities for Each Event Chair**

**The responsibilities of the event Chair consist of the following, but are not limited to:**

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**Admit Weekend Co-Chairs**​-

The Admit Weekend Co-Chair is responsible for coordinating Admit Weekend during Spring Quarter for incoming freshman students.

1. Report to and provide updates to the Programming Coordinator, and ASU Staff
2. Report Weekly to ASU directly at staff meetings.
3. Recruit and Develop Admit Day Weekend Committee Members
4. Contact appropriate administration for list of admitted Black students

for outreaching

1. Outreach to admitted students as soon as possible
2. Plan and organize activities and workshops for admitted African

American students.

1. Contact appropriate student orgs to host workshops
2. Work closely with the Financial Coordinator to ensure funding
3. Work closely with the Public Relations Coordinators to outreach on

campus for volunteers

1. Secure facilities with the ASU Programmer & Yield Event Staff

​**Black Bruin Transfer Extravaganza**

The Black Transfer Extravaganza Chair is responsible for coordinating Transfer Admit Weekend during Spring Quarter for incoming transfer students.

1. Report to and provide updates to the Programming Coordinator, Transfer Coordinator and Black Bruin Transfer Success Chair
2. Report Weekly to ASU directly at staff meetings.
3. Recruit and Develop Black Transfer Extravaganza Committee Members
4. Contact appropriate administration for list of admitted Black students for outreaching
5. Outreach to admitted students as soon as possible
6. Plan and organize activities and workshops for admitted Afrikan students.
7. Contact appropriate student orgs to host workshops
8. Work closely with the Financial Coordinator to ensure funding
9. Work closely with the Public Relations Coordinators to outreach on campus for volunteers
10. Secure facilities with the ASU Programmer, BBTS Chair, Yield Event Staff

**Higher Education Conference Coordinator**

The HEC Chair is responsible for coordinating the Higher Education Conference during Week 7 of Winter Quarter.

1. Report to and provide updates to the Programming Coordinator
2. Report Bi – Weekly to ASU directly at staff meetings
3. Work closely with the Financial Coordinator to ensure funding
4. Work closely with the Public Relations Coordinator to outreach for

volunteers and organizations to host workshops

1. Work with the access committee to assist with outreach, planning, and

logistics

1. Contact high schools in Los Angeles area and coordinate with

administration field trip slips and transportation

1. Be creative. Think of activities and workshops that would interest and

encourage high school students and college transfer students to apply

to UCLA

1. Secure facilities with the ASU Programming Coordinator
2. Recruit and Develop committee members to assist with HEC planning
3. Solicit Donations for Food

**All Afrikan Peoples Graduation –**

The Afrikan Graduation Chair is responsible for Coordinating the African Student Union’s graduation ceremony, and all Afrikan Graduation events.

a. Report to and provide updates to the ASU Programming coordinator

b. Report Weekly to ASU directly at staff meetings

c. Work closely with the Financial Coordinator to ensure funding

d. Work closely with the Public Relations Coordinator to outreach for volunteers

e. Recruit and Develop Committee Members

f. Secure facilities with the ASU Programmer

g. Coordinate with Afrikan students with applications

**2019-2020**

**Afrikan Student Union Event Chair Application**

Last Name First Name

Date of Birth Email Address Phone Number

Local Address City State Zip Code

Permanent Address City State Zip Code

Year Major Minor

Position you are applying for:

Higher Education Conference Chair \_\_\_\_\_\_\_

(Freshman) Admit Weekend Chair \_\_\_\_\_\_\_

All Afrikan Peoples Graduation Chair \_\_\_\_\_\_\_

Black Bruin Transfer Extravaganza Chair \_\_\_\_\_\_\_

***\*****n*​*ote: You may apply for more than one position, but if selected, you will only be appointed to one. If you choose to apply for more than one position, please answer the questions relating to* ​***every***​ ​*position for which you are applying.*

**Please attach a resume with the following information:**

1. **Education**
2. **Work Experience**
3. **Community/Organizational Experience:** ​Any social, cultural, political,  
   community service or academic organization with which you have been  
   involved. Include any leadership positions that you have held.
4. **Awards and Accolades**
5. **Additional Information: ​**Special skills, training, etc.

**General Application Questions:**

1.) Based upon your knowledge and experience, what is the purpose of the Afrikan Student Union?

2.) Why are you applying for this position?

3.) List any other commitments that you have outside of the position you are applying for. If applicable, how will your other commitments reflect your work and dedication to ASU?

4.) Have you had any past experiences that have prepared you for the position you are currently applying for? If so, please explain.

**Position-Specific Questions:**

**If applying for Admit Weekend Chair:**

1.) How familiar are you with the events of Admit Weekend? Explain to the best of your capacity what you feel the purpose of Admit Weekend is, and why yield is such a critical component to the Afrikan Student Union’s struggle to increase the Afrikan student presence on this campus.

2.) In your own opinion, what were some of the strengths and weaknesses of last year’s Admit Weekend, and how can it be improved?

3.) Please provide a tentative plan of action for what you intend to implement programming-wise, with respect to Admit Weekend.

**If applying for Black Transfer Extravaganza Chair:**

1)How familiar are you with the events of Extravaganza? Explain to the best of your capacity what you feel the purpose of Black Transfer Extravaganza is, and why yield is such a critical component to the Afrikan Student Union’s struggle to increase the Afrikan student presence on this campus.

2) In your own opinion, what were some of the strengths and weaknesses of last year’s Black Transfer Extravaganza, and how can it be improved?

3)What does the Black Transfer community mean to you? Further, what does the Black Transfer community's presence on this campus mean? What do you hope to bring to the community?

4) Please provide a tentative plan of action for what you intend to implement programming-wise, with respect to Black Transfer Extravaganza.

**If applying for Higher Education Conference Chair:**

1.) Why is access to higher education such a critical pillar to the overall goals of SHAPE and the Afrikan Student Union?

2.) How familiar are you with the events of the Higher Education Conference? Explain to the best of your capacity what you feel the purpose of HEC is, and the role that the conference plays in terms of complementing the work of SHAPE.

3.) In your own opinion, what were some of the strengths and weaknesses of last year’s Higher Education Conference, and how can it be improved?

4.) Please provide a tentative plan of action for what you intend to implement programming-wise, with respect to the Higher Education Conference.

**If applying for Afrikan Grad Chair:**

1.) What is the relationship between Afrikan Grad and retention at UCLA?

2.) In your own opinion, what is the significance of Afrikan Grad altogether, and what does it represent for Afrikan students and their families/friends, etc.?

3.) Please provide a tentative plan of action for what you intend to implement programming-wise, with respect to All Afrikan Peoples Graduation.

**Application Checklist**

Did you make sure to include your....

* Degree Progress Report
* General Application Information Resume
* General Application Questions
* Position-Specific Application Questions
* Endorsement Sheet with 25 Signatures

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby certify the information in this application to be true, and completed to the best of my knowledge.**

***Good Luck, and thank you for taking an interest in the Afrikan community!!!***