

Operations Staff Application 2010

The West Virginia Hugh O'Brien Youth Leadership State Committee is now recruiting alumni to be part of the 2010 Operations Staff. Operations staff is typically made up of individuals who are returning to staff for the first time after their seminar year. 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 this year (10-12), 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 Ramada Plaza in Charleston, West Virginia, from Thursday, May 13th through Sunday, May 16th. Operations Staff must report on **Wednesday May 12th by 5:00 pm**. If you are interested in applying to be on Operations Staff, please complete the application and return it to the Director of Facilitators, Lisa Ryan, by **Friday, March 12th**.

This year, the Staff Selection Committee is incorporating a formula for selecting Operation Staff. 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 2010 West Virginia HOBY 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.

Application Components

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 2010 Seminar? (20% of application score)
- Commitment – Have you completed 100 hours of community service? (30% of application score)
- HOBY Spirit – How have you incorporated HOBY (ripple effect) into your life? (essay-10% of application score)
- Dedication – What HOBY events have you attended and/or coordinated since your HOBY Year? (15% of application score)
- Communication-Did you contact the sponsor who sent you to the 2009 seminar or have you contacted other sponsoring organizations regarding your experience at WVHOBY? (20% of application score)
- Performance-Would you be recommended by your previous group leader? (5% of application score)

To be considered for Operations Staff, you must:

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

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Fundraising

We have included a fundraising options for you in this packet.

Sponsor-A-Plate: This is an easy fundraiser for soliciting money from family and friends. This form is available for download at <http://www.wvhoby.org>. Be sure to list your name as the alumni contact so you will receive credit and bring all of your completed forms with the donations attached to seminar.

Raising \$100 is not a requirement to be part of Operations Staff. **You may pay the staff fee directly.** WVHOB Y understands that economic times are challenging, so we are happy to be able to provide these fundraising opportunities to assist you in meeting the fee requirement. If, for some reason, you are unable to pay the fee directly or to fundraise, we do not want monetary concerns to get in the way of any individual's ability to participate. Please contact the Director of Facilitators directly to discuss concerns regarding the staff fee.

Application Submission and Deadline

Applications should be submitted via **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 Friday, March 24th, 2010.** Follow these simple directions to complete your application:

- After you download the application, type in your responses or use the check boxes to choose appropriate answers. To use the checkboxes, double click inside the box and choose "checked" under the default value option.
- Save your document as: `firstname_lastname_operations.doc`
- Attach in an email to redheadhoby@yahoo.com

Staff Selection and Notification

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. You should also feel free to check-in with the Director of Facilitators to ensure that your application was received if you do not receive a confirmation email within 48 hours of receipt.

All individuals will be notified as to whether or not they have been chosen to return as staff no later than April 12th, 2010.

It is highly unlikely that everyone who applies to return as staff will be selected to come back. Please understand that there is only so much room and supervision for staffing positions. Not being selected to return on staff is not a reflection of WVHOB Y's feelings of you as an individual or of WVHOB Y's desire for you to participate in alumni events. It is expected that applications will be very competitive this year. Please do your best to make your application as complete as possible so you will be considered fully. Individuals not invited to return on staff are strongly encouraged to continue participating in WVHOB Y's alumni association.

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Name	Last	First	Middle Initial	Date Of Birth	Sex
					<input type="checkbox"/> M <input type="checkbox"/> F
Mailing Address (Street, City, State, ZIP)					
Preferred Phone Number			Alternate Phone Number (if desired)		
Email Address					
High School Represented		Current High School (if different)		Current School Year	
				(circle one) Junior <input type="checkbox"/> Senior <input type="checkbox"/>	
Do you have a HOBY jacket? Yes <input type="checkbox"/> No <input type="checkbox"/>					
T-Shirt Size	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large	<input type="checkbox"/> XL	<input type="checkbox"/> XXL <input type="checkbox"/> XXXL
Have you ever been convicted of a crime? (if 18 or older) Yes <input type="checkbox"/> No <input type="checkbox"/>					
If you answered YES to the question above, please explain why in the space below:					
I am willing to submit to a criminal background search (required for over 18 staff).					
Yes <input type="checkbox"/> No <input type="checkbox"/>					
The 2010 WVHOBY State Seminar will be held Thursday, May 13th-Sunday, May 16th. Operations Staff Members are required to attend training on Wednesday, May 12th at 5:00 pm. Operations Staff Members must be present for the entire seminar (Wednesday, May 13th at 5:00pm until Sunday, May 16th at 3:00 pm).					
Please answer the following questions:					
I will be able to attend training on Wednesday, May 13 th at 6:00 pm. Yes <input type="checkbox"/> No <input type="checkbox"/>					
I will be able to be present for the entire seminar. Yes <input type="checkbox"/> No <input type="checkbox"/>					
I pledge to raise the \$100 staff fee. Yes <input type="checkbox"/> No <input type="checkbox"/>					
All Staff at the 2010 WVHOBY State Seminar will be required to abide by a dress code. After reading this dress code (included below), please answer the following question:					
I agree to follow the 2010 WVHOBY State Seminar dress code. Yes <input type="checkbox"/> No <input type="checkbox"/>					
Staff Signature (asserting all answers are true)			Staff Name Printed		
X _____			_____		

