

--Please read the following information BEFORE submitting this application.--

CAMPUS DIPLOMAT Requirements:

- Currently enrolled at Lake-Sumter Community College with 2.0 GPA or higher.
- Completed 6 college credits and maintain a minimum of 6 credit hours enrollment.
- Complete a minimum of 70 service hours each semester assisting with student activities events, orientations, and community service projects both on and off campus.

BRAIN BOWL Requirements:

- Currently enrolled at Lake-Sumter Community College with 2.5 GPA or higher.
- Maintain a minimum of 6 credit hours enrollment.
- Attend weekly practices and a minimum of 3 tournaments (including Regional Tournament).
- Assist with annual Hi-Q Tournament in the spring.

ODYSSEY Requirements:

- Currently enrolled at Lake-Sumter Community College with 2.0 GPA or higher.
- Maintain a minimum of 6 credit hours enrollment.
- Attend weekly meetings and assist with production of annual fine arts magazine.

STUDENT GOVERNMENT OFFICER Requirements (see position descriptions for duties):

- Currently enrolled at Lake-Sumter Community College.
- Must have earned 6 college credits and maintain a minimum of 6 credit hours.
- Maintain a cumulative GPA of 2.5 or higher.

Selection Process:

Student leaders are appointed to serve a full academic year including a Fall/Spring semester. Once your completed application and 2 letters of recommendation (instructor, former employer, or character reference) have been reviewed and standing verified, you will be contacted for an interview. A committee will select the best qualified applicants from the pool.

Behavior:

LSCC student leaders are expected to exemplify leadership skills. Professionalism is required at all times. Qualities including punctuality, cooperation, dependability, courtesy, diplomacy, neatness, self-respect and integrity are expected of everyone.

Scholarship:

Students who meet stated requirements are eligible to receive a \$600 scholarship each semester. The money comes from Financial Aid and disbursement is determined by a students eligibility and meeting the commitments of the position. Dual enrollment students may not receive scholarship funds.

I have read and understand the requirements and expectation of a student leader at Lake-Sumter Community College.

Signature: _____ Date: _____

**Return applications or contact for more information:
Student Life Office--352-323-3650—LackeyC@lsc.edu
or 352-536-2147—KarpL@lsc.edu**

STUDENT GOVERNMENT POSITION DESCRIPTIONS

GENERAL DUTIES for all SGA OFFICERS:

1. Uphold the SGA Constitution and oath of office.
2. Attend all campus SGA and College SGA meetings and events.
3. Assist with the planning and implementation of a comprehensive student activities program for your LSCC campus
4. Travel to FJCCSGA meetings, conferences and events as an LSCC representative to the District and State (schedule and Student Activities budget permitting).
5. Serve four (4) office hours per week.
6. Other duties as assigned.

REQUIRED SKILLS & ABILITIES for all SGA OFFICERS:

- Effective oral and written communication skills
- Able to maintain good working relations with students, faculty and staff at LSCC
- Solid organizational and leadership abilities
- Team player & Ability to multi-task

PRESIDENT

SPECIFIC DUTIES:

- Prepare and distribute agendas for all Campus SGA meetings.
- Oversee all meetings including preparing agendas, following parliamentary procedure, facilitating discussion and preserving order.
- Lead the planning and implementation of a comprehensive student activities program for your LSCC campus which includes: calendar of events, legislative issues to be addressed, campus issues to be addressed and community service projects.
- Coordinates event & project planning including submitting all necessary event-planning forms to the SGA Advisor a minimum of six (6) weeks prior to the event.
- Coordinate the implementation of all campaigns and "lobbying" efforts.
- Appoint additional officers, committees and chairpersons as deemed necessary.
- Vote only in the case of a tie.

VICE PRESIDENT

SPECIFIC DUTIES

- Serve as an administrative assistant to the President at your campus.
- Assume the duties and powers for any Officer's absence at Campus SGA Meetings including the President.
- Assist with the planning for and oversee the publicity for all campus events and legislative efforts if the Senator position is vacant.
- Directly oversee all responsibilities for committees.
- Responsible for the SGA bi-weekly publication of "What's Going Down"
- Keep track of all office and program supplies/needs.
- Oversees recruitment drives on campus for members and Officers.

SECRETARY

SPECIFIC DUTIES:

- Use basic word-processing, graphic design and publication layout skills in creating directories, flyers, letters, etc.
- Maintain a current SGA Directory of Officers, Representatives, Advisors and Members
- Take attendance at all SGA Meetings (Campus & District) & informing Advisor of absences.
- Record, edit and compile minutes for all Campus SGA Meetings; Prepare and distribute minutes within three (3) days after each SGA campus meeting; Get President's signature on approved minutes and maintain permanent record book.
- Send agendas, minutes and other information to all member campuses.

TREASURER

SPECIFIC DUTIES

- Use basic understanding of budgeting and financial record keeping to prepare and submit an updated Treasurer's Report at each SGA meeting for review of revenues and expenditures.
- Keep track of all motions to approve the spending of funds & decisions made at campus SGA meetings.
- Make sure all the proper paperwork is completed, available and submitted to SGA Advisor for purchases made from the SGA campus account.
- Draft projected budget needs for SGA Campus Project/Event forms.
- Prepare a proposed budget request at the end of each SGA fiscal year. Prepare an end of term summary each semester.
- Serve on the Student Activities Budget Committee.

SENATOR

SPECIFIC DUTIES

- Keep track of legislative bills and issues through FJCCSGA resources and research.
- Coordinate & facilitate student discussion of the issues and determine the vote that reflects LSCC's student body stance on the legislative issues. Communicate that stance to the appointed delegates for state-wide voting events.
- Research and explain other ballot items to appointed delegates for FJCCSGA events that involve a vote.
- Serve as Public Relations Person for Campus SGA for marketing SGA, FJCCSGA and Campus SGA projects/events.