



## Community Service Learning Program (CSLP) 2016 Application

The Teen Resource Center is recruiting for CSLP, a 6-month internship-training program, running from February-August 2016 for high school youth. The objective of this program is to provide teens with the opportunity to serve the Lower Manhattan community through three components: internship at a community organization, participation in TRC workshop discussions and trainings, and the planning and launching of a final group project. Through these three components, CSLP interns will gain both personal and professional development.

Program Overview:	Final Project Description:
<ul style="list-style-type: none"> <li>• <b>Complete a total of 200 hours of community service:</b> <ul style="list-style-type: none"> <li>○ Serve 150 hours at a community organization located in the Lower Manhattan area of NYC (3-4 hour shifts to complete at least 8 hours a week).</li> <li>○ Serve 50 hours during weekly TRC planning meetings from February - August to create a final group project centered on the theme: “Space and Time: Why We Move”</li> </ul> </li> <li>• <b>Attend discussions and trainings on:</b> <ul style="list-style-type: none"> <li>○ Public Speaking</li> <li>○ Research &amp; Analysis</li> <li>○ Event Organizing</li> <li>○ Professional Development</li> </ul> </li> <li>• <b>Mentorship provided by:</b> <ul style="list-style-type: none"> <li>○ TRC Staff</li> <li>○ Site Supervisor</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Create a project centered on the theme: “Space and Time: Why We Move”</b> <ul style="list-style-type: none"> <li>○ Explore different layers of identity</li> <li>○ Identify health barriers in the Lower Manhattan community</li> <li>○ Work with community organizations</li> <li>○ Turn the final project into an advocacy tool</li> </ul> </li> <li>• <b>Launch final project at a community event in August</b> <ul style="list-style-type: none"> <li>○ Display final project</li> <li>○ Organize panel of guest speakers</li> <li>○ Distribute a written report on researched issues &amp; project goals</li> <li>○ Provide recommendations in addressing the researched issues in the community</li> </ul> </li> </ul>

### Benefits

Upon completion of the program, interns will be provided with a certificate of recognition, a letter of recommendation, and a transportation stipend.

### How do you apply for CSLP?

1. Read the description of the internship.
2. Complete the application (in English).
3. Submit the application via email to Samantha Zhang (sazhang@cbwchc.org) or drop it off at the TRC by: **Sunday, February 7, 2016 by 11:59PM**. Please note TRC closes at 7PM on Mondays.
4. Application must be completed in **full** at the time of submission. Qualified applicants will be called or e-mailed for an in-person group and individual interview.
5. All applicants must be available on **Saturday, February 13, 2016** for a potential **interview** – notification will be given in advance.

**Community Service Learning Program (CSLP) 2016  
Intern Application Form**

**Part A: Student Information**

Full Name (Last, First): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

School Name: \_\_\_\_\_ Age: \_\_\_\_\_

High School Status (Circle One): Freshman Sophomore Junior Senior Other: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

What is the best way to contact you? (Circle One) Phone E-mail

If by phone, what are the best times to contact you? \_\_\_\_\_

Is this your first time applying to CSLP? Yes No

If No, please indicate the year(s) you previously applied: \_\_\_\_\_

Please list languages other than English:

Language: \_\_\_\_\_ Fluency (Circle one): Beginner/Intermediate/Advanced

Language: \_\_\_\_\_ Fluency (Circle one): Beginner/Intermediate/Advanced

Have you been involved with the TRC prior to this application? If so, in what capacity? Please explain briefly.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about the Community Service Learning Program? (Please check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Teen Advisory Committee                  | <input type="checkbox"/> Notified by community organization: |
| <input type="checkbox"/> Free Expressions Open Mic Events         | _____  |
| <input type="checkbox"/> Basketball Tournament                    | <input type="checkbox"/> Facebook                            |
| <input type="checkbox"/> Referred by doctor                       | <input type="checkbox"/> Website                             |
| <input type="checkbox"/> Received email from Teen Resource Center | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> Notified by school: _____                |  |

## **Part B: Questions**

**Please complete on separate sheet of paper with minimum 50 words per question.**

1. Describe a "community service" experience. How do you think you made an impact on the community and in what ways did the community benefit from your service?
2. How do you define leadership?
3. What prior volunteer work, leadership positions, or student organizations have you participated in? (Prior experience is not required)
4. Describe any unique qualities or skills you have that you can contribute to the CSLP program.
5. Through this internship experience, what are some skills you would like to gain or areas of growth that you would like to improve on?
6. Is there any other information about yourself that you would like to share with us?

