



Peninsula College Student Government

Serving students since 1961

APPLICATION FOR ASC GOVERNANCE & PROGRAMMING POSITIONS

APPLICATION DUE: **April 16**

Save this to your computer and email to aanderson@pencol.edu

Name		Student ID	
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Address				
	Street	Town	State	Zip

Phone		Email	
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Cumulative GPA		If incoming freshman, high school GPA	
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Expected number of quarters remaining to complete degree/cert. at Peninsula	
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Area of study	
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List other activities you are expecting to participate in for the upcoming year (athletics, drama, clubs, choir, jazz band, newspaper, etc.):

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Do you plan to be employed during the upcoming academic year? Yes No

If yes, how many hours per week?

By checking this box, I hereby certify that the information on this application is correct and complete to the best of my knowledge.

Date	
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Requirements

- 2.5 Cumulative GPA (including transfer credits when applicable).
- Available for an interview, should you be selected for one, from **2:00-5:00, April 20**, (in-person or Zoom).
- Available to attend 2026-27 ASC Planning Meeting from **5:00-7:00 May 21**.
- Available to attend Leadership Retreat in September.
- Demonstrate intention to be enrolled at a minimum of 6 credits for Fall, Winter and Spring 2026-27.
- Available to attend weekly council meetings, Sept.-June..
- Available to staff ASC Office 2 hours per week, Sept.-June
- Available for additional meetings and events throughout the year.
- Applicants are encouraged to consider a commitment to the ASC and your studies. Should you wish to also hold a full or part-time job, you need approval from the Office of Student Life..

Preference will be given to candidates who have...

- Leadership experience (high school, youth groups, college, work, etc.).
- Experience serving on the Peninsula College ASC leadership team
- A strong academic record
- Community service experience
- A positive and enthusiastic style of leadership
- The time to fully commit to a position of executive council leadership
- A demonstrated understanding and commitment to upholding both the Associated Student Body's Statement of Purpose, as well as Peninsula College's Mission and Guiding Principles.

Position benefits

- An ASC Representative or Programmer receives a scholarship equal to 50 percent of 15 credits of in-state tuition for Fall Quarter, renewable Winter Quarter and Spring Quarter, pending that members meet eligibility requirements (2.5 GPA, 6-credits enrollment) and remain in good standing with the ASC.
- Leadership experience
- Active role in college affairs and activities
- Expansion of interpersonal relationship skills
- Opportunity for regional travel to work with student and college leaders within the Washington Community and Technical College system
- Experience planning and hosting student events and services.

A completed Application Packet should include:

- 1 Completed Application
- 1 Cover Letter expressing your interest in participating in PC student leadership
- No recommendation letters, or resume required

Please check the position you are most interested in and/or the box that states you'd be interested in exploring other positions.

Associated Student Government

Peninsula College is an institution that holds the principles of student leadership in high regard, dating back to the college's inaugural year in 1961. It is the expectation that students seeking a position on the Associated Student Council's executive leadership team would embrace and support the college's mission, vision and guiding principles that center on teaching and learning. Those principles also speak to respect, open and honest communication, a positive work environment, ethics and integrity, and collaborative decision-making.

An ideal student leader would be someone who has a clear understanding of the position he or she is seeking, who has knowledge of the emerging campus issues and who has ideas, or a platform, they hope to forward if selected.

Position Descriptions

There are 10 positions available in Governance and Programming. Please choose the position you are most interested in applying for (check one box) and then consider checking the box to indicate you'd be enthusiastic about accepting any position on the council:

GOVERNANCE TEAM

The Governance Team is the heart and soul of Peninsula College's student government. This is the team that is engaged in everything from campus and community affairs, clubs, budget and records, community service, facilities, and campus committee work, to state-wide involvement partnering with other Community and Technical College leadership teams and professionals on system and legislative development and advocacy.

Director of Records and Finance: Otherwise known as the Secretary-Treasurer, this person is responsible for keeping, distributing, and posting (both electronically and physically) meeting minutes, keeping an accurate record of attendance at all meetings and events, keeping an accurate and up-to-date accounting of all ASC expenditures, and providing regular treasurer reports to the council. This person is also responsible for knowing the rules for expenditure of Service and Activities Fees and

helping to ensure the proper use of funds. The Director of Records and Finance chairs the S & A Budget Committee in the spring. Other duties as assigned.

Director of Environmental Affairs: This person would be responsible for heading up the ASC's projects that center on our responsibility to reach out as leaders to be good stewards of our lands, resources, and communities, including annual Earth Week/Earth Day activities. This person would develop and promote sustainability, activism, and leadership on our campus and in our community (recycling programs, student gardens, local food/business initiatives, etc.). Finally, this person would assist the Director of College and Community Affairs to support our campus Food Pantry. Other duties as assigned.

