

Senate Appointment Application

If you have any questions, please email the Senate President Pro-Tempore sgaspt@unf.edu.

Senate Appointment Process

- STEP 1:** Declare intention to seek a general Senate seat at a Senate meeting during the “Students seeking appointment” section
- STEP 2:** After the meeting is over:
- Obtain the Senate President’s signature (page 9)
- STEP 3:** Turn in pages 2-9 of this application
- Submit by Tuesday at 5pm after declaration. However, can be turned in at any point after declaration within the current semester.
- STEP 4:** Attend Rules and Oversight Committee to be interviewed.
- Obtain the Senate Pro Tempore’s signature (page 9)
 - A 2/3 majority vote is required to be forwarded to Senate for final confirmation
- STEP 5:** Attend any other Committee meeting of your choice (*ideally same day as R&O meeting*)
- Obtain the chair’s signature (page 9)
- STEP 6:** Turn in page 9 of this application
- Due by Tuesday at 5pm after last signature is obtained (*should be submitted after last committee meeting*)
- STEP 7:** Attend Senate meeting for final interview
- A 2/3 majority vote is required to be appointed to Senate

(All application papers to be turned into the SG Rotunda, located on the third floor of Student Union East Building)

Emails for required meetings

sgaspt@unf.edu – Senate President Pro-Tempore: Kamyla Carrasquilla-Lebron

sgasp@unf.edu – Senate President: Audrey McGrath

stephanie.castro@unf.edu – SG Assistant Director: Stephanie Castro

Appointee Information

Due the Tuesday after Senate Announcement by 5 PM to the Rotunda front desk

Name: (First) _____ (Last) _____

N-Number: N _____

Classification: (circle one) Freshman Sophomore Junior Senior Graduate

Anticipated Graduation Year: _____

Major: _____

Minor (if applicable): _____

Email Address (most frequently used): _____

Cell Phone Number: _____

Mailing Address: _____

Declaration of Intention for Senate Appointment

I hereby declare my intent for senate appointment in the Student Government of the University of North Florida. I shall fulfill all the requirements for said office as stipulated in Student Government Constitution and Statutes and 1303 of Title XIII, the Rules and Oversight Committee Statute. I am aware that I am required to maintain a 2.50 minimum institutional GPA and I am not prohibited from participating in Student Government by the Student Conduct Office. I will be enrolled in at least one (1) class during the Fall semester and at least one (1) class during Spring semester. By signing below, I hereby give permission to the Student Government Director or designee to have access to my institutional GPA at their request to ensure that I meet the requirements of participation in Student Government. Finally, I will uphold the duties of this office to the best of my abilities.

Print Name

Date

Signature

NOTE: If you do NOT give the SG Director or designee authorization to access this information, **your application will not be considered.**

UNIVERSITY OF NORTH FLORIDA

STUDENT INFORMATION RELEASE AUTHORIZATION

Due the Tuesday before R&O interview by 5 PM to the Rotunda front desk

In compliance with student confidentiality laws including the Federal Family Education Rights and Privacy Act of 1974 ("FERPA") the University is prohibited from providing certain information from your student educational records to a third party, such as information on grades, billing, tuition and fee assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student educational records without your written consent. This restriction applies, but is not limited to, your parents, your spouse, your employer or other sponsor. (See <http://www.unf.edu/registrar/ferpa/access.html>)

At your discretion, however, you may grant the University permission to release information about your student records to a third party by completing and submitting this Student Information Release Authorization. You must complete a separate Release Authorization form for each third party to whom you wish to grant access to information in your student educational records. The specified information will be made available only if requested by the authorized third party in person and/or in writing. The University does not and will not automatically send information to a third party. **The University will not provide third parties information contained in your student educational records (e.g., registration, grades, GPA) over the phone or via e-mail.**

To grant access to your student educational records, you must submit this completed form to One Stop Student Services at the address below. Please note that your authorization to release information must be **renewed annually** at the beginning of each fall semester and that you may **revoke your authorization** to release educational records **at any time** by sending a written request to the same address. **NOTE:** For the third-party designee you name on this form, this release overrides all FERPA directory suppression information that you may have requested through other procedures.

One Stop Student Services: University of North Florida, 1 UNF Drive, Jacksonville, FL, 32224 (Phone (904)620-5555, FAX (904)620-5525)

Print the completed form to add your signature in ink in Section C.

SECTION A. Student information		
Name (last, first, middle initial)	Social Security number last four digits only:	UNF ID number N
Current mailing address (street or P. O. box number, apartment number, city, state, and ZIP Code)		Daytime phone number
SECTION B. Third party designee		
Name (last, first, middle initial) Maria Castro		Social Security number last four digits only:
Address (street or P. O. box number, apartment number, city, state, and ZIP Code) 1 UNF Dr, Jacksonville, FL 32224		Daytime phone number 904-620-2750
Relation to student		E-mail address maria.castro@unf.edu
Please check one or more of the boxes below to grant authorization to different types of information and student account records:		
<input checked="" type="checkbox"/> Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information <input type="checkbox"/> Billing statements, charges, credits, payments, past due amounts, and/or collection activity <input type="checkbox"/> Access to student records maintained by Enrollment Services, including all of the above examples <input type="checkbox"/> Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status University-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity		
SECTION C. Certification		
I authorize the above third party, named in Section B, to access the above indicated student record and/or account information. This authorization does not permit the third party to make any changes.		
Student's signature:		Date

Appointee Acknowledgement and Release

Due the Tuesday before R&O interview by 5 PM to the Rotunda front desk

I understand that the Family Educational Rights and Privacy Act of 1974 ("FERPA"), popularly known as the Buckley Amendment, and state law protect the privacy of student education records.

