Dear Site Leader applicant,

Thank you for you interest in the Alternative Spring Break program! On behalf of the executive board we would like to extend our best wishes in this year’s Site Leader selection process.

As you probably know, the Alternative Break program was a great success last year. We expect this year’s program to be even better. Therefore, we are looking for enthusiastic students who are really committed to volunteerism and direct service. Our selection process will be competitive based on this application, an interview, and the short presentation given.

If chosen as a Site Leader, you are expected to attend meetings to prepare for your experience. You can expect to spend time learning about the organization, the social issues and the work you will be doing once you’re selected. There may also be other group activities such as a pre-break service project, fundraisers, and other events throughout the year.

However, please do not feel as if it will be too hard for you. All Site Leaders will receive efficient training and help from the Board members, Staff, and our Advisor, Mr. Lemons. Being a Site Leader just requires passion and vision. You can do it!

Please take time to read the application carefully as it lays out your responsibilities and expectations as a Site Leader.

Good Luck!

~The 2007-2008 Board
GUIDELINE FOR SITE LEADERS

QUALIFICATIONS:
• Must have a 2.5 G.P.A
• Must be responsible, reliable, flexible, and able to work well with others
• Be able to work independently, take initiative, and be a strong team player
• Able to prioritize and manage multiple projects
• Good planning, communication, and organizational skills
• Must be willing to commit the time and energy it takes to be a leader
• Have an open mind and positive attitude
• Have excitement about ASB, direct service, student development, and group activities
• Be willing to share openly during reflection to support student learning and growth
• Have good decision making skills

SITE LEADERS ARE RESPONSIBLE FOR:
• Attending an initial site leader training session
• Selecting a trip location
• Working with Board to confirm all site logistics and communicating with their team
• Maintaining regular communication with the site throughout the process
• Attending site leader meetings
• Recruiting trip participants with the help of ASB executive board
• Attending all mandatory meetings with all participants
• Getting to know group participants
• Facilitate planning for group activities during the trip (group reflections, meals, etc)
• Creating a trip budget
• Co-lead a group of peer participants on a week long service trip
• Help plan re-orientation activity to share learning/experience with community
• Provide leadership and assistance as needed in emergency situations

IMPORTANT DATES:
• Site Leader Information sessions: Thursday, March 22 at 12:00
  (Choose only one) Monday, March 26th at 5:30
  Tuesday, March 27th at 12:00
• Application due: THURSDAY, APRIL 12th in the Office of Community Service by 5:00pm (give to front desk clerk)
• Site Leader interviews: Monday, April 16th
  Tuesday, April 17th
  Wednesday, April 18th
• Site Leader/Board Retreat (if chosen): Saturday, April 21st
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**INVolVEMENT/LEADERSHIP**

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**HEALTH AND EMERGENCY INFORMATION**

- Special health considerations (i.e. diabetes, allergies to medications, etc.)
- Food considerations (vegetarian, no red meat, no fish, etc.; also any food allergies)
- Insurance carrier | Identification/Group #s | Insurance Phone #
- Emergency Contact | Relationship to you | Cell # (if applicable)
- Home phone # | Work Phone # | Cell #
The interview portion of the application process is extremely important in the selection of Site Leaders. Therefore, we are providing several questions that we would like for you to think about before the interview. *Please note that these are just examples of the types of questions that could be asked in your interview.

- What is your most significant experience as a leader of your peers?
- Have you participated in any Alternative Spring Breaks in the past? If not, describe any similar service experience you may have had.
- How do you deal with stressful situations in a group setting?
- What other leadership experiences have you had in the past?
- What time commitments do you have for next year?

ASB Site Leader interviews will be held on Monday, April 16th, Tuesday, April 17th, and Wednesday, April 18th. Interviews will last no more than 30 minutes. Please rate your time slot choice on a scale of 1 to 3.

*1=1st choice   *2=2nd choice   *3=3rd choice

Please try and place availability for all three days. You will be sent an e-mail that will notify you of your interview time and date by Friday, April 13th.

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As part of your interview process you will prepare a five to ten minute presentation. Your presentation will be based on the option you choose below. There are two options to pick from, you are to choose either **Option A** or **Option B**. Details about each choice are provided along with what we would like for each presentation to have below.

If you choose **Option A**, you will have to pick from the social issues provided. Please check 3 issues that you are passionate about and then rate your choices from 1-3. Do your presentation on the social issue you are **most** passionate about. If there is a social issue that you are passionate about that you want to do your presentation on and it is not listed, please check “other” and write your issue in the blank your issue. For your presentation you will need to include the following:

- Your social issue (Please explain why you chose this issue)
- A possible site location (city, state)
- Possible organization you will work with
- Details about organization
- Description of service
- Possible housing

If you choose **Option B**, we already know the location and social issue for these sites. Choose which site you would like to do. However, for your presentation you will need to include the following:

- The social issue (why you are passionate about the issue that is already chosen)
- Possible organization or schools you will work with
- Details about organization
- Description of service
- Possible housing

**Option A**

- AIDS/HIV
- Child Abuse
- Children
- Civil & Human Rights/Social Justice
- Cultural Awareness
- Disaster Relief
- Environment
- Health Education
- Homelessness
- Hunger
- Immigration
- Poverty & Welfare
- Prison Reform/Incarceration
- Urban Violence/Crime
- Other

**Option B**

- New Orleans - Social Issue: Education
- Florida - Social Issue: Environment
Being an Alternative Spring Break site leader requires time, energy, and commitment. By signing this statement, I am agreeing to invest that time, energy and commitment if selected to be an ASB Site Leader. I agree to attend the Site Leader/Executive Board Retreat on Saturday, April 21st. I will attend all mandatory ASB events, including group meetings. I will serve as a leader and as a team player. I will help to enforce the Alcohol/Drug Free policy on all trips. Most of all, I will dedicate myself to the goals of ASB and uphold all policies set forth.

Signature_____________________________________Date__________________

ALCOHOL/DRUG FREE POLICY

The Alternative Spring Break program promotes an alcohol/drug-free philosophy. This prohibits alcohol consumption or illegal or irresponsible drug use by anyone, regardless of age, participating in the Alternative Breaks during the week of the Break, including travel to, from, or at sites. Drinking during the break represents a major liability to the program, and is inappropriate when dealing with the social issues of Alternative Break sites, in particular, communities with whom substance abuse could be a sensitive issue. Any participant who does not follow this policy will be asked to leave the program, and return to his or her place of residence at their own expense. Support of this policy by all involved is essential for a safe and socially aware break. The Office of Community Service endorses the Drug and Alcohol Policy of Georgia State University.

Please sign to note your willingness to comply with this policy.

Signature_____________________________________Date__________________

Questions??

Contact (Assistant Director)