



2016
LEADERS-IN-TRAINING PROGRAM
APPLICATION PACKET
Teens Ages 13-17



GENERAL INFORMATION

Please read the entire packet carefully and note the following:

- All forms must be completed and returned by 5:30 p.m. on **Thursday, April 7** to:

City of Covina Parks & Recreation Department
1250 North Hollenbeck Avenue, Covina, CA 91722

- Only the **first 75** completed applications will be accepted (for both the Leaders-in-Training and Junior Lifeguard programs). A waiting list will be established after the first 75 completed applications have been accepted.
- If accepted into the Leaders-in-Training program, a **nonrefundable \$40 registration fee must be paid at the orientation meeting (orientation date will depend on final assignment).**

INTERVIEW INFORMATION

Teens only need to schedule one interview.

Wednesday, April 20 and
Thursday, April 21:
3-5:30 p.m.
(Parks & Recreation office)

Interviews

All teens whose applications are accepted **MUST** attend an interview. A notice with the interview date and time will be given to teens upon submittal of application.

ORIENTATION INFORMATION

All teens **MUST** attend orientation for assigned area with at **least one parent/guardian - no exceptions!** Teens unaccompanied by parent may not be allowed to participate in the program. Meetings will be held in the Covina Public Library Community Room (234 N. Second Ave.)

Wednesday, May 18
6-7 p.m.

Orientation for Summer Day Camp and Summer Evening Entertainment Assignments

Thursday, May 19
6-7 p.m.

Orientation for Library, Youth Sports, and Parks & Recreation Office Assignments

If you have any questions, please contact the Parks & Recreation office at (626) 384-5340, Monday-Thursday and alternate Fridays, 10 a.m.-5:45 p.m.

Please visit the City's website at www.covinaca.gov for information on all City programs and services.

Like us on Facebook! www.facebook.com/CovinaParksandRec

City of Covina
Parks & Recreation Department
LEADERS-IN-TRAINING (L.I.T.) PROGRAM
PROGRAM INFORMATION

FOR: Teens 13-17 years of age (must be age 13 by May 1, 2016, and cannot turn 18 until after September 30, 2016).

FUNDED BY: Grant from the Webb Foundation

PURPOSE:

- To provide a leadership and training program for teens interested in public service.
- To provide a positive summer activity and valuable work experience for teens.

VACATION LIMITATION:

For teens assigned to Library, Youth Sports, and Parks & Recreation ONLY:

- Vacation time will be limited to the following for the entire summer (on an approved basis) depending on L.I.T. Schedules:

Assignment	Maximum Vacation Days
One day per week:	2 days for the entire summer
Two days per week:	4 days for the entire summer
Three days per week:	6 days for the entire summer
Four days per week:	8 days for the entire summer
Five days per week:	10 days for the entire summer

- **This limitation is strictly enforced. *Limits are set to give teens 2 weeks of vacation.***
- **Due to the schedules for Summer Day Camp, Summer Evening Entertainment Series, and Joint Summer Reading Program, NO additional time off for vacations will be allowed.**
Assignments are for a limited number of weeks. Schedules allow teens to choose the sessions for which they are available to work. Please refer to the Assignment Request Form for shifts. It is important that teens select sessions and work shifts that do not conflict with scheduled family vacations. Missed assignments may result in forfeiture of ALL recognition/rewards.

RESPONSIBILITIES:

- Teens will be assigned as aides to staff and will be supervised at all times.
- If possible, teens will receive assignments in their area of interest as indicated on the application. Teens may be asked to help where needed.
- Teens must wear the L.I.T. T-shirts and badges (if provided) while at their assignment.
- Teens will be expected to fulfill their commitment to the program. Failure to successfully complete the program **will** result in forfeiture of ALL recognition/rewards.

RECOGNITION/REWARDS:

- Teens who successfully complete the program (participate the entire length of their assignment) will receive a gift card.
- A record of volunteer hours and gift cards will be available for pick up on **Monday, September 12, 2016**, at the Parks & Recreation office, located at 1250 N. Hollenbeck Avenue.



City of Covina
Parks & Recreation Department
2016 LEADERS-IN-TRAINING

<i>Office use only:</i>	
Date Received	_____
Time	_____
Initials	_____
App #	_____

Application must be filled out completely by teen applicant. Print neatly using blue or black ink. Do not leave any lines blank. If the information requested does not apply, please write "N/A."

