

PENNSYLVANIA ASSOCIATION OF STUDENT COUNCILS

224 Oak Park Road, Hatfield, PA 19440

(215) 280-9299

PASCInfo@aol.com

January 16, 2012

Dear Potential PASC Workshop Staff Member:

Thanks so much for your interest in PASC's Summer Leadership Workshops. It is time to start planning our 2012 summer programs. PASC will begin the staff selection process in early March at a meeting of our workshop directors. While we try to accommodate applicants' placement interests, we must also take into consideration the need to continually blend new staff members with veterans. PASC policy is that all staff members must be high school graduates. Our prime objective is a workshop team that is both geographically balanced and experienced.

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>DATE</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. Please complete the application and the survey to ascertain your interests in sites and in positions for the summer of 2012. Please also include **a letter of recommendation from an educator who is familiar with your abilities**. Attach a **photo of yourself**, and return this application to me at **224 Oak Park Road, Hatfield, PA 19440** by **February 20, 2012** to ensure your inclusion in the selection process. Final staffing decisions will be made by early April, and you will then be notified of your status

While the large pool of applications received allows the directors to create well-balanced staffs, unfortunately we cannot provide a spot for every person who applies. In some cases we will name a minimum number of Color Group Advisors and then add few more in late May and early June if there is an increase in the number of delegates registered for specific sites.

A requirement of the National Association of Secondary School Principals that has been implemented by all state associations which sponsor workshops is a security check form which must be completed by each person applying to be a staff member. We do not want to be overly intrusive in our staff members' personal lives, but the association must protect the integrity of its programs in this increasingly litigious society. The form labeled "Disclosure of Prior Criminal Convictions" **must** be returned with your application.

Thank you for wanting to make PASC a part of your busy summer. Please return your application promptly to ensure your inclusion in the selection process. I look forward to receiving your application.

Sincerely,

H. James Finnemeyer,
Executive Director

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

Name: _____ Date of Birth _____

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

School or College: _____ Grade/Year: _____
(Applicants must have graduated from high school by June 2012)

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

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

Cell Phone: (____) _____

Email address: _____

Circle T-shirt Size: S M L XL XXL XXXL

PASC Workshop(s) previously attended and year(s):

LEAD/National/State/District or Regional Conferences attended (place and year). Please note if you were a workshop presenter at any of these conferences and the topic of your presentation.

School and/or College Student Activities/Leadership Training Experiences:

| Organization | Position Held | Duties | Dates: |
|--------------|---------------|--------|--------|
|--------------|---------------|--------|--------|

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

Present Employer: _____ Number of years: _____

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.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

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 the Officer Training/Role Expectation Sessions do you feel qualified to lead?

(You may check more than one)

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

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 are seeking a teaching or discussion leader position, please indicate the topic you would most prefer. Include any handouts that you may have prepared related to this topic.

If you checked discussion leader above, rank topics in order of preference:

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

Gold Staff

(rank 1-6)

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

Blue Staff

(rank 1-5)

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

Advanced Gold Staff

(rank 1-7)

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

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