



## Elected Board Application Fall 2021

### INSTRUCTIONS

Please attach your **current résumé** and **Fall 2021 schedule** with this application (class, work, other extracurricular activities). All executive board members must be able to accommodate executive board meetings (EBMs) and general body meetings (GBMS) in their Monday night schedules unless this is later changed by the **Fall 2021** Executive Board.

Applications are due **no later than Wednesday, April 14th at 11:59 PM PST. NO EXCEPTIONS.** Please send this document with all supplemental materials to President ([president.apousc@gmail.com](mailto:president.apousc@gmail.com)) and cc Seargent-at-Arms ([seargentatarms@gmail.com](mailto:seargentatarms@gmail.com)) and Webmaster ([webmaster.apousc@gmail.com](mailto:webmaster.apousc@gmail.com)).

***Election Day:*** Candidates for President and New Member Educator will have 3 minutes to give their speeches. Candidates for all other positions will have 2 minutes.

You may present **1 slide per position** you run for at the time of your speech. If you are running all or nothing for a co position, you may share a speech with your running mate and have **up to 2 slides**. If you are not running all or nothing, you must have a separate speech and slide. Slides are due **no later than Wednesday, April 14th at 11:59 PM PST** to President ([president.apousc@gmail.com](mailto:president.apousc@gmail.com)). No changes to your slide(s) may be made after this date. You will not be allowed to pass out additional materials or papers during your speech.

### PART I: GENERAL INFORMATION

Name: Shania Wang

School Year (Grade): Sophomore

New Member Class (Semester & Year): Alpha Pi (Spring 2020)

Major(s): Economics, Human Biology

Minor(s): Health Care Studies  
E-mail(s): [shaniawa@usc.edu](mailto:shaniawa@usc.edu)  
Phone Number(s): (408) 722-8811

**Please mark which elected position(s) you are running for with an X:**

- ☐ President (1)
- ☐ Pledgemaster AKA New Member Educator (1)
- ☒ Co-VP of Finance (2)
- ☐ Co-VP of Membership (2)
- ☐ Diversity & Inclusion Chair (1)
- ☐ Intechapter Chair (1)
- ☐ VP of Communications (1)
- ☐ VP of Fellowship (1)
- ☐ VP of Service (1)

Name of person you are running with (leave blank if no running partners): Michelle Ramos  
Are you running all or nothing (leave blank if not applicable): Yes

*\* A list of officer descriptions can be found in our [Chapter Bylaws](#) on the APO website.*

## **PART II: SHORT ANSWER QUESTIONS**

### **1. Why do you want the position(s) you are running for? Why are you the best candidate for the position(s) you selected?**

Finances are a crucial part of APO, allowing many of the events and traditions that we as a chapter value. However, finances also present themselves as a barrier for many individuals. I remember attending an Info Session back in Spring 2020—while learning about the dues associated with APO, several people around me looked visibly concerned and hesitant about pursuing APO. COVID-19 further exacerbated many people's financial situations. In light of these concerns, I would like to become the Co-VP of Finance to make APO a more financially reasonable option for as many people as possible.

Furthermore, despite the amazing work accomplished by past Co-VPs of Finance, I have noticed several issues as well. For instance, there appears to be a disconnect between ExComm and the rest of APO regarding the state of our budget. When I speak to fellow actives, many people are unaware how their dues are allocated. In a lot of ways, there is also a lack of transparency and communication—for instance, despite the successes of our Alpha Pi Bingo Fundraiser last year, most individuals I have spoken to are unaware of where the money has gone or how the money will be used. Another concern I have is that our financial activities have largely been stagnant for the past few semesters. Although events such as APiEO, APOker, and

Assassins are widely successful and well-received, I believe that we should continue to explore and expand. With a new, creative perspective, I have many new initiatives that I hope to implement, which I believe can help our chapter grow tremendously. Altogether, in the realm of finance, APO has a lot of room for improvement, and I believe that I have the skillset to implement those changes.

By combining my past experiences with my characteristics as a leader and worker, I know that I can effectively make a difference in helping our chapter grow. As an individual, I am extremely dedicated and detail-oriented. I hope to bring these traits to this position, which is one that requires good organization skills, in order to manage the microscopic aspects of our budget. I also am extremely flexible and work well with other people. I know I can successfully help our chapter pivot to any situation that may arise next semester due to COVID-19, and I am prepared to be adaptable and open-minded to any problems that may occur. Additionally, the Co-VP of Finance must work closely with every other ExComm member to consider their needs—I believe that my empathy and strong communication skills will allow me to collaborate well with everyone else. I also come with a lot of passion for APO as an organization and will commit to always working for the best of our chapter. Finally, I possess a lot of past fundraising experiences, from both high school and college. Beyond working in organized leadership positions such as Fundraising Coordinator and Treasurer for student organizations at both the high school and college level, I have pursued fundraising efforts for personal reasons as well. For instance, during the Black Lives Matter movement's resurgence, I succeeded in raising nearly \$2,000 and organized corporate donors to match the donations, resulting in almost \$5,000 raised. I believe that this intersection of my talents and abilities with my prior experiences make me the best candidate possible for Co-VP of Finance.

