



Late Nite Advisory Board **Information & Application Packet** **2010-2011 Academic Year Term**

Late Nite @ Ball State is looking for a fun, dynamic, and hard-working group of student leaders to serve on the Advisory Board for the 2010-2011 academic year (term: August-May). Late Nite members will provide input and implement weekly Late Nite @ Ball State events.

Position Description & Purpose of Late Nite Advisory Board and Committee

The purpose of the Late Nite Advisory Board and Committee 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 and Committee 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 and Committee.

Position Qualifications for Late Nite Advisory Board Members

- Exemplary Ball State student
- Current minimum 2.2 cumulative GPA (must maintain a minimum 2.2 during the 2010-2011 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 (Mondays at 8:15 pm)
- Attend Weekly General Late Nite Meetings (Mondays at 9:15 pm)
- Plan a minimum of 2 Late Nite Events per Semester (as Event Coordinator; excluding Late Nite Carnival)
- Assist/volunteer for a minimum of 2 Late Nite Events per Semester (as 'Right Hand Man')
- As needed: Assist/volunteer for a minimum of 1 Late Nite Event per Semester (as 'Left Hand Man')
- Hold a 'Collateral Assignment' and serve as the Coordinator for one of the following areas: Administration, Assessment, Marketing, Member Relations, and Volunteers & Co-Sponsorships
- Other Duties as Assigned by the Late Nite Advisor & Staff

*Additional information regarding specific Advisory Board (executive) positions follows

Application Process

- Complete the Late Nite Advisory Board application and submit by:
Monday, April 19, 2010 (deadline)
to the Office of Student Center Programs: Student Center 112
- Application also available online at www.bsu.edu/latenite/getinvolved and at Late Nite events
- Contact Late Nite @ Ball State at 285-1031 or latenite@bsu.edu with any questions.



Late Nite Advisory Board Members

Purpose:

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. The Advisory Board shall assist in developing creative and innovative ideas to incorporate into event and the program overall. They shall also assist in executing the daily operations of the program.

Roles and Responsibilities:

- Hold a minimum of 5 Office Hours per Week (M-F 8am-5pm)
- Attend Weekly Late Nite Advisory Board Meetings (Mondays at 8:15 pm)
- Attend Weekly General Late Nite Meetings (Mondays at 9:15 pm)
- Plan a minimum of 2 Late Nite Events per Semester (as Event Coordinator; excluding Late Nite Carnival)
- Assist/volunteer for a minimum of 2 Late Nite Events per Semester (as 'Right Hand Man')
- As needed: Assist/volunteer for a minimum of 1 Late Nite Event per Semester (as 'Left Hand Man')
- Hold a Collateral Assignment and work to coordinate one of the following areas: Administration, Marketing, Member Relations, and Volunteers & Co-Sponsorships
- Other Duties as Assigned by the Late Nite Advisor & Staff

Position Description

Event Coordinator

-ALL Advisory Board Members-

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" pre-determined Late Nite events (Dates TBD)

Co-lateral Assignments

Additional opportunities for Advisory Board members

Administration Coordinator

Roles and Responsibilities:

- Create and compile the meeting agenda for weekly General Late Nite Meetings
- Facilitate General Late Nite Meetings (Mondays, 9:15pm)
- Check Late Nite Email Account and respond to messages accordingly, or direct messages to proper folders
- Serve as the Late Nite Representative in matters of Public Relations, Interviews, and Campus Gatherings
- Work and collaborate with all other Advisory Board and Committee members

Assessment Coordinator

Roles and Responsibilities:

- Collaborate with Event Coordinator to Create weekly surveys
- Collect Late Nite surveys and compile results after each Late Nite
- Create summary reports to present at Advisory Board and Late Nite meetings (Mondays, post event)
- Update Late Nite e-mail account distribution lists (from surveys)
- Take meeting minutes at weekly Late Nite Advisory Board and General Meetings and send to all Late Nite students
- Prepare and track Wristband usage for each Late Nite event
- Work and collaborate with all other Advisory Board and Committee members

Marketing Coordinator

Roles and Responsibilities:

- Ensure events have at least 3 methods of advertisement
- Use the Publicity & Ad Design Request Form to complete necessary marketing needs
- Act as the liaison for advertising between Late Nite and the Publicity and Design Intern
- Keep accurate records of marketing details for each event
- Create and print weekly Location Signs for Late Nite events
- Oversee and manage Late Nite social network and website accounts: Facebook, Twitter, Myspace, and Web-update notifications
- Order and distribute general Late Nite promotional materials
- Order annual Late Nite apparel
- Learn and understand how to utilize creative graphic design applications such as: Photoshop, PowerPoint, etc
- Have working knowledge of campus marketing venues' protocol and requirements such as: Residence Hall Mailings, Daily News, Channel 55, and Friday Night Filmworks
- Update the Vendor Database
- Work and collaborate with all other Advisory Board and Committee members