Name: _____ Age: _____ Birth Date: ___/___/___
 Address: _____ City: _____ Zip Code: _____
 Phone: _____ Email: _____
 Current School: _____ Grade in Fall 2016: _____

Will you be under the age of 18 through September 30, 2016? Yes No

***NOTE: If you will turn age 18 before September 30, 2016, you may not participate in the program.**

Adult T-Shirt Size (circle): Small Medium Large X-Large XX-Large
(Please make sure to choose the correct size. Select only ONE size. No exchanges will be made.)

Can you volunteer 4-20 hours per week for the length of the program?

Please circle: Yes No

Will you be attending summer school?

Please circle: Yes No Unsure If yes, dates: _____

Are there any other commitments you have that may interfere with your assignment? Please explain below:

List classes taken or sports played which would be useful in the area you wish to be assigned:

List interest, hobbies, or extracurricular activities:

List prior experience as a Leader-in-Training/Junior Lifeguard or Volunteer:

State the reasons you are qualified to be in this program: _____

Reverse side must be completed.

Please check the appropriate box. This information will only be used to help assign teens to an appropriate volunteer assignment and will not be used as a basis for acceptance into the Leaders-in-Training program.

	<u>Agree</u>	<u>Disagree</u>	<u>Unsure</u>
I enjoy working with people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I consider myself to be physically active.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would rather spend time indoors than outdoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy being around children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I like to read and be around books.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts and crafts are fun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am computer proficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I work well with a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I don't mind cleaning up trash and other messes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF APPLICANT:

I certify that all statements in this application are true and complete to the best of my knowledge.

I understand that any false statements will subject me to disqualification or dismissal.

Signature of Teen: _____

Date: _____

Signature of Legal Guardian: _____

Date: _____



**City of Covina
Parks & Recreation Department
2016 LEADERS-IN-TRAINING**



To Be Completed by Parent or Guardian

TEEN'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
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ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	BIRTHDATE
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LEGAL GUARDIAN'S NAME	LAST	MIDDLE	FIRST	BUSINESS OR CELL PHONE ()
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HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ()
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LEGAL GUARDIAN'S NAME	LAST	MIDDLE	FIRST	BUSINESS OR CELL PHONE ()
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HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ()
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PLEASE LIST ANY ALLERGIES OR CURRENT MEDICATIONS

PLEASE LIST ANY MEDICAL CONDITIONS OR SPECIAL LIMITATIONS

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

IN THE EVENT OF A MEDICAL EMERGENCY OR INJURY, 9-1-1 WILL BE CONTACTED

CONSENT TO MEDICAL TREATMENT OF A MINOR

In the event of illness, accident, or injury which may occur while said minor is engaged in the Leaders-in-Training program, I hereby authorize and give my consent pursuant to California Family Code section 6910, to the City of Covina, its officials, officers, employees, agents, volunteers, and any other promoters, operators, or co-sponsors of the Activity, to seek medical or dental treatment for said Minor as shall be necessary under the circumstances from a physician licensed under the laws of the State of California.

I also hereby authorize any health or medical facility providing care pursuant to California Family Code section 6910 to surrender physical custody of said Minor to the City upon completion of treatment. This authorization is given pursuant to Health and Safety Code section 1283.

PRINT NAME OF LEGAL GUARDIAN

SIGNATURE OF LEGAL GUARDIAN

DATE



City of Covina
Parks & Recreation Department
2016 LEADERS-IN-TRAINING



NAME: _____

WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

For and in consideration of the City of Covina furnishing facilities, supervisors, equipment or expenses for (print minor's name) _____ to participate in the Leader's-in-Training program during and all associated activities included in the program provided to the minor with the sole intent and understanding to participate, the undersigned acknowledges, affirms, represents, and covenants, he/she is of lawful age and is the lawful guardian of named minor and has the sole right and authority to execute this agreement on behalf of the minor in that he/she has not sold, assigned, transferred, conveyed, hypothecated or otherwise disposed of his/her right and authority.

The undersigned, his/her heirs, executors, administrators, successors, assigns, directors or agents, hereby release, waive, discharge and relinquish any actions or causes of action, demands, rights, damages, costs, loss of services, expenses and any and all claims whatsoever, which may hereafter arise for or to minor, himself/herself and for his/her heirs, executors, administrators, successors or assigns and shall not prosecute or present any claim to the City of Covina, its elected officials, directors, officers, agents, employees, council members, administrators, or any other persons, firms, corporations, associations or partnerships (hereinafter referred to as "releasees") for any causes of action including, but not limited to, losses caused by the active or passive negligence of the releasees.

