

**APPLICATION FOR GENERAL CO-CHAIRS**  
**2022 CFAES CELEBRATION OF STUDENTS PROGRAM**  
**Event Date: April 14, 2022**

**APPLICATION AND INTERVIEW INFORMATION**

Submit applications to [benko-scruggs.1@osu.edu](mailto:benko-scruggs.1@osu.edu) by March 16, 2021, 5:00 p.m.

The College of Food, Agricultural, and Environmental Sciences Celebration of Students Program is the highlight of the annual events sponsored by the CFAES Undergraduate Student Council. CFAES students, faculty, staff, and friends are recognized for outstanding accomplishments in scholarship, leadership, and service to our College and the University.

The program is planned by a Steering Committee composed of the General Co-Chairs (selected by College Council), subcommittees (subcommittee chairs selected by General Co-Chairs), with support from event advisor, Matthew Benko-Scruggs, CFAES Event Manager.

**RESPONSIBILITIES OF GENERAL CO-CHAIRS**

Provide overall direction and leadership for all aspects of the program. Select and work closely with sub-committee chairs and co-producers as an Executive Committee. Assign members and recruit advisors for the various sub-committees (see chart on last page). Work collaboratively to prepare a budget, establish Steering Committee meeting schedule and preside over meetings. Work closely with sub-committees as needed to insure continued progress on goals. Establish and maintain communication among all sub-committees. Designate one co-chair to be responsible for communication and marketing and one co-chair to be responsible for budgeting and all fiscal matters. Conduct post-event evaluation and ensure that appropriate records are prepared and archived for future co-chairs.

**SKILLS NEEDED:** Being a co-chair requires solid interpersonal skills, and an ability to effectively lead, multi-task, and delegate. It is also a major time commitment and must be a priority to successfully produce a quality event. Applicants need to have established a solid academic program to be successful in balancing the demands on their time. A GPA of 2.75 is required to qualify for consideration as a co-chair.

Name:			
Cell phone:		Email:	
Campus Address:			
Department/ School:			
Major:			
GPA:		Date of Graduation:	
How many hours will you be scheduling for: Autumn 2021? _____ Spring 2022? _____			

Are you able to COMMIT to lead meetings beginning in late September and weekly meetings during spring semester, as well as meet with the General Advisors a number of times during autumn semester and weekly during spring semester?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

Have you worked on the Celebration of Students Program in the past?  
 If YES, in what capacity?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

<p>Give the top three reasons you want to co-chair the 2022 College of Food, Agricultural, and Environmental Sciences Celebration of Students Program.</p>	
<p>What four suggestions do you have for the 2022 program (e.g., program themes, improvements, etc.)?</p>	
<p>What experience do you have in organizing and planning a major activity at the college level?</p>	
<p>List all commitments to extra-curricular activities (including leadership and committee chair positions) and work during Spring Semester 2022.</p>	

**MAJOR RESPONSIBILITIES OF CO-CHAIRS AND SUBCOMMITTEES**

<b>CO-CHAIRS</b>	Develop strategy to recruit committee members; assign committees; facilitate committee meetings; lead or mentor the sub-committees throughout the year in their work; develop a budget for the event; develop strategy for recognizing graduating seniors; identify and acquire entertainment for the program.
<b>THE BUCKS</b>	Plan and execute a process to generate financial and food item donations for the event; plan and implement a strategy for selling tickets; work with The Image Committee to develop event and ticket sale promotion; work with The Experience Committee to identify food items needed for the meal and to develop creative ways to recognize donors during the event.
<b>THE EXPERIENCE</b>	Plan for all guest experiences from the time the doors open, and the event begins. Specific responsibilities include: plan and budget for the event; work with The Bucks to solicit food and cash donations to support the costs of the meal; create and implement a comprehensive décor strategy; plan and implement set-up and clean-up for the night of the event.
<b>THE IMAGE</b>	Develop and implement strategies for all printed and technology-based communication related to the event. Specific responsibilities include: design a printed program/yearbook keepsake; create and produce the PowerPoint presentation and video clips used during the program; work with The Bucks to design committee member promotional t-shirts, tickets and other promotional materials.