



Summer Youth Enrichment Program 2016 Student Application

401 S. Park Avenue, Winter Park, FL 32789 (P) 407-643-1657 (F) 407-643-1659

Date: _____

1. Student Name _____

2. Home Address _____ Winter Park, FL 32789

3. Home Phone Number _____ 4. Cell Phone Number _____

5. E-Mail Address _____ 6. Gender Male Female

7. Date of Birth _____ 8. Are you legally eligible to work in the U.S.? Yes No
month/day/year

9. Have you participated in the SYEP program before? Yes No *If so, when?* _____

School Information

10. Current Grade (or highest level completed) 9th 10th 11th 12th

11. School Name _____ 12. Cumulative GPA _____
2.0 GPA preferred

13. School Counselor _____ 14. Phone Number _____

Parent/Legal Guardian Information

15. With whom do you live with? Mother and Father Mother Only Father Only Parent and Stepparent
 Guardian/Other *please specify* _____

16. Mother's/Guardian Name _____ OK to contact? Yes No

17. Cell Phone Number _____ 18. Work Phone Number _____

19. Father's/Guardian Name _____ OK to contact? Yes No

20. Cell Phone Number _____ 21. Work Phone Number _____

EMERGENCY CONTACT

22. Name _____ 23. Relation _____

24. Cell Phone Number _____ 25. Work Phone Number _____

PROGRAM REFERENCE SELECTION

Please place a one (1) next to the program destination of your first choice and place a two (2) next to your second choice and a three (3) next to your last choice. Do not select more than three programs. **All internship experiences are subject to change based upon availability.**

Winter Park Public Library

Circulation: Assist library staff with assembling new patron packets, make labels and bands for interlibrary loan, pulling library materials for staff, maintaining shelves, placing books and materials in carts and in order, and other duties as assigned.

Youth Services: Assist with the Summer Reading Program Activities, set up meeting rooms, placing books and materials back on the shelves, help monitor the program, assist with registration, help patrons use the computer and locate materials, clean up, and other duties as assigned.

Qualifications: Must be able to pass the "Page Test", ability to follow instructions, be physically able to set-up/arrange furniture, be able to work with others, and provide high levels of customer service.

Hannibal Square Heritage Center

Provide assistance to Management and Docents during various scheduled tours and HSHC hosted events, assist during fieldtrip arrivals, prepare work spaces and art projects, perform light office work such as filing and answering phones, greet museum guests.

Qualifications: Demonstrate promptness and dependability, ability to relate and work with management and volunteer staff, present appropriate appearance, exhibit flexibility and enthusiasm for assigned projects

Welbourne Avenue Nursery

Assist teachers inside the classrooms with daily art and science learning projects, assist staff in the daily care of kids in the lunch room and patio, read and share stories with the children, and assist with supervised activities on the playground and Kaboom building block, assist teachers with breakfast/lunch/snack times, share special talents with children (ex. music or art abilities).

Qualifications: Effective verbal communication skills, motivated self-starter, ability to work with others and follow directions, must enjoy working with and being around children.

Winter Park Parks & Recreation Department

Recreation Leader Assistant: Assist Summer Camp Counselors with activities throughout the day. Prepare facility for breakfast and lunch program. Run concession stand during lunch. Assist in supervising children. Administrative paperwork, organize folders, and assist counselors as needed. May also work with senior programming assistant with special events.

Qualifications: At least 16 years of age, previous experience working with youth in a camp setting, and experience implementing youth activities. Must be flexible, creative, articulate and provide attention to details. Good customer service skills, ability to use Microsoft Office, cash handling experience.

Winter Park Parks & Recreation Department

Administrative Support: Assist with administrative and clerical recreation responsibilities, Saturday Farmer's Market paperwork, answering phones, filing, copying, etc.

Qualifications: At least 16 years of age, Knowledge of Microsoft Office, Outlook, office terminology, methods, practices, and procedures. Ability to exercise mature judgement in assisting the public and city employees, ability to multi-task and complete tasks in a timely manner. Must have good grammar and spelling.

Program Information: The selection staff appointed by the City of Winter Park requires certain students' records to determine the eligibility and approval of the applicants. By signing this form you are giving the City of Winter Park the right to collect school records for the express purpose of determining eligibility in the Summer Youth Enrichment Program. Directory information concerning your participation in the program will be released to the public as a matter of course, unless notified in writing. This information is limited to name, grade level, schools attended, home address, date of birth, parent's name and address, phone number, and participation dates.

Approval for admittance into the Summer Youth Enrichment Program is the sole decision of the Selection Staff based upon meeting eligibility requirements, submitted application materials and personal interviews. Highest consideration will be given to those applicants who are in good academic standing, have a strong GPA and have related work/volunteer experience. The Summer Youth Enrichment Program considers applications without regard to race, color, national origin, gender or disability.

Acknowledgement: By signing this page of the application, the applicant agrees to, and his/her parent or guardian permits, the receipt of program services and acknowledges the requirements and guidelines set out in the SYEP Guidelines attached to this application. By signing this application you hereby authorize the use of any and all photographs of your child taken during their participation in the SYEP. You also represent that the information provided and that the details on this application are true and correct.

