

2009 ABC Institute Volunteer & Staff Application

Thank you for your interest in supporting the work of GUIDE, Inc. and the Georgia Teen Institutes by volunteering for the ABC Institute 2009! We are looking forward to showing the state of Georgia how ACTION BRINGS CHANGE!

We have a multitude of volunteer opportunities available for the ABC Institute 2009. Our opportunities range from those that require staying on-site at Oxford College to those that mean coming to Oxford for only a few hours. Check out our "*Dictionary of Terms*" located at the end of this packet for more information.

All on-site volunteer positions include general supervision of ABCI participants. Volunteers will stay in the dorm with other participants, but will get your own room (if at all possible). Volunteers are also counted on for general support of all ABCI staff (you'll both give and receive) and be expected to abide by all ABCI rules and regulations.

In order to become one of the **EXTRA SPECIAL** ABCI volunteers, here's what you need to do....

- read over the descriptions of the volunteer opportunities;
- decide what capacity you can volunteer;
- fill out the volunteer application; and
- send it back!

Once your volunteer application is received, you will be contacted by one of our staff. All volunteer forms must be back by May 15, 2009 in order to fill positions prior to our summer programs.

2009 Teen Institute Senior Staff Application

Please complete all required fields, save this document with your name in the title, and email it to mary-kate@guideinc.org no later than May 15, 2009.

First Name: Last Name: Sex: Female

Contact Information

Mailing Address

Street: City: Zip:

Other Address:

Cell Phone: () - Other Phone: () -

E-mail Address: @

Additional Information

Race/Ethnicity: African-American Date of Birth (MM/DD/YY):

Current School: Year In School:

Or Place of Work/Employer and Position:

Have you ever been convicted of a felony? Yes No (If so, attach explanation.)

Emergency Contact Information

Name: Relationship:

Phone Numbers:

ABC Institute & Training Availability

Are you able to attend the MANDATORY Senior Staff Training (date TBD)? Yes No

This one-day training will take place in the metro-Atlanta area. If you are unable to attend the Senior Staff Training, you may not be able to serve as 2009 Staff. Details will be released ASAP.

Are you able to attend the MANDATORY ALL STAFF Training on June 13-14? Yes No

Training will be conducted onsite at Oxford College. If you are unable to attend the All Staff Training on June 13-14, you may not be able to serve as 2009 Staff.

Are there any special circumstances regarding your availability for ABC Institute (June 15-17) or any of the trainings detailed above? Please describe scheduling conflicts or limitations (i.e., "only available ½ day on June 17).

ABC Institute Staffing Preferences

Please see enclosed "Dictionary of Terms" for descriptions of jobs and check those that you would be interested in. Check **all** that apply. Admin Staff will get back to you with specific assignments.

- | | |
|---|--|
| <input type="checkbox"/> Family Group Facilitator* | <input type="checkbox"/> Team Building Facilitator* |
| <input type="checkbox"/> Workshop Teacher* | <input type="checkbox"/> Arts and Crafts Assistant** |
| <input type="checkbox"/> Store Coordinator** | <input type="checkbox"/> Store Assistant |
| <input type="checkbox"/> Connection Group Leader*** | <input type="checkbox"/> Hall Staff |
| <input type="checkbox"/> Team Meeting Facilitator* | <input type="checkbox"/> Free Time Coordinator |

* Depending on your schedule, you DO NOT have to be present for the entire program to hold this position, but must be present every day.

**Depending on your schedule, you DO NOT have to be present for the entire program or even multiple days to hold this position.

***In order to serve as a Connection Group Leader you MUST be able to attend the Youth Staff Training weekend in March AND be able to conduct group meetings after the last session of each day at TI.

Are there other jobs/responsibilities, not listed above, that you are interested in assisting with or coordinating?

Senior Staff Agreement

Please read the following items carefully. You must initial each item in order to be considered for a 2009 Senior Staff Position.

1. I understand that all Senior Staff are expected to participate in the mentoring process by, at minimum, observing Youth Staff with whom they work. **Applicant initials:**
2. I understand that all Senior Staff are required to participate in the Senior Staff mentoring process by meeting with Administrative Staff/Leadership Team to discuss personal skill building and development. **Applicant initials:**
3. I understand that all SS are expected to report issues that arise to either the Director or YS Liaison, especially regarding conduct and performance of Youth Staff. **Applicant initials:**
4. I understand that all SS are expected to maintain a professional relationship with participants, both youth and adult, and to uphold appropriate expectations and boundaries with participants before, during and after the ABC Institute programs. **Applicant initials:**
5. I understand that a background check must be completed in order to serve as a Senior Staff member for the ABC Institute program. I consent to this background check and will fill out the appropriate background check forms. **Applicant initials:**

I have examined the philosophy and program of ABC Institute and the responsibilities of a SENIOR STAFF for the program. I agree to abide by the rules, serve as an assistant to the program, and fulfill the SENIOR STAFF role to the best of my ability. I understand that this role extends past the week of ABC Institute and I commit to lead a DRUG FREE lifestyle at all times. I am submitting this application to serve on the 2009 ABC Institute staff.

Electronic Signature:

Date:

Please return this entire application via email to mary-kate@guideinc.org by Friday, May 15, 2009.

2009 ABC Institute * Consent/Release Form

RELEASE, WAIVER, AND INDEMNIFICATION

The undersigned and his/her parent or legal guardian, if the participant is under the age of 18 years, do hereby execute this release, waiver, and indemnification for himself/herself and his/her heirs, successors, representatives, and assigns, and hereby agree to represent as follows:

The undersigned release Oxford College, GUIDE, Inc., Teen Institute, ABC Institute, and Gwinnett County and their officers, employees, and agents from any and all liability, loss, damage, costs, claims, or causes of action including, but not limited to, all bodily injuries and property damages arising out of the sole negligence of Oxford College, GUIDE, Inc., GTI, ABC Institute or Gwinnett County.