(Print minor's name) _____ and/or undersigned acknowledges, affirms and understands and assumes all risk inherent in the Leader's-in-Training program and all incidental activities associated therewith and said activities involve a risk of serious physical injury and/or death to minor's person and damage to property and the undersigned is permitting minor to participate with full and complete knowledge of said risks. This waiver and release specifically exempts, relieves and releases the releasees from all liability for personal or bodily injury, including wrongful death and property damage.

The undersigned, for minor and for himself/herself, his/her heirs, executors, successors, administrators or assigns agrees that in the event of any claim of the minor and/or undersigned for personal or bodily injury, property damage or wrongful death against releasees, that the undersigned shall indemnify, defend and hold harmless the releasees, from and against any and all liability, suits, actions, proceedings, judgements, claims, liens, losses, damages (whether in contract or in tort, including personal and bodily injury, death or property damage), costs and expenses, including attorneys' fees, litigation, arbitration and mediation expenses) of every nature or kind which arise from, are caused by, or which are alleged to have arisen from or to have been caused by, or in conjunction with, any and all acts, or omissions, whether negligent or otherwise.

The undersigned acknowledges that he/she has read the foregoing and, has been fully and completely advised concerning the contents and ramifications of the same and is fully aware of legal consequences of signing this document. Based upon the independent evaluation of the risk, I affirm and reaffirm my knowledge and express assumption of the risk and dangers set forth hereinabove and sign this release and waiver of liability freely and voluntarily without any inducement, assurance or guarantee being made to me and intend my signature to be a complete and unconditional release of liability to the greatest extent allowed by law.

Minor's/Child's Name (printed): _____

Parent's/Guardian's Name (printed)

Parent's/Guardian's Signature

Date



**City of Covina Parks & Recreation Department
2016 LEADERS-IN-TRAINING ASSIGNMENT OPTIONS**



Teen's Name: _____

Age: _____

- ✓ After carefully reading through all assignments, please mark the assignments you are interested in, in the boxes to the left, from 1st to 5th choice.
- ✓ **You must choose a total of five assignments.**
- ✓ Every effort will be made to give applicants an assignment they have requested; however, due to limitations in certain areas, applicants may be contacted with substitute/additional opportunities.
- ✓ Applicants need to be available for the assignment shifts that are selected on this form. **Please choose carefully, selections may not be changed once this form has been submitted.**
- ✓ For some assignments, applicants will be required to attend in-service training on the date provided, in addition to mandatory orientation.

Mark Choice Here	Area/Activity	Age Requirement	In-service Training Date	Assignment Days	Assignment Times	Assignment Location	Start/End Dates
<u>SUMMER EVENING ENTERTAINMENT SERIES (S.E.E.S.)</u>							
Teens assigned to S.E.E.S. will assist with setup and teardown of event. Teens will also assist with facilitating children's activities. Due to the assignment length, no time off will be granted for teens assigned to this area.							
	S.E.E.S.*	Ages 14-17	Friday, June 10 5:30-6:30 p.m.	Mon-Thurs	4:30-10 p.m.	Covina Park	Start: 6/20 End: 8/4
	Snack Bar*	Ages 14-17	Friday, June 10 5:30-6:30 p.m.	Mon-Thurs	5:30-10 p.m.	Covina Park	Start: 6/20 End: 8/4
<i>*These LITs will need to work the following special events:</i> Summer's End Concert - Saturday, July 30, 4:30-10 p.m. Back to School Blast - Friday, August 5, 12-6 p.m. Family Camp Out - August 13 or 14							



