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## DEAN'S INVITATION

Dear student,

Thank you for your interest in becoming a member of the Student Alumni Board. Prior to filling out the application, please note the following professional guidelines:

1. Board positions are open to **USJ students** who are registered for the upcoming academic year.
2. Applications must be submitted by **11:59 PM on April 7th**. Submissions should be directed electronically to [admissions@alumni.usj.edu](mailto:admissions@alumni.usj.edu).
3. Typed applications are mandatory. This interactive format allows you to input data directly; please save your final copy as a PDF before submittal.
4. Applications are confidential and restricted to the Selection Committee. A current professional resume must accompany the submission.
5. Due to high volume, candidates will only be contacted if a formal interview is requested by the USJ Executive Committee.
6. Acceptance requires dedicated commitment. Meetings are held every-other Tuesday at 5:00 PM. A 75% attendance rate is required to maintain active status.

Selected applicants will begin their tenure in **May** and conclude the following **May**. We look forward to reviewing your unique contributions to the USJ legacy.

Sincerely,

**Student Alumni Board Executive Committee**

University of Justice

### PART I: BIOGRAPHICAL DATA

FULL LEGAL NAME

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PERMANENT RESIDENTIAL ADDRESS (STREET, CITY, STATE, ZIP)

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HOME PHONE

CELL PHONE

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UNIVERSITY EMAIL ADDRESS (@USJ.EDU)

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STUDENT ID #

CUMULATIVE GPA

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MAJOR / MINOR

ANTICIPATED GRADUATION DATE

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ARE YOU EMPLOYED?

IF YES, AVERAGE WORK HOURS PER WEEK

Yes  No

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### PART II: CANDIDACY INSIGHT

1. WHY ARE YOU INTERESTED IN SERVING ON THE USJ STUDENT ALUMNI BOARD, AND WHAT CONTRIBUTIONS WILL YOU MAKE?

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2. WHY DID YOU DECIDE TO ATTEND THE UNIVERSITY OF JUSTICE? WHAT DO YOU HOPE TO ACCOMPLISH DURING YOUR TIME AT USJ?

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**3. WHAT OTHER CAMPUS ACTIVITIES ARE YOU INVOLVED IN?**

**4. PLEASE INDICATE WHICH SAB COMMITTEE (MARKETING, COMMUNITY SERVICE, TRADITIONS, PHILANTHROPY) YOU PREFER AND YOUR IDEAS FOR IT.**

**5. DESCRIBE A USJ ALUM WHO HAS IMPACTED YOUR LIFE AND WHY. (ALTERNATIVELY, EXPLAIN THE IMPORTANCE OF STUDENT/ALUMNI RELATIONSHIPS).**

### **PART III: ATTESTATION**

By signing below, I verify that the information on this application is accurate to the best of my knowledge and I agree to the commitment policies of the University of Justice Student Alumni Board.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

**ADMINISTRATIVE USE ONLY**

Application received at the USJ Alumni House:

\_\_\_\_\_  
**DATE AND TIME**

## | ALUMNI POLICIES & CONDITIONS

The University of Justice (USJ) maintains rigorous standards for its Alumni Board members to ensure the highest level of professional representation and stewardship. All members are subject to the following conditions:

### MONTHLY VIRTUAL ALUMNI MEETINGS

Formal meetings are conducted virtually on the **last Saturday of every month**. Adherence to the specified schedule is mandatory for active status.

<b>Board Members Only</b>	10:00 AM – 11:00 AM
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<b>General Members</b>	1:00 PM – 2:00 PM
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Note: Official participation links and digital agendas will be distributed to all authorized members exactly 24 hours prior to the event commencement.

## Guest Participation

We invite prospective candidates and valued stakeholders to join our upcoming University of Justice alumni meeting as a **special guest**. This provides an opportunity to observe the board's professional impact firsthand.

## Code of Conduct

- **Ambassadorship:** Members are expected to represent USJ with integrity and professionalism in all public and digital forums.
- **Confidentiality:** Internal board discussions and alumni data are strictly confidential and governed by USJ privacy protocols.
- **Engagement:** Members are encouraged to actively participate in committee-specific initiatives (Traditions, Philanthropy, etc.) alongside monthly meetings.