



## **2015-2016 JLT Teen Board Information & Application**

### **TEEN BOARD OVERVIEW**

The Junior League of Tallahassee (JLT) is excited to recruit the third annual Teen Board, selecting up to 20 high school junior and senior female leaders in our community to serve a one-year term (September 2015 – May 2016). The JLT Teen Board provides a foundation of volunteerism while offering the opportunity for Teen Board members to gain an understanding of the impact JLT has on the Tallahassee community, while gaining needed volunteer hours for college and scholarship applications. Members of the JLT Teen Board will receive specialized training on volunteerism and fundraising from JLT members and community leaders, and have the opportunity to participate in key JLT fundraisers. In addition, the teen participants will have the opportunity to interact with other young women their age from across the community.

### **WHO IS JLT?**

The Junior League of Tallahassee (JLT) was established in 1960 by a group of visionary women committed to serving the community in a volunteer capacity. Today, JLT has nearly 600 members, actives and sustaining, and remains committed to developing the potential of women as leaders and grassroots volunteers in charitable causes that improve our local community. This year alone, we will contribute more than 10,000 volunteer hours to promote our mission and improve the lives of local children and families. The Junior League of Tallahassee and The Association of Junior Leagues International reach out to women of all races, religions and national origins who demonstrate an interest in and commitment to volunteerism.

### **JLT MISSION**

The Junior League of Tallahassee is a nonprofit organization of women committed to improving the lives of children and families through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

### **JLT IMPACT AREA**

School success: Our community projects provide children and families the opportunities to succeed in school through health, self-esteem and basic needs.

### **APPLICATION INSTRUCTIONS AND TIMELINE**

Thank you for your interest in the 2015-2016 Teen Board. Please carefully review the Teen Board expectations, requirements, and complete the below application. Please note, electronic consent must be provided by the applicant and a parent/guardian {for all applicants under 18 years of age}. Applications are due no later than **FRIDAY, SEPTEMBER 11th, 2015**, and should be submitted via email to [teenboardjlt@gmail.com](mailto:teenboardjlt@gmail.com) or using the link to submit your application electronically. All applications are reviewed by JLT volunteers and applicants will be notified via email to sign up for an interview time or may choose to sign up electronically when submitting their application with the direct link. Applicants will be interviewed by a panel of JLT members. Interviews will take place **TUESDAY, SEPTEMBER 22, 2015, WEDNESDAY, SEPTEMBER 23, 2015** and **THURSDAY, SEPTEMBER 24, 2015** from **4:00-7:00 pm**. Applicants **MUST** be available during one of the interview times and sign up for interview times occurs on a first come, first serve basis, based on when the application was received. Interviews will last approximately 30 minutes. The selected 2015-2016 Teen Board will be announced no later than **FRIDAY, SEPTEMBER 25, 2015**.

## WHAT TO EXPECT

You can expect the following by participating in the 2015-2016 JLT Teen Board.

1. Gain valuable volunteer and fundraising training.
2. Accumulate volunteer hours to showcase on college and scholarship applications.
3. Interact with other young women your age from across the community.
4. Meet local nonprofit and community leaders.
5. Grow and develop as a leader and a volunteer.

## CRITERIA

Applicants must be:

1. In the 11<sup>th</sup> or 12<sup>th</sup> grade during the 2015-2016 school year and attend a school in Leon, Gadsden, or Wakulla county or be home-schooled as a Leon, Gadsden, or Wakulla County resident.
2. Identified by school administrators or other community leaders as having leadership potential {recommendation can come from teachers, administrators, sports coaches, instructors, faith community, etc.}
3. Interested in learning more about volunteer and leadership opportunities in our community.
4. Interested in putting skills gained in Teen Board training to use in our community.
5. Positive and enthusiastic about networking with other local high school teens.
6. Willing to commit the energy necessary to gain a meaningful experience as a JLT Teen Board member.
7. Willing to sign the Teen Board Code of Conduct and Agreement. {provided at Orientation if selected}

Applicants must have:

1. A minimum of 2.5 GPA, unweighted.
2. Electronic consent of their parent/guardian for application and if selected, signed consent of parent/guardian. {provided at Orientation}

## LETTER OF REFERENCE

The final page of this application includes a Letter of Reference form to be completed by a school administrator, teacher, faith, sports or civic organization leader. Please have this form submitted directly to the JLT Teen Board panel via email to [teenboardjlt@gmail.com](mailto:teenboardjlt@gmail.com) with the applicant's first and last name in the subject line **by FRIDAY, SEPTEMBER 11th, 2015.**

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## QUESTIONS?

If you have any questions or concerns about the application process or the JLT Teen Board please email the 2015-2016 Teen Board Chairs: Stephanie Shumate and Iris Elijah at [teenboardjlt@gmail.com](mailto:teenboardjlt@gmail.com) or speak directly with your applicable school contact.



