



2020 Congressional Aide Application Questions

Please do not complete the questions within this document. Instead, please submit your answers via this online survey:

<https://www.surveymonkey.com/r/ConAideApp2020>

This document is designed to allow you to preview the questions and prepare your answers before entering the survey.

This application is to be used by Girl Scouts Nation's Capital Seniors and Ambassadors when applying for the Council's Congressional Aide program on Capitol Hill or local district office. **To complete this application, you will need to upload your resume, two letters of recommendation, and a health history form as a single PDF. Please make sure your letters of recommendation are not from family members and at least one letter is from someone outside of the Girl Scout community.**

All steps must be completed by 5pm on March 2, 2020.

If you are placed as a Congressional Aide, **you will be required to attend a mandatory orientation on April 28 or May 7.** You must attend one of these dates to maintain your placement in Congressional Aide.

* Required

Personal Information

- * 1. First Name
- * 2. Last Name
- * 3. Email address
- * 4. Full Address (House Number Street City, State Zip)
- * 5. Date of Birth
- * 6. Phone Number
- * 7. Current Grade
- * 8. School
- * 9. What is your US Congressional District? If you don't know your Congressional District you can find it by searching your zip code [here](#).

Emergency Contact Information

*** 10. Who should we contact in an emergency? (* First and Last Name)**

*** 11. What is the person's relationship to you?**

*** 12. Please provide a daytime phone number to reach this person. ***

*** 13. Have you previously applied to be a Congressional Aide?**

14. If yes, did you serve as a Congressional Aide? Please include the year and name of your office placement that you served.

Program Weeks

*** 15. Which weeks are you available? Mark only the weeks you are sure you will be available this summer. The more weeks you mark, the more likely you are to be placed in an office on Capitol Hill or the local community. If your availability changes, please email zdranove@gscnc.org immediately.**

Week 1: June 8-12, Week 2: June 15-19, Week 3: June 22-26, Week 4: July 6-10, Week 5: July 13-17, Week 6: July 20-24, Week 7: July 27-31, Week 8: August 3-7, Week 9: August 10-14, Week 10: August 17-21

Short Answers

Please provide 5-7 sentence answers to the following questions.

*** 16. Describe why you would like to be a Girl Scout Congressional Aide. Include any civics related interests or experiences.**

*** 17. Describe how Congressional Aide will contribute to your educational and professional goals.**

*** 18. Elected officials are responsible for representing their community. Describe a time you were an advocate for yourself or your community.**

Optional Matching Questions

The following questions are designed to help us in matching your interests and experience with a congressional office. Your answers will not negatively affect our decision to place you.

19. If you have lived in another state, please list them.

20. Do you have an Individualized Education Program (IEP) and/or are there any special accommodations that you require which the Council or your congressional office should be aware of?

21. List any Badges or Journeys you earned that relate to Congressional Aide.

22. Have you earned a Higher Award? Check all that apply. Silver Award, GHold Award, Silver Trefoil Award

23. If you are working on the Gold Award and have submitted your project proposal or have completed the Gold Award, what is your topic?
24. If you have been accepted and committed to going to a college/university, let us know which one.
25. If there is a congressional office which you would prefer NOT to work at, list the office and provide an explanation.

Behavioral Agreement for Girl Scouts participating in the Congressional Aide Program

The remaining questions should be completed together by the applicant and her parent/guardian.

I understand that my attitude and behavior are critical to the continued success of the Congressional Aide Program and that I will be representing Girl Scouting and the Girl Scouts Nation's Capital at all times. Therefore, I agree to abide by the following:

- * 26. I agree to accept the responsibilities assigned to me and to be responsive to my supervisors, and that I will do both with a positive attitude.**
 - * 27. I will arrive on time, take my lunchtime as assigned, and work full days for my entire placement. I understand that transportation to and from this assignment is my responsibility. If I am sick or unable to attend, I will alert both my congressional office supervisor and the Program Specialist (202-274-3338) at Council.**
 - * 28. I will dress appropriately for the office environment, including appropriate clothing, hair, make-up and jewelry.**
 - * 29. I will abide by the Girl Scouts Nation's Capital rule of not dating anyone whom I work with, including anyone who works on Capitol Hill or in a local office, during my placement.**
 - * 30. I understand that the use of tobacco, alcohol, or illegal drugs will not be tolerated and that usage during the program will result in expulsion.**
 - * 31. I will be responsible for my personal belongings and I will not hold Girl Scouts Nation's Capital or the congressional office responsible for any loss or damage to my belongings.**
 - * 32. I will treat all equipment provided for my use with care and I will follow all safety rules and procedures.**
 - * 33. I will be sensitive to differences among people in the office to which I am assigned and to my co-workers on Capitol Hill or in a local office.**
 - * 34. I will uphold the Girl Scout Promise and Law and I will be a positive representative of Girl Scouting at all times.**
- 35. The Council cannot guarantee placement or availability that meets your office preference. Please keep in mind that Girl Scouts is a non-partisan organization.**

While it is our intention to place all girls who are invited to an orientation in offices on Capitol Hill or in the local community, offices do occasionally drop out of the program after girls are placed. If this

happens, the Council will make every effort to find new placement for dropped girls, however, no guarantees can be made.

I understand that while I am a Congressional Aide I must abide by the rules established by Girl Scouts Nation's Capital and my supervisor in the office to which I am assigned. I understand that I will not be allowed to participate in the program unless I attend an orientation. I agree that the information provided has been provided by myself and I will handle the application process on my own to the best of my ability.

Document Uploads

*** 36. Please upload your one page resume, 2 letters of reference and your health history form as a single PDF using the format lastname.firstname.CongAide ex: doe.jane.CongAide. It must be 10MB or less.**

Program Agreement

The following statements are to be read carefully. By selecting Agree, you confirm that you understand the statements and agree to follow them.

*** 37. Your full name here**

*** 38. has applied to serve as a Congressional Aide during summer 2020. If accepted, she and her parents/guardians agree to the following provisions:**

- **If the Girl Scout refuses the placement assigned to her by Girl Scouts Nation's Capital, she will not be offered another placement during summer 2020. This includes dropping out of the program based on the political views of the assigned office, rearranging of a girl's schedule due to other commitments/opportunities/travel plans, etc. New placement opportunities will only be offered to girls whose originally assigned offices drop out of the program.**
- **If the office to which the girl is assigned drops out of the program, Girl Scouts Nation's Capital will make every effort to secure another placement for the girl. By signing this document, the girl and her parent/guardian acknowledge this situation as a possibility and agree to hold the Girl Scouts Nation's Capital and its staff harmless for the loss of the original placement.**
- **If the assigned office drops out of the program, thereby resulting in a loss of placement for the Girl Scout, the girl and her parent/guardian agree not to contact that office or any other congressional office in order to attempt to secure a new placement. A new placement may be in a different office or location. Only placements secured by Girl Scouts Nation's Capital are valid placement opportunities for the Congressional Aide Program.**

I understand and agree with the above provisions.

*** 39. The Girl Scouts may use any photo in which my child appears to promote Girl Scouts. I understand my daughter is required to be a registered member of Girl Scouts of the USA in order to participate in this program.**