



Pilipino Cultural Exchange  
California Polytechnic State University  
San Luis Obispo, CA

---

May 11, 2010

Dear Valued PCE Member,

You are reading this because you are interested in applying for a staff position and becoming a part of this great tradition that we call PCE. However, we do not only want people with interest and qualifications. We want people with passion, dedication, a great spirit, and a positive mind.

By being a staff member you become a key part of the driving force to make PCE great for next year and potentially the following years to come. With staff you will organize events, attract members, and be a representative of not only the club on campus, but also the Filipino Central Coast community. Staff is a **commitment** and you must be highly motivated to fulfill your responsibilities to the best of your ability. Most importantly, you will inspire many through our cultural exchange.

You will not only be able to apply your talents as an individual, but also gain skills that will help you in the future. These include leadership skills, organizational skills, interpersonal skills, and many others that cannot be learned in the classroom.

These skills shall not be learned on your own. We plan to create an atmosphere that is supportive to your growth as a staff member and also a Cal Poly student. We emphasize a positive outlook combined with a close-knit team to accomplish and achieve success both within and outside of our club. As staff members, we want to welcome fellow Filipinos and other individuals that want to be a part of our unique club, but also to promote diversity amongst the Cal Poly and San Luis Obispo community. By being a part of staff, you have the opportunity to meet new people and exchange knowledge and experiences.

One of our main goals as staff is to strengthen and maintain the family environment in PCE. You will have the responsibility to interact with all members to ensure the quality of experience from your past that has motivated you to give back. You will not only be fulfilling the duties in your position but also responsible for assisting other fellow staff members in order to help the club function to its fullest extent.

If this is something you want to be a part of, please fill out the following forms and turn them in according to the deadlines stated. We are very excited about next year and know this club cannot function to its fullest without your help. Thank you for showing interest in PCE staff!!!

Sincerely,

Your '10-'11 Exec Board:

Jonathan Lazatin, *President*  
Marvin Macairan, *Vice-President*  
Rachel Nartia, *Secretary*  
Marie Aromin, *Treasurer*  
Joyce Lin, *Club Liaison*

## Exec/Staff Contract

If given the privilege of serving on exec/staff, you must abide by these rules. **No exceptions!**

- Be on time to every event and meeting
- Go to every single event and meeting
  - If you cannot make an event or meeting, you must notify exec one week in advance with a legitimate excuse (class, family related issues, etc.).
  - Only in emergency (sickness, family emergency, injury, etc.) is your absence an exception.
  - Strike-worthy (see bottom)
- Have a positive attitude during club activities (no whining, complaining, etc.)
- Actively participate during club activities means being social with potential and current members
- The Treasurer **must** approve funds **before** making purchases
  - **Must** stay within given budget by Treasurer in order to get fully reimbursed
  - Strike-worthy (see bottom)
- Club-related issues must be reported to Vice-President the Friday before staff/exec meetings in order to use our time efficiently. Otherwise, issue will not be discussed unless absolutely necessary.
- All events should be finalized **two weeks in advance** including E-Plans (IMPORTANT!), time of event, location, date of event, drivers, forms, and monetary issues, etc.
  - Your event will not take place if these requirements are not met.
  - **NO E-PLANS = NO EVENT! NO EXCEPTIONS!** (Including Friendship Games)
  - Strike-worthy (see bottom)
- Interclub related issues must be handled immediately and discretely as possible.
  - Report all issues to Vice-President.
  - This will prevent lack of respect to grow throughout the year.
  - Personal issues should NOT be displayed publicly. This hurts the club!
  - Strike-worthy (see bottom)
- Treat your position as 4 units!
- Respect all members of the club, especially exec/staff.
- **3-STRIKE POLICY**
  - Any violation of the above considered strike-worthy.
  - 3 strikes will result in the termination of your exec/staff position.
- **ZERO TOLERANCE LAWS**
  - Public rants. This just shows you do not want to participate in staff.
  - No alcohol, drugs, etc. at PCE events! It is your personal business, not PCE's.
  - Doing physical harm to any member of PCE during PCE-related events
- **Refer to Bylaws**

**\*\*\* RULES SUBJECT TO CHANGE WITH NOTIFICATION  
2010 – 2011 PCE STAFF DESCRIPTIONS**

**CHOIR (ATING HIMIG) COORDINATOR**

Duties:

