



Claude Moore Community Builders
2011 Program Application

Due: May 10, 2011

Have questions?

Contact Danielle at:

Email: cmcb.loudouncares@gmail.com

Phone: (703) 966-3478

Claude Moore Community Builders
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Thank you for your interest in the Claude Moore Community Builders program!

This will be the fifth year for Loudoun Cares' Claude Moore Community Builders Program. The purpose of the CMCB program is to pair high school aged students from Loudoun County, seeking meaningful volunteer opportunities with local nonprofits in need volunteers. This program runs between May 2011 and March 2012. We are seeking reliable, dedicated and motivated teen volunteers. *If selected* for this program, you will be placed with a local nonprofit organization and given assignments that are professional in nature and compatible with your personal and/or academic interests. You also will have the opportunity to work with other Community Builders at a variety of group service and curriculum days.

The program eligibility requirements are:

- You must be a rising sophomore, junior or senior high school (public, private or homeschooled) student who resides in Loudoun County.
- Answer the application questions completely and honestly so we can get to know you as a student and volunteer.
- Provide us with a tentative schedule of your activities that may conflict with the program dates.
- Get a recommendation from a teacher, guidance counselor or school official.
- Get a parent or guardian's signature on the permission form; ensure they are aware of the program's required commitment.

Mail the completed application, the teacher recommendation and the parent/guardian permission form to the following address:

Claude Moore Community Builders
Loudoun Cares
P.O. Box 83
Leesburg, VA 20178

[All applications must be postmarked by May 10, 2011.](#)

Please read through the requirements and expectations of the program before completing this application. By submitting this application you acknowledge that you agree to and understand all of the program requirements.

If you have any questions about the program, please contact Danielle Gaquin, Program Manager, at cmcb.loudouncares@gmail.com or call (703) 966-3478.

Requirements & Expectations of the Program

In order to participate in the Claude Moore Community Builder's program you will need to devote a **significant** amount of time volunteering at a local nonprofit organization and attending community service events.

Please review the calendar of required events and consider your schedule, job, athletic, academic, and all other commitments. On the application, you will be required to list any date conflicts as well your anticipated schedule from May 2011-March 2012.

Please note: there are a limited number of slots available for the program. **Submission of an application does not guarantee acceptance.** If selected you will be required to participate in the following:

INDIVIDUAL NONPROFIT PLACEMENT (50 HOURS)

Based on what causes you are interested in, what you want to study in college, what careers interest you, as well as your schedule/availability, we will *attempt* to place you with a local nonprofit that needs someone with your skills. You will work with the staff at the organization to develop a schedule for completing your placement hours; you are required to complete a minimum of fifty (50) service hours within approximately ten (10) months. *Please note that **some** placements can be completed over the course of the summer, but the **majority** of placements will carry over into the fall and winter months.*

COMMUNITY SERVICE AT SPECIAL EVENTS (30 HOURS)

You and the other Community Builders will volunteer at five or more community service events. Examples of previous Community Service Days include: Keep Loudoun Beautiful, Make a Difference Day, the Alternative Gift Fair, Heritage Farms events, YMCA 10K/20K and many others. Please note while there are service days that require 100% participation by the students, there will be extra opportunities presented throughout the duration of the program. A minimum of thirty (30) service hours will need to be completed, however most students find themselves completing many more.

CURRICULUM DAYS (12 HOURS)

There are three Curriculum Days scheduled throughout the program; the topics and activities covered will vary but may include, leadership, team development, and communications. Two of these days will last three (3) hours and one is schedule to last six (6) hours. **Please check your schedule to ensure that you will be able to attend; you may not miss more than one Curriculum Day if you wish to graduate from the program.**

PROGRAM ORIENTATION (4 HOURS)

Once accepted you must attend the Program Orientation; if you cannot attend the **June 11, 2011** Orientation you will not be able to participate in the program. The day will last from 8:30-11:00 and will include the following: a meeting with all teens and at least one parent or guardian, a chance to meet the other teens, review of the program format and expectations, icebreaker activities and more. ***Program Orientation is mandatory.***

CURRENT EVENTS & SERVICE BLOGS (4 HOURS)

Students are expected to complete a minimum of eight (8) blog submissions, with each blog counting for one half hour of the students' overall hours. There will be multiple opportunities to submit your blog posts;

typically, a discussion topic is posted after each group service or curriculum day. These blogs are to be reflective tools for the students as well as a chance for the staff to review their progress in the program. These blogs are to be no less than two paragraphs of approximately four-five sentences each. *Students must complete a minimum of eight blog submissions in order to graduate.*

MINIMUM NUMBER OF HOURS REQUIRED

Individual Nonprofit Placement	50 hours
Community Service at Special Events	30 hours
Curriculum Days	12 hours
Program Orientation	4 hours
Blog Submissions	4 hours
<i>TOTAL</i>	<i>100 hours</i>

Please understand that you will be required to complete the minimum number of hours in order to graduate from the program.

CALENDAR OF EVENTS

Please note: You and your parents should review your schedule along with this calendar and determine whether or not you have the time to participate in the program completely. If your schedule is too busy to make the vast majority of these events, we ask that you seriously consider whether or not you can make the commitment to the program while maintaining your other activities.

