

Fall 2009  
International Student Orientation  
Leadership Volunteer Application

Dear Student:

We are very happy you are thinking about being a Leadership Volunteer for the Fall 2009 International Student Orientation.

To be considered for this important leadership role you need to complete this application and submit it to the ISSS. Be sure to provide the name and contact information for two references.

You will also want to review the timeline attached to the application. Leadership Volunteers need to attend all 5 days of training in August and be available to work with ISSS staff for the three day Fall 2009 International Student Orientation program.

We will be contacting you in late June to confirm your interest and to let you know if you have been selected to be a Leadership Volunteer.

If you have questions e-mail Karen Keefe-Guzikowski at [kkeefe@binghamton.edu](mailto:kkeefe@binghamton.edu) or Amelia Shafer at [ashafer@binghamton.edu](mailto:ashafer@binghamton.edu)

Best wishes,

Karen and Amelia

**Thank you!**

**T-shirt Size:**  
\_\_\_\_\_

## **Fall 2009 Leadership Volunteer Application**

### **Tell Us About YOU!**

Please answer the following questions. There is no correct answer to these questions, give the answer that is true for you. Your answers will help us get to know you better and plan your role for orientation. There are many different tasks and responsibilities that need to be taken care of this summer and during the week of training and orientation. We want to be sure to use your talents in the best possible way. We also want to provide you with new learning experiences. Thank you so much for volunteering to assist the newly arriving international students!

**Name:** \_\_\_\_\_

**Current US Address:** \_\_\_\_\_  
\_\_\_\_\_

**Your E-mail for this summer:** \_\_\_\_\_

**Phone Number if we need to reach you quickly:** \_\_\_\_\_

Program of Study: \_\_\_\_\_

Degree Level for Fall 2009: \_\_\_\_\_

Home Country: \_\_\_\_\_

**Names of 2 References:** We are asking for references to help us determine the tasks you are assigned. Leadership Volunteers are recognized as dependable and responsible. Both the ISSS staff and new students will be depending on the Leadership Volunteers.

Name of Reference 1: \_\_\_\_\_

Phone Number and/or e-mail address for your reference: \_\_\_\_\_  
\_\_\_\_\_

Name of Reference 2: \_\_\_\_\_

Phone Number and/or e-mail address for your reference: \_\_\_\_\_  
\_\_\_\_\_

**Please answer the following questions:**

**Thank you!**

1. Why do you want to be a Leadership Volunteer?

2. Check all the words in the list below that best describes you:

- Dependable
- Artistic
- Kind
- Good Host
- Prepared
- Task Oriented
- Precise
- Friendly
- Enthusiastic
- Pays Attention to Detail
- Cautious
- Helpful
- Organized
- Energetic
- Good Listener
- Tend to be "introverted"
- Tend to be "extroverted"

3. How would your friends describe you?

4. How would you describe the characteristics of a "good host"?

**Thank you!**

5. Newly arrived international students need to be told about:
6. Please tell us which of the following tasks make the best use of your present skills and abilities: (You can choose more than one task.)
- Organizing and presenting tours of BU campus
  - Checking in newly arrived students
  - Helping students with their questions
  - Helping students find the location they need to go to
  - Handling payments of orientation fee and record keeping
  - Presenting information as part of a team in small groups
  - Presenting information as part of a team in a short play or skit
7. In which of the following task areas would you need the most training? (You choose more than one task.)
- Organizing tours of BU campus
  - Checking in newly arrived students
  - Helping students with their questions
  - Helping students find the location they need to go to
  - Handling payments of orientation fee and record keeping
  - Presenting information as part of a team in small groups
  - Presenting information as part of a team in a short play or skit
8. Is there anything further you would like to share with us?

**Thank you!**

# Thinking about Being a Leadership Volunteer for Fall 2009 International Student Orientation?

## Timeline for Volunteer Training:

### **Leadership Volunteer Training Week**

Orientation Assistant and Leadership Volunteer Training - Training occurs for 5 days, begins on Monday, August 17<sup>th</sup> and ends on Friday, August 21<sup>st</sup>. Training each day is from 10am-3pm.

### **Fall 2008 International Student Orientation**

Begins on Monday, August 24<sup>th</sup> and continues through Wednesday, August 26<sup>th</sup>

Leadership Volunteers participate on all 3 days.

Special Events Volunteers participate on Monday, August 18<sup>th</sup> and Wednesday, August 20<sup>th</sup>

### **Questions?**

E-mail Karen Keefe-Guzikowski at [kkeefe@binghamton.edu](mailto:kkeefe@binghamton.edu) or Amelia Shafer at [ashafer@binghamton.edu](mailto:ashafer@binghamton.edu)

**Thank you!**