Dear Applicants,

Thank you for your interest in reapplying to be a Link Crew leader for the 2017-2018 school year and thank you for your service to our school and freshman class so far! Although many leaders are accepted back for a second year, your reacceptance is not guaranteed. Before you apply, please note the mandatory dates listed on the back of this page. These dates are absolutely mandatory for all leaders and you will not be able to be a Link Crew leader if you cannot make all of them. Please do not apply if you already know that you have a conflict that you cannot get out of with any of these dates. Leaders may also not be accepted back based on their participation during this year. This may not mean that you are not a good leader, but may simply be a case of being too overcommitted to be able to really dedicate the time necessary to being a Link Crew leader.

In addition, this year, there are some commissioner positions available to returning leaders. Additional information and the commissioner application are included as part of this packet.

Please read and complete this packet carefully. Failure to completely fill out the application and comply with all requirements may result in your disqualification. This application is to be completed in full and turned into Ms. Chamberlin in the front office by Wednesday, April 19th by 3:15 pm or earlier. Failure to do so, for any reason, will result in your inability to be considered for a leader position. If you have any questions, please speak to Ms. Moore/Mr. Rodig, either in person in room 249/251 or via LoopMail. Be sure you know the deadlines and meet them. Thank you for your interest in impacting future generations of Eagles!

Sincerely,
Ms. Moore & Mr. Rodig
Link Crew Coordinators

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 20</td>
<td>Applications Available for pick up/download</td>
</tr>
<tr>
<td>March 30 &amp; April 4</td>
<td>Applicant Informational Lunch meetings</td>
</tr>
<tr>
<td>April 19</td>
<td>Applications due</td>
</tr>
<tr>
<td>April 21</td>
<td>First round of decisions (notifications via Schoolloop)</td>
</tr>
<tr>
<td></td>
<td>➔ Applicants will either be notified if they are being turned down or being called for an interview</td>
</tr>
<tr>
<td>Week of April 24-28</td>
<td>New Applicant Interviews</td>
</tr>
<tr>
<td>May 1</td>
<td>Final round of decisions (notifications via Schoolloop)</td>
</tr>
<tr>
<td></td>
<td>➔ Applicants will either be notified that they have been turned down or accepted as new leaders</td>
</tr>
</tbody>
</table>

** Keep this page for reference **
Congratulations on deciding to apply to become a 2017-2018 LINK LEADER!

Some qualities we are looking for in a GREAT LINK leader:
- Strong communication skills
- Willingness to lead others
- Responsible enough to manage a group
- Commitment to be involved all year
- Good Attendance
- Willingness to take risks
- Interest in helping others
- Positive role model
- Enthusiastic
- Respect for diverse ideas & personalities
- Accountable to self and others
- A minimum GPA of a 2.0

* Mandatory Dates for Leaders

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>* May 31</td>
<td>May Development Day 2:00-4:00 p.m.</td>
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<tr>
<td>* August 23</td>
<td>Freshman Registration</td>
</tr>
<tr>
<td>* August 23-24</td>
<td>Link Leader Training Retreat</td>
</tr>
<tr>
<td>* August 29</td>
<td>Freshman Welcome Day Run-Through 1:00-4:00pm.</td>
</tr>
<tr>
<td>* August 30</td>
<td>Freshman Welcome Day</td>
</tr>
</tbody>
</table>

There will also be various Link activities and meetings which will go on throughout the school year. Attendance at these events is expected! **LINK IS A YEARLONG COMMITMENT!!**
LAST NAME: ___________________ FIRST NAME: ___________________ NAME YOU GO BY: ___________________

EMAIL ADDRESS: _______________________________ CELL PHONE: _________________________________

WILL YOU BE APPLYING TO ASB FOR 2017-2018? YES NO

GRADE LEVEL (NEXT YEAR): 11 12

SIZE SHIRT: S M L XL XXL

CURRENT GPA: ____________________________

● Please check next to the events that you attended as a leader this year. If you did not participate in the event (even if it was excused), do not check it off.

_____ Freshman Welcome Day Training
_____ Freshman Welcome Day
_____ Back-to-School Dance
_____ Cocoa-and-Cram
_____ All 3 Link Crew Advisory meetings
_____ Unity Day
_____ Mix-it-Up Day
_____ Kindness Week Activities

If you missed mandatory events and/or lunch meetings, please provide an explanation below. Please note that even if you had legitimate excuses to not attend, you should still provide an explanation.

