



Operations Staff Application 2009

The West Virginia Hugh O'Brien Youth Leadership State Committee is now recruiting alumni to be part of the 2009 Operations Staff. Each year we receive lots of requests from alumni that want to come back and volunteer on staff. With only a handful of spots reserved for Operations Staff members, the selection committee will be looking for alumni who are positive role models in their schools, community and family.

This year's seminar will be held at the University of Charleston in Charleston, West Virginia, from Thursday, May 14th through Sunday, May 17th. Operations Staff members must report on **Wednesday May 13th by 6:00 pm**. If you are interested in applying to be a member of the Operations Staff, please complete the application and return it to the Director of Facilitators, Lisa Ryan, by **Saturday, March 14th**.

In selecting members of the Operations Staff, we will be looking to see if applicants have fulfilled the following:

- Recruitment – Have you talked to your school representatives about sending an ambassador to the 2009 Seminar? Did you participate in the recruitment and/or selection process at your school? Does your school have an ambassador registered to attend the 2009 Seminar?
- Commitment – Have you completed 100 hours of community service?
- HOBY Spirit – How have you incorporated HOBY (ripple effect) into your life?
- Dedication – What HOBY events have you attended and/or coordinated since your HOBY Year?

During the 2009 HOBY Spring Fling (March 28th-29th) introductory staff training and group team building activities will take place. We highly encourage any applicants to attend Spring Fling to participate in these activities. Understandably, not everyone will be able to attend due to time/financial constraints, so your inability to attend will not penalize you. If you are experiencing financial burdens that restrict you from attending, special arrangements can be made. Also, HOBYs from across the state will be attending, so carpooling is often an option

The Staff Selection Committee has no set formula for selecting the Operations Staff; however, the goal of the committee is to create a team that will benefit the seminar through its collective hard work, dedication and experience. The committee will evaluate each applicant with the understanding that it may not have been possible to fulfill all of the components of the applications. For example, a school may not have permitted an applicant to participate in the ambassador recruitment/selection process or there may not have been any local alumni events to attend. The committee **DOES EXPECT** that your school has registered an ambassador to attend the 2009 West Virginia HOBY Seminar.

Please understand that this is your opportunity to participate in creating an **OUTSTANDING** seminar for a new class of sophomores, **NOT** for you to relive your seminar. As you fill out the application, you are also encouraged to attach relevant materials that you feel might help the selection committee understand your leadership attributes.

To be considered for Operations Staff, you must:

- Fill out the Operations Staff Application 2009
- Raise \$100 for room and board

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We have included three different fundraising options for you in this packet.

- **Sponsor-A-Plate:** This is an easy fundraiser for soliciting money from family and friends. The form is included in this packet. Be sure to list your name as the alumni contact so you will receive credit OR bring all of your completed forms with the donations attached to seminar.
- **Gift-in-Kind Drive:** Use the Donation Form included to solicit items needed for the seminar. These items may be donated for equivalent cash value and applied towards the \$100 staff fee.
- **Nationwide Tour Players Cup Tickets Fore Charity:** Sell tickets to the PGA Tour event July 7-13, 2009, at the Pete Dye Golf Club in Bridgeport, WV. A flyer for the event and an order form are included in this packet. To receive credit for your staff fees, be sure to write your name on the form in the space designated as *Organization Representative*. We also encourage you to keep a list of the name and/or companies that purchase tickets. You do not need to collect the ticket purchase forms. Please have purchasers submit them directly to the address on the form. To receive credit for staff fees, you should encourage people to submit their orders by the end of April. The purchase will need to show up on the May report for you to receive credit.

All fundraising forms are also available for download from <http://www.wvhoby.org>.

Raising \$100 is not a requirement to be part of Operations Staff. **You may pay the staff fee directly.** The staff member that raises the most money **over the \$100** through the various fundraising opportunities will receive a HOBY Prize Pack that includes 2 reunion tickets, a new staff shirt, and a gift certificate for the HOBY Store.

