

UPB Classroom Presentation!!!

This sheet provides suggestions and guidelines for presenting to a class about the UPB... Not rules! Do not feel the need to read from this sheet verbatim. In fact, spicing up the presentation with your own special stories and anecdotes is going to personify your presentation and make it especially effective!

As long as you are honest and you demonstrate tact, you can steer these tips any way you'd like!

You will also need to adjust this presentation based on the specific needs of the class you are presenting for. Spend some time to get to know your target audience before you present (Are you presenting to an education class or a business class? Is it a gen ed or required for a major? Freshmen vs. senior vs. mixed? etc.). Some faculty may also request that you relate the UPB to their course content (i.e. discuss promotions to a marketing class, highlight how members manage program accounts to an accounting class, etc.) The following script is based on a ten minute general presentation.

General Tip: We highly recommend practicing this presentation (to fellow gBoard members, to yourself, to your roommates, etc.) before you attempt it "live!"

General Tip: Get EXCITED!!! They may forget what we do, and they may forget what you say, but they are far less likely to remember how you make them feel! If you aren't excited, why should they be?!?!

A PowerPoint presentation to supplement this presentation is available on the Member's Page of the UPB website. Feel free to use it, make it your own, or scrap it all together. If you plan on using it, be prepared for technology mishaps. The following script assumes that you use the presentation as is.

General Tip: When you find out how many students you are presenting to, considering bringing some giveaways (if available). Also, print out several copies of the Excel sheet found on the Member's Page for interested students to sign up for more info. Don't forget clipboards and pens! We also recommend filling out the first column on each spreadsheet as an example for the rest of the class.

General Tip: Show up at least five to ten minutes before your presentation. Load up the PowerPoint presentation (if you're using it). Wear your UPB polo and nametag when presenting. Stop on time.

Being Booked as a Speaker

- ✓ An eMail has already been sent to the vast majority of undergraduate faculty.
- ✓ Target your current and former faculty members.
- ✓ Be polite!
- ✓ Avoid comments like, "You know the UPB... It's the reason I was never in class last semester!"
- ✓ Try to tie the UPB in to your specific class, if you think the professor would be more likely to allow you to speak.
- ✓ If you decide to ask your faculty face-to-face, consider sending a follow up eMail with the information and your request.
- ✓ Flattery can be a pretty cool tool (but not for everyone... think about how your professor might respond).
- ✓ Let them know, if it fits into the conversation, that they will automatically be entered into our Very Important Professor contest if they allow you to present (which means they can win free lunch for them and nine of their co-workers).

Sample Ask:

“Hey, Professor Redbird! How are you? ... My break was good. How was your’s? ... So it sounds like it was a pretty cool break then, awesome! I am excited to get back, however. I have some pretty great classes lined up, but I kind of miss our class. That was a pretty fun class! I actually still talk with a lot of the people from that class, we’re grabbing lunch tomorrow. Anyways, I know you’re busy so I’ll get right to the point: Did you happen to get an eMail from Kevin Parkinson over break? He’s the President of the University Program Board. ... You did? Great. Well did you know that I serve on the General Board of the UPB? ... Yeah! It’s pretty fun! And what I wanted to know was if I might be able to present a ten minute presentation about the UPB to one of your classes? I’d really appreciate it, and, if you’d like, I can chat about how the UPB enhances small group communication skills. I know that was a pretty big theme of our class last semester? Plus, for your support, we’ll enter you into our “Very Important Professor” program, and you would be eligible to win free lunch for yourself and nine of your co-workers! ... You would be interested? Great! Do you happen to know off-hand what classes you might be willing to let me speak at? ... Oh, you have a 1PM course on Mondays, Wednesdays, and Fridays? I can totally do that! What date works best for you? ... Next Monday it is! And did you have any requests, such as small group information, that you wanted me to include, or would you like the general ten-minute presentation? ... Sounds great, and just to make sure: You still meet in Fell 123, and is the content of your class still organizational communication? ... And how many students can I expect in your class? ... Well I think I have everything I need! Thank you so much once again for allowing me to do this! I look forward to seeing you on Monday!”

