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Appendix A:

E-mail Recruitment Letter & Flyer



\$

Organization Presidents:

**Could your organization use some extra cash?** Do you have members who would be interested in learning areas of strengths and weaknesses that can help them be successful beyond college?

If you answered “yes” to any of these questions or if you are just willing to volunteer, I would appreciate your help!

I am conducting a research project this Fall that will assess the **personality characteristics** of organizational leaders and members in three types of organizations. Since your organization has been identified as meeting preliminary criteria for the study, I am asking that you pass this opportunity on to your organization members. People who are willing to participate will be asked to complete a questionnaire and it should take no more than 45 minutes to complete.

Volunteers must be one of the following: either a leader (someone who holds an executive position) or a member (someone who is involved, but does not hold a formal position) within the specified organization. Participants must be between 18-22 years of age. Organizations with two leaders and two members who complete the assessment will be entered into a drawing for \$100. Furthermore, volunteers will have the opportunity to have the results of their individual assessment explained to them. Organizations are encouraged to have an equal representation of men and women to participate.

Interested parties should contact me by no later than November 26, 2001. Thank you in advance for getting the word out to your membership and if you have further questions please feel free to call me.

Heidi Scheusner

Contact Info: 231-5552 or by e-mail: [hscheusn@vt.edu](mailto:hscheusn@vt.edu)



Appendix B:  
Pre-screening Protocol

## Pre-screening Protocol

1. Participant ID # \_\_\_\_\_

2. Participant Name: \_\_\_\_\_

3. What Organization are you a member of? \_\_\_\_\_

4. Male \_\_\_\_\_ or Female \_\_\_\_\_ Age: \_\_\_\_\_

5. Do you hold an office within the organization? \_\_\_\_\_

6. If YES: What position do you hold? \_\_\_\_\_

7. If NO: Do you attend meetings/events sponsored by the organization? \_\_\_\_\_

8. *Purpose of study is explained:* I am conducting a research project this Fall that will assess the personality characteristics of organizational leaders and members in three types of organizations. Volunteers must be one of the following: either a leader (someone who holds an executive position) or a member (someone who is involved, but does not hold a formal position) within the specified organization. Organizations with two leaders and two members who complete the assessment will be entered into a drawing for \$100. Furthermore, volunteers will have the opportunity to have the results of their individual assessment explained to them.

9. *Obligation of participant explained:* Your obligation, if you choose to participate, will be to arrive at a designated assessment session and complete the EQ-i in its entirety. The assessment will take between 40-60 minutes. You may also choose to have the results of your assessment explained to you at a later date, but this is not required.

10. *Distribution of incentive explained:* If two leaders and two members from your organization complete the assessment instrument, your organization will be entered into a drawing for \$100 to spend as your organization wishes. The drawing will take place by no later than December 12, 2001 and the winning organization will be contacted by no later than December 14, 2001. It will be the responsibility of the organization president to claim the money award by December 20, 2001.

11. Are you still interested in participating in the study?  Yes  No

12. Participant Phone: \_\_\_\_\_

13. Participant E-mail: \_\_\_\_\_

14. Date/Time for Assessment:  Tuesday, Nov. 27 @ 10 am - 1 pm (219 Squires)

Thursday, Nov. 29 @ 4 - 7 pm (232 Squires)  Friday, Nov. 30 @ 9 am - noon (219

Squires)  Wednesday, Dec. 5 @ 4-7:30 pm (232 Squires)

Appendix C  
Copy of the Instrument

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For further information contact Multi-Health Systems,  
908 Niagara Falls Blvd., North Tonawanda, NY 14120-2060

## Heidi K. Scheusner

### Education

**M.A. Ed. Higher Education and Student Affairs**, Virginia Polytechnic Institute and State University, May 2002.  
Thesis: "Emotional Intelligence Among Leaders and Members of Campus Organizations."

**B.S. Mass Communications**, emphasis in public relations, Moorhead State University, 1996.

### Student Affairs Experience

**Student Activities Graduate Advisor**, August 2000 - present  
*Office of Program Advising and Student Entertainment, Virginia Tech*

### **Graduate Internships**

*Office of Leadership Development, Virginia Tech, Fall 2001*

*Greek Life Office, Virginia Tech, Spring 2001*

**Graduate Student Advisor**, May 2001 - August 2001  
*Minority Academic Opportunities Program, Virginia Tech*

**Residence Hall Director**, January 1999 - June 2000  
*Office of Residential Services, State University of New York-Cortland*

**Assistant Area Coordinator**, August 1996 - February 1998

### Presentations

- ▲ "EQ and You." NACA National Conference, Indianapolis, IN, Spring, 2002.
- ▲ "Building Community." NACA National Conference, Leadership Institute, Indianapolis, IN, Spring, 2002.
- ▲ "Supervising a GA: The Toughest Job You'll Ever Love." NACA Southeast Regional Conference, Birmingham, AL, Fall 2001.
- ▲ "Sink or Swim? Encouraging Student Staff to Excel." Leadership Conference, Cortland, NY, Spring 2000; CSPA Conference, Silver Bay, NY, Fall 1999.
- ▲ "Work Ethic?!?!?" Area program, University of Memphis, Fall 1997.
- ▲ "Effective Leadership." NRHH Leadership Conference, University of Memphis, Fall 1997.
- ▲ "Meeting Management." NRHH Leadership Conference, University of Memphis, Fall 1997.
- ▲ Host Committee for TACUHO Conference, Memphis, TN, Fall 1996.

### Professional Associations

- ▲ Member of National Association for Campus Activities, 2000 – current
- ▲ Associate Member Registration Chair, South Regional NACA Conference, 2002
- ▲ Member of Virginia Tech Association for Student Development, 2000 - current
- ▲ Public Four-Year College Director, Virginia College Personnel Association, 2001 - current
- ▲ Member of Omicron Delta Kappa, 2002