2011	
May 10	Application materials due to Loudoun Cares
May (various dates)	Interviews scheduled with program applicants
June 1	Applicants notified of acceptance to program
June 11	Orientation Day (8:30-11:00)
July 16	Community Service Day 1
August 6	Community Service Day 2
September 10	Curriculum Day 1: Team Building (All day event)
October 15	Community Service Day 3
November 12	Curriculum Day 2: Effective Communication
December 10	Community Service Day 4
2012	
January 14	Community Service Day 5
February 11	Curriculum Day 3: Wrap Up and Evaluation Day
March 10	Graduation Breakfast Ceremony

We will do our best to stick to this schedule, however please realize that these events are subject to change based upon changes in weather and the availability of volunteer opportunities in the community.

Claude Moore Community Builders Application, 2011

Name:	
Address:	
Gender:	
Telephone:	E-Mail:
Age:	Current Grade Level: Grade Level in Fall '11:
Parent/Guardian Name:	
Telephone:	E-mail:

What school do you attend?												
What is your GPA?												
What are your two favorite classes/subjects?												
Please list any service-oriented clubs or groups you are currently affiliated with (example: Girl Scouts, Key Club, Boy Scouts, Youth Group)												
Are you employed? If yes, where? How often do you work per week?												
Please list any previous volunteer experience:												
<table border="1"> <thead> <tr> <th align="center">Agency/Location and Date(s)</th> <th align="center">Description</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Agency/Location and Date(s)	Description										
Agency/Location and Date(s)	Description											
Do you have experience working in a group or team environment? If yes, describe the situation.												
5												



Do you think service to your community is important? Why or why not?

What do you think you will major in when you go to college and/or what career will you pursue? Why?

Do you have any hobbies or interests that you think will help us get to know you better?

Why should you be accepted into the Claude Moore Community Builders program?

What are the **top four** types of placements you would want to work in?

Animal Shelter

Museum or historic setting

Camp for children

Work on environmental issues

School for special needs students

Working with individuals with disabilities

Athletic Setting

Theater or music setting

Child literacy

Other, please list: _____

Time Commitments, May 2011-March 2012

Please list all conflicts and/or commitments that you will have throughout the duration of this program. For instance, if you are working during the summer and running cross-country in the fall, list those activities, the approximate time commitment, and exact dates that you know at this time. Please also list any family vacations or college visits you have planned. Use more space if you need it.

Event	Date(s)	Time Commitment

Letter of Recommendation Instructions

In order to be eligible for the Claude Moore Community Builders Program you must provide us with one letter of recommendation from a teacher, guidance counselor, or school official. Once you have decided who will write your letter of recommendation, talk to them about why you are interested in the Claude Moore Community Builders Program.

You must submit your letter of recommendation at the same time you send the rest of your application materials. Make sure you and the person writing the recommendation have an agreed upon date for completion that allows enough time to submit your application by the due date.

Applications for the program must be postmarked by May 10, 2011.

The following page (the CMCB Recommendation Form) should be submitted to whomever is writing your recommendation.

CMCB Recommendation Form



The student who requested a recommendation from you is applying for the 2011 Claude Moore Community Builders program.

If you would like to learn more about this program, please visit www.loudouncares.org and click on the program link to learn more.

Here are some general guidelines to help you construct your letter:

- The letter of recommendation for the student should be no more than two singled spaced pages.
- Prior to writing the recommendation, please ask the applicant to explain the Claude Moore Community Builders Program to you; ask them about their reasons for applying.
- Please include information on your relationship with the applicant – such as how you know him/her, what subject you teach, how long you have known the applicant, how often you interact, etc...
- If you know of a particular skill or interest that will help us evaluate the applicant and/or pair them with a nonprofit, please include that information in the letter.
- Once you have completed the letter of recommendation please sign and date it and place it in a sealed envelope.
- Please write the name of the applicant on the front of the envelope and sign your name across the seal of the envelope.
- Please remind the applicant they are not to open the envelope and that they need to submit it with the rest of their application materials by May 10, 2011.

If you have any questions please e-mail Danielle Gaquin, CMCB Program Manager, at cmcb.loudouncares@gmail.com or (703) 966-3478.

Claude Moore Community Builders Program Application
Parent/Guardian Permission

Before we can review your application we have to know that you have discussed your interest in this program, the responsibility and the considerable time commitment with a parent or guardian.

Once you have done that, please ask your parent or guardian to review the statements below and provide their signature at the bottom of the page. You must submit this page along with your letter of recommendation and your completed application.

I understand that my son/daughter _____ is submitting an application to the Claude Moore Community Builder's Program with Loudoun Cares.

- I have reviewed the application in order to learn more about the Claude Moore Community Builders Program and have discussed the program requirements with my son/daughter.
- I understand that if accepted to the program, there is a considerable time commitment required and that if my son/daughter fails to meet those requirements he/she will be removed from the program.
- I have reviewed the application and my son's/daughter's answers to each of the questions. To the best of my knowledge all of the information they provided is correct and accurate.
- If my student is accepted to the program, I agree to attend the Program Orientation on June 11, 2011 with my son/daughter from approximately 8:30-9:30, in order to become acquainted with the program.

Signature of Parent/Guardian

Date