



Summer Youth Enrichment Program 2020 Student Application

721 West New England Ave. Winter Park FL. 32789 Office: (407) 599-3387

COMPLETED APPLICATIONS ARE DUE MAY 15th 2020 OR UNTIL FULL

Date: _____

Student Name: _____

Home Address: _____ Winter Park, FL 32789

Phone Number: Home: _____ Cell: _____

Email Address: _____ Gender: Male Female

Have you participated in the SYEP before? ☐ Yes ☐ No If so, when? _____

School Information

Current Grade (or highest level completed): _____ Cumulative GPA: _____

School Name: _____

School Counselor: _____ Phone Number: _____

Parent/Legal Guardian Information

With whom do you live with: ☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Guardian/Other

Mother/ Name: _____ OK to contact? _____

Phone Number: Home: _____ Work: _____ Cell: _____

Father/Guardian Name: _____ OK to contact? _____

Phone Number: Home: _____ Work: _____ Cell: _____

Emergency Contact:

Name: _____ Relationship: _____

Phone Number: Home: _____ Work: _____ Cell: _____

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.***

<p>Winter Park Public Library <input type="checkbox"/></p> <p>Circulation: Assist with assembling packets, label making, pulling materials, maintain shelves, place books and materials in order.</p> <p>Youth Services: Assist with Summer Reading Program, set up meeting rooms, placing books and materials back on shelves, assist with registration, helps patrons with computer access and locating materials, assist with cleaning areas.</p> <p>Qualifications: Must be able to pass the "Page Test", ability to follow instructions, set up and arrange furniture, be a team player, and provide a high level of customer service.</p>	<p>The Gardens at Depugh Nursing Center <input type="checkbox"/></p> <p>Visit with elderly residents in activities, offer help with crafts or projects, hold conversations, smile, assist director as needed, decorate for events, set-up and clean-up activity area, interact with staff in a professional manner, understand privacy rules, be creative, enjoy your work.</p> <p>Qualifications: Basic English skills, knowledge of Microsoft office, ability to work independently with minimum supervision, must be dependable, and be comfortable working/interacting with people.</p>
<p>Winter Park Parks & Recreation <input type="checkbox"/></p> <p>Recreation Leader Assistant: Assist Summer Camp Counselors with activities throughout the day. Prepare facility for meals, run concession stand, assist in class supervision and administrative paperwork and clerical duties. May also assist with Senior programming and special events.</p> <p>Qualifications: At least 16 years of age, previous experience in a youth camp setting. Must be flexible, creative, articulate, dependable, and have good attention to details. Strong customer service skills and ability to use Microsoft Office.</p>	<p>Winter Park Parks & Recreation <input type="checkbox"/></p> <p>Administrative Support: Assist with clerical recreation responsibilities, Farmer's Market paperwork, answering phones, filing, copying, etc.</p> <p>Qualifications: At least 16 years of age, knowledge of Microsoft Office, Outlook, office terminology. Ability to exercise mature judgement in assisting coworkers and the public, ability to multi-task and complete tasks in a timely manner. Must have good grammar and spelling capabilities.</p>
<p>Welbourne Ave Nursery <input type="checkbox"/></p> <p>Assist teachers with daily art and science learning projects, daily care of students in lunchroom and patio, read and share stories with students, assist with playground supervision and mealtimes, share special talents with students (ex. Music, art)</p> <p>Qualifications: Effective verbal communication skills, motivated self-starter, ability to work with others and follow directions, must enjoy working with and being around children. Must be able to pass background check.</p>	<p>Winter Park Day Nursery <input type="checkbox"/></p> <p>Assist teacher in providing nurturing environment that encourages social, emotional, physical, and intellectual development. Assist in curriculum implementation established by Winter Park Day Nursery. Assist with all functions and ensure safety and supervision of children at all times by meeting physical demands of the position.</p> <p>Qualifications: Must be able to pass background check, speak clearly, and be comfortable around young children.</p>
<p>Hannibal Square Heritage Center <input type="checkbox"/></p> <p>Provide assistance to management and docents during scheduled tours and HSHC hosted events, assist with fieldtrip arrivals, prepare work spaces and art projects, perform light office work, answer phones, greet museum guests.</p> <p>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.</p>	<p>Crealde School of Art <input type="checkbox"/></p> <p>Interns will serve as Art Camp Counselors for students aged 4 - 12. Interns will assist instructors in classroom activities, escort students from one studio to another, help prepare and serve snacks, supervise students during meal times.</p> <p>Interns must be able to follow directions, keep order with student groups, have good organizational and communication skills, and must be reliable, prompt, and enjoy working with children in a camp setting. Must pass a background check.</p>

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. 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. Community Center Superintendent
Stephanie Kunz
721 West New England Ave.
Winter Park, Florida 32789
P: (407) 599-3387 F: (407) 599-3454

As indicated below:

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

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 _____

Parent/Guardian Name _____

Student's School I.D. Number _____

Student's Social Security Number _____

Student's Signature

Parent/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: Community Center Superintendent
Stephanie Kunz
721 West New England Ave.
Winter Park, Florida 32789
P: (407) 599-3387 F: (407) 599-3454

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

Before submitting application, please ensure 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 email or mail the completed application before **May 15TH, 2020 OR Until Full** to:

skunz@cityofwinterpark.org

City of Winter Park

Attn: Community Center Superintendent

Stephanie Kunz

721 West New England Ave.

Winter Park, Florida 32789

For additional information, please contact Stephanie Kunz at 407-599-3387 or skunz@cityofwinterpark.org

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 May 15th, 2020. You will not be considered for participation in the program until all required components of your application have been received