

# **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 the official university hosts and ambassadors for Sam Houston State University and 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 1982. The number of Orange Keys is set at 18 members, with each receiving a scholarship of \$650 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**

Each candidate/member must meet the following qualifications for selection to Orange Keys, and maintain them throughout his/her term.

1. Be enrolled as a full-time undergraduate or graduate student.
2. Have and maintain a minimum GPA of 3.0.
3. Completed at least 3 long semesters at SHSU by time of application (2 long semesters and 2 summer sessions will suffice for three).
4. Be in good academic and disciplinary standing with the university.
5. 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.
6. Application is open to all SHSU students, and we especially seek those students who have served in leadership positions such as Freshman Leaders, Orientation Leaders, Residence Life, SGA, RHA, Greek Life, or with other active campus groups or organizations.
7. Be active in at least two other student organizations.
8. Be knowledgeable of university services and resources.
9. Orange Key responsibilities cannot interfere with employment.

## **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. Mandatory

monthly meetings are held every 1<sup>st</sup> Sunday of the month during the academic year. Members are required to work at least 25% of all scheduled events (Officers 20%).

Each member is provided with official uniforms (business, 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 \$650 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 semester reviews of each student's performance by the program coordinator. Orange Key members are accountable for performing all assigned tasks. At assigned events that require travel, the Dean of Students' Office will pay for travel.

### **Application Process**

The following is the Orange Key application. All information regarding the Orange Key program (deadlines, qualifications, etc.) should be understood and read before completing the application form.

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
- 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 detailing your other school involvements. 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 a student organization advisor or staff member on campus. Letters of Recommendation must in a sealed envelope and sent to Box 2508, Huntsville, TX. 77341 or dropped off in LSC 210, or emailed to [engage@shsu.edu](mailto:engage@shsu.edu).

Upon review of all application materials, top candidates will be invited to interview for available positions.

# Sam Houston State University Orange Keys Application Form

Name \_\_\_\_\_ Sam ID# \_\_\_\_\_  
                    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 2021 \_\_\_\_\_

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



**Please list one faculty member and one advisor or SHSU staff you have asked for a letter of recommendation:**

Faculty Member Name	Department	Phone #	E-mail Address
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Advisor/ SHSU Staff	Department	Phone #	E-mail Address
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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. How would Orange Keys and the University benefit from having you as a member?
2. What are you hoping to achieve as a member of Orange Keys?
3. Why did you decide to attend SHSU?
4. Describe the activity or accomplishment that has meant the most to you at SHSU.
5. What is your definition of an ideal Orange Key? How do your talents, abilities, skills, and/or attributes fit that definition?

6. If an SHSU alumnus was visiting campus, what 3 things would you show him/her and why?
7. If you were President of SHSU for one day, what would be one thing that you would change about the university and why?
8. Describe a successful team and what type of team member you are.
9. What is your definition of school spirit? What can be done to increase school spirit at Sam Houston State?

**Section 2 – SHSU Trivia** (Please respond **at least 7** of the following 11 questions):

1. Why is the “Raven” associated with Sam Houston?
2. In addition to Sammy the Bearkat, SHSU was also represented by a female mascot, who is now retired. What was her name?
3. List the 3 names SHSU has previously had.
4. What happened on February 12, 1982 at SHSU?
5. Who donated the Bell Tower?
6. What is the current enrollment at SHSU?
7. What is the “Battle of the Piney Woods”? When did it start? Where does it currently take place?
8. What are SHSU’s official school colors?
9. Name the current Vice Presidents of SHSU.
10. Name the current Academic Deans of SHSU.
11. Name all of the Presidents of Sam Houston (Past & Present)

**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?

**APPLICATIONS ARE DUE MONDAY, APRIL 12, 2021**

**MAIL** to Box 2508, Huntsville, TX. 77341 or,  
Submit **IN PERSON** to Dean of Student’s Office, LSC 210 or,  
via **EMAIL** to [engage@shsu.edu](mailto:engage@shsu.edu).

Please contact Senior Associate Dean of Students, Chelsea Smith at 936-294-2714 or stop by the Dean of Students Office, LSC 210 with any questions about the selection process or to learn more about the responsibilities of this leadership/service position.