



## Graduate Student Association President Application Form

### Requirements:

1. During fall and spring semesters, be currently enrolled as a student activity fee-paying, full-time student. Student is not required to be enrolled during summer term.
2. Have a minimum overall grade point average of 3.0 for all hours earned while enrolled at UCF.
3. Maintain satisfactory academic progress as defined in the current UCF Graduate Catalog.
4. Be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
5. Be free of any holds on university records. Student will have two weeks to clear such holds before removal from leadership position.

### Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department and Degree: \_\_\_\_\_ Personal ID (PID): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Duties and Responsibilities:

- Supervise and control the activities of the organization.
- Oversee the subcommittee of GSA in partnership with Vice President..
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Maintain communication with the College of Graduate Studies.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure all officers are performing their duties as defined in the constitution.
- Assign special projects to officers.
- Keep advisor informed of activities and functions of the organization.

### Your application must have the following:

1. Completed Application Form
2. Current Resume and Professional headshot.
3. Platform and Short biography (250 words max).
4. Your record must not have any disciplinary action on it.
5. **Application deadline is April 16 by 5:00 PM.**

Please scan and email to [Carreen.Krapf@ucf.edu](mailto:Carreen.Krapf@ucf.edu).

If you have any questions related to the election process or GSA please email [GSA@ucf.edu](mailto:GSA@ucf.edu).



## Graduate Student Association Vice President Application Form

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### Requirements:

1. During fall and spring semesters, be currently enrolled as a student activity fee-paying, full-time student. Student is not required to be enrolled during summer term.
  2. Have a minimum overall grade point average of 3.0 for all hours earned while enrolled at UCF.
  3. Maintain satisfactory academic progress as defined in the current UCF Graduate Catalog.
  4. Be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
  5. Be free of any holds on university records. Student will have two weeks to clear such holds before removal from leadership position.
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### Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department and Degree: \_\_\_\_\_ Personal ID (PID): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Duties and Responsibilities:

- Maintain communication with campus partners (Graduate Outreach, Graduate Student Center and Student Government Association).
  - Assist the president with their duties.
  - Assume the responsibilities in the president's absence.
  - Keep accurate records of all meetings in the Secretary's absence.
  - Plan and be responsible for all retreats, recruitments and training of the organization.
  - Perform an audit of all financial transactions of the organization twice a year.
  - Assist in special projects as assigned by the President.
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3. Platform and Short biography (250 words max).
4. Your record must not have any disciplinary action on it.
5. **Application deadline is April 16 by 5:00 PM.**

Please scan and email to [Carreen.Krapf@ucf.edu](mailto:Carreen.Krapf@ucf.edu).

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## Graduate Student Association Treasurer Application Form

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### Requirements:

1. During fall and spring semesters, be currently enrolled as a student activity fee-paying, half-time student. Student is not required to be enrolled during summer term.
  2. Have a minimum overall grade point average of 3.0 for all hours earned while enrolled at UCF.
  3. Maintain satisfactory academic progress as defined in the current UCF Graduate Catalog.
  4. Be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
  5. Be free of any holds on university records. Student will have two weeks to clear such holds before removal from leadership position.
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### Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department and Degree: \_\_\_\_\_ Personal ID (PID): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Duties and Responsibilities:

- Keep an accurate account of all funds received and expended.
  - Be one of three signers on financial documents.
  - Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the President, Vice President, and/or UCF faculty adviser.
  - Provide financial records sufficient to allow the Vice President to perform an audit.
  - Plan and be responsible for fundraising efforts.
  - Assist in special projects as assigned by the President.
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3. Platform and Short biography (250 words max).
4. Your record must not have any disciplinary action on it.
5. **Application deadline is April 16 by 5:00 PM.**

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## Graduate Student Association Secretary Application Form

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### Requirements:

1. During fall and spring semesters, be currently enrolled as a student activity fee-paying, half-time student. Student is not required to be enrolled during summer term.
  2. Have a minimum overall grade point average of 3.0 for all hours earned while enrolled at UCF.
  3. Maintain satisfactory academic progress as defined in the current UCF Graduate Catalog.
  4. Be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
  5. Be free of any holds on university records. Student will have two weeks to clear such holds before removal from leadership position.
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### Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department and Degree: \_\_\_\_\_ Personal ID (PID): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Duties and Responsibilities:

- Notify members of meetings least 48 hours in advance.
  - Keep accurate minutes and records of all meetings.
  - Maintain accurate list of members and their contact information.
  - Maintain organization website.
  - Keep a copy of the Constitution and have it available for members.
  - Assist in special projects as assigned by the President.
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