Late Nite Advisory Board
Information & Application Packet

Late Nite @ Ball State is looking for a fun, dynamic, and hard-working group of student leaders to serve on the Advisory Board. Late Nite members will provide leadership and implement weekly Late Nite @ Ball State events.

**Position Description & Purpose of Late Nite Advisory Board**

The purpose of the Late Nite Advisory Board is to serve as the common link between the Ball State University student body and the Late Nite @ Ball State Program, representing students’ desires and needs for Late Nite programming. The Advisory Board shall assist in developing innovative ideas to incorporate into the program. They shall also assist in planning, organizing, and implementing Late Nite @ Ball State events as well as executing the daily operations of the program. Additionally, ongoing evaluation of the success of Late Nite programming is a key component of serving as a member of the Late Nite Advisory Board.

**“Event Coordinator”**

**Roles and Responsibilities:**
- Organize, plan, and implement Late Nite @ Ball State events in collaboration with Advisory Board members and Committee members including (but not limited to):
  - Idea creation
  - Determine interactive activities, games, and crafts
  - Contract, price quote, and vendor service negotiation
  - Determine event building set-up, logistical, and decorative needs
  - Delegate tasks and work with other Late Nite members
  - Work with student volunteers
- Serve as Event Coordinator the “night of” chosen Late Nite events

**Position Qualifications for Late Nite Advisory Board Members**

- Exemplary Ball State student
- Current minimum 2.5 cumulative GPA (must maintain a minimum 2.5 during the 2016-2017 year)
- Enthusiasm and support for the Late Nite @ Ball State program
- Ability to lift and move items during Late Nite events
- Creative, innovative, team player
- Excellent verbal communication skills
- Dependable, reliable, self-directed

**Expectations & Responsibilities of Late Nite Advisory Board Members**

- Hold a minimum of 6 Office Hours per Week (M-F 8am-5pm)
- Attend Weekly Late Nite Advisory Board Meetings (TBD)
- Attend Weekly General Late Nite Meetings (Wednesdays at 7:30 pm)
- Plan a minimum of 3 Late Nite Events per Semester (as Event Coordinator; excluding Late Nite Carnival)
- Hold a ‘Collateral Assignment’ and serve as the Coordinator for one of the following areas: Administration, Assessment, Marketing, Member Relations, and Volunteers & Co-Sponsorships (descriptions of collateral assignments are below)
- Other Duties as Assigned by the Late Nite Advisor & Staff
Application Process

• Complete the Late Nite Advisory Board application and submit to the Office of Student Center Programs: Student Center 112 or by email to latenite@bsu.edu
• Contact Late Nite @ Ball State at 285-1031 or latenite@bsu.edu with any questions.

Late Nite @ Ball State
2016-2017 Advisory Board Application

Personal Information: GPA and other personal information will be kept confidential.

Name ____________________________ Class Level 2016-17 __________________
Local Street Address ______________________________________________________
City ____________________________ State _______________ Zip Code ____________
Local Phone Number ____________________________ BSU Email Address __________
Permanent Address ____________________________________________ Phone ______
City ____________________________ State _______________ Zip Code ____________

Academic Involvement:

Major(s) __________________________________________ Minor(s) ________________
Including current semester, list your number of semesters at BSU __________ Overall GPA ______
Anticipated Graduation Date: ___________ of ___________ (Month) (Year)
Anticipated Credit Hours Fall 2016 ___________ Spring 2017 ____________

Campus Involvement:
List all current and past clubs/organizations as well as all leadership positions with which you have been involved and the position(s) that you hold/held.

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Please indicate any organizations which you will be involved with during the 2016-17 year. How would Late Nite fit into your schedule?

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Late Nite Advisory Board Information & Application Packet p. 2
Application Questions
(Use additional sheets if necessary)

Part 1: In your opinion, what is ‘Late Nite @ Ball State’ and what purpose does it serve to the Ball State University campus?
____________________________________________________________________
____________________________________________________________________

Part 2: Have you attended a Late Nite @ Ball State Event? Why or Why not?*
*Attendance at Late Nite events will not necessarily impact the selection process, we are most interested in the ‘why or why not’ portion of this question.
____________________________________________________________________
____________________________________________________________________

Why are you interested in being a member of the Late Nite Advisory Board? What do you hope to gain from the experience?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

List the personal goal(s) you hope to achieve through holding a position on the Late Nite Advisory Board.
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____________________________________________________________________
____________________________________________________________________

Please return completed application to Student Center Programs in SC112, 2000 West University Avenue, Muncie, IN 47306
OR by email to latenite@bsu.edu