

**SAM HOUSTON STATE UNIVERSITY  
ORANGE KEYS  
PROSPECTIVE MEMBER APPLICATION**

*Please read the all information before completing the application form.*

**HISTORY OF ORANGE KEYS**

Orange Keys serve as official university ambassadors at formal university functions. The group was originally founded in 1959 as a service organization for women. Men joined the group for the first time in 1983 and in 1984 the number of Orange Keys was set at 15 members, with each receiving a scholarship of \$500 per semester. Selection to Orange Keys is one of the highest honors a student can receive at Sam Houston State University. Membership in this prestigious group reflects dedication to serving the university, leadership, and academic excellence.

**QUALIFICATIONS AND DESCRIPTION**

**Qualifications for selection to Orange Keys:**

1. Must be currently enrolled as a full-time undergraduate or graduate student.
2. Must currently have (and maintain throughout tenure) a minimum GPA of 3.0.
3. Must be of sophomore standing (completed 32 or more class hours).
4. Must be in good academic and disciplinary standing with the university.
5. Must have attended SHSU for two long semesters or one long semester and two summer sessions.
6. Must be available to serve as an Orange Key member for at least two long semesters (at the undergraduate or graduate level). Students who participate in student teaching positions for a long semester cannot serve as an Orange Key member during that semester. OK members who participate in assistantships or internships must be cleared in advance with the Orange Key advisor.
7. Must be active in at least two student organizations.
8. Must be knowledgeable of university services and resources.
9. Must be able to coordinate any work commitments and Orange Key responsibilities.

**DESCRIPTION OF DUTIES**

Members of Orange Keys serve as official hosts and ambassadors for a number of campus events such as Presidential functions, Board of Regents' meetings, lectures, career fairs, visitation activities, banquets, and athletic events. Orange Key responsibilities vary throughout the academic year. Monthly scheduling meetings are 1 – 2 hours and hours worked range from none to 6 per week, with the average being 1-2 hours per week.

Each member is provided with a portion of the official Orange Keys uniforms (business suit, business casual and sport) for use while serving as an Orange Key; however members are responsible for providing part of the uniform. Ample time will be given to allow for acquisition of necessary clothing. Members also receive a scholarship of \$500 per semester. The scholarship amount is contingent upon final approval of the budget by the university administration. Continuation in the program and receipt of the scholarship will be based on periodic reviews of each student's performance by the program coordinator. Orange Key members are accountable for performing all assigned tasks.

### **APPLICATION PROCESS**

To be considered as an official applicant, please submit the following:

- 1) The completed Orange Keys Application Form
- 2) Separate sheet with typed responses to Orange Keys Application Questionnaire
- 3) A copy of your current class schedule (Fall 2008)
- 4) An unofficial copy of your transcript
- 5) A co-curricular transcript listing involvement at SHSU. Transcript should include all organizational involvement, leadership positions you hold or have held, honors received, participation on University committees and participation in other university-related organizations or activities. You may also include an *optional* resume with off-campus involvement (community volunteer, church, etc.) and work history. Your on-campus involvement can be on your resume; however, you **MUST** submit a co-curricular transcript. For more information about SHSU's co-curricular transcript, please visit the website at, [www.shsu.edu/cocurricular](http://www.shsu.edu/cocurricular) or call the Dean of Students' Office at (936) 294-1785. Please include only SHSU activities and/or off-campus activities that have occurred during your SHSU years (not high school or junior college, if a transfer student).
- 6) Two letters of recommendation—one from a faculty member and one from an advisor or employer. All Letters of Recommendation must be in a sealed envelope or faxed directly to the Dean of Students' Office at (936) 294-3961

Upon review of all application materials, top candidates will be invited to interview for available positions. These interviews will take place in mid to late April.

### **APPLICATIONS ARE DUE FRIDAY, AUGUST 29, 2008**

MAIL TO BOX 2508, or  
SUBMIT TO DEAN OF STUDENTS' OFFICE, LSC 215

Please contact Assistant Dean of Students, Jeanine Bias at 936-294-1785 or stop by the Dean of Students Office, LSC 215 with any questions about the selection process or to learn more about the responsibilities of this leadership/service position.

**SAM HOUSTON STATE UNIVERSITY  
ORANGE KEYS  
APPLICATION FORM**

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Name \_\_\_\_\_ SS# \_\_\_\_\_  
          Last                      First

Local Address \_\_\_\_\_  
                                    Street/Box/Residence Hall

\_\_\_\_\_  
City    State    Zip

Phone Number (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail address \_\_\_\_\_

Cumulative SHSU GPA \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Expected graduation date \_\_\_\_\_ Number of hours earned by May 2008 \_\_\_\_\_

Transfer Student Yes \_\_\_\_\_ No \_\_\_\_\_ Number of hours completed at SHSU \_\_\_\_\_

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Please list one faculty member and one advisor/employer you have asked for a letter of recommendation:

\_\_\_\_\_  
Faculty Member Name                      Department                      Phone #                      E-mail Address

\_\_\_\_\_  
Advisor/ Employer Name                      Department                      Phone #                      E-mail Address

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To the best of my knowledge, the information I have provided is correct and accurate:

\_\_\_\_\_  
Signature    Date

Date Received in Office \_\_\_\_\_ Received By \_\_\_\_\_

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**SAM HOUSTON STATE UNIVERSITY  
ORANGE KEYS  
APPLICATION QUESTIONNAIRE**

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**Please complete the following sections (please type all responses):**

**Section 1 – About you** (Please respond to **ALL** of the following questions):

1. Why did you decide to attend SHSU?
2. Describe the activity or accomplishment that has meant the most to you at SHSU.
3. What is your definition of an ideal Orange Key? How do your talents, abilities, skills, and/or attributes fit that definition?
4. If an SHSU alumnus was visiting campus, what 3 things would you show him/her and why?
5. If you were President of SHSU for one day, what would be one thing that you would change about the university and why?
6. Describe a successful team and what type of team member you are.

**Section 2 – SHSU Trivia** (Please respond **at least 5** of the following 10 questions):

1. Why is the “Raven” associated with Sam Houston?
2. Who is Tripod and where is his grave?
3. When was the last time an SHSU athletic team won a conference championship?
4. When was the Sam Houston Statue built?
5. Who donated the Bell Tower?
6. What organization started the Tree of Lights?
7. What are SHSU’s official school colors?
8. List all the names of the campus prior to being named Sam Houston State University.
9. What is the name of the university’s official yearbook?
10. Where did President Gaertner earn his bachelor’s degree? Where did he earn his master’s?

**Section 3 – Current/ Future Employment** (only answer if applicable):

If you plan to be employed next semester, please answer the following questions:

- a. Where will you work?
- b. How many hours each week do you plan to work and what is your planned work schedule?
- c. How will you handle conflicts between your work and Orange Key responsibilities?