● Which committees/extra involvements were you a part of this year? (Check all that apply)

_____ New student campus tours
_____ Tutoring Center support for freshmen
_____ Publicity Committee
_____ Other:

_____ Activities Committee
_____ Social Committee
_____ Academic Committee
_____ Other:

Please explain your involvement and how you contributed to each of the committees that you were involved with. If you were not involved in any of the above activities/committees, please provide a justification. You may attach additional paper if you need more space!
On a scale from 1-5, rate the amount of interaction that you had with your freshmen AFTER Welcome Day (circle).

I don’t remember who my freshman are  1  2  3  4  5  I talk to my freshman on a weekly basis.

On a scale from 1-5, rate the level of commitment that you believe you had to Link Crew this year.

I was at Welcome Day, but that was it  1  2  3  4  5  I never missed an event or lunch meeting.

Please answer the following questions.

1. If you are accepted back for another year as a Link Crew leader, what do you plan to improve about yourself as a leader from this year?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

2. Name several specific examples of what you did to make 9th graders and new students feel comfortable and welcome on campus this year.

___________________________________________________________________________
___________________________________________________________________________

3. Please list all sports, clubs, and activities you are part of on campus and on off campus.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

4. Based on your experience this year, how might we be able to improve the Link Crew program for next year?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

5. What languages do you speak?

___________________________________________________________________________

6. What is the best way to get a hold of you over summer?

___________________________________________________________________________

* If you are interested in being a Link Crew Commissioner next year, fill out the Link Crew Commissioner Application. Commissioner applicants selected for interviews will be notified by Friday, April 21st. Interviews will be scheduled during the week of April 24-28. If you have a conflict in your schedule (eg. Athletic event, fieldtrip, etc. during April 24-28), please list it here:

___________________________________________________________________________

RETURN YOUR COMPLETED APPLICATION(S) TO: Ms. Chamberlin in the Front Office by Wednesday, April 19th. Thank You!
**Link Crew Commissioners**

There will be a total of 13 Link Crew Commissioner Positions available to returning leaders. Commissioners will be responsible for their individual roles as well as participating in Link Crew Leadership lunch meetings twice a month to plan and debrief events with Ms. Moore and Mr. Rodig. While commissioners themselves will not necessarily have to accomplish all of the duties below alone, they will be responsible for directing a team of leaders to accomplish these tasks. Commissioner applicants should be current leaders in good standing and have an overall GPA of at least 2.5.

Becoming a commissioner is a great opportunity to further your involvement in Link Crew and help develop and shape the program! After applications are evaluated, commissioner applicants will be notified if they are being asked to come for an interview. Interviews will be conducted during the week of April 24-28 and final decisions will be made by May 1.

**Description of Duties**

**Link Crew Commissioners of Publicity (2 positions)**
- Creating, ordering, and putting up posters for Link Crew events
- Advertising events on the school morning announcements, Listserv emails, EHS website, Link Crew page, and on social media.
- Designing/ordering Link Crew t-shirts
- Supervising the organizational structure of all publicity
- Taking pictures at all events and posting to Link Crew Instagram
- Directing the team of publicity Link Crew leaders

**Link Crew Commissioners of Events (3 positions)**
- Planning monthly social events
- Planning creative ways to stay connected to freshmen in between events
- Working with publicity to advertise events
- Organizing logistics for each event (space, facilities, technical needs, set-up, etc.)
- Organizing set-Up and tear-Down for events (including probably arriving before and staying after)
- Supervising the organizational structure of all events (assigning jobs to other people)
- Directing the team of Link Crew leaders at events

**Link Crew Commissioners of Outreach (2 positions)**
- Planning events/lunches for special needs students
- Planning and running the annual Transfer Student Breakfast
- Organizing new student tours with guidance office (if needed)
- Supervising the organizational structure of all outreach
- Directing the team of Link Crew leaders interested in outreach

**Link Crew Commissioners of Academics (3 positions)**
- Organizing/planning logistics for Link Advisory meetings
- Working closely with Ms. Moore and Mr. Rodig for Link Advisory needs
- Establishing a plan for logistics (reminder emails, attendance release lists, partner scheduling, etc.)
- Taking attendance at Link Advisory sessions
- Serving as liaisons for teacher requests for freshman tutoring
- Directing the team of leaders assigned to Link to Success
Link Crew ASB Liaison (1 position) (Note: This position is only available to a student who is part of both Link Crew and ASB)

- Serving as a liaison between Link Crew and ASB
- Helping to facilitate communication between Ms. Moore/Mr. Rodig and Ms. Figueroa as needed
- Helping to organize/plan events based on ASB calendar
- Facilitating access to ASB resources when necessary (poster supplies, etc.)
- Working with publicity to advertise events through ASB (on the marquis, with large campus posters, etc.)

