Powercat Financial Counseling
Student Advisory Board - Application
DEADLINE FRIDAY MARCH 6th by 5:00 pm

Name: ___________________________ Expected Graduation (Mo/Yr): ___________
Major: __________________________ GPA: ______ T-Shirt Size: _________________
Address: __________________________ Email: ________________________________
Phone Number: __________________

Please answer all the questions below. Attach a separate sheet if needed.

1. Why do you want to be involved in K-State’s Powercat Financial Counseling?

2. Describe your qualifications for membership in the PFC Student Advisory Board.

3. List your other time commitments, e.g. other student organizations, school, work (PFC SAB meetings are held bi-weekly and attendance is mandatory).

I will attend the mandatory PFC SAB Retreat for SAB members and peer financial counselors on Thursday April 16th, 2014, 5:00 to 7:00 pm in Leadership Studies room 123. Yes___ No___

At the retreat, you will learn about the offices and committees you can apply for on the SAB.

*Applications can be submitted through email at powercatfinancial@ksu.edu or dropped off at the Office of Student Activities and Services (OSAS) in the K-State Student Union.
Powercat Financial Counseling – Student Advisory Board

EXPECTATIONS:
- Attend PFC Retreat on Thursday April 16th from 5:00 to 7:00 pm in Leadership Building room 123
- Attend all PFC bi-weekly Student Advisory Board meetings
- Email powercatfinancial@k-state.edu & secretary 3 days prior to the meeting if you cannot attend
- Provide a positive image for PFC
- Promote PFC individually across campus
- Be prompt and prepared for officer reports and meetings
- Be responsible, professional, and timely with email and other forms of communication among the board and others
- Assist with tabling events, minimum of 1 per semester
- Assist other board members as needed
- Attend introductory retreat
- Be knowledgeable of the PFC website and services

You will learn more about the offices/committees you can apply for at the PFC Retreat.

POSITIONS & DESCRIPTIONS: Term of Office = 2 consecutive semesters

Chairperson
- Create agendas and send to PFC Director 1 day before meetings for printing
- Run the meeting, or appoint someone if absent
- Keep in contact with the PFC Director and board members to keep up-to-date
- Assist Director with PFC training/orientation meetings as needed
- Organize check-in meetings with each board member (one per semester)
- Approve minutes & email approved minutes back to secretary within 24 hours
- Confirm room arrangements for meetings with Director

Secretary
- Take meeting minutes
- Keep attendance records
- Email meeting reminders 48 hours before meeting
- Email minutes immediately after meeting to chairperson for approval
- Once received approved minutes, email to members within 24 hours
- Keep binder up-to-date with presentations, meetings minutes, and other information pertinent to PFC
- Help with recruitment of new board members by sending out applications
- Add new member contacts on email lists
- Send thank you correspondence to sponsors and supporters

Marketing Chair
- Market events via the collegian, creating flyers, chalking, etc. as needed – BE CREATIVE!
- Develop new ways to market PFC & SALTmoney.org (SALT)
- Communicate and meet with the marketing committee on a regular basis
- Delegate different parts of marketing to the committee - set goals and personal projects for each member
- Coordinate committee members to talk to student organizations, classes, faculty, residence halls, Greek houses, student services, etc.
- Meet with student organization presidents to develop relationships and discuss opportunities to collaborate or present
- Contact student organizations a couple of weeks before the start of the semester about presenting about PFC
- Meet with committee members no more than 3 weeks into the semester to set goals for presentations
- Communicate with presenters every couple of weeks about progress
- Keep track of participation and outcomes (numbers of students attending each presentation, tables, meetings, etc.)
Marketing Committee
- Work with the marketing chair to market events, developing content for the newsletter, creating flyers, brochures, and other items as needed
- Set goals and personal projects for each member
- Act as ambassador providing presentations for student organizations, classes, faculty, residence halls, Greek houses, student services, etc.
- Provide support for PFC events and other events as needed
- Communicate with professors/organizations advisors about PFC resources, events, and presentation opportunities
- Meet with PFC Marketing chair to set specific goals

Event Planning Coordinator (committee available)
- Plan and coordinate major events including but not limited to:
  - ‘Thrifty Gifting’ in November
  - ‘Marriage & Money’ in February
  - ‘It’s Spring Break, NOT Spring Broke’ in March
  - KSU Open House in April
  - SALT promotional events
- Work with community organizations and businesses to ask for in-kind donations, such as gift certificates, for events
- Help organize participation in Fall and Spring Union Expo & Activities Carnivals
- Bring budget requests to the PFC student advisory board & Director for approval
- Outreach to other groups on campus for event partnering
- Works with Tabling Coordinator & Marketing Committee

Tabling Coordinator
- Organize all tabling efforts for PFC
- Make sure we have a PFC table, relevant supplies, and members to cover the table at PFC events and other events PFC is invited to participate in
- Communicate with other organizations and services in order for them to have an informational table at PFC events or vice versa
  - Initial contact to ask for participation
  - Inform groups where their table will be located
  - Inquire about any accommodations (i.e. electrical outlet near table, 2 tables, etc.)
  - Send timely reminders about the event
  - Send a thank you to them after the event
- Reserve tables needed at the location of the event and submit a floor plan of how tables should be arranged
- Works with Event Planning Co-Coordinators

Community Chair
- Build community among the board through social activities in the K-State and Manhattan communities
- Plan PFC social events, potentially 1 per semester
  - Could include community service, bowling, ice skating, walking the Konza, etc.
- Help plan retreat activities
- Plan end-of-semester social
- Develop rewards and certificates for board members
- Responsible for the quick interactive group activity at start of each SAB meeting
- “Resource Spotlight” at each meeting (helps to inform the board about different financial resources and other resources at K-State) contact multiple resources on campus for the K-State resource spotlight
- Email Chairperson the Resource Spotlight information 2 days before meeting in order to be put on the agenda
- Help with other PFC events

PFC Peer Financial Counselors ARE members of the PFC SAB as well
(NOTE: these positions are pre-professional trained positions by separate application only)
- Work with the PFC Director, and attend comprehensive Peer Financial Counselor training and continuing education
- Provide individual confidential financial counseling to fellow students
- Provide topical financial presentations for student organizations, classes, residence halls, Greek houses, student services, etc.
- Provide support for PFC events and other events as needed