Director of College and Community Affairs: This person would be responsible for oversight of ASC projects on campus and in the community, including discount cards, and work with the Executive Team to serve as the ASC liaison to branch campuses. This person would be responsible for organizing community outreach/service activities, such as a Volunteer Fair, Health Fair, Blood Drive, etc. They would also serve as our primary liaison to the Peninsula College Ambassadors, working with them to coordinate outreach activities. Finally they would collaborate with the Director of Environmental Affairs to support our campus Food Pantry. Other duties as assigned.

Director of Clubs and Student Organizations: This person would oversee and keep track of all matters pertaining to clubs and program outreach. They would accurately keep track of and report club activity, would be responsible for holding a fall club orientation and for educating and assisting clubs in their endeavors (including assisting them in all aspects of club management, such as finances, publicity, club advisor education, etc.) This person would organize our Club Fair during welcome week. This person would work closely with the Vice President of Programming, the Programming Team, and the Publicity Team to coordinate club event timing and publicity. Other duties as assigned.

Director of Recreation: This person will propose to the ASC for consideration a list of quarterly recreation activities that might include things like blacklight dodgeball, intramural team sports, open gym times, fitness challenges and field trips. They would then help promote those activities and work with Student Life and Athletics staff to host the events. It's common for Pirate athletes to earn work study money officiating basketball, soccer and other activities, as well as supervising open gym hours.

PROGRAMMING TEAM

The Programming Team is Peninsula College's activity team. Its members work directly with the Vice President of Programming to approve, coordinate, hold, and evaluate high-quality events and activities. This team will share primary responsibility for decorations, event food ordering and purchasing, facility preparation, managing events, sound and lights, and organizing and facilitating both set up and tear

down, etc. This team will also share responsible for doing inventory on, organizing, and maintaining the storage rooms. The Programming Team also partners with the Marketing & Publicity Team to collaborate on bringing excellence to Peninsula's student events.

Director of Event Planning: In addition to the duties described above, the Director of Event Planning has the primary responsibility for oversight of pre-event preparations, such as ordering and picking up food, decorations, etc. Other duties as assigned.

Director of Event Facilitation: In addition to the duties described above, the Director of Event Facilitation has responsibility for oversight of event set-up, sound and lights, and tear-down. Other duties as assigned.

MARKETING & PUBLICITY TEAM

This team of two would be responsible for all things publicity-related; for creating and fostering an active relationship between the ASC and our campus and community at large. Marketing/publicity includes oversight of marketing materials, press releases and communication with local media, photography, social media, special promotions, etc. This team would be responsible for actively keeping track of and promoting all ASC-sponsored events. This team would work closely with the Vice President of Programming and the Programming Team, as well as the Peninsula College Marketing and Public Relations staff.

Director of Marketing: This person would be primarily responsible for coordinating, developing and disseminating effective marketing efforts for all events sponsored by the ASC (or clubs as needed). Through marketing efforts, this person would actively promote student body awareness of campus affairs and of student government roles and functions on campus. This person would manage our flyer holders across campus, and would also be responsible for managing the campus bulletin boards. Prior experience with graphic design is beneficial, but not required. This person would assist with photography as needed. Standing member of the Programming Team. Other duties as assigned.

Director of Social Media: This person would primarily focus on publicizing ASC and Peninsula College events and activities (as well as daily student activities on campus) via social media and the PC web site in a way that fosters community, connection, and awareness; he or she would be responsible for improving, managing, and promoting the Facebook and Instagram sites, and to work with the Director of Student Life to maintain the Student Government web pages on the PC website. This person would be responsible for photography at events. Standing member of the Programming Team. Other duties as assigned.

If I am not chosen for the position I am applying for, I might be interested in exploring another position at the discretion of the Executive Council.

Peninsula College provides equal educational and employment opportunities, services and benefits to students and employees in accordance with provisions of the Washington Law Against Discrimination ([RCW 49.60](#)), Title VI and VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991 (which amends Title VII and other federal civil rights statutes); Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act of 1990; and other state and federal laws and regulations concerning employment and admission to programs and activities. Peninsula College prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities. Employees are also protected from discrimination for filing a whistleblower complaint with the Washington State Auditor. The following person has been designated to handle inquiries regarding non-discrimination policies including those related to Section 504, Title II, and Title IX: Human Resource Officer, Human Resources office, (360) 417-6212.