



Leaders in Education Awareness Program

Spring 2011 Application

Dear LEAP Candidate:

Thank you for your interest in applying for the Leaders in Education Awareness Program (LEAP) for the Spring 2011 semester! LEAP at CSU Channel Islands is composed of passionate student volunteers who are committed to social justice through educating the youth of Ventura County about post-secondary education.

Before submitting the attached application, please review all contents in this packet as it contains relevant information for this Spring 2011 commitment. Additionally, please confirm your availability during the dates listed below. These dates indicate pertinent responsibilities associated with the LEAP volunteer position.

Important Dates

- LEAP Applications Available Online: Wednesday, October 13, 2010
- LEAP Application Deadline: Friday, November 12, 2010; deliver to Bell Tower 1803
- Notification if Selected for an Interview via Email: Friday, November 19, 2010
- Interviews Conducted: Monday, November 29 - Friday, December 3, 2010
- Notification if Selected as a LEAP Volunteer Via Email: Wednesday, December 8, 2010
- Acceptance of LEAP Volunteer Role: Friday, December 10, 2010 emailed to Breana Christie at breana.christie@csuci.edu
- Spring 2011 Training: Thursday, January 20 & Friday, January 21, 2011
- First Pathway to College: Friday, January 28, 2011

Thank you for your interest in LEAP and we look forward to your application!

Sincerely,

Breana Christie
Associate Director of University Outreach and Student Success Programs

Vanessa Mendoza
University Outreach Counselor

LEAP MISSION STATEMENT

The Leaders in Education Awareness Program facilitates the college exploration process for elementary and middle school students by teaching students the basic foundation of higher education through an interactive presentation and providing an engaging, hands-on tour of CI. In addition, LEAP volunteers serve as leaders for visiting students and the campus community.

LEAP VOLUNTEER JOB DESCRIPTION

LEAP at CSU Channel Islands is aimed at informing elementary and middle school students about post-secondary education options through a “Pathway to College Campus Visit” comprised of a presentation, student panel and CI campus tour.

In addition to serving as role models for visiting students, LEAP volunteers are required to attend monthly trainings in order to convene as a team and develop skills in public speaking and leadership as well as gain an awareness of social justice issues in education.

QUALIFICATIONS TO BE A LEAP STUDENT VOLUNTEER

- Full-time undergraduate student with a minimum 2.5 cumulative GPA
- In good standing with CI (e.g. not on disciplinary probation)

RESPONSIBILITIES FOR A LEAP STUDENT VOLUNTEER

1. Attend the LEAP fall training – **REQUIRED**
2. Attend all Friday Pathway to College Campus Visits
3. Work with a team of approximately 15 passionate student leaders
4. Possess basic public speaking skills or a desire to improve your skills
5. Able to give a campus tour to visiting students or willingness to learn the tour route and suggested speaking points
6. Organize and prepare required materials for each Pathway to College program and/or community presentation
7. Assist in planning and participating in monthly LEAP social outings
8. Model appropriate academic and social behaviors to all visiting students, parents and teachers
9. Able to effectively communicate with all entities of the LEAP program including the LEAP team, visiting students/parents/teachers, and LEAP professional staff
10. Actively participate in on-/off-campus monthly LEAP trainings/meetings (Fridays only)
11. Log weekly volunteer hours
12. Maintain at least a 2.5 cumulative GPA
13. **HAVE FUN!**

QUICK REFERENCE GLOSSARY

University Outreach: A program within the Division of Student Affairs which works with the local community to increase college-going rates in Ventura County. Currently, six initiatives exist within University Outreach to attain this goal. The six initiatives are: Leaders in Education Awareness Program (LEAP), Pathway to College, CI Rep Visit Program, Self-Guided Tour Program, Parent Institute for Quality Education (PIQE), and COMM-Unity 101.

Leaders in Education Awareness Program: LEAP is a student leadership program within University Outreach that seeks to develop both social and personal dimensions of each student leader in a team setting. These students are committed to social justice and embody a spirit of volunteerism.

Pathway to College Campus Visit: Each Friday the LEAP Squad hosts approximately 60 elementary and middle school students at the CI campus for a “How to Get to College” presentation and campus tour.

LEAP VOLUNTEER ETHICS AND PERSONAL CONDUCT

Confidentiality: Conversations, situations or interactions which involve student problems or behaviors must be held in confidence. It is extremely inappropriate for LEAP volunteers to gossip as it can result in feelings of betrayal and distrust. Any conversations regarding a student(s) should be held in a closed room or office for the benefit of that student(s), never in a public area.

Impartiality: It is vitally important that you interact with and treat all people impartially and consistently. Students are sensitive to all forms of favoritism or special treatment. Try to avoid being classified only as a member of a specific clique or interest group rather than a LEAP volunteer for the entire program. If you are genuine and consistent in your approach, even close personal friends will understand that you need to interact and model this practice in a consistent and fair way with everyone.

Respect: As a LEAP volunteer you will be expected to respect and support the LEAP program, the students it serves, and all staff working with LEAP. There may be situations where you might not completely agree on policies or procedures of LEAP, but you will be expected to respect and maintain a professional and productive attitude and actions. Constructive criticism of LEAP is welcome and appreciated when communicated within an appropriate forum (i.e. in a meeting, during training) and not in front of the students LEAP serves.

Integrity: As a LEAP volunteer, you must agree to adhere to and enforce the University's rules and regulations. Under no circumstance is a LEAP volunteer permitted to violate these regulations or to disregard instructions to the students LEAP serves.

