



Claude Moore Community Builders 2012 Program Application

Dear Applicant,

Thank you for your interest in the 2012-2013 Claude Moore Community Builders (CMCB) program. This will be the sixth year for this youth volunteer certificate program, which will begin in June 2012 with a program orientation. The purpose of the CMCB program is to pair high school students from Loudoun County, seeking meaningful volunteer opportunities, with local nonprofits in need volunteer support. This program will require a minimum of 100 hours of community service between June's orientation and graduation in March 2013. We are seeking reliable, dedicated and motivated teen volunteers to participate in this ten (10) month program. While this program begins during the summer it is important to note that it is not a summer-only program, but a commitment you will have through spring 2013.

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 be required to participate in at least one group service activity per month. Further details are included within this application and we encourage you to review all program requirements very carefully before submitting your materials for consideration.

In order to apply for the Claude Moore Community Builders you must be a rising sophomore, junior or senior high school (public, private or homeschooled) student who resides in Loudoun County. You will need to thoroughly complete all application materials in order to be considered for a place in the program. Once materials are reviewed, all program applicants will participate in a phone interview between May 14-31, 2012. Loudoun Cares staff will contact you with further information regarding the interview portion of the applicant review process.

Application materials are due to Loudoun Cares no later than **5:00 p.m. on Monday, May 7, 2012.** **If you are sending your application via mail, it should be postmarked no later than Friday, May 4, 2012.** If you have questions, please contact CMCB Program Manager, Danielle Davis at cmcb.loudouncares@gmail.com or (703) 966-3478.

Thank you again for your interest! We look forward to receiving your application.

Regards,

Andy Johnston
Executive Director

Jennifer Montgomery
Director of Operations

Danielle Davis
CMCB Program Manager

APPLICATION CHECKLIST:

- Applicant requirements
 - Program application (through question 12)
 - Resume questions (question 13)
 - Essay (question 14)
 - Community Builders agreement (p. 10)
- Recommendation letter
 - Letter (p. 11)
- Parent signed forms
 - Release form (p. 12)
 - Liability release form (p. 13)
 - Photo release form (p. 14)

REQUIREMENTS & EXPECTATIONS OF THE PROGRAM:

In order to participate in the Claude Moore Community Builder (CMCB) 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.** Also, please know that there are a limited number of slots available for the program. **Submission of an application does not guarantee acceptance.**

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.

All application materials must be postmarked by **Friday, May 4** and received by **Monday, May 7** for consideration. Mail the completed application, essay, Community Builders agreement, teacher recommendation and parent/guardian permission forms to the following address:

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

HAVE QUESTIONS?

Please contact:
Danielle Davis
Claude Moore Community Builders Program Manager
Email: cmcb.loudouncares@gmail.com
Phone: (703) 966-3478

PROGRAM COMPONENTS:

INDIVIDUAL NONPROFIT PLACEMENT (50 HOURS)

Based on your interests and schedule, we will work to place you with a local nonprofit that is seeking someone with your skills and availability. 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, 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 9, 2012** Orientation you will not be able to participate in the program. The day will last from 8:30 a.m.- 11:00 a.m. and will include the following: a meeting with all Community Builders 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:

Component	Hours
Individual Nonprofit Placement	50 hours
Community Service Days	30 hours
Curriculum Days	12 hours
Program Orientation	4 hours
Blogs	4 hours
<i>TOTAL HOURS</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.

2012	
March 31	Applications distributed
May 7	Applications due
May 14-31	Phone interviews
June 9	Program Orientation (mandatory)
July 7, 21 or 28	Community Service Day 1 – <i>TBD.</i>
August 11	Community Service Day 2 – <i>Keep Loudoun Beautiful Watershed Clean-up</i>
August 19	Community Service Day 3 – <i>YMCA 10k/20k Race</i>
September 8	Curriculum Day 1 – <i>Ropes Course at 4H Center</i>
October 27	Community Service Day 4 – <i>Make a Difference Day</i>
November 10	Curriculum Day 2 – <i>Team Building with Curt Newport</i>
December 8 or 15	Community Service Day 5 – <i>TBD.</i>
2013	
January 12	Community Service Day 6 – <i>Special Olympics Basketball Tournament</i>
February 9	Curriculum Day 3 – <i>Effective Communication with Walt Hogan</i>
March 2	Graduation