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Applications may be submitted three ways:

- **E-mail:** Send the completed Word document to the Director of Facilitators, Lisa Ryan at redheadhoby@yahoo.com. If you don't receive confirmation of your email, follow up to ensure it was received. The Director of Facilitators **must receive your application by midnight on Saturday, March 14th**.
- **Fax:** Fax the completed application to the Director of Facilitators, Lisa Ryan, at 614-455-8502. This is the general E-fax account for WV HOBY.
- **United States Postal Service (or other shipping service):** The Director of Facilitators **must receive your application by Saturday, March 14th**.

WV HOBY Operations Staff Application
Attn: Lisa Ryan
221 Stone Glen Lane
Lewisburg, WV 24901
Phone: (304) 416-1810
E-mail: redheadhoby@yahoo.com

The Staff Selection Committee will meet soon after the deadline to make staff selections. If the committee does not have your application, you will not be considered. Please make every effort to ensure that your application is submitted on time. You should also feel free to check-in with the Director of Facilitators to ensure that your application was received. Lisa will be sending confirmations by e-mail within 24 hours of receipt.



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Personal Data

Name Last	Middle	First	Date mm/dd/yyyy
Present Address (Street, City, State, ZIP Code)			Date of Birth mm/dd/yyyy
Permanent Address (If Different From Above)			HOBY Year yyyy
Home Phone XXX-XXX-XXXX	Business Phone XXX-XXX-XXXX	Cell Phone XXX-XXX-XXXX	
E-mail		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	School Year: <input type="checkbox"/> Junior <input type="checkbox"/> Senior
High School Represented			
High School or College Currently Attending			
Do you have a staff shirt? <input type="checkbox"/> YES <input type="checkbox"/> NO		T-shirt size: <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL <i>(please check one)</i>	
Do you have a HOBY jacket? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Please answer these questions if you are 18 years or older			
Have you ever been convicted of a crime? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If you answered YES to the question above, please explain why in the space below:			
Are you willing to submit to a criminal background search if required to do so? <input type="checkbox"/> YES <input type="checkbox"/> NO			

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HOBY Involvement

<p>1. Have you ever served on staff? If you answered YES,</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Operations Staff <input type="checkbox"/> Junior Staff <input type="checkbox"/> State Staff Year: yyyy Position (if applicable): Year: yyyy Position (if applicable):
<p>2. Are you currently an alumni board officer? If you answered YES, please list your current position:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>3. Have you served as an alumni board officer in the past? If you answered YES, please list the year and position:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	Year: yyyy Position: Year: yyyy Position:
<p>4. Are you currently serving on the State Committee? If you answered YES, please list your current position:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>5. Have you served on the State Committee in the past? If you answered YES, please list the year and position:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	Year: yyyy Position: Year: yyyy Position:
<p>6. Please check and/or list any events that you have attended:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	Attended Reunion 2008 Plan to Attend WVU CLeW 2009 Attended Other CLeW 2008/2009 Attended a State Committee Meeting Attended a Regional Event Plan to Attend Spring Fling 2009
<p>7. Please list any additional events you have attended:</p>		
<p>8. Briefly tell us about your contributions to HOBY since your Seminar.</p>		

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Community Service

Since your Seminar, please list any community service projects that you have participated in or community groups that you are involved with in the space provided below. Be sure to include the date(s) of service, a brief description of the event or your role in the group, approximate number of hours spent and whether or not you logged these hours into the HOBY web site.

Event	Brief description	Date(s) mm/yy – mm/yy	Number of hours spent	Did you log hours into HOBY web site?
		mm/yy - mm/yy		<input type="checkbox"/> YES <input type="checkbox"/> NO
		mm/yy - mm/yy		<input type="checkbox"/> YES <input type="checkbox"/> NO
		mm/yy - mm/yy		<input type="checkbox"/> YES <input type="checkbox"/> NO

Demonstrating Leadership

<p>1. Were you involved in the selection of the 2009 ambassador at your school or another school? If yes, briefly describe how.</p>
<p>2. Sponsoring and cooperating organizations are important to HOBY's success. Did you contact or volunteer for one of these organizations following seminar? If yes, briefly describe what organization(s) and the activity.</p>
<p>3. The performance of operations staff is critical to a successful seminar. What unique skills do you bring to the Seminar Staff?</p>

