

# MICHIGAN SKYWARD USER GROUP

## Steering Committee Trustee Application

### District Information:

- Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- District Website: \_\_\_\_\_

### Member Information:

- Member Name: \_\_\_\_\_
- Phone & Fax: (P) \_\_\_\_\_ (F) \_\_\_\_\_
- Email Address: \_\_\_\_\_
- District Title/Position: \_\_\_\_\_
- Number of Years using the Skyward Product \_\_\_\_\_

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### Questionnaire (you may submit an additional paper if extra space is needed to answer these questions in full.):

1. Explain your duties in your district:

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2. What software areas are you familiar with & describe your expertise in those areas of the Skyward software:

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3. Why do you want to serve MSUG as a Steering Committee Member?

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4. What skills and positive characteristics do you feel you will bring to the Steering Committee?

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5. Do you have any additional information to offer?

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# MSUG Steering Committee Responsibilities

Please see the Michigan Skyward User Group By-Laws posted on the MSUG website as you further research information on becoming a MSUG Steering Committee Member. Becoming a Steering Committee Member (as a Trustee or Elected Officer) requires 1) you be in attendance at Steering Committee Meetings 4 – 6 times per year (at the least) to discuss and actively participate in Steering Committee business, 2) to discuss and approve enhancement requests as requested by the PCS Committee Chair and 3) attend annual conferences to assist with any reasonable request made by the Conference Committee Chair. This is a commitment of both your time and expense. Do you have the full support and assurance of your immediate supervisor that they are aware of the value of your contribution to the Steering Committee and will grant release time to meet these responsibilities? If yes, then please do the following:

- 1) Complete this form in its entirety, which includes signing and dating the application below.
- 2) Ask your supervisor to complete the Letter of Endorsement below.
- 3) Mail this completed form to the MSUG Secretary at:  
Katy Morrison, MSUG Secretary  
O.E. Dunckel Middle School, Farmington Schools  
32800 Twelve Mile  
Farmington, MI 48334  
(248) 489-3348, [katy.morrison@farmington.k12.mi.us](mailto:katy.morrison@farmington.k12.mi.us)

Incomplete applications will not be accepted or considered.

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## MSUG Steering Committee Letter of Endorsement

I am endorsing \_\_\_\_\_  
to become a member of the MSUG Steering Committee because I feel he/she will be an asset and benefit to the MSUG Steering Committee. I know and understand that if he/she becomes a member of the Steering committee, he/she will be required to attend 4-6 Steering Committee meetings per year as well as attend the MSUG conference once per year. I recognize the value of the Steering Committee's contributions towards our district as well as all Michigan Skyward users.

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Supervisor's Printed Name & Signature

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Supervisor's Printed Title & Phone

Date

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Applicant's Signature

Date

FOR MSUG STEERING COMMITTEE USE ONLY		
Date Postmarked on Envelope:	Confirmation Contact Method & Date:	Received By: