Application Packet
Youth Work Readiness Program

FINAL DEADLINE: May 19, 2015

Researchers at North Carolina Agricultural and Technical State University have developed a program to assist middle school aged youth to develop skills that will help them prepare for the work force and college settings. During the program, youth complete a formal educational program that covers 5 modules. Each module includes an interactive E-module to reinforce major concepts. During the E-modules, youth help one of the characters solve a work-related problem. Following the coursework, youth are assigned to a local worksite where they are evaluated as volunteers in a work-like setting. The program goals are that upon completion of the program, participants will (1) have gained knowledge and awareness of workplace ethics and (2) demonstrate their ability to (a) perform basic job tasks efficiently, (b) handle themselves in an appropriate manner in work-like settings, and (c) respond and relate to others respectfully and appropriately. Youth who successfully complete the program and all program evaluation materials will receive a $100 incentive for their time and efforts. The program will run from:

Monday, June 15, 2015 through Thursday, August 7, 2015
9am-2pm

Mandatory parent orientation for participants and parents will be held on Tuesday, May 26, 2015 from 6:00 p.m. - 7:00 p.m. Location is to be determined.

QUALIFICATIONS
All applicants must:

• Rank as a rising seventh or eighth grader during the summer of 2015.
• Be in good academic and educational attendance standing.
• Submit a completed application and all required documents to the county program coordinator. These materials may be submitted in person, fax, email or postal mail.
• Note: Scotland County residents will be given preference during the selection process, but students from all jurisdictions may apply.

EVALUATION CRITERIA
Each application will be judged on its own merits. Participants will be selected on the basis of their:

• Demonstration of willingness to learn and do new things.
• Willingness to serve in community service or volunteer activities.
• Recommendation from an adult reference.
SELECTION AND CLASS MAKE-UP

The program coordinator will strive to choose applicants who represent a cross-section of students living or attending middle school in Scotland County. Up to 15 students will be chosen to form a diverse group of individuals. Diversity of gender, ethnic backgrounds, as well as geographic diversity within the Scotland County community will also be taken into consideration.

REQUIRED TIME

The Youth Work Readiness Program sessions will take place from approximately 9:00 a.m. – 2:00 p.m., although the schedule and location for each day may be different. Participants are expected to attend all sessions, including the mandatory opening parent meeting, demonstration day and graduation. Any participant who misses the required meetings or fails to follow the 4-H code of conduct at any time during the summer will be asked to withdraw from the program without an incentive.

INCENTIVES

Each youth who completes the program successfully will receive an incentive of $100. All incentives will be paid via a State Employees Credit Union VISA prepaid card. Incentives will be given out at the graduation ceremony.

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4-H YOUTH WORK READINESS PROGRAM APPLICATION CHECKLIST:

Qualifications and Requirements found on the first page are met by the student applicant.

“Parental Consent Form” has been submitted by a parent.

“Reference Form” has been submitted by a teacher, counselor, principal, community figure or any adult who has worked closely with the applicant.

Submission Deadline: The application has been submitted to Dorothy B. Tyson, Coordinator, by May 19, 2015. Please choose one of the following ways to submit:

- E-mailed to tyson4H@gmail.com.
- Mailed or brought to Scotland County Cooperative Extension Center, 231 East Cronly St, Suite 800, Laurinburg, NC 28352.
- Faxed to 910-277-2426

Mandatory Attendance: If accepted, attendance is mandatory at both:

- Opening Parent Orientation
- Demonstration Day
- Graduation
(Please print)

Please note the application deadline below:

- **Final Application Deadline**: May 19, 2015
- Applications may be e-mailed to **tyson4H@gmail.com** or mailed to 231 East Cronly St, Suite 800, Laurinburg, North Carolina 28352.
- Reference letters and Parental Consent forms **MUST** be included when the application is submitted.

<table>
<thead>
<tr>
<th>Last Name: ___________________________</th>
<th>First Name: ___________________________</th>
<th>MI: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name You Prefer to be Called: ___________________________</td>
<td>Date of Birth: <em><strong>/</strong></em>/____</td>
<td></td>
</tr>
<tr>
<td>Gender: Male</td>
<td>Female</td>
<td>School: ___________________________</td>
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<tr>
<td>GPA: _____ (out of _______)</td>
<td>Current Grade (Circle or Bold): 6th 7th 8th</td>
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<tr>
<td>Ethnicity: ___________________________</td>
<td>Shirt Size (Adult Sizes): S M L XL XXL</td>
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**HOME ADDRESS:**

| Street Address (Do Not Give P.O. Box): ___________________________ |
| City: ___________________________ | State: ___________________________ | Zip: ___________________________ |
| Home Phone: ___________________________ | Cell Phone: ___________________________ |
| Student E-mail Address: ___________________________ |
| How did you hear about the program? ___________________________ |

**PARENT/GUARDIAN INFORMATION**

| Last Name: ___________________________ | First Name: ___________________________ |
| Street Address (if different from student): ___________________________ |
| City: ___________________________ | State: ___________________________ | Zip: ___________________________ |
| Work Phone: ___________________________ | Cell Phone: ___________________________ |
| Parent/Guardian E-mail Address: ___________________________ |
| Relationship to Student: ___________________________ |
Why are you interested in this program? What do you hope to gain from it? (50 - 100 words)

Describe an individual whose leadership style or skills you admire. How have you been influenced by this person? (50 -100 words)

Why do you think that volunteering and community service is important? (50 -100 words)

Applicant's Signature: ___________________________  Date: _______________
PARENT/GUARDIAN APPROVAL REQUIRED:

I give my permission for my child, __________________________________________, to participate in the 4-H Youth Work Readiness Program. Upon notification of acceptance into the program, I will make sure that they are present at all required meetings and volunteer experience location on time and prepared for the day. I understand that a $100 incentive is available upon successful completion of the program. I understand that successful completion of the program includes participating in all classes, completing all evaluation forms, completing the agreed upon number of volunteer hours (no more than 40), and receiving a positive evaluation from the volunteer site. For more information, contact Dorothy B. Tyson, Program Coordinator, at tyson4H@gmail.com or 910-277-2422.

Parent/Guardian Signature: ________________________________________________

Parent/Guardian Name: ___________________________________  Date: ___________
Each student who applies to the 4-H Youth Work Readiness Program is required to provide one reference letter from a teacher, counselor, principal, community figure or adult who has worked closely with the applicant. We thank you for your time and willingness to speak on behalf of this applicant.

Please submit this form to Dorothy B. Tyson, Program Coordinator. Forms are accepted via e-mail to tyson4H@gmail.com, fax to 910-277-2426 or mail (or in person) to 231 East Cronly Street, Suite 800, Laurinburg, NC 28352.

FINAL APPLICATION DEADLINE: May 19, 2015. Please complete all information.

Student Name: ___________________________________ School: ______________________________________

What is your relationship/involvement with this student? ________________________________________________

Please explain why you recommend this student for the 4-H Youth Work Readiness Program. In what way do you feel this applicant would benefit from such a program?

Reference Signature: ______________________________________________________________________________

Printed Name:__________________________________________ Date: ________________