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4. It is Monday before the Seminar and you receive an e-mail from the WV HOBY LSC, Carol Kennedy. She writes that she would like the Operations Staff to create a signature icebreaker for the Thursday night staff meeting that begins at 6 pm. You are allotted \$20 for supplies (not required to use but offered). Carol wants this to be an indoor activity that can be conducted in the large staff meeting room. The room has enough chairs for all of the staff members and a couple of extra tables that could be used. Using HOBY's core values (volunteerism, excellence, organizational integrity, diversity, innovative thinking, community partnership, and lifelong learning leadership opportunities); create a 30-minute icebreaker to perform during the staff meeting to kick off HOBY! Note: Many of the adult staff may arrive late due to work schedules. Your activity should accommodate such arrivals.

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Skills/Talent/Personality

(check all that apply)

<input type="checkbox"/> iMovie/Windows Movie Maker <input type="checkbox"/> Adobe InDesign <input type="checkbox"/> Adobe Photoshop <input type="checkbox"/> HTML <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Microsoft Publisher <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Digital Photography <input type="checkbox"/> Standard Photography <input type="checkbox"/> Slideshow Presentation <input type="checkbox"/> Video Recording <input type="checkbox"/> Graphic Design (Illustrator, Flash, etc.) <input type="checkbox"/> Xerox/Copy Machine	<input type="checkbox"/> Audio/Video Theatre Systems <input type="checkbox"/> Musical Instrument - <input type="checkbox"/> Musician/Voice <input type="checkbox"/> Sign Language (ASL) <input type="checkbox"/> Foreign Language - <input type="checkbox"/> CPR Certified <input type="checkbox"/> Sony Handycam <input type="checkbox"/> iTunes/ iPod <input type="checkbox"/> Early Riser <input type="checkbox"/> Night Owl <input type="checkbox"/> Extrovert <input type="checkbox"/> Introvert <input type="checkbox"/> Other –
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Which of the following seminar positions would you like to apply?

The following is a list of possible Operations staff duties for the upcoming seminar. Please rank the top 4 positions that you would like to be considered for (with 1 being the most desirable).

Note: This information is used to pre-assign staff to specific areas, but does not represent all of the tasks that you will be assigned to complete through the weekend.

*(**** Denotes a position in which preference will be given to a 21 or over volunteer)*

Panel & Room Setup Panel and Room Setup Food Setup	Greeters Speaker / Guest Greeter HOBY Store
Photography Director of Photography **** Photographer Videographer Slide Show	PMA Team PMA Lead **** Mr. PMA Ms. PMA <i>All Operations Staff have the opportunity to participate on the PMA Team.</i>



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Final Checklist

<input type="checkbox"/> Yes <input type="checkbox"/> No	I will be able to attend the seminar at the University of Charleston between Thursday, May 14, and Sunday, May 17, 2009, in its entirety. NOTE: Staff arrives on the evening of Wednesday, May 13, 2009.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you raise the \$100, in either cash or gifts-in-kind, that is needed to pay for you being at the seminar?
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I must provide my own transportation to and from the WV HOBY Leadership Seminar.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I am willing to sign an agreement of no tobacco use, drug use, alcohol consumption, and other conduct deemed inappropriate by the seminar committee during my time at the seminar upon my selection as a member of Operations Staff.

Signature of Applicant: _____ **Date:** ____/____/2009

Full Name of Applicant (printed): _____

Questions may be directed to:

WV HOBY Operations Staff Application
 Attn: Lisa Ryan
 221 Stone Glen Lane
 Lewisburg, WV 24901
 Phone: (304) 416-1810
 E-mail: redheadhoby@yahoo.com

REMEMBER THERE ARE THREE WAYS TO APPLY:

1. E-mail: Send your completed application to redheadhoby@yahoo.com.
2. Fax: Send your completed application to 614-455-8502
3. USPS or Other Shipping Method: Send completed application to address listed above.

