SAA is a student leadership position that aids the Alumni Office in representing Dixie State University to the community, state, nation, world and potential students worldwide. The SAA works closely with our valued Alumni & Donors to build strong support for DSU, while fostering lifelong relationships. The goal of SAA is to also engage current students while on campus, preparing them to be successfully connected future alumni. SAA are the tradition keepers of DSU.

This application must be completely filled out to be considered as a candidate for the DSU Student Alumni Association Board.

BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE REQUIREMENTS:

1. Must be a Full-time enrolled student (12 or more credit hours per semester) with a current high school or university GPA of 2.5 or above. You must be fully admitted with the intent to earn a degree at DSU.

2. You must have a strong social aptitude that allows you to be professional in communicating with diverse groups. You must be customer service oriented, and be congenial in your tasks.

3. You must have good computer skills in areas such as data entry, administration, and design. You must have excellent phone manners, be good at written communication and understand business office protocol.

4. You must maintain a good working relationship with your direct supervisor, administration, donors, and community members.

5. As an SAA scholarship recipient, you are required to plan and participate in events throughout the year. These include (but are not limited to) Homecoming Week & D-Week activities, service projects, fundraisers, weekly meetings, trainings and leadership retreats, holiday & alumni events, and additional events and activities as directed by the SAA Director and advisors. Each SAA member is encouraged to recruit 2-3 individuals to volunteer on their department committee.

6. Failure to participate in at least 75% of required activities may result in suspension of position and forfeiture of scholarship eligibility.

7. I understand if accepted as a member of the SAA Board that my position is performance based and if I do not complete the required assignments, tasks, etc. my position and scholarship may be effected.

I have read and understand the requirements as listed above and if selected as an SAA Representative, I will abide by the standards and requirements of this position.

Signature____________________________________________________ Date__________________

Printed Name: _________________________________________ Student ID:___________________
SAA APPLICATION

SECTION 1: DEMOGRAPHIC INFORMATION

DSU Student ID # _________________________
(Required)

Last Name: _________________________ First Name: _________________________ Middle Initial _______

Date of Birth: Month______________ Day ________________ Year ________________

Permanent Mailing Address: _______________________________________________________________

City: ______________________________________ State: _____________________ Zip:____________

Home Phone Number: _________________________ Cell Phone Number: _______________________

E-mail Address: _______________________________________________________________________

Year in University: _____ Freshman _____ Sophomore _____ Junior _____ Senior

If you are an entering freshman, what high school did you last attend? Or if you’re a transfer student,
include the school you are transferring from.

____________________________________________________________________________________

Current Major: _________________________________ Expected year of Graduation:______________

SECTION 2: RESUME INFORMATION

To be considered for a Student Alumni Scholarship you must complete this section. List in priority
order, the organizations and positions that indicate your special contributions, talents, honors and
abilities in the areas of extracurricular activities, service, work and education, why you think you would
be best for a position and how you can contribute to furthering the mission of the DSU Student Alumni
Association. (Please attach a separate sheet as needed)

PLEASE TELL US ABOUT YOURSELF:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

LEADERSHIP EXPERIENCE: List Organizations & Description of Activities (Example: Student Officer,
Clubs, Event Planning Experience etc.)

1.__________________________________________________________________________________

2.__________________________________________________________________________________

3.__________________________________________________________________________________

4.__________________________________________________________________________________

COMMUNITY SERVICE: List Organizations & Description of Activities (Example: Volunteer service,
Eagle project, etc.)

1.__________________________________________________________________________________

2.__________________________________________________________________________________

3.__________________________________________________________________________________

4.__________________________________________________________________________________
ACTIVITY INVOLVEMENT: (Sports, Drama, Music, Art, Electronics, etc.)
1.__________________________________________________________________________________
2.__________________________________________________________________________________
3.__________________________________________________________________________________
4.__________________________________________________________________________________

ADDITIONAL EDUCATION: (College Credit, AP Classes, Concurrent Enrollment, Trade School, etc)
____________________________________________________________________________________
____________________________________________________________________________________

SECTION 3:
TIME & AVAILABILITY:
Being a board member of SAA requires active involvement, time, commitment, loyalty, and attendance for ALL meetings, activities and events.
Will you be working? If so, where:________________________________________________________
How many hours per week? _____________________________________________________________
How many hours per week are you able to commit to SAA? __________________________

DSU INVOLVEMENT: Are you currently or planning on being involved with any other DSU Organization during the school year? If so, please specify: (I.E. Student Government, Ambassadors, DSU Clubs, etc.)
____________________________________________________________________________________
____________________________________________________________________________________

Please circle the following that apply:
Yes / No : I am interested in applying for a leadership position for SAA.
Yes / No : I am interested in serving as a committee member for SAA.

