



Puente Club Cabinet Application

Who may apply for a position on the Puente Club Cabinet?

Members of Puente are selected on the basis of leadership and a sincere commitment to the Puente Program Mission.

What is the mission of the Puente Program?

Puente is an academic counseling and mentoring program of support to help student build the necessary skills for success in both academic and career goals. Students work closely with their counselor, English instructor and MENTOR to prepare for transfer to 4 year colleges and universities.

What are the criteria for membership on the cabinet?

- Cabinet members must be enrolled in at least 6 units per semester
- Executive officers must possess and maintain at least a 3.0 GPA
- Liaisons must possess and maintain at least a 2.4 GPA
- Coordinators must possess at least a 1.7 GPA
- Attend all Puente Club meetings and participate in fundraising
- Agree to attend at least two community service activities and two academic events each year.
- Adhere to all academic requirements of the Puente Program

What activities will I be asked to participate in?

College campus tours
Community service
Leadership retreats

Peer mentoring
Academic workshops
Fundraising

How do I become a cabinet officer?

- Complete a Puente Club Cabinet application
- Participate in a brief interview with club advisors and cabinet officers
- Present a 2 minute speech to Puente Club members

Where do I get more information if I have additional questions?

Puente Program website: www.vvc.edu/Puente

Advisors: (760) 245-4271, ext. 2330 (Judy Solis) or ext. 2629 (Eartha Johnson)

Puente Club officers: www.vvcpc@hotmail.com



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EXECUTIVE CABINET POSITIONS:

President – This role should be filled by a student who possesses leadership, organizational and time management skills. The President should be outgoing and willing to work with a variety of students, mentors and college faculty/staff. Following are the primary responsibilities:

- Attend and oversee all cabinet and general meetings; Create agendas for all meetings
- Work with club officers to develop club calendar of activities
- Oversee the activities of executive cabinet members
- Manage members of the cabinet who are responsible for assisting Advisors in the planning and facilitation of academic support activities for students
- Meet with Advisors on an as needed basis to provide updates on club activities

Vice President – This role should be filled by a student who possesses strong leadership, organizational and time management skills. The Vice President should be willing to support and assist the president and cabinet officers. Following are the primary responsibilities:

- Attend all cabinet and general meetings
- With direction from the President, schedule meetings, reserve meeting rooms, and post times/dates for meetings and activities
- Manage members of the cabinet who are responsible for recruiting new students and planning social activities for club members
- Provide Advisors with charter packets, club contracts and committee reports.

Secretary – This role should be filled by a student who possesses strong note-taking, communication and time management skills. Following are the primary responsibilities:

- Attend all cabinet and general meetings
- Take attendance at cabinet and general meeting and activities and submit to Advisors
- Take notes at all meetings and provide advisor and cabinet officers with weekly minutes
- Post minutes on orgsync.com and provide copies to members at general meetings
- Manage members of the cabinet responsible for publicizing and keeping a record of club activities

Treasurer – This role should be filled by a student who possesses strong math abilities and organizational and time management skills. Following are the primary responsibilities:

- Attend all cabinet and general meetings
- Keep accurate records of all monetary transactions
- Provide weekly report of the club's financial activities
- Manage members of the cabinet responsible for fundraising and special events



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ICC Representative – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities:

- Attend all cabinet and general meetings
- Attend all weekly Inter-Club Council meetings and update Council on Puente Club activities
- Provide cabinet and Advisors with written and verbal updates about campus club activities
- Post campus activities and announcements online
- Manage members of the cabinet responsible for providing community service/volunteer opportunities for club members

LIAISON POSITIONS:

Academic Liaison – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities:

- Attend all cabinet and general meetings monthly
- Serve as liaison between academic support programs/groups and Advisors/Cabinet
- Collaborate with the President and other members of the cabinet to provide academic support activities to students
- Provide information to members about academic support opportunities available on campus
- Assist Advisors in planning fall and spring conferences and workshops

Membership Liaison – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities: Attend all cabinet and general meetings

- Attend all cabinet and general meetings monthly
- Serve as liaison between prospective members and Advisors/Cabinet
- Collaborate with the Vice President and other members of the cabinet to recruit new students and plan recreational activities for club members
- Participate in ongoing outreach, including presentations, to prospective students
- Assist Advisors in updating and maintaining contact information of prospective and current students



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Public Relations Liaison – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities: Attend all cabinet and general meetings

- Attend all cabinet and general meetings monthly
- Serve as liaison between public and Advisors/Cabinet
- Collaborate with the Secretary and other members of the cabinet to inform on/off campus media, the VVC Board and the public about Puente activities and events
- Work with Cabinet and volunteers to produce and distribute a newsletter each semester

Fundraising Liaison – This role should be filled by a student who possesses strong math abilities and organizational and time management skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities:

- Attend all cabinet and general meetings monthly
- Serve as liaison between on/off campus entities and Advisors/Cabinet
- Collaborate with the Treasurer and other members of the cabinet to develop and implement fundraising events to raise money for scholarships and program/club activities and supplies
- Research and provide cabinet with information about fundraising opportunities

Volunteer Liaison – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities:

- Attend all cabinet and general meetings monthly
- Serve as liaison between community agencies, campus programs/clubs and Advisors/Cabinet
- Collaborate with the ICC Representative and other members of the cabinet to plan and promote volunteer opportunities for students
- Attends ICC meetings if ICC Representative is unavailable
- Maintain and update events calendar showing volunteer opportunities that are available
- Assist Advisors and Cabinet with planning fall and spring volunteer events



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COORDINATOR POSITIONS:

Transfer Coordinator – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities:

- Attend cabinet and general meetings monthly
- Collaborate with others to coordinate and promote transfer activities
- Assist the President and Academic Liaison in the fulfillment of their duties

Outreach Coordinator – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities:

- Attend all cabinet and general meetings monthly
- Collaborate with others to recruit prospective students in high school and college
- Assist the Vice President and Membership Liaison in the fulfillment of their duties

Historian – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities:

- Attend all cabinet and general meetings monthly
- Collaborate with others to organize and maintain the club's scrapbook/album and website
- Assist the Secretary and the Public Relations Liaison in the fulfillment of their duties

Scholarship Coordinator – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities:

- Attend all cabinet and general meetings monthly
- Collaborate with others to identify and provide scholarship resources for students
- Assist the Treasurer and Fundraising Liaison in the fulfillment of their duties

Community Service Coordinator – This role should be filled by a student who possesses strong communication and organizational skills. Students must enjoy networking and working with a variety of individuals. Following are the primary responsibilities:

- Attend all cabinet and general meetings monthly
- Collaborate with others to coordinate and promote community service activities
- Assist the ICC Representative and Volunteer Liaison in the fulfillment of their duties



Puente Club Cabinet Application

Name: _____ Student ID#: _____

Home Number: _____ Cell Number: _____

Email Address: _____

Cabinet position you are applying for: _____

Major(s): _____

How many units do you plan to take next term?

Fall _____ Winter _____ Spring _____ Summer _____

Please list any extracurricular activities or employment you will be involved in next year:

Activity/Job

Hours per week

Activity/Job	Hours per week



Puente Club Cabinet Application

Student Questions:

1. Why do you want to be a member of the Puente Club Cabinet?
2. What are some activities that you would like to plan, promote and participate in?
3. Have you ever had a leadership position (e.g. high school, church, jobs, team sport, community service organization)? If so, please describe:
4. What is your definition of teamwork?
5. What types of people are most difficult or challenging for you to work with?
6. What strengths and skills do you possess that would help you to succeed on the cabinet?



Puente Club Cabinet Application

7. Please list two strengths of your personality.

a.

b.

8. Please list two personality traits you would like to improve.

a.

b.

9. On a scale of 1 to 5 (1 being poor and 5 being excellent), please rate yourself on these qualities.

❖ Leadership	1 2 3 4 5
❖ Initiative	1 2 3 4 5
❖ Dependability	1 2 3 4 5
❖ Communication Skills	1 2 3 4 5
❖ Ability to work with others	1 2 3 4 5
❖ Trustworthiness	1 2 3 4 5
❖ Problem Solving	1 2 3 4 5
❖ Time Management	1 2 3 4 5
❖ Organization	1 2 3 4 5
❖ Self Discipline	1 2 3 4 5
❖ Patience	1 2 3 4 5
❖ Assertiveness	1 2 3 4 5
❖ Flexibility	1 2 3 4 5
❖ Ability to Confront	1 2 3 4 5



Puente Club Cabinet Application

References:

Please ask two people to complete the attached reference forms. The following individuals would be appropriate choices:

- ✚ A current employer or supervisor (or most current)
- ✚ A high school or Victor Valley College faculty or staff member
- ✚ A volunteer supervisor
- ✚ A pastor/chaplain/priest
- ✚ A mentor

Please be sure to keep the following in mind:

- ✚ None of these individuals should be students at Victor Valley College or family members.
- ✚ At least one of these references must have known you for at least six months.
- ✚ Give references enough time to complete the form and follow up with each individual.

Please return the following documents to the Puente Club advisors in Building #55:

- ✚ Puente Club Cabinet Application
- ✚ A Bursar's printout
- ✚ An unofficial transcript
- ✚ Two completed reference forms



Puente Club Cabinet Application

Reference Form:

Name of Reference: _____

Contact #: _____ **Email Address:** _____

In what capacity have you known the applicant?

Job Supervisor/ Employer

High school/College Instructor or Staff Member

Volunteer Supervisor

Clergy

Other:

What are the first words that come to mind to describe the applicant?

Please describe the applicant's maturity and independence.

How would you evaluate the applicant's communication skills, both getting ideas across and resolving conflict?



Puente Club Cabinet Application

Please describe the applicant's strengths:

Please describe any weaknesses that the applicant may have:

On a scale of 1 to 5 (1 being poor and 5 being excellent), please rate the applicant on these qualities.

- | | |
|-------------------------------|------------------|
| ❖ Leadership | 1 2 3 4 5 |
| ❖ Initiative | 1 2 3 4 5 |
| ❖ Dependability | 1 2 3 4 5 |
| ❖ Communication Skills | 1 2 3 4 5 |
| ❖ Ability to work with others | 1 2 3 4 5 |
| ❖ Trustworthiness | 1 2 3 4 5 |
| ❖ Problem Solving | 1 2 3 4 5 |
| ❖ Time Management | 1 2 3 4 5 |
| ❖ Organization | 1 2 3 4 5 |
| ❖ Self Discipline | 1 2 3 4 5 |
| ❖ Patience | 1 2 3 4 5 |
| ❖ Assertiveness | 1 2 3 4 5 |
| ❖ Flexibility | 1 2 3 4 5 |
| ❖ Ability to Confront | 1 2 3 4 5 |



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| ❖ Initiative | 1 2 3 4 5 |
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| ❖ Ability to work with others | 1 2 3 4 5 |
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| ❖ Patience | 1 2 3 4 5 |
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| ❖ Ability to Confront | 1 2 3 4 5 |