|  |
| --- |
| Thank you for your interest in being a part of the NCPPS Planning Committee. There are three pages to the application. Please submit your completed application to **ncpps.ucberkeley@gmail.com**by **Friday, October 25th at 11:59 P.M**. To ensure that we receive your application, please use the following as your file name and subject line: “**19-20 NCPPS Committee Application: FirstName\_LastName**”. Applicants selected for an interview will be notified via email, and interviews will be scheduled for the week of **November 4th – November 8th, 2019.** Please contact Cindy Chan or Tiffany Dinh (NCPPS Co-Chairs) at cindymc@berkeley.edu or tiffanyd98@berkeley.edu about any questions. |

**CONTACT INFORMATION**

**Name:**

**Year:**

**Major:**

**Email:**

**Phone Number:**

**SUB-COMMITTEE PREFERENCE**

After you have been placed in a committee, you will work with your sub-committee in the months leading up to NCPPS. There are five committees but you are not limited to the tasks within your committee. However, tasks within your specific committee should be prioritized. See below for descriptions of each committee’s tasks.

**Please rank from the following sub-committees in order of preference (1 being most desired, 5 being least).**

( ) Food

( ) Programs

( ) Gifts & Technical

( ) Publicity

( ) Registration

Food Sub-Committee

- Plan and organize food menu for breakfast, lunch, and snacks

- Coordinate with local vendors for food donations and to secure food

Gifts and Technical Sub-Committee

- Responsible for selecting, acquiring, and preparing gifts for speakers and raffle (gift baskets, gift cards, etc.)

- Responsible for consolidating and setting up all technical equipment during NCPPS (microphones, overhead projectors)

- Experience with PowerPoint presentations required
 - Responsible for event decor

Programs Sub-Committee

- Create and design symposium programs

- Experience with writing, copy-editing, and PhotoShop desirable

Publicity Sub-Committee

- Responsible for publicizing NCPPS (on campus, to other colleges, to high schools)

- Organize parking for speakers on the day of the event

Registration Sub-Committee

- Responsible for organizing registration for NCPPS attendees and assembling NCPPS folders for speakers and attendees

**SHORT ANSWER**

(Please answer the following using no more than 2 pages, single-spaced, total).

1. Please briefly explain why you chose your top three sub-committee choices. Why are you best suited for these committees?
2. Why do you want to be a member of the NCPPS Committee?
3. A successful team requires commitment from all members. As a member in the NCPPS team, how do you plan to show your commitment?
4. Tell us about a time when you took initiative.
5. To join an NCPPS committee, you need to be an active PILLS member for **at least ONE** semester in this academic year. Do you plan to become an active member? Which events have you attended/ plan to attend to fulfill the membership requirements? Please also indicate if you have paid your membership dues.
6. Do you have access to a car in Berkeley?
7. As an NCPPS Committee member, you must be available for the evening rehearsal/set up prior to and on the day of NCPPS, which are tentatively set as either April 3rd, 2020 and April 4th, 2020, or April 10th, 2020 and April 11th, 2020. Are you available?

**INTERVIEW SCHEDULING**

Please place an “X” in all boxes when you are **NOT available**. We will use this table to schedule interviews for the week of **November 4th – November 8th, 2019.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday  | Friday |
| 9-10 a |  |  |  |  |  |
| 10-11 a |  |  |  |  |  |
| 11-12 p |  |  |  |  |  |
| 12-1 p |  |  |  |  |  |
| 1-2 p |  |  |  |  |  |
| 2-3 p |  |  |  |  |  |
| 3-4 p |  |  |  |  |  |
| 4-5 p |  |  |  |  |  |
| 5-6 p |  |  |  |  |  |
| 6-7 p |  |  |  |  |  |
| 7-8 p |  |  |  |  |  |
| 8-9 p  |  |  |  |  |  |
| 9-10 p |  |  |  |  |  |
| 10-11 p |  |  |  |  |  |

Please submit your completed application to **ncpps.ucberkeley@gmail.com**by **Friday, October 25th at 11:59 P.M**. To ensure that we receive your application, please use the following as your file name and subject line: “**19-20 NCPPS Committee Application: FirstName\_LastName**”.

Thank you for your application!
- PILLS Officer Board 2019-2020