**City of Covina Parks & Recreation Department
2016 LEADERS-IN-TRAINING ASSIGNMENT OPTIONS**



Teen's Name: _____

Age: _____

Mark Choice Here	Area/Activity	Age Requirement	In-service Training Date	Assignment Days	Assignment Times	Assignment Location	Start/End Dates
LIBRARY							
Teens will provide customer service to library patrons and assist with administrative tasks and craft activities. Library rules and quiet time will need to be observed.							
	Library Special Events	Ages 14-17	First day of assignment	Fri/Sat	Fri: 2-4:30 p.m. Sat: 1-3:30 p.m.	Covina Library	Start: 6/18 End: 7/23
	Summer Reading Program Aide	Ages 13-17	Thursday, June 16 5-6 p.m.	Tues/Wed	12-4 p.m.	Covina Library	Start: 6/21 End: 8/3
	Summer Reading Program Aide	Ages 13-17	Thursday, June 16 5-6 p.m.	Tues/Wed	4-8 p.m.	Covina Library	Start: 6/21 End: 8/3
	Summer Reading Program Aide	Ages 13-17	Thursday, June 16 5-6 p.m.	Thurs/Fri Saturday	11 a.m.-2:30 p.m. 10 a.m.-1:30 p.m.	Covina Library	Start: 6/18 End: 8/6
	Summer Reading Program Aide	Ages 13-17	Thursday, June 16 5-6 p.m.	Thurs/Fri Saturday	2:30-6 p.m. 1:30-5 p.m.	Covina Library	Start: 6/18 End: 8/6
	Office Assistant	Ages 13-17	Thursday, June 16 5-6 p.m.	Wed/Fri	1:30-5:30 p.m.	Covina Library	Start: 6/21 End: 8/3
	Adult Reference Assistant	Ages 15-17	Thursday, June 16 5-6 p.m.	Tues/Wed Thurs/Fri	12-4 p.m. 11 a.m.-2:30 p.m.	Covina Library	Start: 6/30 End: 8/5
	Adult Reference Assistant	Ages 15-17	Thursday, June 16 5-6 p.m.	Tues/Wed Thurs/Fri	4-8 p.m. 2:30-6 p.m.	Covina Library	Start: 6/30 End: 8/4
	Circulation Aide	Ages 15-17	Thursday, June 16 5-6 p.m.	Tues/Wed	12-4 p.m.	Covina Library	Start: 6/21 End: 8/3
	Circulation Aide	Ages 15-17	Thursday, June 16 5-6 p.m.	Tues/Wed	4-8 p.m.	Covina Library	Start: 6/21 End: 8/3
	Circulation Aide	Ages 15-17	Thursday, June 16 5-6 p.m.	Thurs/Fri	11 a.m.-3 p.m.	Covina Library	Start: 6/23 End: 8/5
	Circulation Aide	Ages 15-17	Thursday, June 16 5-6 p.m.	Thurs/Fri	3-6 p.m.	Covina Library	Start: 6/23 End: 8/5
	Circulation Aide	Ages 15-17	Thursday, June 16 5-6 p.m.	Saturday	10 a.m.-3 p.m.	Covina Library	Start: 6/18 End: 8/6
	Donated Materials Collection Area Aide (with Library Volunteers)	Ages 13-17	First day of assignment	Tues/Thurs	1-4 p.m.	Covina Library	Start: 6/21 End: 8/4



**City of Covina Parks & Recreation Department
2016 LEADERS-IN-TRAINING ASSIGNMENT OPTIONS**



Teen's Name: _____

Age: _____

Mark Choice Here	Area/Activity	Age Requirement	In-service Training Date	Assignment Days	Assignment Times	Assignment Location	Start/End Dates
LIBRARY							
Teens will provide customer service to library patrons and assist with administrative tasks and craft activities. Library rules and quiet time will need to be observed.							
	Donated Materials Collection Area Aide (with Library Volunteers)	Ages 13-17	First day of assignment	Wed/Fri	1-4 p.m.	Covina Library	Start: 6/22 End: 8/5
	Donated Materials Collection Area Aide (with Library Staff)	Ages 13-17	First day of assignment	Wed/Fri	1-4 p.m.	Covina Library	Start: 6/22 End: 8/5
	Technical Services Assistant	Ages 15-17	First day of assignment	Saturday	10 a.m.-2 p.m.	Covina Library	Start: 6/18 End: 8/4
	Shelver	Ages 15-17	First day of assignment	Tues/Thurs	12-2 p.m.	Covina Library	Start: 6/21 End: 8/4
	Shelver	Ages 15-17	First day of assignment	Wed/Fri	12-2 p.m.	Covina Library	Start: 6/22 End: 8/5
	Lunch at Your Library Program Aide	Ages 13-17	First day of assignment	Tues-Fri	11 a.m.-2:30 p.m.	Covina Library	Start: 6/14 End: 8/12
	Library Greeter & Information Booth	Ages 15-17	Thursday, June 16 5-6 p.m.	Tues/Wed	11:45 a.m.-3 p.m.	Covina Library	Start: 6/21 End: 7/27
	Library Greeter & Information Booth	Ages 15-17	Thursday, June 16 5-6 p.m.	Tues/Wed	3-6:30 p.m.	Covina Library	Start: 6/21 End: 7/27
	Library Greeter & Information Booth	Ages 15-17	Thursday, June 16 5-6 p.m.	Thurs/Fri	10:45 a.m.-2 p.m.	Covina Library	Start: 6/23 End: 7/29
	Library Greeter & Information Booth	Ages 15-17	Thursday, June 16 5-6 p.m.	Thurs/Fri	2-5:30 p.m.	Covina Library	Start: 6/23 End: 7/29
	Library Greeter & Information Booth	Ages 15-17	Thursday, June 16 5-6 p.m.	Saturday	9:45 a.m.-1 p.m.	Covina Library	Start: 6/18 End: 7/30
	Library Greeter & Information Booth	Ages 15-17	Thursday, June 16 5-6 p.m.	Saturday	1-4:30 p.m.	Covina Library	Start: 6/18 End: 7/30
CVUSD JOINT SUMMER READING PROGRAM							
Teens will help CVUSD students select books and take Accelerated Reading Tests.							
	CVUSD Joint Summer Reading Program Aide (No Vacation)	Ages 15-17	Thursday, June 23 2-3 p.m.	Tues-Thurs	12:45- 4:15 p.m.	Covina Education Center	Start: 6/28 End: 8/4