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 2012 APPLICATION:

Name: _____

Current grade: _____

Address: _____

Grade in Sept. 2012: _____

Gender: Male / Female

Home phone: _____

Cell phone: _____

Email address: _____

Age: _____

School: _____

GPA: _____ / 4.0

Parent name(s): _____

Parent phone: _____

Parent email address: _____

1. What are you two favorite classes/subjects?
2. Are you involved with any service-oriented groups? (i.e. Girl Scouts, Boy Scouts, Key/Keyette Club, etc.)
3. Are you employed? If so, where? How many hours do you work per week?
4. Are you involved in any activities at school? (i.e. sports, drama, council, etc.)
5. Do you have any experience working in a group or team environment? If yes, please describe the situation:
6. Do you think community service is important? Why or why not?

7. What do you think you'll major in when you go to college? What career do you wish to pursue?

8. What hobbies or interests do you have that will help us to get to know you better?

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

10. What previous volunteer experience do you have?

11. Please circle the areas below that interest you in regard to volunteer opportunities:
 - a. Animal shelter
 - b. Camp for children
 - c. Education and special needs students
 - d. Athletic setting
 - e. Childhood literacy
 - f. Museum or historic setting
 - g. Environmental issues
 - h. Sports and special needs individuals
 - i. Theater or musical setting
 - j. Horseback riding
 - k. Administrative work
 - l. Recreation and sports

12. Time commitments from June 2012-March 2013:

Please list all conflicts and/or commitments that you 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

13. Resume questions:

Below is an outline for you to plug in answers that would fit on your resume. If you have a current resume that answers all of the following, please feel free to attach it. Otherwise, use the outline provided below to fill in your replies. *(It will not impact the decision on your application if you submit an actual resume or use the space below to fill in your answers).*

Please list out all of your classes this school year and what you anticipate to take next year:

List all sports teams that you are involved with, both in school and outside of school:

List any music lessons, theater involvement and dance lessons/performances that you are involved with or hope to become involved with over the next year:

List any part-time jobs that you have during the school year or in the summer:

List all organizations that you are involved with at school (i.e. student council, French club, etc.)

List all other organizations you are involved with (i.e. Boy Scouts, Girl Scouts, etc.)

Please list any other activities that you anticipate being involved with over the course of the next year:

14. Short essay:

Please type a short essay of at least 500 words on a separate piece of paper explaining each of the following:

- Why you want to be a part of the Claude Moore Community Builders program
- What you would want to do as a Community Builder (i.e. what kinds of volunteer activities interest you)
- What you would add to the program as a participant

15. Student agreement

You will find on page 10 a Community Builders Agreement that must be signed and submitted with your application.

16. Letter of recommendation:

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. 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. The *CMCB Recommendation Form* (page 11) should be given to whoever is writing your recommendation.

17. Parent/ guardian permission form:

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

Once you have discussed your interest in the program with your parent(s)/guardian(s), please ask your parent or guardian to review the *Parent/Guardian Permission Form* (page 12) and provide their signature at the bottom of the page stating that they understand the requirements of the program. This signature permission is considered a part of your application and must be submitted with the rest of your materials.

18. Guardian consent form:

The *Guardian Consent Form* (page 13) is a permission form your parents will need to sign so that you will be able to participate in Claude Moore activities if you are accepted into the program. This form is considered to be a part of your application and should be submitted with the rest of your materials.

19. Photo/video release form:

The *Photo/ Video Release Form* (page 14) gives permission to Loudoun Cares to use photos and/ or videos of you, should you be accepted into and participate in the 2012 class. This form is not required for your application to Loudoun Cares.