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If you need an electronic version of the application or have any questions, please contact Samantha Zhang at (212) 226-2044 or [sazhang@cbwchc.org](mailto:sazhang@cbwchc.org) (email is preferred).

You can email or drop off your completed application at:

**Charles B. Wang Community Health Center  
Teen Resource Center  
125 Walker Street, 2<sup>nd</sup> floor  
New York, NY 10013  
[sazhang@cbwchc.org](mailto:sazhang@cbwchc.org)**

**Sunday, February 7, 2016 by 11:59PM**

**Community Service Learning Program (CSLP)**

## Agreement & Consent Form

If accepted to become a CSLP intern, I understand and agree to the following (please place your initials next to each item):

\_\_\_\_\_ Attend all Teen Resource Center trainings at the Charles B. Wang Community Health Center

\_\_\_\_\_ Complete a minimum of 150 hours of community service at my Service Learning Site and 50 hours at the TRC.

\_\_\_\_\_ Fulfill all responsibilities that are required from my Community Service Learning Site

I understand that failure to complete any of the above tasks may result in dismissal from CSLP and / or may disqualify me from receiving the transportation stipend.

\_\_\_\_\_ Student name (please print)

\_\_\_\_\_ Student signature

\_\_\_\_\_ Date

\_\_\_\_\_ (If under 18) Parent name (please print)

\_\_\_\_\_ Parent signature

\_\_\_\_\_ Date

### Medical Information

Allergies, Dietary Restrictions, or Medical Conditions:

\_\_\_\_\_  
\_\_\_\_\_

### Emergency Contact

1) \_\_\_\_\_  
Name (please print)

\_\_\_\_\_ Relationship to student

\_\_\_\_\_ Phone

2) \_\_\_\_\_  
Name (please print)

\_\_\_\_\_ Relationship to student

\_\_\_\_\_ Phone

### Publicity Consent & Liability Release

CSLP sessions and activities may be documented through use of video / audio recording and photography. Students' images and statements may be used for agency-related evaluation, reports, and other publications.

I hereby grant permission for CSLP to use my child's image and statements for the purposes stated above. I understand that my consent is voluntary and I am entitled to change my mind at any time.

I release Charles B. Wang Community Health Center staff and affiliates from liability for all claims of damage, loss, or injury that may occur during CSLP activities.

\_\_\_\_\_ Student name (please print)

\_\_\_\_\_ Student signature

\_\_\_\_\_ Date

\_\_\_\_\_ (If under 18) Parent name (please print)

\_\_\_\_\_ Parent signature

\_\_\_\_\_ Date

## Applicant Availability Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** Please list your “commitments” (school, job, sports, clubs, etc.) that you have for each day. This information will be used for scheduling work hours.

**Site hours are generally from 3-7pm. Please indicate if you would be available during that time for each weekday listed below; List all available weekend hours. (Note: Most non-profit sites are not open on weekends)**

### **Monday**

Available for site hours: (3-7pm) Yes or No

Description of any after school commitments: \_\_\_\_\_

### **Tuesday**

Available for site hours: (3-7pm) Yes or No

Description of any after school commitments: \_\_\_\_\_

### **Wednesday**

Available for site hours: (3-7pm) Yes or No

Description of any after school commitments: \_\_\_\_\_

### **Thursday**

Available for site hours: (3-7pm) Yes or No

Description of any after school commitments: \_\_\_\_\_

### **Friday**

Available for site hours: (3-7pm) Yes or No

Description of any after school commitments: \_\_\_\_\_

### **Saturday**

Available for site hours: Yes or No

Description of any weekend commitments: \_\_\_\_\_

### **Sunday**

Available for site hours: Yes or No

Description of any weekend commitments: \_\_\_\_\_

\_\_\_\_\_

Commitments (i.e.: school clubs, volunteer, jobs, vacation) from February to August:

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