Sample Presentation

PowerPoint on opening slide

“Thank you so much, Professor Redbird! I’m so thankful for this opportunity to present to you. My name is Redbird Moments, and I’m the Chairperson for the Redbird Fun Committee of the UPB here at ISU. How many of you have at least heard of the UPB? ... Great, it seems like almost all of you have. However, we probably do a lot more than most students are aware of, so I’d like to thank you for allowing me to present to you a little bit more about the UPB. I’d be more than happy to entertain any questions you might have about the UPB at the end of this presentation, so be sure to start brainstorming now.”

Progress slide

“So who are we? The University Program Board is one of ISU’s largest and most active registered student organizations on campus.”

Progress slide

“We’re also a unit of the Dean of Students Office, which means we are very privileged to get a lot of support that other student groups might not have. And basically, it’s our job to plan many of the events you see across campus. In a little bit, I’ll give you some examples of programs that we have coming up this semester, but we pretty much handle everything from concerts and comedian like Dane Cook and Kanye West to new hit and classic movies like “The Dark Night” and “Charley and the Chocolate Factory” to speakers like the “Mythbusters” interns and Amy Roloff from “Little People Big World,” and

everything in between. From big events to small events, chances are that if you're bored, we've got plans for you."

Progress slide

"We're also an award winning and regionally recognized programming entity. Here's just some of our highlights: We've won ISU's "Outstanding Social/Entertainment Program of the Year Award" as long as we've been an organization, and this year we were recognized by the National Association for Campus Activities for the "Best Website," and, more importantly, as the "Best Program Board!" That's something to brag about to all your friends who don't go to ISU. It also means that other schools are benchmarking us and copying us because of the quality programs we are presenting. So if you haven't been to one of our programs yet, now will be the time..."

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"That's why "Awesome Programs" is the first reason why you should know who we are. So next time you get a little piece of paper in your mailbox, you may want to look a little closer before you recycle it. A lot of our "regulars" have actually told us that they put our web address, which I'll give to you a little later, in their favorites. That way, whenever they're bored, they can just hit up our site to see what we've got planned for that week. And this semester, we've got some pretty cool things planned. We're continuing with a lot of ISU's favorite events, like Battle Bradley Week, Springfest, Sibling's Weekend, Double Feature Friday where we show you two movies for a buck, or Reggie Nites where we pay for everyone's bowling and billiards plus we have karaoke, an awesome coffeehouse series, and free food. But we've also got some pretty excited new events planned. For example, have you ever heard of the show "Cash Cab?" Well we're bringing it UPB style with "Cash Cart." If you see us with our golf cart patrolling around the quad, make sure to flag us down. Not only will we give a select number of students a ride to your class, but you can also win some pretty sweet prizes by answering some trivia questions. Plus, are there any fans of the musical "Rent" here? Well, we're bringing Anthony Rapp, the main character on both the Broadway and movie versions to speak in Braden. Any athletics fans? We're also bringing Herman Boone, the actual coach portrayed in "Remember the Titans." Any music fans? Stay tuned to hear about the concert we'll be presenting on April 2! Our entire schedule has been published on our website, and we've always got something going on! So check it out! BUT... "Awesome Programs" is one the first reason why you should know who we are."

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"We are also an awesome organization to get involved with. Think about it... These events don't happen by accident. It takes a lot of students to make these events possible, and YOU can become actively involved in planning exciting events like the ones I mentioned!"

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"Joining the UPB is a perfect way for students of any age to give back to your school and community. We know that a lot of freshmen took the fall semester to become acclimated to college life, and now you're looking for more. And upperclassmen? You're looking to puff up that resume and make the most out of your time life at ISU. Either way... the UPB is a great option."

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“The UPB is, indeed, a great chance to add to your resume. Employers are looking for candidates that can balance their academic life with volunteer work like the UPB.”