DEADLINE: MIDNIGHT, March 14, 2009

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Sponsor-A-Plate



Alumni Contact: _____

The 32nd annual West Virginia Hugh O'Brian Youth Leadership Seminar will be held May 14—May 17, 2009, at the University of Charleston in Charleston, WV. One outstanding sophomore who has demonstrated leadership potential in their school and community from every WV high school is invited to attend this event free-of-charge.

To help cover the expense of meals during the 4-day seminar, WV HOBY is asking you to "Sponsor-A-Plate". A \$10 contribution will cover one meal for one student. In exchange for your donation, a table placard with your name will be placed at each plate you sponsor. If you wish, you may also add your business card to introduce yourself and your company to our Outstanding Sophomore leaders!

Name: _____
 Company: _____
 Address: _____
 Phone: _____
 Email: _____

Please mark your donation:

\$10 Single Sponsor
 \$30 Bronze Sponsor
 \$50 Silver Sponsor
 \$100 Gold Sponsor
 \$ _____ Outstanding Sponsor

Please make your check payable to:
 WV HOBY
 Attn: Deborah Ciesla
 313 Maple Avenue
 Stonewood, WV 26301

EMPOWER • LEAD • EXCEL

Please note that WV HOBY is a 501(c)(3) non-profit organization and all donations are tax deductible.
 WV HOBY Tax ID#: 95-6082886

If you have any questions, please contact:
 Michelle Harshbarger, Director of Fundraising & HOBY Alumna
 304.659.2203 or jasonharsh@aol.com.

Yes! I want to make a tax-deductible contribution to the WV HOBY Leadership Seminar.

- \$175 (covers the cost of a student for the 4-day seminar)
- \$100 (covers the cost of meals for 4-days)
- \$ 50 (covers the cost of 3-nights lodging)
- \$ 25 (covers the cost of meals for 1-day)
- Other Amount: _____

CONTACT INFORMATION

If your donation is received by **April 21, 2009**, your name will be included in our Seminar Program Book.

Name: _____
(As you want it to appear in program book)

Street Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone: () - _____

GIFT PAYMENT

- Enclosed is a check made payable to West Virginia HOBY
- My company has a matching gift program
 - Form enclosed
 - Will send form separately

HOBY Cheer T-Shirt ~ Donate \$100 or more and receive a free HOBY Cheer T-Shirt!

T-Shirt Size: Small Medium Large X-Large 2X-Large 3X-Large

GIFT-IN-KIND

Each year businesses throughout the state donate supplies and services to the WV HOBY Seminar. Do you own a business, work for a company, or have a contact that may be able to supply the following item(s)? If so, please check the item(s) below and we will contact you shortly.

- | | | |
|--|---|--|
| <input type="checkbox"/> Thursday Dinner for 200 people | <input type="checkbox"/> 41-cent 1 st Class Stamps (400) | <input type="checkbox"/> 150 pairs of work gloves |
| <input type="checkbox"/> Friday Breakfast for 200 people | <input type="checkbox"/> Inkjet business cards | <input type="checkbox"/> 150 bags for registration materials |
| <input type="checkbox"/> Friday Lunch for 200 people | <input type="checkbox"/> White cardstock | <input type="checkbox"/> 150 notepads |
| <input type="checkbox"/> Friday Dinner for 200 people | <input type="checkbox"/> Colored cardstock | <input type="checkbox"/> 150 pens |
| <input type="checkbox"/> Saturday Breakfast for 200 people | <input type="checkbox"/> Poster board | <input type="checkbox"/> 150 pins for HOBY jackets |
| <input type="checkbox"/> Saturday Lunch for 200 people | <input type="checkbox"/> Copy paper – white (case) | <input type="checkbox"/> 200 rain ponchos |
| <input type="checkbox"/> Sunday Breakfast for 200 people | <input type="checkbox"/> Copy paper – colored (case) | <input type="checkbox"/> 3 bottles of sunscreen |
| <input type="checkbox"/> Pizza – Thursday night snack | <input type="checkbox"/> Blank, printable certificates (400) | <input type="checkbox"/> AA-batteries for radios and cameras |
| <input type="checkbox"/> Ice Cream – Friday night snack | <input type="checkbox"/> 9" X 12" envelopes (400) | <input type="checkbox"/> Scotch tape |
| <input type="checkbox"/> Pizza – Saturday night snack | <input type="checkbox"/> Mailing labels, laser (1,000) | <input type="checkbox"/> Duct tape |
| <input type="checkbox"/> Pre-packaged snacks | <input type="checkbox"/> Rubber cement | <input type="checkbox"/> Masking tape |
| <input type="checkbox"/> Fresh fruits | <input type="checkbox"/> Scissors | <input type="checkbox"/> Colored markers |
| <input type="checkbox"/> Bottled water | <input type="checkbox"/> Staplers | <input type="checkbox"/> Black permanent markers |
| <input type="checkbox"/> Canned soda | <input type="checkbox"/> 3-hole punch | <input type="checkbox"/> Glue sticks |
| <input type="checkbox"/> Paper supplies (cups, napkins, etc) | <input type="checkbox"/> Name tags | <input type="checkbox"/> Flashlights |