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HOBY Involvement and Dedication 15%		
1. Are you currently an alumni board officer?	<input type="checkbox"/> YES <input type="checkbox"/> NO Position: _____	(Scoring for committee purposes only) _____/2.5
2. Are you currently serving on the State Committee?	<input type="checkbox"/> YES <input type="checkbox"/> NO Position: _____	_____/2.5
3. Please check and/or list any events that you have attended:	<p>Attended Reunion 2009 <input type="checkbox"/> YES <input type="checkbox"/> NO _____/2</p> <p>Attended a CLeW in 2009 <input type="checkbox"/> YES <input type="checkbox"/> NO Which Clew? _____/2</p> <p>Attended a State Committee Meeting in 2009 <input type="checkbox"/> YES <input type="checkbox"/> NO _____/2</p> <p>Attended a Regional Event <input type="checkbox"/> YES <input type="checkbox"/> NO Which event? _____/2</p> <p>Registered to Attend Spring Fling 2010 <input type="checkbox"/> YES <input type="checkbox"/> NO _____/2</p>	
Total Points for Involvement and Dedication		_____/15

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HOBY Commitment and Community Service 30%

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 a contact person and phone number with whom we can confirm your participation in this activity. Applicants are encouraged to have completed 100 community service hours prior to the 2010 seminar. Since applications for staff are due prior to the seminar, applications with less than 100 hours will be considered. All hours should be logged onto www.hoby.org where it says "Log your Leadership for Service Volunteer Hours." Hours on this application must be the same on the online database in order for us to process your application.

Event	Date(s) mm/yy-mm/yy	Brief Description	Number of hours	Contact Person/ Phone Number

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HOBY Recruitment	20%
Have you talked to your school representatives about sending an ambassador to the 2010 seminar?	<input type="checkbox"/> YES <input type="checkbox"/> NO ____/5
Did you speak to the current Sophomore class about HOBY?	<input type="checkbox"/> YES <input type="checkbox"/> NO ____/5
Did you participate in the selection process at your school?	<input type="checkbox"/> YES <input type="checkbox"/> NO ____/5
Does your school have an ambassador registered for the 2010 WVHOBY seminar? (Provide the name of your school here _____)	<input type="checkbox"/> YES <input type="checkbox"/> NO ____/5
Total ____/20	

HOBY Communication	20%
Did you contact the sponsor who sent you to the 2009 seminar or have you contacted other sponsoring organizations regarding your experience at WVHOBY?	<input type="checkbox"/> YES <input type="checkbox"/> NO Please explain who you contacted and your means of communication: ____/20

HOBY Performance	5%
Please provide the name of your senior facilitator for your seminar year:	_____ ____/5

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HOBY Spirit 10%

I don't know what your destiny will be, but one thing I do know—the only ones among you who will be really happy are those who have sought and found how to serve. - Albert Schweitzer

In the space below, please type a short essay describing your experience with serving *others* and how that service has impacted your life and the lives of others.

_____/10

Total Score ____/100

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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(s) _____ <hr/> <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 – _____ <hr/>
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For 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.

Panel & Room Setup Panel and Room Setup Food Setup	Greeters Speaker / Guest Greeter HOBY Store
Photography Photographer Videographer Slide Show	PMA Team 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 Ramada Plaza in Charleston, WV between 5:00 pm on Wednesday, May 12th, and 3:00 pm on Sunday, May 16th, 2010, in its entirety.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I can raise the \$100, in either cash or gifts-in-kind, that is needed to pay for me 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have read and signed the dress code agreement.

Signature of Applicant: _____ Date: ____/____/2010

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

DEADLINE: MIDNIGHT, March 12, 2010 to redheadhoby@yahoo.com



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DRESS CODE

An important goal of a dress code is to teach young people that in the larger arena of life, different types of dress are appropriate for different settings. During the weekend you will meet some of West Virginia's top leaders. Your appearance is important. Remember, you are representing your state and the staff of West Virginia HOBY.

The dress code for Thursday, Friday, and Saturday is casual. We recommend jeans, slacks or shorts rather than skirts, as we are involved in some physical activities. The meeting areas and dorm rooms can be cool so it is a good idea to bring a sweater, sweat shirt, or jacket for the weekend. Also, we may be walking outside so bringing a raincoat and/or umbrella is a good idea in case of rain.

The following attire is **NOT** permitted at any time: strapless/tube tops, tops with spaghetti straps, tank tops, bare-midriiffs, exposure of undergarments, short shorts/skirts (**more than 4 inches above the knee**), tight-fitting/revealing clothing, and clothing displaying visible cleavage. Hats/visors may not be worn inside any building. No articles of clothing, especially shirts, decorated with obscene phrases (beer, alcohol, contraband, or tobacco comments), or any language that may be interpreted as abusive or vulgar, may be worn. There will be a considerable amount of walking throughout the weekend, so take this into consideration when choosing proper footwear and attire. We suggest that you wear sneakers or comfortable sandals. You will have the opportunity to change in the evening before the social events, so you may want to bring a few extra changes of clothes. You will be provided a HOBY t-shirt and there will be an announcement as to when you will wear the t-shirt during the weekend. Your name tag must be worn visibly at all times.

On Sunday, staff should bring more formal clothing ("Sunday dress") in preparation for the Closing Ceremony. Males traditionally wear a button down shirt (tie optional) with dress slacks or khakis, while females wear a nice blouse with slacks or dress (no more than four inches above the knee.)

Please do not pack clothing that is inappropriate. If you have trouble deciding whether or not clothing is appropriate, err on the side of caution and do not pack it. Staff wearing inappropriate clothing will be sent back to their room to change at the discretion of the Director of Facilitators and the seminar Chair and Vice-Chair.

The dress code this year is being implemented and monitored closely. Seminar is a very busy and exciting time and we are hoping to eliminate unnecessary forms of distraction that take time away from making the seminar as successful as possible. Please dress comfortably and modestly, following the code given above. Violations of the dress code will be taken into account when choosing staff for future seminars.

I have read and agree to abide by the above provided dress code. I understand if I wear clothing that violates this dress code that I will be asked to change immediately and this incident will be considered when choosing future staff for the state seminar.

Staff Signature

Print Name

Date