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“Some of our members actually decide to enter the fields of event planning or student affairs through their work with the UPB, but regardless of your chosen career path you’ll learn a whole slew of leadership skills. The UPB is a student-run organization, so depending on your position, you could have experience balancing a budget, promoting an event, assessing a project, working on a team, and much, much more. Our veteran members, alumni, and staff advisors are always willing to help you articulate the skills you’ve learned to potential employers.”

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“Perhaps even more importantly, you’ll meet some of the most amazing people on campus. I know that since I’ve been on the Board, most of my colleagues have become my closest lifelong friends. You’ll meet a huge diversity of people, and some of the coolest, most fun students at ISU.”

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“In general, you’ll experience Redbird Moments – Those little moments that connect you to something bigger, those little moments that can only be experienced at ISU, and those little moments you’ll be telling your grandchildren about one day. I remember one time, for example, that the UPB hosted a foam party. When we worked out the contract, we had contracted for a sub pump. Somehow the company mistook us for “shop vac.” We didn’t find this out, of course, until ten minutes before the program was supposed to end. So once the program was finished, we were left with a giant inflatable pit of foam bubbles. We all climbed in, neck-deep in foam with recycling containers or any other box that we found across the Bone. We scooped out all the foam and emptied it into the Bone circle drive. It was absolutely crazy, and we were there until 2 in the morning. But it is something I will NEVER forget and something I will cherish forever.”

Progress slide

“The really good news is that joining the UPB is hella easy... We do not require any previous experience, formal interviews, or resumes.”

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“We will never assign you mandatory office hours. You can literally become as involved as you’d like or your schedule allows. We have members that show up to meeting every couple weeks, and we have members that virtually live in the office. It’s really the type of organization that the more you give, the more you get.”

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“And most importantly to us broke college students: We will never charge you mandatory membership dues.”

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“So you may be wondering how to get involved. One of the best suggestions I can give you is to attend our recruitment fair and open house next Thursday at 7PM in the Founder’s Suite in the Bone. You don’t have to attend this fair to join the UPB, but it’s such an easy way to find out exactly what part of the UPB you are most interested in. Plus you’ll get to meet a panel of current UPB members and have all of your questions answered, and we’ll even throw in some free food. So bring some friends or fly solo... You’ll be sure to meet TONS of new people!”

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“I’d also like to briefly point out our website. The web address is on the screen now, but you can also access it by looking up “University Program Board” in the University’s A to Z list of links. There are a few links on the front page of our website that I want to call special attention to.”

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“For example, here you’ll see the “Upcoming Events” link that will show you a calendar of events for the semester. If you’re ever bored, this is the page you want to visit.”

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“We also have a “Get Involved” link if you absolutely positively cannot make it to the Recruitment Fair but are still interested in joining. I cannot stress enough, however, that the Recruitment Fair is the perfect opportunity to explore everything the UPB has to offer to its members.”

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“And finally, I want to call your attention to a link we have where students can learn a little bit more about the UPB’s leadership positions that will be available this semester. These are bigger commitments than serving as general members, but the experiences you will have are absolutely priceless. And check this out: These positions are NOT just reserved for current UPB members! In fact, the past three Directors of Marketing and Promotions of UPB, for example, had absolutely no UPB experience prior to being elected! And that’s a position on our organization’s highest Executive Board! So if you’re potentially looking for a bigger leadership position next year, I would highly encourage you to research some info here.”

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“You can also hit us up on the ‘Book. Is anybody here friends with “Redbird Moments?” ... Awesome!”

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“We’ve also got several groups that you might want to join.”

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“And finally, here’s our contact information. At this time, I’d like to open up the floor to any questions you might have. As you ask your questions, I’ll be passing around a signup sheet if you’d like more information. ... Sounds great! Well it looks like my time is up. I’d really like to thank Professor Redbird once again for allowing me to speak to you all! I really hope you found something here that you liked, and if you ever see me at a UPB event I hope you’ll say hi! Thanks once again, and have a great semester!”