Overall, by running for the position of Co-VP of Finance, I hope to have an opportunity to serve the chapter to the best of my ability and introduce long-lasting improvements. In doing so, I hope to make the APO experience a positive one for everyone, not just now but also for years to come. Aside from the aforementioned traits

## **2. What is your vision for APO and what are your goals for the position(s)?**

APO's past Co-VPs of Finance have done a commendable job with upholding the financial backings of our chapter. I hope to build upon their successes while implementing new ideas to allow the position to achieve new heights. Thus, I hope to accomplish the following goals as Co-VP of Finance:

- Increase transparency and communication.
  - A crucial aspect of handling finances for a student organization is transparency, as this is fundamental to understanding the cost of our dues and why we are fundraising. I believe that there is much to improve in how we communicate our expenses so that members can clearly know where their dues and fundraised money are going. This can come in the form of monthly budget presentations

covering a summary each month's transactions, an update on our fundraising progress, and the state of our budget.

- Revitalize fundraising efforts.
  - There are a number of fundraising ideas, new and traditional, I would like to implement next semester that are feasible online and in-person. Due to the misfortune of going online, many of these ideas have not been a part of APO in over a year. No matter the circumstances of next semester, I aim to execute a full program of fun and enjoyable fundraising efforts and push for a diverse set of opportunities in which our members can earn fundraising points.
- Establish external partnerships.
  - For the most part, our management of funds has been primarily internal. We receive the vast majority of our money from membership dues and fundraisers that are attended largely by APO itself. I would love to utilize the larger community to a greater extent and incorporate external sources more in our fundraising efforts. Specifically, I plan to form partnerships with local businesses around USC and explore funding opportunities from USG and National APO.
- Introduce philanthropic initiatives.
  - I believe that as a service organization, APO can always expand and identify new ways to best assist the communities we serve. Most non-profit organizations struggle with their financial backing; yet, philanthropy through the form of monetary donations is often the best solution to target root problems, achieving the maximum impact possible. Thus, I would love to work with the VP of Service and Co-Philanthropy Chairs to allocate a portion of our fundraising efforts toward charitable organizations.
- Improve the existing resource database for both actives and pledges.
  - Each semester, new Co-VPs of Finance and Pledge Fundraising Co-Chairs are elected and must learn the fundamentals of handling the finances of APO. From what I've heard when speaking to holders of these positions, the transition to doing this can be much smoother. If Co-VP of Finance, I aim to renovate the resource database for my successors and future Pledge Fundraising Co-Chairs so that they may benefit from an organized and centralized place holding resources for their positions' responsibilities.
- Encourage accessibility to and participation in finance efforts.
  - For many individuals at USC, money is a recurring issue they face, preventing them from engaging with student organizations like APO due to the high upfront dues. Furthermore, beyond dues, our members often face struggles with finishing their Fundraising Point requirements due to an implicit expectation to contribute financially in order to complete their points. I want to address such problems by improving opportunities for all students, regardless of socioeconomic status, to

have the ability to financially afford USC and remove the monetary barriers to participating in fundraising efforts.

In addition to these new initiatives for the Finance position, I promise to uphold the previously expected duties and responsibilities. The role includes certain obligations that have been dictated in the Bylaws but are no longer being carried out—I plan to reintroduce these responsibilities to maintain accountability. From organizing fundraising activities to paying dues to Nationals, I will assume all responsibilities expected of me and carry them out diligently.

**3. What new ideas can you bring to the position and organization as a whole? Please provide examples.**

To accomplish the above visions and goals, I would like to pursue the following new ideas:

- *New Fundraising Ideas*
  - There are several new fundraising ideas I hope to implement in the fall semester if elected Co-VP of Finance. Examples include sending study care packages during final exam season, buying food from vendors outside of the “Fryft Zone” and re-selling/delivering on campus, having sticker sales, and making Thankful Grams around Thanksgiving. While some of these ideas are new, they will not take away from the fundraising traditions APO members know and love. If all viable within the guidelines of next semester’s COVID-safety guidelines, I plan to maintain our long-established fundraisers: APieO, Assassins, APOker, and Auction. Although the circumstances for Fall 2021 are fairly uncertain because of the pandemic, I affirm that several of these ideas—like the study care packages, sticker fundraisers, thankful grams, auction, and APOker—are feasible for a hybrid/online semester.
- *Monthly Budget Presentations*
  - As part of my goal to better the transparency and communication regarding APO’s funds, I plan to create monthly budget presentations. Covered in these presentations is a recap of completed Venmo and bank account transactions and progress in our fundraising efforts from the past month. Along with a summary of the transactions, there will also be an organized outline of what activities are to be budgeted for and our upcoming fundraising events. By giving these monthly budget presentations, I hope to provide increased transparency in the standing of APO’s finances and where our funds are being allocated. A brief overview of these presentations will take place at EBMs and GBMs, along with being sent to our members in the newsletter.
- *Service Grants and USG Funding*
  - I would like to apply for external funding from National APO and USG. Recently, our chapter began applying for and receiving grants from National APO, such as the Youth Service Grant and Service Innovation Grant. However, the process for