The undersigned further agrees to indemnify and hold harmless the said above from any and all liability, loss, damage costs, claim, or causes of action, including attorney's fees and witness costs, arising out of the undersigned's participation in the ABC Institute.

The undersigned further gives permission for the participant to take part in a survey used to evaluate the program and to be photographed, videotaped, or quoted during the ABC Institute to be used for promotional purposes.

Electronic Signature of Participant

Date

Electronic Signature of Parent/Guardian (if Participant is under 18) Date

Health Information

List allergies (especially medications):

List special dietary needs (including food allergies):

List any medications being taken, illness(es) being treated, or other information needed in case of an emergency:

Health and Accident Insurance Provider:

Group Number:

Policy Number:

Emergency Contacts

1) Name:

Relationship:

Phone numbers:

2) Name:

Relationship:

Phone numbers:

2009 ABC Institute

“Dictionary of Terms”

Connection Groups

Connection Groups are our mentoring and support groups to assist all staff members in their growth as a leader and as a TI staff member. Groups are made up of Youth Staff and Senior Staff and begin at Youth Staff Training, extend through the ABC Institute and ideally throughout the year.

Connection Group Leaders will work with Youth Staff members at the Youth Staff Training Weekend, communicate with YS between training and the Institute, meet daily with YS during the Institute and serve as mentors and role models for Youth Staff. Connection Group Leaders should attend the Youth Staff Training weekend and must be prepared to meet daily with their group or group members.

Workshops

These will be offered one or two days during the week and will allow students and adults to examine specific areas of team management or skill development. Participants will choose the workshops in which s/he will participate at the beginning of the week, making sure that teams have representation at each workshop topic.

Workshop Presenters will facilitate 60-90 minute workshops that are prepared by GUIDE staff. Workshops will be conducted for 20-25 students once or twice during the Institute. Workshops will contain a balance of information/content and activity based learning opportunities.

Family Groups

Family Groups are small discussion, reflection, and sharing groups aimed at fostering leadership and social development. Family Groups meet daily to get to know each other, have fun, and experience how a group of strangers become friends by learning to trust and care for each other. The students will, ideally, not know any of the other students in the group.

Family Group Facilitators run a Family Group either alone or paired with a Youth Staff member, are responsible for learning all games and activities, facilitating each day and troubleshooting as needed during Family Group time. Senior Staff who are paired with Youth Staff may be asked to provide feedback and guidance to that Youth Staff member.

Free Time

During free time, participants are encouraged to participate in one or more activities. There's swimming and basketball, arts and crafts, games and more. Arts and Crafts (basketry, beading, dream catchers, warm fuzzies, etc) are conducted in the same room as the TI Store. Games like Trivial Pursuit, Taboo, Cranium, and Pictionary are also available.

Free Time Coordinator will be responsible for checking each Free Time site during Free Times, providing necessary equipment, troubleshooting and assisting Youth Staff in supervision of participants.

Arts and Crafts Assistants will staff arts and crafts during free time and assist the coordinator as needed.

General Sessions

General Sessions are educational and motivational sessions for everyone to attend. They cover a number of very important issues- health and wellness, diversity, leadership, and prevention strategies. At the beginning of each General Session, Youth Staff will lead energizers and make announcements about the day's activities. All staff help supervise and participate in General Sessions.

Hall Staff

All Institute participants, youth and adult, as well as all staff stay in dormitory rooms while at Oxford College. Youth Staff are assigned to each hall for general supervision and leading hall meetings. Adult Advisors are responsible for supervising students in conjunction with the Youth Staff.

Hall Staff who are Senior Staff members work with Youth Staff to ensure that hall meetings run well, that participants understand and follow the rules, and to assist in supervision. Hall Staff members must be willing to stay up at night to work with the Youth Staff, supervise, etc. and must be willing (and easy) to be woken up in the event they are needed on the hall.

Team Building

All participants will take part in a 60-90 minute meet & greet / team building session on the first day of each program. All activities and materials are provided to facilitators and they guide their team or teams through various activities to improve communication, teamwork, and leadership skills.

Team Building Facilitators will lead a group of 20-30 in team building on the first day of the programs. Facilitators should be comfortable leading activities, working with groups and debriefing after an activity. Facilitators may work alone or with a co-facilitator.

Team Meetings

Teams are the groups of students and adults who attend the Institute together. They are all from the same school, agency, or community group. Throughout the week, teams will participate in action planning based on the Strategic Prevention Framework, team building activities, and team development. Each plan should describe a problem and how it can be addressed. A copy of each team's action plan must be given to the TI staff by the last morning.

Team Meeting Facilitators run these meetings each day. They are facilitated by Institute staff (YS II and Senior Staff with the assistance of YS I) and adult advisors. Team Meeting facilitators are expected to become familiar with the Strategic Prevention Framework, facilitate and work well with their team(s) and troubleshoot as needed.

ABC Institute Store

ABC Institute souvenirs including t-shirts, sweatshirts, notepads, pencils, water bottles, and more can be purchased during free time at Arts and Crafts. We also have disposable cameras and other things students might have forgotten.

Store Coordinator will inventory and organize the store merchandise before the Institute begins, supervise the set up and clean up of the store each day during the Institute, be responsible for inventory control, supervise staff and re-inventory and pack merchandise after the program is over.

Store Assistants will assist Coordinator as necessary, staff store during the Institute and fill in for Coordinator as necessary. Staffing the store includes setting up, cleaning up, filling orders, and general customer service.