

PREJUDICE AWARENESS SUMMIT COMMUNITY FACILITATOR APPLICATION

*Please return the application pages to our office via email, fax, or mail by September 22.
Information for Applicants... Keep this Page!*

What is the Prejudice Awareness Summit (PAS)?

The Prejudice Awareness Summit is a one-day program that leads to a year of action for over 200 metro-Richmond 7th and 8th grade students. Held in Richmond since 2001, PAS is an experience of awareness-to-action that provides student middle school teams and educator advisors with valuable knowledge in areas of conflict resolution, prejudice and stereotype reduction, multicultural communication, leadership, and advocacy. Student teams develop achievable, believable, and concrete solutions to the tough challenges that they face at school each day. As part of that process, they identify resources, allies, and timelines to achieve change and to spread the PAS message effectively to their larger middle school population.

Who sponsors the PAS?

The PAS is sponsored by the Virginia Center for Inclusive Communities, which works with schools, businesses, and communities to achieve success by addressing prejudices, in all forms, in order to improve academic achievement, increase workplace productivity, and enhance local trust. Through workshops, retreats, and customized programs that raise knowledge, motivation, and skills, VCIC develops leaders who work together to achieve success throughout the Commonwealth.

Coalition partners for the 2017 PAS (at time of printing) are: Communities in Schools of Richmond, Higher Achievement, Initiatives of Change/Hope in the Cities, Partnership for the Future, and the YWCA of Richmond. The PAS was founded by Jewish Women International.

When and where will the 2017 Prejudice Awareness Summit take place?

PAS 2017 takes place on **Thursday, October 19** at Virginia Commonwealth University's Harris Hall from 7:45am-2:45pm. Facilitators are also required to attend a mandatory Facilitator Orientation on **Monday, September 25** from 6:00pm – 9:00pm at the Virginia Center for Inclusive Communities (5511 Staples Mill Road, Suite 202, Richmond, VA 23228). *An optional dinner will be provided starting at 5:30pm that evening, and training will start promptly at 6:00pm. The Facilitator Orientation is required for all facilitators, even those who have participated in the past.*

What do facilitators do?

At the PAS, groups of 12-15 middle school students experience workshops facilitated by co-facilitator teams made up of an adult community facilitator and a high school student facilitator. Facilitators come from a variety of backgrounds and professions, all with a shared interest in working with young people to promote inclusion and respect.

What if I have additional questions?

Please contact Jessica Hawthorne, Director of Programs at the Virginia Center for Inclusive Communities, by phone at (804) 515-7950, or by email at jhawthorne@inclusiveVA.org.

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**Facilitator Code of Ethics:
Professional Boundaries When Working With Minors**

1. Facilitators will maintain confidentiality at and after the PAS experience (except for mandatory reporting, such as abuse or when individual is a danger to self or others.)
2. Facilitators will exhibit language that is consistent with the PAS mission (no disrespectful comments related to race, religion, gender, sexual orientation, ability, age, etc.)
3. Facilitators will obey the law in all aspects of interaction with the program, students, and fellow volunteers. This includes no weapons, alcohol, or use/supply of illegal substances at or after PAS.
4. Facilitators will have no physical (sexual, romantic, inappropriate touching) relationships with volunteers or students at the PAS program.
5. Facilitators will treat all participants equally and avoid any favoritism.
6. Facilitators will maintain positive, supportive, and healthy mentoring relationships with program participants.
7. Facilitators will model respect for program facilities.
8. Facilitators will abide by the decisions of the Virginia Center for Inclusive Communities before, during, and after the program.
9. Facilitators are prohibited from making use of or reproducing PAS curricula or supplementary material for any purpose other than rendering service to the Virginia Center for Inclusive Communities.
10. Facilitators will not be alone with minors in secluded areas. There should be volunteers of different genders present if meeting alone with an individual minor.

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(All applicants must complete pages 1-2; new applicants also complete page 3)

Please return the completed application pages to our office via email, fax, or mail by **September 22, 2017**.