Member Relations Coordinator

Roles and Responsibilities:

1. Recognition:

- Track Late Nite Advisory Board and Committee member attendance of meetings and events
- Create and present end-of-semester semester awards for deserving members
- Recognize Late Nite members on their work
- Distribute "Kudos" at weekly meetings

2. Development:

- Plan and facilitate a minimum of 3 team-building and communication activities per semester for Late Nite Advisory Board and Committee meetings
- Facilitate one interactive ice-breaker activity per Late Nite Committee Meetings (9:15pm)

- Host a monthly member appreciation night or activity

3. Recruitment:

- Hold a minimum of 4 recruitment activities per semester: 3 active, 1 passive
- Send Interest Emails (Interested Freshmen, CLASS volunteers, Survey Interests, etc)
- Organize the annual Activity Fair table for Late Nite @ Ball State

All Members Relations:

- Work and collaborate with all other Advisory Board and Committee members

Volunteers & Co-Sponsorship Coordinator

Roles and Responsibilities:

- Maintain a running document of all volunteer and co-sponsor information (“Service Hours’ document)
- Create weekly “Volunteers & Workers” form for events
- Visit Student Organizations twice per month: work with student life to obtain list of organizations and meeting times/locations
- Promote volunteer and co-sponsorship opportunities and benefits to campus organizations and offices
- Send volunteer and co-sponsorship information to student organizations a minimum of twice per semester
- Host a minimum of one co-sponsorship per month at Late Nite events
- Send thank you notes to volunteers for their time and support
- Contact organizations and companies outside of Ball State University for sponsorship opportunities
- Recognize a minimum of 2 student organizations per semester that helps with an aspect of Late Nite
- Create a specific process and form for collecting pertinent co-sponsorship information and screening applicants
- Work and collaborate with all other Advisory Board and Committee members



Late Nite @ Ball State
2010-2011 Advisory Board Application

Application Deadline – Monday, April 219, 2010 (Noon)

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

Name _____ Class Level 2010-11 _____

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)

Current # of Credit Hours (Spring 2010): _____

Credit Hours Expecting to take Fall 2010 _____

Campus Involvement:

List all current and past clubs/organizations 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 2009-10 year.

List all leadership positions you have held (please indicate when & where). Please indicate any organizations which you will be involved with during the Spring 2010 semester.

Application Questions (use additional sheets if necessary)

In your opinion, what is 'Late Nite @ Ball State' and what purpose does it serve to the Ball State University campus?

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?

Please describe three characteristics/qualities/strengths you believe a Late Nite Advisory Board Member should have and how you display these characteristics.

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

Availability

Please mark your availability for the following Late Nite Advisory Board requirements:

- | | |
|---|--|
| Yes
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | No
<input type="checkbox"/> I am available to attend Late Nite Advisory Board meetings held weekly (Mondays from 8:15-9:00pm)
<input type="checkbox"/> I am available to attend Late Nite Committee meetings held weekly (Mondays from 9:15-10:15pm)
<input type="checkbox"/> I am available to attend the Student Center Programs' Staff Retreat from: |
|---|--|

Dates TBD during week of Monday, January 3 – Friday, January 7, 2011

((First Semester begins Monday, January 10, 2011. First Late Nite event Saturday, January 15, 2011))

Your Interview Availability

((Please mark times you are **NOT** available to meet due to class or other engagements))

We will schedule a **30 minute** interview (phone OR on-campus) according to your availability listed below.
Our staff will contact you with the designated time of your interview.

TIME	Monday April 26 th	Tuesday April 27 th	Wednesday April 28 th	Thursday April 29 th	Friday April 30 th
8:00-8:30am					
8:30-9:00am					
9:00-9:30am					
9:30-10:00am					
10:00-10:30am					
10:30-11:00am					
11:00-11:30am					
11:30am-Noon					
Noon-12:30pm					
12:30-1:00pm					
1:00-1:30pm					
1:30-2:00pm					
2:00-2:30pm					
2:30-3:00pm					
3:00-3:30pm					
3:30-4:00pm					
4:00-4:30pm					
4:30-5:00pm					

Additional Information (regarding availability)

DUE: Monday, April 19, 2010 (Noon)

Please return Completed Application by email to latenite@bsu.edu or hemiller2@bsu.edu

OR by mail to 2000 West University Avenue, Student Center 112 Muncie, IN 47306

Thanks, and we look forward to hearing from you!

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