

Western Illinois University
Office of Student Activities-Volunteer Services
Trip Leader Application

Alternative Spring Break is a week-long community service trip to a city outside of Macomb during the university's spring break. The purpose for ASB is to provide students with a challenging and fun opportunity to lead and learn through active experiences. Participants learn the importance of reflection, social justice, and civic engagement while gaining new perspectives. They also meet community needs, identify and build upon community assets, and bring experiences back to campus to share.

Strong leadership skills, the ability to work well with others, and a commitment to service are essential characteristics for Trip Leaders. Please review the attached Trip Leader Job Description for more detailed information.

ASB operates under a substance-free policy. No alcohol or illegal drugs of any kind are allowed on the trip, including travel to and from the service city. Trip Leader support of the substance-free policy is essential for a safe and socially aware experience for all participants.

The selection process includes this application as well as a thirty minute interview with Michelle Harvey, Assistant Director for Leadership and Service Programs and Jodi Santillie, Graduate Assistant, Volunteer Services.

These interviews will take place Monday Nov. 14th and Wednesday Nov. 16th. Secure your interview time when you turn in your application. Please contact Jodi Santillie if you cannot make any of the scheduled interview times so that another interview time can be arranged.

APPLICATIONS ARE DUE TO THE OFFICE OF STUDENT ACTIVITIES BY 4:30 PM ON WEDNESDAY NOVEMBER 9, 2011. PLEASE SIGN UP FOR AN INTERVIEW TIME WHEN YOU TURN IN YOUR APPLICATION.

Trip Leader Requirements/Responsibilities:

Before the Trip:

- Assist with budget planning for trip
- Assist in selection of trip participants
- Participate in fundraising activities
- Agree to and support the Substance-Free Policy
- Plan and run training/meetings with the other trip leader
- Meet with your graduate advisors on a regular basis

During the Trip:

- Co-lead participants during Alternative Spring Break 2011
- Assist in coordinating on-site logistics
- Manage budget and maintain a record of all expenses
- Ensure safe travel
- Enforce university policies while on the trip, including substance-free policy
- Facilitate daily reflection on experiences
- Distribute evaluations on last day

After the Trip:

- Send thank-you notes to site, hosts, etc.
- Read evaluations and make notes
- Run final wrap up meeting

Please note that your duties as a trip leader are not limited to those listed above. Other duties may be needed

as situations arise.

Name:	
Email:	
Campus Address:	
Phone Number(s):	
Student ID Number:	
Student Classification	1st Yr 2nd Yr 3rd Yr 4th Yr 5th Yr Graduate / Professional
Preferred T-Shirt Size:	Small Medium Large X-Large XX-Large
Please complete the following for demographic purposes: Gender: Ethnicity: Major/College:	
Have you ever been on an Alternative Spring Break Trip before? If so, please tell us when and where:	
How did you hear about Alternative Spring Break?	

If not selected for a Trip Leader position, are you interested in being considered for a participant position?
__ Yes __ No

Please attach a separate sheet answering the following questions.

1. Why are you interested in being a Trip Leader for Alternative Spring Break?
2. What experiences would you like to gain from this trip?

By signing this application I attest that I am enrolled as a student at Western Illinois University. I also agree to allow OSA staff to check my status as a student in good academic standing.

SIGNATURE _____ **DATE** _____

Thank you for applying to be an ASB 2012 Trip Leader. Please remember that applications are due to the Office of Student Activities Nov. 9th by 4:30pm and that you must sign up for an interview slot at that time.

For more information, please contact Jodi Santillie at JA-Santillie@wiu.edu or (309)298-3232.