

## **TEEN BOARD / AMBASSADOR VOLUNTEER DETAILS AND GUIDELINES**

Applications may be submitted online at [www.CareySueVega.com](http://www.CareySueVega.com) under the 'Forms' section on the right hand side. The application deadline is Friday, July 8, 2011.

### **About the Cotillion Teen Board / Ambassador program**

The Cotillion Teen Board offers students the opportunity to gain experience in leadership, volunteering, event planning, meeting planning, public relations, and collaboration with other teen leaders from various schools.

### **Members responsibilities will include:**

- ✓ Plan and coordinate the **Premiere Cotillion Back to School Party**
- ✓ assist with the **Special Orientation class for new 7<sup>th</sup> and 8<sup>th</sup> graders**
- ✓ assist with **invitation preparations** (stuffing, stamping, sealing) Junior Cotillion invitations for rising 5<sup>th</sup> - 8<sup>th</sup> graders.
- ✓ assist with the **Parent Reception** in March.
- ✓ can also serve as an assistant for the Junior Cotillion program.

### **Application Process**

- The application deadline is Friday, July 8, 2011. No exceptions.
- Applicants must be currently enrolled as a Freshman, Sophomore, Junior or Senior in High School.
- To ensure a cross representation of board members, a maximum of one male and one female will be chosen from each school per grade. Exceptions may be made if all spots are not filled.
- Applicants will learn whether they have been accepted by Email no later than Friday, July 15, 2011.
- Teen board members will serve a nine-month term, beginning in July and ending in March.
- Those selected for the Teen Board must attend orientation on Monday, July 18, 2011, from 10:00 - 11:30 a.m. at the Vega residence, 7836 NW 130<sup>th</sup> Terrace, Oklahoma City, OK 73142.
- Teen Board members are required to attend 75% of the meetings/activities scheduled between July and April. Board members must participate in the Back to School Party (date to be determined by Teen Board).
- Verification of volunteer hours will be provided and, if requested, letter of recommendations to colleges or potential employers will also be available.
- Contact CareySue@CareySueVega.com with questions.

### **TEEN BOARD / AMBASSADOR COMMITMENT**

We ask that each Teen Board member serve on the board for the duration of the school year in which they were chosen to serve.

Each Teen Board member is expected to:

1. Attend an orientation on Monday, July 18, 2011 from 10:00 - 11:30 a.m. at the Vega residence, 7836 NW 130<sup>th</sup> Terrace, Oklahoma City, OK 73142.
2. Attend 75% of the scheduled Teen Board meetings/activities. It is mandatory to attend the July orientation. Three unexcused absences are grounds for removal from the Teen Board.  
Meetings/obligations are tentatively scheduled on the following dates but are subject to change:
  - Monday, **July 18** - ORIENTATION 10:00 - 11:30 a.m
  - Monday, **August 1** - Meeting 10:00 - 11:30 a.m
  - Sunday, **August 28** - Special Orientation for new 7/8<sup>th</sup> graders 1:30-3:00pm  
and Assistant training 3:10-4:10pm
  - TBA, **September**, (by teen board consensus) - Back to School Party
  - Tuesday, **October 11** - Meeting 6:00-7:30 p.m., Pizza provided
  - Thursday, **November 15** - Meeting 6:00-7:30 p.m., Pizza provided
  - Thursday, **January 5** - Meeting 6:00-7:30 p.m., Pizza provided
  - February 20 - 24** - Junior Cotillion Invitation preparations, after school/TBA
  - Tuesday, **March 27** - Junior Cotillion Parent Reception 6:30-8:00 p.m.
3. Actively participate in a committee and in planning for Teen Board events.
4. Increase the public's awareness of Junior Cotillion, especially the Premiere Cotillion Program among high school students.
5. Send a letter of resignation if he/she cannot fulfill the responsibilities of a Teen Board member.
6. Complete eight hours of required volunteer time with the Teen Board outside of general meetings such as the Special Orientation and/or Assistant Training, Junior Cotillion Invitation Preparations, Junior Cotillion Parent Reception.