Link Crew Multicultural Commissioners (2 positions) (Note: These commissioners will preferably be multilingual. However, any returning leader may apply.)

- Organizing/facilitating tutorial sessions for freshman English Learners and Newcomer students
- Working with publicity to advertise Link Crew events to these specific groups
- Planning one event per semester specifically for these groups (lunch celebration, etc.)
- Establishing a plan for logistics (reminder emails, attendance lists, partner scheduling, etc.)
- Taking attendance at tutorial sessions
- Directing the team of leaders assigned to Multicultural Committee
Name: ___________________________________  Current GPA: ______________________

Please indicate the primary position that you wish to apply for: ________________________________

Indicate other commissioner positions that you may be interested in (you may indicate one additional):
__________________________________________________________________________________________
__________________________________________________________________________________________

In a few paragraphs, explain why you are interested in this position and what you believe qualifies you to fulfill the duties of this commissioner position (you may type this or attach additional paper if needed).
__________________________________________________________________________________________
__________________________________________________________________________________________
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Link Crew Commissioner
Code of Conduct

Please read through carefully

I, the undersigned, promise that I will fulfill the responsibilities of my office to the fullest. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office. The term of office shall run from June 1st, 2017 - June 1st, 2018.

1. Responsibilities of Office
   a. I understand that attendance to Link Crew officer meetings is mandatory
   b. I understand that all school rules apply to Link Crew events, meetings, and activities.
   c. I understand that I am to show up to meetings on time.
   d. I understand that it is my responsibility to work on tasks/assignments given to me during Link Crew meetings.
   e. I understand that, regardless of my position, I will be assigned various tasks that deal with all aspects of club activities.
   f. I understand that all assigned tasks must be completed before set deadlines.
   g. I understand that being a Link Crew officer will involve time commitment. I am prepared to work during break, lunch, after school, and some evenings to fulfill my duties when needed.
   h. I understand that I am expected to set up and clean up after all activities.
   i. I understand that I must be present at all Link Crew events unless I have arranged in advance for someone to execute my duties in my absence.

Violation of any of the stated rules is cause for removal from office. Removal from office is determined by both Link Crew Advisors, pursuant to the regulations set forth by the Link Crew constitution.

__________________________________________________________________________  _______________________________________________________________________

Candidate’s Name (Printed Clearly)  Candidate’s Signature
# LINK CREW COMMISSIONER

## TEACHER RECOMMENDATION FORM

| **STUDENT NAME:** | __________________________ |
| **TEACHER NAME:** | __________________________ |
| **TEACHER SIGNATURE:** | __________________________ |

**NOTE TO THE TEACHER/COUNSELOR:** These evaluations are very important to the selection process. Your comments can make the difference in whether or not a student makes a position with Link Crew. Please be as honest as you can as we read each and every teacher recommendation. We know you have limited time so we appreciate any and all feedback you can give us.

**Scale:** 10 = Agree/Superior/Highly Recommended 1 = Do Not Agree/Poor/Not Recommended

| 10 9 8 7 6 5 4 3 2 1 | **Responsibility/Leadership:** Is this person an effective role model to other students? |
| 10 9 8 7 6 5 4 3 2 1 | **Attendance:** Is this student always in class and prepared? |
| 10 9 8 7 6 5 4 3 2 1 | Do you **ENJOY** teaching/counseling this student? |
| 10 9 8 7 6 5 4 3 2 1 | Is this student consistently a hard worker? |
| 10 9 8 7 6 5 4 3 2 1 | **Attitude toward fellow students:** Is this person helpful? Courteous? Kind? |
| 10 9 8 7 6 5 4 3 2 1 | **Attitude toward authority:** Does this student follow directions? Respect in and out of the classroom toward adults/superiors? |
| 10 9 8 7 6 5 4 3 2 1 | **Overall Impression:** Should this student represent Estancia High School? In your professional opinion, are they suitable for mentoring the freshmen class? |

**TOTAL POINTS:** ____________

**Additional Comments:**

**DO NOT SHOW THIS TO THE STUDENT!** This completed form is confidential and is never shared with the student or parent at any point. This allows teachers/counselors/coaches to give honest and forthright opinions and statements.

**Faculty Coordinators:** Denise Moore and Marc Rodig