



Congressional Aide Program Application

This application is to be used by Girl Scout Seniors and Ambassadors when applying for the Girl Scouts Nation's Capital Congressional Aide Program. **Completed application packets consisting of the items listed below must be received at the address below by 5pm on the first business day in March.**

Once you have received word of a placement, **you will be required to attend a mandatory orientation on April 25 or May 3.** You must attend one of these dates to maintain your placement in Congressional Aide.

FORM SUBMISSION

Mail: Girl Scouts Nation's Capital
 Attn: Congressional Aide
 4301 Connecticut Avenue, NW
 Washington, DC 20008

CONGRESSIONAL AIDE APPLICATION PACKET CONTENTS

- Congressional Aide Program Application, **Applications should be typed for clarity.**
- Resume listing your Girl Scout experience, extra-curricular activities, community service experience, and any volunteer or paid jobs that you have held
- Two reference letters from non-family members attesting to your maturity, responsibility, and readiness to participate in the Congressional Aide Program. Please note that letters of reference will be considered when placing girls and a negative reference may affect a girl's chances of being placed.
- Health History Form

CONGRESSIONAL AIDE PLACEMENT ORDER

Applicants must be entering 11th or 12th grade or their first year of college. The order of placement is:

1. Girls who applied in a previous year but were dropped from placement
2. Girls who have graduated and were not placed in previous years
3. Girls entering 12th grade who have applied previously
4. Girls entering 12th grade
5. Girls entering 11th grade who have applied previously
6. Girls entering 11th grade

We may occasionally place a girl with lower priority if a girl with higher priority is unavailable to fill an open week.

Association and Service Unit Number		Troop Number		Current Program Level	
Applicant's Name				Date of Birth	
Address			City		State
Home Phone		Cell Phone		E-mail	
Current Grade	Class of	School		US Congressional District	

Parent/Guardian's Name	Day Phone	Parent/Guardian's Name	Day Phone
Emergency Contact Name	Relationship	Day Phone	Evening Phone

Did you previously apply to be a Congressional Aide? Yes No If yes, in what year? _____

- Have you ever served as a Congressional Aide? Yes No If yes, in what year? _____

- If no, were you given a placement and then dropped? Yes No If yes, in what year? _____

Email is the Council's primary form of communication for this program. If you do not use email, please include a note to let us know the best way to reach you. _____

Describe why you would like to be a Girl Scout Congressional Aide. Discuss what you can contribute to this experience as a Girl Scout (e.g. - research/school-project knowledge). Include any skills you hope to practice while you are on Capitol Hill. (500 words or less)

Describe your educational goals and how you plan to achieve them. How will Congressional Aide contribute to your educational goals? (500 words or less)

What skills do you possess that are relevant to this position (foreign language fluency, computer skills, etc.)?

2017 DATES

Number the weeks that you are available, with "1" as your first choice, "2" as your second choice, and so on. Mark only the weeks that you are sure you will be available this summer. The more weeks you mark, the more likely you are to be placed. If your availability changes, please notify the council immediately.

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|-------------------------------------|----------------|-------------------------------------|----------------|---------------------------------------|----------------|
| <input type="checkbox"/> June 12-16 | Choice # _____ | <input type="checkbox"/> July 10-14 | Choice # _____ | <input type="checkbox"/> July 31-4 | Choice # _____ |
| <input type="checkbox"/> June 19-23 | Choice # _____ | <input type="checkbox"/> July 17-21 | Choice # _____ | <input type="checkbox"/> August 7-11 | Choice # _____ |
| <input type="checkbox"/> June 26-30 | Choice # _____ | <input type="checkbox"/> July 24-28 | Choice # _____ | <input type="checkbox"/> August 14-18 | Choice # _____ |

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.

Have you ever lived in another state? Yes No If yes, which state(s)? _____

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

Are you currently working on earning a Gold Award? Yes No

If you have submitted a Gold Award Project Proposal, what is your project topic? _____

Have you applied and been accepted to a college/university? Yes No

If yes, which one(s)? _____

Is there a congressional office which you would prefer NOT to work at? If so, list the office and provide an explanation. _____

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, 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.

Participant's Signature: _____

Date: _____

I have read the description of the Congressional Aide Program and I understand that my daughter must comply with the rules established by Girl Scouts Nation's Capital and her supervisor. I understand that I am responsible for her transportation. I give her permission to participate.

Parent/Guardian Signature: _____

Date: _____

BEHAVIORAL AGREEMENT FOR GIRL SCOUTS PARTICIPATING IN THE CONGRESSIONAL AIDE PROGRAM

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:

1. 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.
2. 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.
3. I will dress appropriately for the office environment, including appropriate clothing, hair, make-up and jewelry.
4. 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, during my placement.
5. 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.
6. 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.
7. I will treat all equipment provided for my use with care and I will follow all safety rules and procedures.
8. I will be sensitive to differences among people in the office to which I am assigned and to my co-workers on Capitol Hill.
9. I will uphold the Girl Scout Promise and Law and I will be a positive representative of Girl Scouting at all times.

Participant's Signature: _____

Date: _____

I have read the Behavioral Agreement for Girl Scouts Participating in the Congressional Aide Program, and I understand that my daughter must comply with the rules established by Girl Scouts Nation's Capital and by her supervisor.

Parent/Guardian Signature: _____

Date: _____

PLACEMENT AGREEMENT FOR GIRL SCOUTS PARTICIPATING IN THE CONGRESSIONAL AIDE PROGRAM

Girl Scout _____ (name of girl) has applied to serve as a Congressional Aide during summer 2017. 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 2017. 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. 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.

Participant's Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

PHOTO AUTHORIZATION

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. Yes No

CONGRESSIONAL AIDE APPLICATION PACKET

Check that the following items are included in your completed application packet:

- Congressional Aide Program Application
- Health History Form
- Resume
- Two Reference Letters

Mail your completed application packet to:

Girl Scouts Nation's Capital
Attn: Congressional Aide
4301 Connecticut Ave, NW
Washington, DC 20008

Completed application packets are due by the first business day in March at 5pm. All application materials should be mailed together in a single mailing and not mailed in piecemeal.