



### ***The Role of the ASWU Campus Activities Board in Our Community***

The ASWU Campus Activities Board (CAB) strives to create an out-of-classroom learning experience by providing a variety of cultural, social, educational, and recreational events that meet the needs and interests of the Woodbury community. Events include, but are not limited to, coffeehouses, dances, lectures, lunch-hour programs, and field trips. The two largest events are the Atmosphere lounge event in the Fall and Woodstock music festival in the Spring. The ASWU Campus Activities Board members are given the opportunity to define and enhance their personal leadership styles and the ways it can benefit the campus. Members also create a network of contacts, learn how to work within the University environment, and develop essential life skills.

### ***Specific ASWU Campus Activities Board Responsibilities***

- Attend mandatory training sessions and retreats as designated by the ASWU Campus Activities Board advisor.
- Provide a high variety of quality programs for the Woodbury campus community.
- Assess the programming interests and needs of the Woodbury student population.
- Initiate contact with agents, vendors, and performers.
- Negotiate performance fees and contracts.
- Maintain accurate budget records for individual programs.
- Collaborate with various campus departments and student organizations.
- Be a contributing team member on ASWU Campus Activities Board.
- Support and encourage other ASWU Campus Activities Board members.
- Attend weekly ASWU Campus Activities Board meetings and other meetings as necessary.

### ***Qualifications***

- Maintain a verifiable cumulative and semester GPA of 2.8 for new members (2.5 for returners) or above and be in good standing with the University.
- Be a full time student enrolled within a minimum of 12 units and no more than 18 units, unless permission is received from the ASWU Campus Activities Board advisor.
- Cannot work more than an additional 20 hours per week without the prior approval of the Campus Activities Board advisor.

### ***Mandatory Training Dates/Events:***

- ASWU Campus Activities Board Retreat: Summer 2018 date TBA
- Fall Welcome Week: August 20-25, 2018
- NACA West Conference: November 8-11, 2018- Ontario, CA
- ASWU Retreat: December 10-12, 2018



***Compensation for ASWU Campus Activities Board Service***  
ASWU Campus Activities Board Members receive \$750 per semester.

**2018-2019 Application**

Contact Information		
Last Name:	First Name:	Unisex Shirt Size:
Phone:	Email:	
Class Standing:	Major:	

Free-Response Questions (please type all responses)
Why do you want to be a part of the ASWU Campus Activities Board? What do you think are the benefits of having a Campus Activities Board at Woodbury?
What is your experience in event planning?
What types of events or activities do you think should be implemented at Woodbury? What changes would you make to current Campus Activities Board events?
What else are you committed to (clubs/work) next semester? How many units are you taking? How do you plan to balance these things with CAB?
Letter of Recommendation (from staff or faculty member)
Please provide ONE reference letter using the attached the reference form.

*Please submit your ASWU Campus Activities Board application to Kelli Ross in person or via email at [kelli.ross@woodbury.edu](mailto:kelli.ross@woodbury.edu)*

*Interviews will be held April 2<sup>nd</sup> through April 6<sup>th</sup>. Please wait for confirmation of receipt of your application before scheduling your interview. You will be notified via email once interview slots are available.*