



## CAB Application Spring 2021 – Fall 2021

**Campus Activities Board Mission:** We believe in providing educational and entertaining events to the La Crosse campus and community. We hope to challenge individual thought through performing arts and lectures, evoke laughter and fun through comedians and special events and be inclusive to all walks of life. The programming process of CAB provides growth and leadership development to any student who chooses to participate.

**CAB Motto:** Everyone welcome, always.

The Campus Activities Board offers many great opportunities to its members. Hands-on experience in selecting, planning, contracting, and promoting events will teach you real-world skills in a fun and interactive setting. Perks of being on CAB Leadership include:

- Free admission to all CAB sponsored events
- Hourly pay of \$7.25 up to for an approximate 8-10 hours per week
- Access to the CAB office for CAB work, studying, eating, napping, hanging out
- Meeting new students and working with other student organizations
- Making connections and networking with other staff and administration
- Public speaking practice
- Experiences that build your resume and will help in your future job
- Budgeting experience

UWL CAB Leadership consists of 7 members, positions including: Executive Board Lead, Public Outreach Lead, and 5 Event Coordinators. The Leadership team follows the calendar year to ease the transition as well as event planning. Expectations of being a Leadership member include:

- Weekly meetings
- Four office hours per week
- Weekly Advisor Meetings outside of office hours
- Plan and attend your own events, support others' events when able
- Attend annual NACA conference, Leadership training in January and August (before school starts)



## Spring 2021 - Fall 2021 Open Positions: (4) Event Coordinators

Event Coordinator Description: Each EC is assigned a given number of events that they plan and coordinate. Their responsibilities include making reservations, working with agents, coordinating publicity with the Public Outreach Lead, preparing prizes, making opening statements at performances, and communicating with the rest of the board.

### Application **IMPORTANT** deadline information & requirements:

- An online fillable version of this application is available at [uwlax.edu/cab](http://uwlax.edu/cab)
- Applications due: Sunday, November 15, at 11:59 pm to CAB's email ([cab@uwlax.edu](mailto:cab@uwlax.edu))
- Interviews will be held November 16 through November 20
  - Please indicate free time on any and all of these days for a 30 minute interview slot (found on the last page of this application)

If you have any questions, feel free to stop in our office on the second floor of The U- 2246 COVE or email CAB at [cab@uwlax.edu](mailto:cab@uwlax.edu). You may also contact the following folks for assistance:

- Executive Board Lead, Emily Boettger, [boettger.emily@uwlax.edu](mailto:boettger.emily@uwlax.edu)
- Public Outreach Lead, Elizabeth Osborne, [osborne.elizabe@uwlax.edu](mailto:osborne.elizabe@uwlax.edu)
- CAB Advisor, Drea Higgins, at [dhiggins@uwlax.edu](mailto:dhiggins@uwlax.edu)



**Personal Information:**

1. Name:
2. Email:
3. Hometown:
4. Local Address (on or off campus):
5. Phone Number (best one to reach you at):
6. Current year in School:
7. Year and semester of expected graduation:
8. Major/Minor:
9. Are you available Tuesdays at 4:00 – 6:00 pm for meetings?
10. Cumulative GPA (must be 2.3 or higher):
11. Other involvements during the 2021 spring and fall semester:



**Experience:**

1. Organizational Experiences (years involved, honors, positions held):

2. Volunteer Work:

3. Special Interests / Skills:

4. Why are you interested in the Event Coordinator Position? What skills will you bring that would help you be successful in this position?



5. Why do you want to be part of this specific organization? What contributions do you feel you will bring to CAB?

6. Times available for 30 minute interview:

November 16th	
November 17th	
November 18th	
November 19th	
November 20th	

**Signature:**

**Date:**