Please complete this form and mail to:

West Virginia HOBY
Attn: Deborah Ciesla
313 Maple Avenue, Stonewood, WV 26301

New Fundraiser – Perfect for Golf Lovers



The PGA TOUR's continuing commitment to charitable contribution has proven to be a great opportunity to raise funds for charities and non-profit organizations throughout the state of West Virginia. In 2008, the Nationwide Tour Players Cup introduced the TICKETS Fore CHARITY program of which **100% of all ticket sales went directly to the charities involved in the program**. We are pleased to announce that the 2008 TICKETS Fore CHARITY program yielded \$78,125 for over 40 charities while also breaking a Nationwide Tour record for a first-year TICKETS Fore CHARITY program. Together with your help, we are striving for new heights with respect to the tournament's impact on the community and quality of life for the charitable beneficiaries of West Virginia.

"We were extremely pleased and pleasantly surprised with the success of the program this year," said Players Cup Executive Tournament Director Tim McNeely. "As a first-year program, we have a lot to be excited about moving forward with the TICKETS Fore CHARITY program in 2009."

In addition to the 100% of ticket sales each organization will receive credit for, they will be entered into the \$25,000 Bonus Pool provided by the Players Cup. The Bonus Pool is divided amongst the benefiting charities based on each organization's percentage of total ticket revenue from the TICKETS Fore CHARITY program. As you can imagine this is an incredible opportunity to support your community and favorite non-profit organization.

"Judging from the exponential growth of the program's founding tournament, Albertsons Boise Open Presented by Kraft in Boise, ID, we're confident that TICKETS Fore CHARITY will have a tremendous influence on West Virginia charities for years to come," said Players Cup Assistant Tournament Director Chase McClain. "We intend to continue developing the program in 2009 and its outreach in the state. We plan to work with local school districts, membership organizations, and youth sports leagues to build upon the tournament's community involvement and charitable impact."

Don't miss any of the exciting action at the Nationwide Tour Players Cup, June 22-28, 2009, at the Pete Dye Golf Club...buy your tickets today! Not only will you get a chance to see the PGA TOUR stars of tomorrow today, but you will make a difference in the life of the charitable beneficiaries of West Virginia! Be sure to order enough tickets for your family, friends, associates and clients!

We certainly hope you will be able to support your favorite organization by purchasing tickets to this year's tournament. The Nationwide Tour Players Cup is more than just a golf tournament, it is a community wide celebration with something for everyone. Don't wait...complete the order form and begin supporting our state's charities!





This is an excellent way for WV HOBY to raise money needed to fund seminar as we receive 100% of the funds raised. This is also an excellent opportunity for you to offset your staff fees.

Order forms will be available March 17th at
<http://www.playerscup.net/tickets.cfm>

For more information contact:

Michelle Harshbarger
Director of Fundraising, WV Hugh O' Brian Youth Leadership
Regional Project Director, Region B, Hugh O'Brian Youth Leadership
jasonharsh@aol.com
Home: 304.659.2203
Cell: 304.588.7420