

PENNSYLVANIA ASSOCIATION OF STUDENT COUNCILS

224 Oak Park Road, Hatfield, PA 19440

(215) 280-9299

PASCInfo@aol.com

January 16, 2012

Dear PASC Summer Workshop Staff Member:

Thank you for your past help with PASC Summer Workshops. It is time to start planning our 2012 summer programs. Applications are being sent to staff members from 2011 Summer Workshop programs, to those 2011 student delegates who have expressed an interest in joining a staff, and to those former delegates who were recommended by previous summers' staffs. We will begin the staff selection process in early March at a meeting of workshop directors. While we try to accommodate applicant's placement interests, we must also take into consideration the need to continually blend new staff members with veterans.

This year we will again offer two BLUE workshops, two GOLD workshops, and an ADVANCED GOLD workshop. We will be returning to the same campuses that we used in 2011. We welcome Dr. Bryan Shelly as the new director of the Gold Workshop at Grove City College.

The BLUE workshops will run Sunday through Thursday; the GOLD workshops will run Sunday through Friday; ADVANCED GOLD will run Sunday through Saturday. Each staff will arrive two days prior to the start day for staff training and preparation.

<u>SITE</u>	<u>LEVEL</u>	<u>DATES</u>	<u>STAFF ARRIVES</u>
Grove City College	Gold	July 15 -20	July 13
Susquehanna University	Gold	July 29-August 3	July 27
Grove City College	Blue	July 8 -12	July 6
Lebanon Valley College	Blue	July 29-August 2	July 27
Univ. of Pitt Johnstown	Advanced Gold	July 15- 21	July 13

Attached to this letter is a staff application and security check form. **Please complete the application and the survey to ascertain your interests in sites and in positions for the summer of 2012. It is VERY IMPORTANT that we receive an application and "Disclosure of Prior Criminal Convictions" form from ALL previous staff members to help us update our records and to let us know the various roles you are willing to play. PASC and the colleges we work with require that each year we have a current copy of the security check form for each staff member on file on file.**

Please return this application and security check form to me at 224 Oak Park Road Hatfield, PA 19440 by **February 20th** so that the workshop directors can put together the most well balanced staffs for 2012. Final staffing decisions will be made by early April.

PASC has an increasingly large core of qualified and enthusiastic people who are capable of filling the workshop staff positions. While this pool of applicants allows the directors to create well-balanced staffs, unfortunately, they cannot provide a spot for every person who applies.

Thank you for wanting to make PASC a part of your busy summer. Please return these application materials promptly to ensure your inclusion in the selection process. Your involvement is what makes PASC programs special in the nation. Hope to hear from all of you soon. I am looking forward to a great PASC summer in 2012.

Sincerely,

H. James Finnemeyer
Executive Director

PASC Leadership Training Workshop
Previous Staff Member Application
(Postmark Deadline February 20, 2012)

Name: _____ Date of Birth _____

Home Address: _____ City: _____ State: _____ Zip: _____

School or College: _____ Grade/Year: _____

School Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____

Email address: _____

Circle Shirt Size: S M L XL XXL XXXL

How many years have you been on a PASC workshop staff? _____

List Workshop(s) Where You Have Been a Staff Member:

If you are a teacher or have other full time employment:

Present Employer: _____ Number of years: _____

.....
.Workshop Locations

(rank in order of preference - chose one or both Gold and Blue)

Gold Staff
(rank 1-3)

- () Grove City College
- () Susquehanna University
- () Advanced Gold-UPJ

Blue Staff
(rank 1-2)

- () Lebanon Valley College
- () Grove City College

Position Desired

(Please note that there is a 2 year limit as a Council Group Advisor at the same level)

Gold Staff
(choose one)

- () Council Group Advisor
- () Group Advisor Coordinator
- () Discussion Leader

Blue Staff
(choose one)

- () Council Advisor
- () Learning Unit Instructor

() **Advanced Gold Staff**

Which of these Officer Training/Role Expectation Sessions do you feel qualified to lead?
(You may check more than one)

- () President
- () Vice-President
- () Secretary
- () Treasurer
- () Representative
- () Committee Chair

All staff members are involved in teaching Special Interest Seminar topics. List below the topics you would most like to share with our student delegates. (Examples include: Publicity, Fund Raising, Public Speaking, Time Management, Team Building Activities, etc.) Please note if you have previously presented this topic in a school or workshop setting. If you have topic materials please send them with this application packet.

If you chose discussion leader on page one, rank topics in order of preference:

(You may choose one or more of the staffs below)

Gold Staff
(rank 1-6)

- () Communication Skills
- () Group Dynamics/Team Building
- () Motivational Skills
- () Organizational Skills
- () Leadership Skills

Blue Staff
(rank 1-5)

- () Communication Skills
- () Leadership Skills
- () Project Planning
- () Personal Skills
- () Public Speaking

Advanced Gold Staff
(rank 1-7)

- () Cultural Diversity
- () Conflict Resolution
- () Stress Management
- () Self-Esteem
- () Making a Presentation
- () Meeting Skills
- () Ethics and Principles of Leadership

If you would like to be considered for a change in position, workshop level or site, in 2012, please use the space below to address what change you are requesting and why. What skills, experience and/or personal attributes do you have that would qualify you for this new position?

RETURN THIS APPLICATION POSTMARKED BY February 20, 2012 TO

Jim Finnemeyer, PASC Executive Director
224 Oak Park Road, Hatfield, PA 19440

Pennsylvania Association of Student Councils

DISCLOSURE OF PRIOR CRIMINAL CONVICTIONS

The Pennsylvania Association of Student Councils is not only an advocate for school leaders but is also a leading national advocate for youth. PASC's youth advocacy includes the sponsorship of several youth leadership conferences and events. Therefore, it is necessary for PASC to request the following information from you as a potential employee or volunteer, since if you are working for PASC you may have contact with students.

Have you ever been convicted of a crime, or received a verdict other than not guilty, in any court or similar proceedings? If yes, please describe the offense, the date of conviction, and rehabilitation undertaken. (Prior convictions do not necessarily bar employment.)

_____ Yes _____ No

AUTHORIZATION TO RELEASE INFORMATION

I, _____, authorize the Pennsylvania Association of Student Councils (PASC) to obtain information from my current or former employers, references, government agencies and other parties, for the purpose of verifying the statements made in my application and otherwise determining my suitability and qualifications for being paid or volunteer staff at events sponsored by PASC.

I authorize PASC to conduct a background investigation including, but not limited to, an investigation of my educational, military, and criminal conviction records to ascertain any and all information that may be pertinent to my qualifications. I agree to cooperate in such investigation, and release PASC, its directors, employees, and agents and all persons and entities providing such information to the PASC, from any and all liability in regard to requesting, supplying, or disclosing such information.

Name (Please Print) _____

Signature _____

Parent/Guardian Signature (if under 18) _____

Driver's License Number _____ State of Issue _____

Date of Birth: _____ Social Security Number _____

Witness Signature _____ Date: _____

Return to: Jim Finnemeyer
PASC Executive Director
224 Oak Park Road
Hatfield, PA 19440