this application was coordinated largely by the President and was decentralized. Considering the relevance of finance, I would like to play a larger role in submitting these applications and organize the processes to maximize efficiency and collaboration. Furthermore, I hope to secure USG funding for some of our larger projects, such as KEDS. Specifically, I believe that we may be able to qualify for USG's Philanthropy Fund and Leadership Fund.

- *Fundraising for Non-Profit Organizations*
  - One of my aforementioned goals involved raising money for charitable causes beyond APO. I would love to partner with the VP of Service and Co-Philanthropy Chairs to organize fundraising efforts and donate most, if not all, of the money raised to a non-profit organization. For instance, we had previously accomplished this goal last year with the Black Lives Matter movement, and I also succeeded in raising money for COVID-19 relief groups during my pledge class's Bingo Fundraiser. The organization can be one that is voted upon by the entire APO community.
- *Sponsorships from Local USC Businesses*
  - For the benefit of our members, I would like to introduce sponsorships with local businesses. Several student organizations at USC have partnerships with local USC restaurants and shops, like Pot of Cha and Factory Tea Bar, offering discounts to their dues-paying members. Since our dues are quite costly and our requirements are plenty, I believe that APO members deserve this added benefit to their membership. By partnering with local businesses, we can both support the community and treat our members for their involvement in APO. I hope to learn from other student organizations and implement similar processes to contact local businesses. We can also utilize these partnerships when trying to raise funds for the chapter.
- *Tier System*
  - I would love to offer an opportunity for active members to receive a discount on their dues for their consistent participation. This tier/reward system would involve giving members a portion of their dues back for their dedication to fundraising efforts. For instance, if someone was to triple their Fundraising Points requirement or attend 90% of Fundraising Committee meetings, they can be eligible to receive 10% of their dues back at the end of the semester. The exact details of this system will be fleshed out fully if the APO community believes this idea to be a worthwhile venture. However, as a whole, I would love to simultaneously make APO more financially accessible for our members and express my appreciation for those that help with fundraising.
- *Expanded Financial Aid Program*
  - The financial aid program was recently implemented in the Fall 2020 semester, and the Spring 2021 semester was the first time that the process was carried out.

After speaking to the current Co-VPs of Finance, Lindsey and Felicia, I was able to better understand some of the problems that arose. For instance, I would like to incorporate anonymity in the responses from applicants to keep the process as objective as possible while being respectful towards the privacy of others. I also would like to open applications for a Financial Aid Committee in order to have a variety of representatives participate in the decision-making process, which will allow for more transparency, accountability, and flexibility. Finally, I hope to account for a potentially in-person semester, which typically involves higher dues and may thus increase the number of applicants, by adding more nuances to the application process as I prepare for the semester.

- *Improved Budget Spreadsheets*

- Based on my participation in APO for the past few semesters, I noticed that although we create a thorough budget spreadsheet prior to each semester, it is rarely updated during the semester itself. The lack of updated records causes finances to be a mystery to the chapter, which is a huge inconvenience for our operations—for instance, even now, most people do not know what happened to the Alpha Pi fundraiser money. Beyond updating the budget spreadsheet regularly throughout the semester for everyone to be aware of our budget, I would like to parse through past semesters and ascertain that all transactions from both the Venmo and Credit Union account have been itemized and accounted for. Doing so can also help with creating a breakdown of the allocation of dues for the upcoming semester.

- *Venmo Ownership*

- Currently, there is an issue with the APO Venmo account where, without a verified phone number attached to it, APO does not have full ownership of the account. Without full ownership, our actions are limited; we cannot send or request payments and funds cannot be transferred to our bank account. Furthermore, this barrier has prevented previous people in this position from smoothly transferring financial access, as was seen with the beginning of this semester. Given that dues are all sent to the Venmo, this is clearly a problem that must be solved before we push for more fundraising efforts and accept next semester's dues. There is a hefty sum of funds sitting in our Venmo, and I plan to devise a method in which we can have full access to them and can utilize them for future budgeting before the next semester begins.