- Coordinates all performances (main contact person)
- Select and arrange music
- Teach parts
- Arrange practice facilities
- Work closely with other performance coordinators
- Possession of music composing software (not required but highly recommended)
- Access to keyboard/piano (highly recommended)

Special Requirements:

- At least ONE year choir experience
- Musical background
- Patience and ability to teach
- Excellent group dynamics skills
- Be open to new ideas & suggestions

**CULTURE COORDINATOR**

Duties:

- Provides information on Pilipino history and culture during meetings (i.e. Fact of the Week and Word of the Week)
- Schedule a special “Guest Culture” on a particular month (if possible)
- Provide information on current events (US, Philippines, Global)
- Organize cultural events (Filipino Cultural Party, Culturefest)
- Work with Club Liaison/Treasurer to help during cultural events (Culturefest, Lantern Festival)

Special requirements:

- Excellent organizational skills
- Presentation skills
- Enthusiasm and Creativity
- Willingness to explore other cultures
- Good public speaking skills

**EDUCATION COORDINATOR**

Duties:

- Emphasize educational value and always stay positive about school
- Inform the club of job fairs, seminars/opportunities, workshops, and scholarships
- Maintain and update Test Bank (make Excel list of courses available in bank)
- Coordinate and inform members of study sessions and educational resources
- Encourage members’ academic progress (i.e. Plates of Glory for GPA’s 3.0+)
- Work with Outreach coordinators for mentor/mentee program

Special Requirements:

- Excellent organizational skills (to arrange study groups)
- Excellent people skills
- Highly motivational in advancing educational goals

## **EVENTS/SOCIAL COORDINATOR**

### Duties:

- Coordinates major events including Friendship Games (+ Luau & Bonfires) and Banquets (Thanksgiving & Senior)
- Search for facilities and assess specific needs of events (number of people, type of event, kitchen use, hotel accommodations, deadlines, etc)
- Must know itinerary of activities for the respective events
- Organize social events (i.e. BBQ's, movie nights, Boomers, etc)
- Work closely with Treasurer and ASI for e-plans
- Must consult with Exec and Treasurer **FIRST** before proceeding with monetary matters

### Special Requirements:

- Excellent research skills
- Must be responsible and organized (must meet deadlines. NO EXCEPTIONS)
- Good communication and networking skills
- Experience with budgeting money and dealing with finances

## **KASAYAHAN COORDINATOR**

### Duties:

- Coordinates all performances (main contact person)
- Select dances and be able to teach them
- Arrange practice facilities
- Work closely with Club Liaison for community performances
- Have storage facilities for props and costumes
- Work with Treasurer for outside performance profits and costume expenditures

### Special Requirements:

- Patience and ability to teach
- Excellent group dynamics skills
- Knowledgeable or willingness to learn about traditional dances (history and dances itself)
- Previous dance experience (must know good form, etc.)
- Be open to new ideas & suggestions

## **MEMBERSHIP COORDINATOR**

### Duties:

- Recruit potential members throughout the school year
- Organize and plan Kuya/Ate/Ading (KAA) Program
  - Prepare membership cards
  - Pairing Kuyates & Adings
  - Clue Night
  - Revealing
  - Other KAA events: Olympics, Family Feud, etc.
- Keep track of all members and their current contact information

### Special Requirements:

- Outgoing and enthusiastic
- Good interpersonal and organizational skills
- Expect and prepare for a BUSY Fall Quarter
- 

## **MODERN COORDINATOR**

### Duties:

- Coordinates all performances (main contact person)
- Arrange practice facilities (try to reserve rooms with mirrors)
- Work closely with Club Liaison for community performances

### Special Requirements:

- Choreography background, and experience in dance, cheer, martial arts, etc.
- Patience and ability to teach
- Be able to work with other choreographers, and be open to new ideas & suggestions
- Excellent group dynamics skills
- Have proper programs or access to mix music (highly recommended)
- Equipment for playing music (boombox, speakers, extension cords, etc.)

