

UNL Block and Bridle

Officer Application for 2019-2020

Section 1

Name:

Major:

Academic Class: FR SO JR SR

Hometown:

Email Address:

Phone Number:

Desired office(s); please rank a maximum of three:

Offices

_____ President: The president's primary responsibility is to delegate to and follow up with committee chairs and officers to ensure timeliness and completion on events and projects. For club and officer meetings, they will create an agenda and lead the club meeting. They will work closely with building managers regarding events in the Animal Science building. The president will make certain that all EPRs are completed. They will offer additional assistance where ever it is needed.

_____ Vice President of Beef: This vice president will be involved in the beef events that the club participates in. They will help with the Big Red Beef Show by coordinating with Fonner Park for the setup of the show, contact sponsors, mail registrations, and oversee event setup and takedown. They will also oversee the Steak Fry committee and contact product and food suppliers for this event. They will set up events or speakers from the beef industry for the club meeting. For the banquet, they will attend the honoree selection meeting, contact the new honoree and nominator, create an honoree tour, oversee banquet and cake auction committees, and send out thank yous to donors.

_____ Vice President of Pork: This vice president is in charge of Porkfest by contacting product suppliers, coordinate social aspect/speaker, and overseeing the porkfest committee. They are responsible for ham sales (if applicable) by working with the meat lab manager or product supplier for hams, setting up sale schedules, and ensuring delivery of hams to buyers. They will set up events or speakers from the swine industry for club meetings. For the banquet, they will attend the honoree selection meeting, contact the new honoree and nominator, create an honoree tour, oversee banquet and cake auction committee, and send out thank yous to donors.

_____ Secretary: This officer's role includes taking detailed minutes at every club and officer meeting and to distribute the minutes in a timely manner. They will send out emails to members for club announcements, reminders, events, and committee announcements. They will coordinate with the treasurer for collection of dues to be sent out to the National Office in the Fall. They will also keep track of the point system for all member attendance for meetings and events. This officer will also maintain a current roster.

_____ Treasurer: The treasurer is in charge of all the financing of the club. They deposit all money collected in a timely manner. They enter expenses and income into Nvolve program and a detailed spreadsheet of each deposit made per event. Another duty is distributing cut checks from SOFS as necessary. They coordinate with the office and SOFS on Big Red Beef Show awards, and collect W9 forms from students receiving awards and give copies to the office and the originals to SOFS. The Treasurer coordinates with the office and SOFS on banquet awards and scholarships, and also collect W9 forms from students receiving awards. For these awards and scholarships copies go to the office and originals to SOFS. They will have the award checks cut and ready to go prior to banquet. Another duty is to keep detailed notes on cake auction winners and get names and amounts to Jennifer Dush in the front office asap.

_____ Historian: The main duty of the historian is the annual. They will collect event articles in a timely manner, create the Annual's design, is responsible for taking or assigning a taker of photos at all events, and ensuring all advisors have proofed and approved all articles. Another responsibility is advertising contracts for industries to place an ad in the annual.

_____ Marshall: The Marshall and Ambassador work closely together to complete all of their events. They are in charge of designing and distributing club t-shirts. They plan each night of initiates week. They coordinate together to plan social events that include the holiday party. They plan a booth for Kid's Day at LPS. They recruit by sending out brochure and letters at the beginning of the school year. They order and distribute paddles. They have an appearance at CASNR Week Community Night and Big Red Welcome. They also create the new officer election applications. They update the display case in the Animal Science Building. Their duties also include overseeing any committees connected with these events.

_____ Ambassador: The Marshall and Ambassador work closely together to complete all of their events. They are in charge of designing and distributing club t-shirts. They plan each night of initiates week. They coordinate together to plan social events that include the holiday party. They plan a booth for Kid's Day at LPS. They recruit by sending out brochure and letters at the beginning of the school year. They order and distribute paddles. They have an appearance at CASNR Week Community Night and Big Red Welcome. They also create the new officer election applications. They update the display case in the Animal Science Building. Their duties also include overseeing

any committees connected with these events.

Desired committee(s); please rank a maximum of three:

Committees: Committee chairs are expected to attend regular officer meetings. Executive decisions will be made by the officer team, but committee chair input is necessary to the discussion, prior to a decision being made.

_____ Banquet: The banquet chair duties before the banquet include updating nomination criteria, design banquet invite, create the banquet's program, fill out the EPR, make a video for the banquet, set up a portrait time with University Photography for the honoree, advertisement for the event, create tickets, create a ticket selling schedule, and ensure tickets are sold. During and after the banquet this committee chair will have to make sure that photos are being taken at the banquet, assist with setup and teardown, and complete a write up of the event. This position will create a subcommittee for the cake auction to advertise for cake bakers, set up the cake's table, create a voting system, and ensure all cake donators are accounted for.

_____ Big Red Beef Show: Duties for the Big Red Beef Show include setting up contracts with the state fairgrounds, coordinating volunteers, promote the event through social media and flyers, contact a judge, lining up awards for the show, coordinate the concession stands, and help with setup and tear down.

_____ Little Aksarben: This committee chair oversees the entire show. They make certain livestock is tagged, create a schedule for working on the livestock, make a sign up for students to sell, get insurance for the show, fill out an EPR, have IACUC training, work on show program, contact judge, coordinate food, and help set up and tear down.

_____ Porkfest: The duties for this chair includes advertisement such as creating flyers and promoting on social media. An EPR will need to be filled out. They will be in charge of designing the tickets, creating a ticket sales schedule, and ensuring tickets are sold. This chair will need to create a schedule of working for setup, teardown, servers, and meal preparation.

_____ Steak Fry: This committee chair takes place in the fall so a 2018 senior graduating in December can hold this position. This chair will advertise for the event by creating flyers and promoting on social media. Another duty is that they will create the tickets, create a ticket selling schedule, and ensure tickets are sold. This event requires an EPR to be filled out. This chair will need to create a schedule of working for setup, teardown, servers, and meal preparation.

_____ Fundraising: This committee chair is responsible for working with the industry and community to raise funds for sponsorships, awards and funding needed for specific

events or items. This includes funding for the annual, advertisements in the annual, banquet expenses, national convention, etc.

Section 2

This section will be printed and distributed to meeting attendees prior to voting. Please answer the questions to fill no more than this one page. Each applicant will have the opportunity to speak briefly prior to elections to highlight key information.

Name:

Major:

Academic Class: FR SO JR SR

Hometown:

Why do you want to be an officer or committee chair?

What qualifies you for the position you are applying for?

What is your past involvement in the club?

Section 3

Please follow the format provided and use the attached list of Block & Bridle activities as a reference.

*Note: Your application will not be complete if you do not attach the following.

Include a one separate typed page of the following in bulleted form:
(only list each event or position one time)

Past Activity in the Block and Bridle Club including:

Committee involvement

Helping with events

Attendance at events

Meeting attendance

Leadership Positions during the past 3 years

Officer Positions (ie: President, VP, Treasurer, Secretary, etc.; full year)

Chairman Positions

List a maximum of 10

College and high school positions may be listed if applicable

Involvement in any other organizations within the University or community

Only involvement during college should be listed (no high school)

The printed application is due to Andi Hallberg in ANSC A224 no later than March 25, 2019 at 4 PM.

By signing, I verify that that I have thoroughly read the officer or committee position duties and that all information provided on or with this application is true and correct. In addition, I acknowledge that I am in good academic standing with the University of Nebraska – Lincoln and give my permission to the Block and Bridle advisors to validate this claim.

Signature: _____

Date: _____