- *Streamlined Communication Channels*

- In order to improve the communication regarding budgets and fundraising efforts, I have plans to revise the ways in which the Co-VPs of Finance communicate with members and pledges. One way in which I would like to do this is by creating a fundraising calendar by the beginning of the semester. This calendar will outline the deadlines for dues and financial aid, along with ideal dates for all

the fundraisers I'm driven to pursue. By planning this calendar, I hope to provide members with clear expectations for opportunities to gain fundraising points. I would also like to better the communication during Fundraising Committee meetings. For these meetings, I would establish agendas that break down how to execute fundraisers, explain APO's financial sheets, and have fundraiser-brainstorming sessions so I can best help the new members with how they can execute their fundraisers.

Regardless of what ends up happening with COVID-19 restrictions for the upcoming semester, I plan to create contingency plans and explore versions of these ideas that will work for an in-person, virtual, or hybrid experience. In addition to these ideas, I am also more than open and willing to listen to the suggestions of anyone in the chapter! At the end of the day, I want to serve all of you, so your thoughts and opinions would be my first priority.

**4. What relevant experience, if any, have you had working in committees or other organizations for the position(s) you are running for? Please be specific.**

As a member of ExComm for the past two semesters, I have been able to comprehend APO's behind-the-scenes operations and successfully proven myself as a dedicated officer. As the VP of Communications this semester, I introduced a variety of new initiatives, including hosting Instagram Takeovers and creating advocacy posts. I also improved our spotlights for both ExComm and service partners, created aesthetically pleasing newsletters, and centralized communication channels more. Furthermore, by taking notes at every meeting and working with every other position to best understand the current situation of our chapter, I was able to really understand a lot of different chapter functions. Having this information is incredibly important for the Co-VP of Finance role since I would need to account for every position's responsibilities while budgeting. Furthermore, as Alumni Liaison last semester, I successfully introduced the Alumni Mentorship Program, which has been further expanded upon this semester. I also completely updated our alumni database and networking spreadsheet, which highlights my ability to manage large datasets and illustrates my perseverance and dedication. This past ExComm experience showcases my ability to seek more than the status quo. I plan to bring this same enthusiasm and motivation to the Finance role in order to revitalize our chapter's financial operations.

Outside of APO, I've been able to better understand the administrative components of finances at USC through my position as Treasurer in AMWA (American Medical Women's Association). This role introduced me to the USG funding applications and familiarized me with managing the Credit Union. Furthermore, in Global Medical Brigades, I was the Fundraising Coordinator this past year. Even though we did not end up holding organized fundraisers due to COVID-19, I still was able to learn more about the duties and processes associated with this position. Throughout high school, I also held a variety of positions that allowed me to work with finances. Most notably, in Student Council, I raised over \$10,000, the largest amount of any



previous class. I also spearheaded philanthropic initiatives like our Disaster Relief Fundraiser, which successfully raised over \$2,000 to help towards the devastating wildfires and hurricanes of 2017. These fundraising experiences have provided me with the insight and knowledge, from initial planning to final execution, that I can apply towards APO.

Finally, through other leadership positions, such as being the Director of Operations for Health Sciences Education Program or the Chair of Trojan Scholars Society, I have become more capable as a leader. These roles have allowed me to develop my skills to be creative, hardworking, organized, and diligent in everything that I do. I also consider myself to be a very empathetic and open person, so at the end of the day, I really hope to be of service to the chapter and prioritize the needs of our community. Overall, I plan to bring my qualities as a leader, thinker, and communicator to the role of Co-VP of Finance.

**5. What other time commitments will you have next semester (i.e. other student organizations, work, research, etc.)? How do you plan to balance APO executive board duties with those commitments?**

Outside of APO, my other commitments include the Admission Center, Supplemental Instruction, Trojan Scholars Society, Health Sciences Education Program, and research. Although these involvements may seem significant, I have successfully balanced APO and other responsibilities for the past two semesters. This schedule is similar to the responsibilities I had in the past, and I successfully upheld my responsibilities in APO while maintaining my grades. Furthermore, my academic classes will be less stressful next semester compared to my previous semesters, so I actually have more flexibility with my schedule that I can use to dedicate towards APO.

In general, I consider time management to be one of my strengths. To stay on top of my various responsibilities, I use a variety of applications such as Google Calendar and Todoist and have successfully created a system that works for me. By applying such organizational skills next semester, I know I will excel in my APO obligations. Just as I have shown these past few semesters, I plan to continue prioritizing APO and keeping the chapter's best interests foremost.

***Don't forget to attach your résumé and schedule!***

Thank you for taking the time to apply for APO's elected board. You will be contacted shortly after the submission deadline with more information about elections. If you have any questions or concerns, feel free to email [president.apousc@gmail.com](mailto:president.apousc@gmail.com).