Alcohol and other drugs: During any and all LEAP activities, LEAP volunteers will not consume alcohol or use any illegal drug or substance. LEAP volunteers are not to serve alcohol to underage students or provide opportunities for students to consume alcohol or other drugs. Use of illegal drugs or substances by a LEAP volunteer is strictly prohibited.

LEAP APPLICATION CHECKLIST

- Read LEAP overview including LEAP volunteer description, participation requirements, volunteer ethics and personal conduct.
- Fill out pages 5-7 of the LEAP application.
- On a separate page(s), type responses to the LEAP application questions (see page 6) in Times New Roman, 12-point font, and double-space.
- Request a CI staff or faculty member to complete and submit a recommendation on your behalf. Please have the staff or faculty member return the recommendation to Breana Christie in a sealed and signed envelope.
- Turn in all LEAP application materials to Breana Christie, associate director of University Outreach and Student Success Programs by **Friday, November 12, 2010 at 5:00 p.m.**

Thank you for your interest in LEAP!

Return pages 5-7 to Breana Christie, associate director of University Outreach and Student Success Programs in Bell Tower 1803. **Applications due Friday, November 12, 2010 at 5:00 p.m.**

Name _____

Educational Information

Major _____ Emphasis _____ Minor _____

Fall 2010 Classification (circle one) FR SO JR SR

Anticipated Date of Graduation (semester/year) _____ Cumulative GPA _____

**Your GPA will be verified by a professional staff member.*

Anticipated academic units for Spring 2011: _____

Please check 'yes' or 'no' to the following questions:

1. Are you bilingual? Y N
If yes, please list which language(s) _____
2. Are you a first-generation college student? Y N
By definition, the first in your family to attend college, meaning neither parent has a baccalaureate degree
3. Do you currently live on campus? Y N

Involvement Information

Are there any activities (intramural sports, clubs, music groups, organizations, etc.), jobs or internships that you anticipate being involved in during Spring 2011? If so, please specify what activity and provide details such as name of group, number of hours involved per week, and length of involvement during the year.

Activity	Hours per week	Length of involvement
Pathway to College / LEAP		Please list available time on Fridays:

***You must be available each Friday from 8:30 a.m. to 2:00 p.m. to participate in LEAP.**

APPLICATION QUESTIONS

Please respond to these questions in no more than three pages (double-spaced).

LEAP Volunteer Applicants

1. Why is volunteerism important to you and how will joining LEAP impact your undergraduate education?
2. Describe your college exploration process (e.g. during middle school, high school or as a transfer student). What challenges did you have to overcome in order to attend CI, if any?
3. What motivates you to work with elementary and middle school students?

New! LEAP Lead Applicants – *This volunteer position is reserved for students who have volunteered with LEAP for at least two semesters. LEAP leads support the University Outreach professional staff by organizing LEAP team members for events and taking on a significant leadership role each Friday with the elementary and middle school visitors. Four LEAP lead positions are available for Spring 2011.*

1. Please describe how LEAP has supported your holistic development.
2. *Scenario question:* University Outreach staff has charged you with the responsibility to organize the team for an off-campus community presentation. You are responsible for ensuring every LEAP volunteer is accounted for. What challenges do you believe you will face and how will you go about accomplishing this task successfully?
3. Why should you be chosen as a LEAP lead?

TERMS OF AGREEMENT

Please sign and date below after reading the following:

I have read everything in this packet and I have a thorough understanding of its contents. I affirm that the information which I have provided on this application form and all other application materials for the LEAP volunteer position is complete, accurate and true to the best of my knowledge.

I, _____, give permission to Breana Christie to check my probationary status in order to determine my eligibility for the position I have applied for. In signing below I understand that Breana Christie will be made aware of any judicial or academic probation. Additionally, I understand that Breana Christie will be notified should I be placed on student housing probation or suspension and/or University probation or suspension. I understand that the information within my judicial file may impact my ability to obtain and maintain the position I have applied for. By my signature, I agree to meet all of the minimum expectations stated in this application packet or be subject to removal from the position, if selected. The selection decision for the position I have applied for is entirely up to the standards and practice of University Outreach.

Signature

Date

AGREEMENT

Please read the following statements, then initial on the lines and check the boxes with the dates to signify that you agree to the conditions outlined.

- I agree to actively participate in LEAP during Spring 2011 and understand this commitment will last for one semester.
- I agree to be an active participant in all LEAP trainings.
- I agree to participate in all, if not most, of the Pathway to College Campus Visits.
- I agree to work closely and communicate effectively with staff members at CI.
- I agree to check my email for weekly LEAP updates.
- I agree to serve as a mentor and role model for visiting students, parents and staff.
- I agree to be enthusiastic, friendly, engaging and a useful resource to visitors and the LEAP team.
- I agree to abide by the expectations that LEAP discusses during training.

If selected to be a LEAP volunteer, I agree to participate in the following:

- Thursday, January 20 & Friday, January 21, 2011 Spring 2011 training
- Pathway to College Campus Visits
- Monthly LEAP trainings
- Monthly social events with the LEAP team

I understand that if I violate any of the above contract items at any time I may not be able to participate as a LEAP volunteer during Spring 2011.

Printed Name

Signature

Date

Please return pages 5-7 to Breana Christie, associate director of University Outreach and Student Success Programs in Bell Tower 1803 no later than Friday, November 12, 2010 by 5:00 p.m. If you have any questions, please feel free to contact Breana Christie via email at breana.christie@csuci.edu or by phone at 805-437-3174.