

# 2022 - 2023 Chartered Student Organization (CSO) Application

Aloha and thank you for applying for a position with UH Hilo's Chartered Student Organizations. Please choose which organization you would like to apply for and fill out this cover sheet along with the organization's application.

Turn all physical applications into Campus Center Rm. 210. You can also email digital versions to Maile Boggeln at [boggeln@hawaii.edu](mailto:boggeln@hawaii.edu). For official deadlines or more information, please contact your selected CSO/Program.

## Requirement for eligibility:

1. Must be a UH Hilo Student: your Home Campus is UH Hilo.
2. Have a minimum cumulative 2.0 GPA and maintain a minimum semester GPA of 2.0.
3. Must be free of any Student Code of Conduct violations.

*Note: Each CSO/Program may have additional requirements for eligibility. Please view the requirements below or contact the respective CSO/Program.*

## CSO/Program Applying for: (Check one)

<input type="checkbox"/>  <p>Under: 6 Credits Grad: 3 Credits (This includes GM's for URH/VVP)</p>	<input type="checkbox"/>  <p>Under/Grad: 1 Credit Accessed Broadcasting Fee</p>	<input type="checkbox"/>  <p>Under/Grad: 1 Credit Accessed Broadcasting Fee</p>	<input type="checkbox"/>  <p>Under/Grad: 6 Credits</p>	<input type="checkbox"/>  <p>View Application/Election Packet</p>
.....				
<input type="checkbox"/>  <p>Accessed Publication Fee</p>	<input type="checkbox"/>  <p>Accessed Publication Fee</p>	<input type="checkbox"/>  <p>Accessed Publication Fee</p>	<input type="checkbox"/>  <p>Accessed Publication Fee</p>	<input type="checkbox"/> 

## Personal Information

Name: \_\_\_\_\_

UH Student ID #: \_\_\_\_\_ UH Email: \_\_\_\_\_

***I certify that the information on my application is true and complete to the best of my knowledge. If this application leads to a position on a CSO, I understand that false or misleading information in my application or my interview may result in my dismissal.***

Signature

Date

**For official use Only: (Date & Initial)**

Rec'd/Completed CC: \_\_\_\_\_ Rec'd CSO Advisor: \_\_\_\_\_ Campus: \_\_\_\_\_ GPA: \_\_\_\_\_

CoC: \_\_\_\_\_ Credits: \_\_\_\_\_ Paid Fee: Yes / No / NA

UHHSA - Election / Non-Election College: \_\_\_\_\_ Approved/Denied: \_\_\_\_\_

Revised: 08/01/2022  
University of Hawai'i at Hilo

Ke Kalahea  
Campus Center 202-A  
200 W. Kawili Street  
Hilo, HI 96720  
(808) 932-7372  
[uhhkk@hawaii.edu](mailto:uhhkk@hawaii.edu)



Thank you for your interest in Ke Kalahea, the University of Hawai'i at Hilo Student Newspaper. We look forward to reviewing your complete application. If you have any questions, please use the contact information.

*Please print or type legibly.*

### Requirements for Eligibility:

1. Enrolled in the University of Hawai'i at Hilo and have paid the Student Publications Fee.
2. Minimum cumulative grade point average (GPA) of at least a 2.0.
3. Successful completion of ENG 100 or higher. (for Editor, Copy Chief, & Writer positions)

### Applicant Information:

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Anticipated Grad Date: \_\_\_\_\_ Class Standing: \_\_\_\_\_ # of Credits: \_\_\_\_\_

### Position Applying for:

*Please indicate which position(s) you are applying for. (Circle all that apply.)*

Editor-in-Chief      Associate Editor      Copy Editor      Staff Writer      Photo Editor

Photographer      Graphic Designer      Layout Editor      Layout Designer      Webmaster

Social Media Manager

**Special Skills for position(s) applying for:**

List all special skills received that will make you an exceptional candidate to serve on Ke Kalaheia. (i.e. classes taken, certificates, trainings, etc.) If more room is needed, attach an additional sheet or your resume to the back of application.

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**Experience:**

List any experience related to the position being applied for. If more room is needed, attach an additional sheet or your resume to the back of application. Previous experience is not required.

<b>Position/Organization</b>	<b>Responsibilities/Duties:</b>	<b>Length of Term</b>

**Self-assessment:**

Indicate to what degree you possess the following skills and qualities by checking the appropriate box using the scale below.

5-Exceptional   4-Above Average   3-Satisfactory   2-Below Satisfactory   1-Poor   0-N/A

	5	4	3	2	1	0
Can lead or follow as needed						
Adapts to adverse situations and changing conditions						
Demonstrates positive attitude						
Completes tasks and assignments with little supervision						
Communicates ideas and opinions effectively						
Thinks clearly and logically when problem solving						
Has time management skills and get things in on time						
Takes initiative with assignments						
Is reliable and dependable						

**References:**

List three (3) professional, academic, or volunteer references

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

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

**Compensation:**

For clarity, we want to make sure that applicants understand the details of the compensation for this position before accepting. This position is a volunteer position, and not a paid hourly job such as ones being offered on SECE, UH Hilo’s student employment website. However, to help ensure that all students are able to participate in these activities, we do offer a stipend that is released at the end of each semester to help mitigate the costs you may incur while participating in the program. Receiving the award is dependent on completing all duties as assigned throughout the semester.

**Questions?**

Please feel free to come by or call the office during office hours (**Campus Center 202A, (808) 932-7372**) Or you can contact us at any time via email (**uhhkk@hawaii.edu**)

**Disclaimer:**

I certify that all answers given herein are true and correct to the best of my knowledge. If this application leads to a position on Ke Kalahea, I understand that any false or misleading information in my application or interview may result in my release.

\_\_\_\_\_

Signature of Applicant

Date