### **OUTREACH COORDINATOR**

#### Duties:

- Work closely with Club Liaison for Culturefest
- Arrange Fundraisers and Morro Bay with Treasurer
- Provide and build involvement within the community through community service opportunities such as Soup Kitchens, Thanksgiving canned food drives, Salvation Army Toy Collection, etc. (contact Student Community Center for such opportunities)
- Organize Relay for Life
- Continue Mentor/Mentee program with Education coordinator(s)

#### Special Requirements:

- Excellent organizational and people skills
- Networking skills
- Willingness to explore other cultures

### **PCN COORDINATOR**

#### Duties:

- Arrange and attend PCN retreat with any former PCN coordinators
- Complete script by the start of Fall Quarter
- Find dates, times, and venue for PCN ASAP (Preferably on campus, Spanos Theatre)
- Incorporate and coordinate with Choir, KASA, Modern, Tech and WMM coordinators beginning Fall quarter
- Stay focused and stay on the same page as other PCN coordinators

#### Special Requirements:

- Theatrical/performance experience (1 year PCN experience required)
- Excellent group facilitation skills
- Good interpersonal skills and dynamic with others
- EXTREME PATIENCE and ability to compromise
- Excellent time-management skills
- Prepare and plan ahead for BUSY Quarters (Winter & Spring)
- Time management and organizational skills

### **SPORTS COORDINATOR**

#### Duties:

- Facilitate recreational activities within the club
- Inform members of sports activities (PCE, Cal Poly, and community events)
- Organize intramural teams, tournament, etc.
  - Delegate team captains to help facilitate specific sports & motivate team
  - Arrange practice times and locations
  - IM dues & deadlines
- Organize Sportsfest (hotel accommodations and deadlines)
  - Start interest list early for estimated headcount
- Keep members and Secretary updated with dates, times of games, and practices
- Encourage members to support games
- Organize interest lists before sports sign up

#### Special Requirements:

- Sports knowledge
- Good people skills
- Motivational and encourages good teamwork
- Work with ASI to meet Intramural Deadlines, etc.
- Should be actively involved in PCE sports team

### **WEB/MEDIA/MARKETING COORDINATOR**

#### Duties:

- Keep an official photo album of PCE events
- Prepare weekly newsletters, flyers, posters for general meetings
- Take photographs of EVERY event
- Tape events on video
- Make videos for advertising purposes (if necessary)
- Make programs for major PCE events (PCN, Senior Banquet)
- Develop and maintain a user friendly website throughout the year (including Flickr account)
- Work closely with Secretary to reference events/information on the website, exec & alumni list etc.

#### Special Requirements:

- Technical skills with audio visual and photography equipment (work with Advisor in order to check out equipment from school)
- Ability to keep up-to-date and informed of events (Ask Secretary)
- Proficient knowledge and ability of web design languages (at least HTML)
- Creativity
- Knowledge or access to video editing
- Proficient knowledge in using social networking websites and applications

## 2010 - 2011 PCE Staff Application

Name: \_\_\_\_\_ Year & Major: \_\_\_\_\_  
Summer address: \_\_\_\_\_ Local Address: \_\_\_\_\_  
\_\_\_\_\_  
Summer Phone: \_\_\_\_\_ Local Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Current GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

### Staff Positions

Choir (Ating Himig)	Culture	Education
Events/Social	Kasayahan	Membership
Modern	Outreach	PCN
Sports	Web/Media/Marketing	

### Positions applying for (pick only two & place in order of preference):

1. \_\_\_\_\_ 2. \_\_\_\_\_

If you are unsure as to what the position entails, please refer to the staff descriptions.

### Please answer the following questions (Attach additional pages if necessary):

1. Why would you like to be a member of the PCE Staff?
2. Explain the reasons for choosing this position, as well as what you can contribute to it.
3. Please list any previous leadership experience relevant to this/these position(s).
4. Please list any time constraints, if any, that you may have next year.
5. What is your main goal as a PCE staff member?
6. Future You from June 2011 gives you a box. What's next? (Use whole space; Be imaginative!)

7. Lastly, and most importantly, if PCE was a person, what would your ideal date with he/she be like?

**If appointed a position on PCE staff, I agree to perform the duties of that position to the best of my abilities**

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

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

**All applicants are required to interview to obtain a staff position. Please sign up for an interview time on the signup sheet in the PCE Box in the Epicenter, #186 in the UU by 4:00 PM on Friday, May 14, 2010.**

**All applications MUST be turned in to any executive staff member or the PCE Box 4:00 PM on Friday, May 14, 2010. NO LATE APPLICATIONS will be accepted.**