



Division of Enrollment Management & Student Affairs  
Office of Student Activities  
2500 West North Avenue  
Baltimore, Maryland 21216  
[www.coppin.edu/studentactivities](http://www.coppin.edu/studentactivities)

## STUDENT ACTIVITIES PROGRAMMING BOARD APPLICATION (SAPB) PROCESS

Thank you for your interest in creating an engaged student community!

### Purpose

The purpose of the Student Activities Programming Board (SAPB) is to assist the Student Activities Office in providing events and programs throughout the year for Coppin State University Students. These events ranging from cultural to social allow students the opportunity to enhance their overall collegiate experience according to the mission and purpose of the Office of Student Activities. These aims can be achieved by these subsidiary goals and means:

1. Promoting interest of the students in social, cultural, and academic activities;
2. Being an extension, support, and at all times under the Office of Student Activities.

### Application Process:

To apply for a position, please complete an application packet; turn it in at the Office of Student Activities by the established deadline. The application packet consists of the Following and must be complete for consideration:

1. A completed SAPB application
2. Answer the following questions (use a separate sheet of paper)
  - a. Why are you interested in the SAPB?
  - b. What experiences do you have in planning programs (describe)?
  - c. What programming ideas do you have to improve student engagement?
3. Provide a copy of your fall 2017 course schedule.
4. Include a list of your other organizational involvements/commitments.
5. Once your packet is complete, you will be invited for an interview.
6. Selected board members for 2017-18 will be contacted by the last day of spring classes.

### Application Deadline:

**Completed application packets are due in the Student Activities Office by Monday, May 1<sup>st</sup>, 2017**

### Questions:

Please email Dr. Michael Freeman Vice President of Enrollment Management & Student Affairs at [mfreeman@coppin.edu](mailto:mfreeman@coppin.edu)



## Understanding Student Activities Programming Board

### Essential Functions

- Assist the Office of Student Activities with planning and implementing annual student events and programming to include, but not limited to, New Student Orientation/Welcome Week, I Love Coppin Week, Homecoming, Spring Fling.
- Successfully sponsor creative programs, events and activities for the student body
- Propose new events and activities with consideration of Coppin's multi-generational, off-campus and residential student body
- Assist with front office duties including answering phones and greeting visitors
- Meet weekly with the executive board and SABP advisor
- Other duties as assigned

### Essential Requirements

- Coppin University Students enrolled in at least 12 credit hours; a minimum cumulative 2.5 grade point average.
- Demonstrated proficiency with computers including Microsoft Office Suite applications.
- Ability to work collaboratively with and program for diverse students and groups.
- Possess a willingness to learn program planning, time management and multiple methods of communications.
- Ability to work independently and manage multiple demands.
- A willingness to maintain confidentiality when required to do so.
- Possess a spirit of optimism and enthusiasm (as Fannie Jackson Coppin had for her community)

### Working Relationships

- Reports to the Director of Student Activities who is the Advisor for SAPB
- Works with the Student Government Association (SGA) on certain annual events to include but not limited to: Yard fest, end of year trip (if applicable).

### Participation Expectations

- Attend at least 80% of all sponsored SAPB and Student Activities events during the academic year
- Attend all SAPB meetings
- Advance notice is required for any missed activities

### Stipends

- TBA



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## Student Activities Programming Board

### Office of Student Activities

#### Application

Please complete and turn this application along with the packet to the Office of Student Activities by 2:30 p.m. on Monday, May 1<sup>st</sup>, 2017.

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Current Address \_\_\_\_\_  
Number/Street City State Zip

Email Address \_\_\_\_\_@student.coppin.edu Cell Phone \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Major \_\_\_\_\_ Class \_\_\_\_\_

Please check the areas of interest or experience

Advertising/Promotions       Novelties/Entertainment       Arts & Culture  
 Educational Programs       Stage Acts       Special Events  
 Graphic Design/Flyers       Community Service       Athletics/Rec  
 Non-Traditional Students       International Programs      Other \_\_\_\_\_

Please expect an email to schedule an interview after you turn in your complete packet. Interviews are business casual will last 15-20 minutes. The interviews will take place in the first floor of Miles Connor Administration Building Conference room.

In preparation for your interview please give some thought to the following:

1. New programming ideas (Quality vs. Quantity)
2. Campus traditions and campus-wide events
3. Key campus partners/partners to cultivate
4. Personal leadership style
5. Organizing work and managing time
6. Entertainment vs. learning
7. Programming for adults, students with children, off-campus, international

I, \_\_\_\_\_ acknowledge that all information provided by me is accurate and do hereby allow the Office of Student Activities, Student Affairs, to verify my current GPA and enrollment status with the University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date