**City of Covina Parks & Recreation Department
2016 LEADERS-IN-TRAINING ASSIGNMENT OPTIONS**



Teen's Name: _____

Age: _____

Mark Choice Here	Area/Activity	Age Requirement	In-service Training Date	Assignment Days	Assignment Times	Assignment Location	Start/End Dates
<u>PARKS & RECREATION DEPARTMENT</u>							
Teens will responsible for administrative tasks such as filing, typing, and answering phone calls.							
	Parks & Recreation Office Assistant	14-17	First day of assignment	Tues/Thurs	9 a.m.-12 p.m.	Parks & Recreation Office (Hollenbeck Park)	Start: 6/21 End: 8/11
<u>YOUTH SPORTS</u>							
Teens will assist staff in coaching T-ball/Softball/Soccer participants. Prior sports experience required to qualify for this assignment.							
	Soccer (Ages 3-8)	Ages 13-17	Mon, June 6 5-6 p.m.	Mon/Wed	4:30-8 p.m.	Hollenbeck Park	Start: 6/20 End: 8/10
	T-ball (Ages 3-6)	Ages 13-17	Thurs, June 9 5-6 p.m.	Tues/Thurs	4:30-7 p.m.	Hollenbeck Park	Start: 6/21 End: 8/11
	Softball (Ages 7-11)	Ages 13-17	Tues, June 7 4:45-5:45 p.m.	Tues/Thurs	5:30-8 p.m.	Covina Park	Start: 6/21 End: 8/11
	T-Ball (Ages 3-4)	Ages 13-17	Thurs, June 9 5-6 p.m.	Saturday	8:30 a.m.-11 a.m.	Hollenbeck Park	Start: 6/25 End: 8/20



**City of Covina Parks & Recreation Department
2016 LEADERS-IN-TRAINING ASSIGNMENT OPTIONS**



Teen's Name: _____

Age: _____

Please note: For Summer Day Camp assignments, teens must select the week dates in which they are available to participate (minimum of 4 and a maximum of 8 weeks). It is important that teens select weeks and work shifts that do not conflict with scheduled family vacations or other activities. **No additional time off will be granted for teens who are assigned to the Summer Day Camp program.**

Mark Choice Here	Area/Activity	Age Requirement	In-service Training Date	Assignment Days	Assignment Times	Assignment Location	Session Dates Check off your available dates Minimum of 4 and Maximum of 8
SUMMER DAY CAMP							
Teens will assist staff with facilitating day camp activities for children ages 6-11. Teens will also be responsible for administrative and cleaning tasks.							
	A.M. Camp Helper	Ages 14-17	Tuesday, June 8, 3:30-4:30 p.m.	Mon/Tues/ Wed/Fri	8 a.m.-12:30 p.m.	Cougar Park	<input type="checkbox"/> June 13-17 <input type="checkbox"/> June 20-24 <input type="checkbox"/> June 27-July 1 <input type="checkbox"/> July 5-8 <input type="checkbox"/> July 11-15 <input type="checkbox"/> July 18-22 <input type="checkbox"/> July 25-29 <input type="checkbox"/> August 1-5 <input type="checkbox"/> August 8-12 <input type="checkbox"/> August 15-19
	P.M. Camp Helper	Ages 14-17	Tuesday, June 8, 3:30-4:30 p.m.	Mon/Tues/ Wed/Fri	12:30-5 p.m.	Cougar Park	<input type="checkbox"/> June 13-17 <input type="checkbox"/> June 20-24 <input type="checkbox"/> June 27-July 1 <input type="checkbox"/> July 5-8 <input type="checkbox"/> July 11-15 <input type="checkbox"/> July 18-22 <input type="checkbox"/> July 25-29 <input type="checkbox"/> August 1-5 <input type="checkbox"/> August 8-12 <input type="checkbox"/> August 15-19