

# Knights of the RoundTable

2009 - 2010 Executive Board Application



**The mission of Knights of the RoundTable  
is to be an advisory council that serves as an  
educational resource to all student organizations  
& as a liason between  
the organizations & the UCF community.**

**Knights of the RoundTable**  
**2009-2010 Executive Board Application**  
*Applications should be submitted to OSI, SU 208 by July 27, 2009.*

**Leadership Coordinator**

- Responsible for planning, organizing, and executing the NorthStar Summit and other organizational leadership development events and training
- Coordinate annual student leader award ceremony
- Coordinate the leadership topics and speakers for KoRT workshops (at least 2 per month)
- Recruit leadership speakers and create a database of contact information
- Work closely with Advisors
- Attend KoRT events, trainings, and workshops
- Attend and contribute to all Executive Board Meetings
- Provide all documents and records pertaining to his/her responsibilities to the newlyselected Leadership Coordinator

In accordance with the 2008-2009 Golden Rule Student Handbook (Office of Student Involvement section, Paragraph G: "Student Eligibility for Leadership Positions"), students must have and maintain a minimum 2.5 UCF GPA and be enrolled minimally half-time (6 credit hours for undergrads/5 credit hours for grad students) to qualify for a UCF leadership position.

## KoRT Executive Board Application

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

E-Mail: \_\_\_\_\_ Phone : (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Major: \_\_\_\_\_ Class Standing: \_\_\_\_\_ UCF GPA: \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_ DOB: \_\_\_\_\_

Past/Present Involvement in Student Organizations:  
\_\_\_\_\_  
\_\_\_\_\_

**Be sure to complete two of the attached appraisal forms. At least one form should be a UCF faculty or staff member.**

Please type answers to the following questions on a separate sheet of paper. Also, attach a résumé or list of related experience, including any applicable experience(s) from high school or community college, community service, and employment.

1. Why do you want to be on the KoRT Executive Board?
2. What experience and characteristics do you have that will enable you to enhance the performance of KoRT?
3. What new ideas can you bring to KoRT?
4. What obligations do you anticipate next year in terms of involvement, academics, work, etc.?

By signing below, you acknowledge that you have read the attached position description and agree to fulfill those duties if you are chosen. You also attest that the information on this application and all supporting documents is correct and you permit OSI to access your academic and judicial records with the University of Central Florida to ensure eligibility to hold a leadership position, as defined by the Golden Rule.

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

**Return completed application, résumé, and 2 appraisal forms to the Office of Student Involvement, Student Union 208 by July 27, 2009.**

Please contact the Office of Student Involvement at **407-823-6471** or **kort@mail.ucf.edu** if you have any questions.

**Executive Board Applicant Appraisal**  
*Office of Student Involvement*

**To be completed by the applicant:**

Applicant: \_\_\_\_\_

Position of Interest: \_\_\_\_\_

Appraiser's Name: \_\_\_\_\_ Appraiser's Phone: \_\_\_\_\_

Please explain the position(s) for which you are applying to the appraiser so that he/she may make comments accordingly.

In accordance with federal regulation, materials in student files, such as performance appraisals, are open to inspection upon request, unless the student has waived the right of access in advance. Please indicate your wish by completing and signing the statement below. Your right to view this form is considered waived if you do not circle a response. Your decision will in no way affect the decision on your application.

**I (circle one)      DO                      DO NOT              waive access to this appraisal.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the appraiser:**

The following are qualities and characteristics that are important to our organization. Please rate the applicant on each of the following. **The rating system begins with 1 (one) as the lowest** and ends with **5 (five) as the highest**, in addition is an Unable to Comment (UC) selection.

Traits and Characteristics	UC	1	2	3	4	5
Lead by example						
Team building						
Decision making						
Planning						
Delegating						
Written communication						
Oral communication						
Interactive listening						
Motivating						
Evaluating						
Problem solving						
Commitment to success						
Work ethic						
Attitude and enthusiasm						
Adaptability/ flexibility						
Sensitivity						
Personal integrity						
My overall assessment of the applicant is:						

***Please continue on the back of this form.***

**Please list examples of the applicant's strengths.**

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**Please list examples of the applicant's weaknesses (Areas of Improvement).**

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**Please summarize the applicant's suitability for this position:**

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**How long, and in what capacity have you known the applicant?**

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**I interact with the applicant, at least:**

**Daily**

**Twice a week**

**Weekly**

**Every other week**

**Monthly**

I have reported this information honestly and to the best of my knowledge.

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

**Please place this form in an envelope, seal, sign it on the seal, and return to the applicant so that he/she may return it to KoRT in the Office of Student Involvement (Student Union, Room 208).**

Thank you!