Full Name (First, Middle, Last): _____

Name I Prefer to be called: _____ Home Phone: (____) _____

Cell Phone: (____) _____ Work Phone: (____) _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ PAS Referral Organization: _____

I prefer to be reached by: Home Phone Work Phone Cell Phone Email

Adult T-Shirt Size: Small Medium Large X-Large XX-Large Other: _____

Dietary Restrictions (please be specific): _____

Please provide the following demographic information. Be as specific as possible.
This information will be used to ensure that we have as diverse a community at PAS as possible.

Gender: _____ **Religious Identity:** _____

Racial/Ethnic Background (check all that apply and please write in specific ethnic origin):

American Indian/Native American: _____ Middle Eastern: _____

Asian/Asian-American: _____ Other: _____

Black/African-American/Caribbean: _____ White/European American: _____

Latino(a)/Hispanic/Chicano(a): _____

Is there any other information about your identity that you would like to share (i.e. ability status, languages spoken, national origin, etc.)? _____

Medical Emergency Contact: _____ **Phone:** (____) _____

Do you have any medical limitations that will restrict participation in program activities? Yes No

If yes, please explain: _____

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1. I commit to being present at:
 - Facilitator Orientation – **Monday, September 25, 2017 (5:30pm to 9:00pm)** – VCIC Office
 - PAS – **Thursday, October 19, 2017 (7:45am to 2:45pm)** – VCU Harris Hall

2. I understand that although the Virginia Center for Inclusive Communities (“sponsor”) has taken precautions to provide proper organization, supervision, instruction, and equipment for each activity, it is impossible for the sponsor to guarantee absolute safety. I also understand that each participant/volunteer shares the responsibility for safety during all activities and I assume that responsibility for myself. I waive any claim that may arise against the Board of Directors of the sponsor, and/or its employees, agents, volunteers, or lessors including those claims which may arise from the negligence of the sponsor, their Board of Directors; and/or its employees, agents, lessors or volunteers.

3. I understand that volunteer facilitators are asked to complete a series of written evaluations that assess their views on the PAS program after the program.

4. I understand that I, alone or with other participants and/or sponsor staff, volunteers, or representatives, may be photographed, recorded on film, audio tape, videocassette, or other visual and sound, computerized, telephonic, voice-mail or tape media (“photographs and/or sound/image recordings”) by the sponsor and/or others approved by sponsor.

5. I understand that volunteers must maintain appropriate conduct and follow clear guidelines with all minors participating in PAS. Appropriate conduct and guidelines are outlined on the “Facilitator Code of Ethics: Professional Boundaries When Working with Minors” sheet.

6. I certify that the information provided in this application is true and complete. I authorize the sponsor to investigate the facts presented in this application and to secure any necessary information from all employers, references, academic institutions, and other organizations. I also agree to execute any additional written authorizations necessary for sponsors to obtain access to and copies of records pertaining to this information. I agree to release any person, company, or other institution from any and all cause of action that otherwise might arise from supplying sponsors with information it may request pursuant to this release.

7. I understand that acceptance of my offer of volunteer services to the sponsor is contingent upon receipt of satisfactory responses to any or all investigations conducted by the sponsor. I understand that any false answers or statements, or misrepresentations by omission, made by me on this application or any related document, will be sufficient for rejection of my application, or for my immediate discharge if discovered after I begin providing volunteer services. I agree to comply with all applicable policies, procedures and rules of the sponsor, and I understand that any violation may result in my immediate dismissal as a volunteer. I understand that nothing in this application, or in acceptance of my offer of volunteer services, is intended to create an employment contract between the sponsor and me.

I hereby acknowledge that I have read and understand the preceding statement:

Signature

Date

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Include additional pages if necessary (be sure to include your name on each sheet!)

- (1) Please give the name, address, and phone number of two references that you have known for at least three years who are not related to you.

- (2) Please fill in your educational background below. Complete for the highest level attained. If you did not receive a degree/diploma, indicate number of years completed.

School & Location	Degree/Diploma/Course of Study	Date Earned
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Organizations, Clubs, Memberships, and Honors: _____

- (3) Referred to PAS by: _____ Relationship: _____

- (4) Why do you wish to be a part of the PAS experience? What do you expect to gain as a result of being a facilitator?

- (5) What specific qualifications, strengths, or insights would you bring to the position for which you are applying?
