



# FROST STUDENT ASSOCIATION

## PROGRAM PRESIDENTS

The role of the Program President is to promote individual programs and activities within their program of study. Program Presidents are the voice of the student body for the individual programs and they communicate ideas, comments and concerns to the Frost Student Association Board of Directors (FSA). Program presidents report directly to the Director of Student Life.

### Interested in becoming a program president?

- ❖ Approach your program co-coordinator and let them know that you're interested in becoming the program president for your program.
- ❖ Fill out an application form for the program president position.
- ❖ If there is more than two applications then a vote will be held (within that program) to determine the program president. The number of Program Presidents per Program will be decided by Program Coordinators.
- ❖ Inform Director of Student Life of the results of the Class election/ decision.

### Individual Responsibilities

- ❖ You must organize at least one all ages activity/event/ program pub night per semester.
- ❖ Money collected can go toward program clothing, equipment, dinners. Money cannot go toward alcohol.
- ❖ Organize guest speakers.
- ❖ Report ideas, comments and concerns to the FSA.
- ❖ Promote all functions to their program (i.e. posters, etc.) Please remember to remove your posters after your function is complete.
- ❖ Attend a monthly meeting with the Director of Student Life.

### Benefits to program presidents

- ❖ Free photocopying, printing and fax services in the FSA offices during business hours for program related activities.
- ❖ Leadership opportunities.
- ❖ Portfolio building and professional experience.



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## HOW TO ORGANIZE YOUR PROGRAM PUB NIGHT

### Designate a main contact person

- ❖ It is recommended that a main contact for pre-pub night organizing, the duration of your pub night and post pub night follow-up be designated. This person would be responsible for booking and should be present at the pub night.

### Pick tentative dates

- ❖ Meet at the beginning of the semester to pick your dates. It is recommended that you pick multiple tentative dates because the lodge gets booked fast. Pub dates are booked in the FSA office with the Auk's Lodge Manager.

### Pick theme

- ❖ At the meeting it will also be necessary to decide on a theme. Please be respectful in deciding your theme. All themes will be approved by the Auk's Lodge Manager.

### Choose Musical Entertainment

- ❖ Auk's lodge provides music for the event.
- ❖ If you wish to submit a Personalized Playlist, it must be submitted a minimum of one week in advance to the Auk's Lodge Manager. If you choose not to use this option a Static Playlist will be used for your event.

### One Month Ahead

- ❖ Organize activity to ensure that you have purchased the items you need and made all necessary arrangements to have your event run smoothly.
- ❖ Recommended cover charge at \$2.00 per person unless approved by FSA.
- ❖ The hosting of pub night is a useful tool in fundraising for your program.
- ❖ Complete and submit the Fundraising and Awareness Initiatives Application Form



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## Two weeks before event

- ❖ Create a volunteer schedule this will help with running smoothly on the night of your event. You will need to designate individuals to be responsible for coat check, admission, decorating/set up and take down.
- ❖ Posters must be submitted to the Director of Communications and approved one week prior to your event and may only be posted on the designated cork boards.

## Day of event

- ❖ Decorations may be set up 2 hours prior to your event unless other arrangements are made with the Auk's Lodge Manager.
- ❖ A money float for admission and coat check will be supplied by the Auk's Lodge Manager and the Program President will pick up the float one hour prior to their event and sign for the monies.
- ❖ The float and the monies raised will be handed in at the end of your event to the Auk's Lodge Manager, monies will be counted and verified and will be given to the FSA Office Manager the next business day. It will then be the responsibility of the Program President to make an appointment with the FSA Office Manager when your Program is ready to use your funds raised at your events.
- ❖ Complete and submit the Fundraising and Awareness Initiatives Evaluation Form.

PROGRAM PRESIDENTS APPLICATION FORM		
APPLICANT INFORMATION		
Name:		
Student ID:	Program:	Year:
Current address:		
City:	Postal Code:	Phone
Fleming email:		
Program Coordinator Name:		
Signature of applicant:		Date:
Other:		