Applicant's Signature _____

Parent/Legal Guardian's Signature _____

Date _____

FOR OFFICE USE ONLY: Date Application Received _____		Application Reviewed By _____	
Eligible _____ (provider: _____)	Wait Listed _____	date: _____	
Ineligible _____ (reason: _____)			

APPLICANT QUESTIONNAIRE

The following questions must be completed by the student. Please write one or two paragraph answers to the following questions. Use a separate sheet of paper if necessary.

Student's Name _____

1. What do you plan to do after graduation from high school?

2. List your school activities (such as band, clubs, student government, sports, etc.)

3. What do you like to do in your spare time?

4. List any educational or leadership summer programs in which you have participated?

5. Which are your best subjects in school? Explain Why

PROGRAM QUESTIONNAIRE *(continued)*

Student's Name _____

6. Which subjects in school give you the most difficult time? Please explain

7. Provide in detail your current career plan

8. What internship provider are you interested in applying for and what do you hope to learn and achieve if you are accepted?

9. What will you do to help ensure your success in the program?

RECORDS RELEASE FORM

The student is applying to the Summer Youth Enrichment Program of the City of Winter Park's Community Redevelopment Agency. Parents must complete this form and submit it to the records maintenance office at the student's school. Your cooperation is appreciated.

**City of Winter Park
Attn. CRA Program Coordinator
401 S. Park Ave
Winter Park, Florida 32789
P: (407)643-1657**

As indicated bellow:

- I hereby give my permission for the release of any records from my son's/daughter's file to the **CRA SYEP Program**.
- I hereby give permission for you to release any of my school records to the **CRA SYEP Program**.

I authorize the release of school records from my son's/daughter's file that may be requested by the Summer Youth Enrichment Program. I understand that these records will be handled in a confidential manner and that they will be made available only to program staff and representatives from the Summer Youth Enrichment Program.

This authorization is limited to the following records:

- Official School Transcript
- Orange County: Student Academic Involvement Report with tests scores
- Test Results (PSAT, SAT, ACT, FCAT if available).
- Attendance Record for 8th-12th grades
- Student grades/progress reports
- Information concerning disciplinary actions
- Individual Education Plan (IEP)

Student's Name _____

Father/Guardian Name _____

Student's School I.D. Number _____

Student's Social Security Number _____

Student's Signature

Parent/Legal Guardian's Signature (required if student is under 18)

Date

TEACHER RECOMMENDATION FORM

Student's Name _____

Grade Level _____

Dear Teacher,

The aforementioned student is applying to the Summer Youth Enrichment Program of the City of Winter Park's Community Redevelopment Agency. Please complete this form and return it to our office at your earliest convenience. Your cooperation is appreciated.

**City of Winter Park
Attn. CRA Program Coordinator
401 S. Park Ave
Winter Park, Florida 32789
P: (407) 643-1657**

How well do you know the applicant? Very Well Somewhat Slightly

Classify the applicant in the following categories. Leave blank for any which you have no opinion.

	Poor	Average	Above Average	Superior
Attendance				
Self-Confidence				
People Skills				
Attitude				
Academic Ability				
Leadership Skills				

	Rarely	Sometimes	Frequently	Always
Punctual				
Fulfills Commitment				
Shows Responsibility				
Shows Initiative				
Demonstrates Common Sense				
Demonstrates Maturity				
Works to their Potential				

Please see next page for additional questions

TEACHER RECOMMENDATION *(continued)*

Student's Name _____

1. What do you consider to be this person's strongest quality or talents?

2. How would you describe the student's conduct in school?

Any additional comments that would help us understand or evaluate this student? Recommendations for placement are welcome.

This information will be handled in a confidential manner and will be made available only to program staff and representatives from the Summer Youth Enrichment Program. We strongly encourage you to add any further information that will help us assess this applicant's candidacy as fairly as possible. *Thank you for your careful evaluation.*

Teacher's Name (print)

Teacher's Signature

Date

School Name

Subject

Phone Number

E-mail Address

FOR OFFICE USE ONLY: Date Recommendation Received _____

Recommendation Reviewed By _____

Summer Youth Enrichment Program Application Checklist

Applications will be accepted only from students living within the CRA boundaries of Winter Park (see attached map).

Before submitting the application, please ensure that you have completed and provided the following:

- All appropriate boxes checked and blanks filled in on all pages
- Have read and understand SYEP Program Guidelines (attached)
- Application signed by both the student and a parent/guardian
- Questionnaire** and **essays** completed by student
- Record Release Form** signed by both the student and a parent/guardian
- Recommendation Forms** completed by a current teacher
- Verification of U.S. citizenship or residency.** Please attach a copy of **one** of the following documents:
 - U.S. Birth Certificate
 - U.S. Passport
 - Naturalization papers
 - Alien Registration Card
- Student's most recent **school transcript report card, and/or FCAT scores**

Please mail the completed application before April 15th to:

**City of Winter Park
Attn. CRA Program Coordinator
401 S. Park Ave
Winter Park, Florida 32789
P: (407) 643-1657**

or

Drop the completed application before April 15th to:

**City of Winter Park
Front Lobby of City Hall
401 S. Park Ave
Winter Park, Florida 32789**

Highest consideration is given to those applicants who are in good academic standing, have a strong GPA and have related work/volunteer experience. Final decisions will be made in mid-May after a personal interview.

Applications and required paperwork are due by April 25th. You will not be considered for participation in the program until all required components of your application have been received.