# **Junior League of Tallahassee** **2015-2016 Teen Board Application**

DATE: \_\_\_\_\_

\*\*Please type application information and questions

APPLICANT INFORMATION							
Last Name		First		M.I.		D.O.B	___/___/___
Street Address				Apartment/Unit #			
City			State		ZIP		
Home Phone	(____) _____ - _____		Cell Phone	(____) _____ - _____			
Email Address				2015-2016 School			
2015-2016 Grade Level:			Previous Year Un-weighted GPA				

PARENTAL/GUARDIAN INFORMATION							
Father/Guardian Last Name				First			
Street Address				Apartment/Unit #			
City			State		ZIP		
Home Phone	(____) _____ - _____		Cell Phone	(____) _____ - _____			
Email Address							

Mother/Guardian Last Name				First			
Street Address				Apartment/Unit #			
City			State		ZIP		
Home Phone	(____) _____ - _____		Cell Phone	(____) _____ - _____			
Email Address							

EMERGENCY CONTACT INFORMATION					
Name			Relationship to Member:		
Street Address			Apartment/Unit #		
City		State		ZIP	
Cell Phone	(____) _____ - _____		Alternate Phone	(____) _____ - _____	
Email Address:					

**APPLICATION QUESTIONS (\*\*PLEASE LIMIT RESPONSE TO NO MORE THAN 150 WORDS PER QUESTION\*\*)**  
Please type answers to questions for legibility

Q1 Please list all current extracurricular activities and organizations in which you participate and are anticipating participating in next school year.

Q2 Why are you interested in participating in the 2015-2016 JLT Teen Board?

Q3 What skills are you seeking to gain in this volunteer training and leadership experience?

Q4 Please share a bit about past volunteer participation and what you gained from those experiences.

Q5	Do you need volunteer hours for graduation or scholarship opportunities? If so, please provide the number of hours you need?

Q6	What assets could you bring by participating in the 2015-2016 JLT Teen Board and why should you be selected to serve on the JLT TB this year?

Q7	Share a little about your long-term goals after completion of high school.

Q8	Have you ever received any suspension or been expelled? If your answer is yes, please explain.

## COMMITMENT TO THE JLT TEEN BOARD

1. The JLT Teen Board requires a level of commitment and dedication from each selected member in order to provide a successful and meaningful experience. Please read the requirements below and check the box to indicate your desire to be selected as a 2015-2016 JLT Teen Board member.
2. To participate in the JLT Teen Board, applicants are expected to participate in **ALL** JLT Teen Board events and activities unless they have communicated with the Teen Board Chairs, Stephanie Shumate and Iris Elijah, to be excused from an event.

**\* September 22-24, 2015**      Applicant interviews {20-minute blocks from 4:00-7:00pm each day}  
Applicants will sign up via email or online at the time the application is due by August 31<sup>st</sup>, 2015.

**\* September 25, 2015 (non-later)**      Selected Teen Board Members announced

**\* September 26 or 27, 2015**      Teen Board Orientation and Retreat – Location and Time TBD  
Parent/Guardian **MUST** be present at the beginning of the event.

**\* October 12, 2015, 7-8:30 pm**      Teen Board presented at JLT General Membership Meeting  
6:45pm for Photos at Holy Comforter Episcopal School Gym

There will be **monthly Teen Board trainings**, those dates will be set with the girls in order to achieve higher participation and attendance. There will also be various volunteer opportunities for the teens to participate in with the Junior League as a whole and those times and dates depend on the specific event, the teens will be notified about those opportunities as they arise.

3. Teen Board members also commit to sign up for a minimum of **FIVE three-hour** shifts at a JLT Community Project or JLT Fundraiser, based upon Teen Board member's schedule and availability.

## APPLICANT SIGNATURES

By signing below, I indicate that I understand the requirements of the JLT Teen Board. If selected, I will dedicate the time and energy necessary to create a meaningful experience for all Teen Board members while upholding the highest of standards. I understand I will review and sign the Code of Conduct at the Orientation. I understand attendance at JLT Teen Board events is mandatory unless I have received prior excusal of the event from the Chairs. I understand that the information provided by the person I have asked to provide a reference on my behalf will be kept confidential and will not be divulged to me at any time.

Signature		Date	
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As the legal parent or guardian of this applicant, I provide consent for my child to apply for the 2015-2016 JLT Teen Board. I understand I need to be present at the JLT Teen Board Orientation and will provide written consent at that time.

Signature		Date	
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## 2015-2016 TEEN BOARD APPLICANT LETTER OF REFERENCE

Thank you for your willingness to support a local high school female leader in her application for the 2015-2016 Junior League of Tallahassee Teen Board. The Junior League of Tallahassee {JLT} is excited to recruit the third Teen Board, selecting up to 20 high school junior and senior female leaders in our community to serve a one-year term {September 2015 – May 2016}. The JLT Teen Board provides a foundation of volunteerism while offering the opportunity for Teen Board members to gain an understanding of the impact JLT has on the Tallahassee community, while gaining needed volunteer hours for college and scholarship applications. Members of the JLT Teen Board will receive specialized training on volunteerism and fundraising from JLT members and community leaders, and have the opportunity to participate in key JLT fundraisers. In addition, the teen participants will have the opportunity to interact with other young women their age from across the community.

Please submit this letter of reference form via email to [teenboardjlt@gmail.com](mailto:teenboardjlt@gmail.com) or fill out via an online pdf: by FRIDAY, SEPTEMBER 11th, 2015.

APPLICANT NAME:				
REFERRER NAME:				
REFERRER PHONE:	Cell:		Work:	
REFERRER EMAIL:				
Q1	How do you know the applicant?			
Q2	How would you describe the applicant?			
Q3	Why do you think this applicant would be a strong candidate for the 2015-2016 JLT Teen Board?			
Q4	The JLT Teen Board is committed to the growth and development of our members. What are some areas of potential growth and development for this applicant?			