I also acknowledge that UNF's Student Government operates in the "sunshine" as contemplated by Florida's Government-in-the-Sunshine laws, particularly chapters 119 and 286, Florida Statutes. Under chapter 119, Florida Statutes, the "public records law", all records related to the "transaction of Student Government business" whether in writing, recorded, photographed, sent via email, text or otherwise created and/or produced, regardless of format, are public records and subject to inspection pursuant to Florida law. As such, I acknowledge and agree that records regarding my participation as an elected or appointed official in a branch of UNF's Student Government, other than those specifically related to my academic record (e.g., institutional grade point average, etc.), employment or other confidential student record(s) unrelated to Student Government service are public record and subject to inspection by third parties. Under section 286.011, the "open meetings law", meetings of the legislature are open to the public and all procedural requirements regarding legislative meetings (e.g. -- reasonable notice, open to the public, the taking of notes and the voting of all legislative members must be recorded). Meetings of the executive staff and judiciary are not subject to section 286.011, Florida Statutes.

By signing below, I acknowledge that I understand the above and if requested any public records, broadly defined as those regarding the "transaction of UNF business" related to my participation in or service to UNF's Student Government must be compiled and provided to my Student Government manager for release to any requestor. Further, I acknowledge and agree that my service as a member of Student Government is conditioned on my compliance with Florida's public records law and the open meetings law, where applicable. I also acknowledge if I have questions regarding my rights to student confidentiality while participating in Student Government, I have had the opportunity to ask questions of the appropriate University representatives so that I have been able to make an informed decision before participating in Student Government and executing this Acknowledgment.

This Acknowledgment shall be valid for the **2025 to 2026** academic year (including applicable summer semesters) and a new Acknowledgment must be executed at the beginning of the fall semester for each academic year. In the event I opt not to participate in Student Government and my relationship with Student Government terminates prior to the expiration of my elected or appointed term, only records regarding my participation in Student Government during the time I served in my elected or appointed position will be subject to disclosure under Florida's government-in-the-sunshine law.

Print student's full legal name

Date

N-Number: N _____

Signature: _____

Required Meetings

Due the Tuesday before R&O interview by 5 PM to the Rotunda front desk

Appointee Name _____

To be considered for Legislative appointment, you must meet with the following members of the Legislative Cabinet to introduce yourself and to discuss your goals in being appointed to the Senate, as well as to gain insight into each position. These meetings are your opportunity to ask any questions about Student Government, Senate, policies and procedures, or any other topics or concerns.

Signature of Senate President

Date

Signature of Senate President Pro-Tempore

Date

Signature of SG Assistant Director

Date

Student Response Requirement

Due the Tuesday before R&O interview by 5 PM to the Rotunda front desk

Appointee Name _____

To be considered for Legislative appointment, you must poll 30 students other than yourself and any member of Student Government and obtain their printed name, signature, and N Number. You have the option to poll an additional 5 students if some signatures are false, redundant, or not from currently enrolled students. This is highly recommended. Record your answers in the boxes provided and encourage comments. Also have the students provide their information on the following page (page 8). Tally the responses in the applicable box.

Are you aware that Student Government meetings are open to the public? If so, do you know how to attend those meetings?

Yes	No	Comments

Do you have a favorite Student Government sponsored event/initiative? If so, what is it?

Yes	No	Comments

Have you felt recent Osprey Voice surveys have been relevant to your experiences as a student? What future Osprey Voice topic would you like to see?

Yes	No	Comments



Student Response Requirement

Due the Tuesday before R&O interview by 5 PM to the Rotunda front desk

Appointee Name _____

By signing below, I affirm that I am a registered student at UNF and that I have answered the preceding questions.

Printed Name

Signature

N Number

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Essay

Due the Tuesday before R&O interview by 5 PM to the Rotunda front desk

Using 500 words or less you are asked to respond to the following prompt honestly and to the best of your ability. Your answer will be considered during your interview with the Rules and Oversight Committee. Please turn in a typed version of your response. Your essay must meet the following requirements:

- No more than 500 words or less than one page (whichever is shorter)
- Times New Roman 12-point font with double spacing

Please explain why you want to join Senate, and what it was that attracted you to Student Government. Additionally, what strengths do you feel you would bring to the position?

Required Attendance

Appointee Name _____

Due the Tuesday after committee meetings by 5 PM to the Rotunda front desk

To be considered for Legislative appointment, you must announce yourself at one (1) Senate meeting, attend one (1) R&O meeting—your interview with the Committee—and one (1) additional Legislative Committee meeting that best suit your interests. Obtain each Chair's signature on this page after their respective meetings.

Date of Senate Meeting Attendance: _____

Signature of Senate President

Date

Date of R&O Meeting Attendance: _____

Signature of Senate President Pro-Tempore

Date

Date of _____ Committee Attendance: _____

Signature of _____ Chair

Date