**List in order the top three choices you would like be considered for. (See pages 4 & 5 for positions, descriptions and responsibilities.):
1st Choice:___________________  2nd Choice:___________________  3rd Choice:___________________

Application Completion Checklist:
• Completed application, neat, legible and written in black or blue ink or typed.
• Cover Letter of introduction, stating why you would be an ideal candidate for SAA or D-Crew
• 2 letters of recommendation (teacher, neighbor, employer, religious leaders, etc. Not from a parent)
• Resume
• Attach a photo of yourself
• Attach any design work (if applying for a design position)
• Submission deadline April 7th
I understand that by completing this application, I will be considered for Scholarships at DSU and that I am not guaranteed a scholarship. I have read the instructions and certify that the above information provided in this application is true and correct to the best of my knowledge. I also declare that if I attend DSU, I will abide by the academic, scholastic and social standards of the school. A student found guilty of nondisclosure or misrepresentation in completing this form will be subject to disciplinary action, loss of scholarship and/or dismissal from DSU.

Signature____________________________________________________ Date__________________

FERPA (Family Educational Right and Privacy Act) requires that students give written permission to have other Individuals such as parents, spouse, etc. access their Dixie State University information. Please complete the Consent to Release Student Information form: http://www.dixie.edu/reg/forms/info-release.pdf if you wish to allow information to be discussed by a third party. Submit the completed form to the Registrar’s Office.
DSU Student Alumni Positions

President of Student Alumni – the SAA president manages the SAA board, attends monthly alumni board meetings, holds bimonthly SAA executive council meetings, organizes ways SAA can be further involved and fulfill the SAA mission. This position is ideal for one who loves to be involved and wants the best for Dixie State University and its future alumni.

Administrative Assistant of Student Alumni – this person attends all SAA meetings, creates meeting agendas, takes minutes at meetings, and organizes all materials for SAA including calendaring, scheduling, reminder notifications. This behind the scenes person is what truly helps mesh the entire council with cohesion which leads to SAA to succeed.

Vice President & Director of Advancement – the Advancement department oversees the planning and implementation of fundraising events and SAA service projects. This position allows creativity in identifying effective activities that will help advance the mission of the SAA.

Director of Technology - The Technology Director is responsible for assisting and administering any technology based needs for SAA. Under the direction of the Advancement VP, but assists in each of the respective committees on a need based circumstance. Day to day tasks include promotion of event through emailing newsletters, and website updates. Involvement with the CIT department at DSU will help to create a data tracking software to monitor event statistics and logistics.

Director of Sponsorships - the Sponsorship director is responsible for obtaining sponsors for all events throughout the year. Maintaining relationships with the sponsors, taking care of their business to ensure full promised exposure. Keeping records of accounts/money outgoing and incoming, and record of potential sponsors who have been contacted and their interest. Update of sponsorship contracts/customized contracts.

Vice President & Director of Alumni Relations – the Alumni Relations department focuses on events that encompasses upcoming and new graduates. This position helps the alumni relations office plan Grad Fair for upcoming graduates receiving their cap & gown. This position also helps with database entry, planning events with the local alumni chapter, and more.

Director of Traditions – implements the D-Book Traditions App through FYE presentations, on campus events, tabling, etc. This position is perfect for someone who has a drive and love for Dixie State University and the rich traditions which we take pride in. This position is extremely involved with students and helping them make their university experience the best it can possibly be. Under direction of the VP of Alumni Relations
**Vice President & Director Special Events** – the Special Events department is the tie for involving the community with Dixie State University. From planning events such as the Midnight 5k, to an Easter egg hunt, you will most likely have a great time getting everyone involved. This position helps blend the community with the Dixie State community of students and alumni.

**Director & Co-Director of Student Relations** – the Student Relations department oversees the planning and implementation of student involvement in events that including Alumni. This is a fun position that focuses on increasing student attendance and involvement. This position also plans several events through the school year to increase student attendance at events and get them involved. Under direction of the VP of Special Events.

**Vice President of Public Relations** – the Public Relations department creates and manages the Director of Social Media ensuring that the accounts are posting, major SAA sponsorships coordinating, and directs all marketing affairs for SAA including event promotion, contests, and more. This position allows you not to just have fun but have an excuse to be VERY social!

**Director of Graphic Design** – the Graphic Design department works under the Public Relations VP creating all promotional materials for SAA including but not limited to posters, flyers, a-frame designs, social media designs, videography, t-shirts and more. Must be fluent in using the Adobe Creative Suites (Illustrator, InDesign, Photoshop, and After Effects).

**Director of Social Media** - the Social Media department works closely with the VP of Public Relations, managing all social media accounts, running promotions for SAA events, contest, and much more! This position is great for those who are particularly savvy on Instagram, Facebook, Twitter, YouTube, or Snapchat.

**Director of Annual Campaign** - the Annual Campaign department is responsible for promotion of alumni involvement and gifts/donations through email. Identifying and targets those who can improve our University, where through time, talent, or treasure. You will work closely with the University’s marketing team to establish a core message to present. Notifying the community about upcoming events and opportunities to contribute to the University.

**SAA Committee Member** – Each department has 2-3 committee members which allows students to gain volunteer experience, while building connections and school spirit. This allows students to maintain a flexible schedule and still be involved in any capacity. Each committee member committees a minimum of 1-2 hours per week assisting each department with implementation of upcoming events or projects. Outside of these minimum hours, each committee member is encouraged to actively each SAA, Alumni, and DSU sponsored event.