COMMUNITY BUILDERS AGREEMENT:



As an applicant for the Claude Moore Community Builders program, I agree to the following:

- Respond to and communicate in a timely manner with Loudoun Cares staff, my nonprofit placement supervisor and other staff in regard to the program.
- Attend all program activities for which I am required to attend and/or RSVP. If I am not able to attend an event, I will communicate that to the Loudoun Cares staff.
- If an emergency arises and I am unable to attend an event last minute, I will call my nonprofit placement supervisor or the appropriate Loudoun Cares staff to inform them in a timely manner.
- I will always show up to program events to which I RSVP.
- If I do not understand what is asked of me, I will ask questions!
- I will respect other Community Builders and treat my peers, supervisors and individuals that I meet/work with during volunteer activities with respect.
- I will dress appropriately for all volunteer activities.
- I will treat my volunteer service in this program as a professional internship and I will interact professionally at all times.
- When I am at a volunteer activity, I will be active and engaged. I will not be texting on my cell phone or sitting on the sidelines; I will be involved with all days that I attend and be a real team player.
- I will not use profanity, I will not bully and I will not threaten my fellow Community Builders, children or adults that I work with or anyone that I encounter during my time in the program.
- When I am at a Community Builders event, I will always have a good attitude and be ready and willing to pitch in with all activities.
- I will always remember that if I don't show up to an event or am not actively participating while at an event that it impacts my fellow Community Builders and the reputation of the program.
- I agree to complete a minimum of 100 service hours between June 2012-March 2013.
- I will attend the Program Orientation on June 9, 2012.
- I will attend a minimum of two of the three Curriculum Days.
- I will complete at least 50 service hours with my individual nonprofit placement.

Signature

Printed name

Date

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 Claude Moore Community Builders link.

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

- The letter of recommendation for the student should be no more than one singled spaced page.
- 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 place it in a sealed envelope and sign your name across the seal.
- 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 7, 2012.

If you have any questions, please contact Claude Moore Community Builders Program Manager, Danielle Davis at cmcb.loudouncares@gmail.com or (703) 966-3478.

PARENT/ GUARDIAN PERMISSION FORM:



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 9, 2012 with my son/daughter from approximately 8:30-9:30, in order to become acquainted with the program.

Signature of Parent/Guardian

Date



GUARDIAN CONSENT FORM:

My child (named below) is physically able and has my permission to participate in the Claude Moore Community Builders Program, to be held June 2012 through March 2013. I am familiar with the activities in which my child will participate during the Program, and I understand that some of the activities involve the risk of injury.

I understand that my child wishes to be considered for volunteer work and I hereby give my permission for him/her to serve in that capacity, as assigned by Loudoun Cares. I understand that he/she will be expected to meet all the requirements of the position, including regular attendance and adherence to agency policies and procedures. I understand that they will not receive monetary compensation for the services contributed.

By signing, I assume all the risks and hazards incident to these activities, and I release, absolve, indemnify, and hold harmless and without fault, each and every of the following individuals, organizations, and agencies: Loudoun Cares and its agents, representatives, sponsors and partner agencies participating in the program.

I authorize the agents and volunteers of Loudoun Cares to transport my son/daughter to a hospital emergency room and I authorize the hospital and its medical staff to provide treatment deemed by a physician to be necessary for my child's well being.

Child's Name: _____ Parent's Name (printed): _____

Parent Signature: _____ Date: _____

Emergency Contact Information:

Name: _____

Home phone: _____

Cell phone: _____

Office phone: _____

Email: _____

Relationship to student: _____

Please list any known medical conditions or allergies:

PHOTO/ VIDEO RELEASE FORM:



I hereby grant Loudoun Cares permission to interview me and/or to use my likeness in photographs/video/recordings in any and all of its publications and in any and all other media, whether now known or hereafter existing, in perpetuity and for use by Loudoun Cares.

I hereby grant Loudoun Cares permission to use any and all written submissions, including web posts (ex: blog posts, message boards, online forums), questionnaire responses and e-mail correspondence, in any and all of its publications and in any and all other media, whether now known or hereafter existing, in perpetuity and for use by Loudoun Cares.

I hereby authorize Loudoun Cares to edit, alter, copy, exhibit, publish or distribute photo(s) and written submissions for the purposes of publicizing Loudoun Cares' programs or any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness or written submissions appears.

Additionally, I waive any right to royalties or other compensation arising or related to the use of the photographs and/or written submissions.

I hereby release Loudoun Cares and its employees, Board of Directors, photographers, legal representatives, agents and assigns from any and all claims, actions and liability relating to its use of said photographs and/or written submissions.

Signature of Program Participant

Date

Participant Name (Print): _____

If under 18, signature of parent/guardian:

Signature of Parent/Guardian

Date

Participant Name (Print): _____