



**ASSOCIATED STUDENTS  
OF HELENA COLLEGE**

**Application for ASHC Business Manager**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

College Program/Degree: \_\_\_\_\_

Please check the correct box next to the Requirements List

Yes | No

Have you been a Helena College student for at least one semester prior to this application?

Have you accumulated at least 12 credits at Helena College?

Do you have a minimum cumulative GPA of 2.5?

Will you be able to maintain a minimum 3 credits per semester workload? (*Summer-Excluded*)

Are you the current club representative for any ASHC sponsored clubs?

Have you taken an English Composition course?  
If not, what English course(s) have you taken? \_\_\_\_\_

Do you have budgeting and accounting experience?  
If yes, please explain. \_\_\_\_\_

Do you have any previous experience in recoding minutes?  
If yes, please explain. \_\_\_\_\_

Are you proficient in Microsoft Word?

Are you proficient in Microsoft Excel?

Please use the reverse side to explain why you should be ASHC Business Manager