

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 1st 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. All Letters of Recommendation must be in a sealed envelope or faxed directly to the Dean of Students' Office at (936) 294-3093.

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 2014 _____

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. 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 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. List all the names of the campus prior to being named Sam Houston State University.
10. What is the name of the university’s official yearbook?
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, MARCH 30, 2015

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

Please contact Assistant Dean of Students, Chelsea Smith 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.