

# **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 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 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 SHSU GPA of 3.0.
3. Completed at least 2 long semesters at SHSU during time of application (one fall and one spring OR one fall or spring, plus 2 summer sessions – *current semester enrolled will apply*).
4. Be in good academic and disciplinary standing with the university.
5. Available to serve as an Orange Keys member for at least two long semesters (at the undergraduate and/or graduate level – **must be currently accepted in graduate school**). Students who participate in student teaching positions for a long semester cannot serve as an Orange Keys member during that semester. Orange Keys members who participate in assistantships or internships must be cleared in advance with the Orange Keys advisor.
6. Application is open to all SHSU students, and we especially seek those students who have served in leadership positions such as Freshmen Leadership Program, Orientation Leaders, Residence Life, SGA, Greek Life, or with other active campus programs or organizations.
7. Be active in at least two other student programs or organizations.
8. Be knowledgeable of university services and resources.
9. Orange Keys responsibilities cannot interfere with employment.

## **Description of Duties**

Members of Orange Keys serve as official hosts and ambassadors for several campus events such as Presidential functions, Board of Regents' meetings, lectures, career

fairs, visitation activities, banquets, and athletic events. Orange Keys 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, casual, and sport) for use while serving as Orange Keys; 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 Keys members are accountable for performing all assigned tasks.

### **Application Process**

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

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 resume listing involvement at SHSU. Transcript should
  - a. 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 resume detailing your other university involvement. Please include only SHSU activities and/or off-campus activities that have occurred during your time at SHSU.
- 6) Two letters of recommendation—one from a faculty member and one from a staff member **or** student organization advisor.
- 7) All application materials MUST be emailed to [engage@shsu.edu](mailto:engage@shsu.edu) or completed application packets can be dropped off in LSC 210.

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# \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

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

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

Expected graduation date \_\_\_\_\_ Number of hours earned by May 2024 \_\_\_\_\_

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

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**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 service? What can be done to increase service 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 “Raven’s Call”? When did it start? Where does it currently take place?
- 8) What are SHSU’s official school colors?
- 9) Name the current Cabinet members of SHSU.
- 10) Name the current Academic Deans of SHSU.
- 11) Name all 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:

- 1) Where will you work?
- 2) How many hours each week do you plan to work and what is your planned work schedule?
- 3) How will you handle conflicts between your work and Orange Keys responsibilities?

**APPLICATIONS ARE DUE MONDAY, APRIL 8, 2024**

via email to [engage@shsu.edu](mailto:engage@shsu.edu) or  
completed application packets can be dropped off in LSC 210.

For more information, visit [shsu.edu/orangekeys](http://shsu.edu/orangekeys) or contact the  
Dean of Students’ Office at 936-294-2714 or email [engage@shsu.edu](mailto:engage@shsu.edu).