

1184X189

ROUTING AND TRANSMITTAL SLIP		Date																		
		11 OCT 89																		
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date																		
1. CHIEF, CMS/DA																				
2.																				
3.																				
4.																				
5.																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Action</td> <td style="width: 33%;">File</td> <td style="width: 33%;">Note and Return</td> </tr> <tr> <td>Approval</td> <td>For Clearance</td> <td>Per Conversation</td> </tr> <tr> <td>As Requested</td> <td>For Correction</td> <td>Prepare Reply</td> </tr> <tr> <td>Circulate</td> <td>For Your Information</td> <td>See Me</td> </tr> <tr> <td>Comment</td> <td>Investigate</td> <td>Signature</td> </tr> <tr> <td>Coordination</td> <td>Justify</td> <td></td> </tr> </table>	Action	File	Note and Return	Approval	For Clearance	Per Conversation	As Requested	For Correction	Prepare Reply	Circulate	For Your Information	See Me	Comment	Investigate	Signature	Coordination	Justify			
Action	File	Note and Return																		
Approval	For Clearance	Per Conversation																		
As Requested	For Correction	Prepare Reply																		
Circulate	For Your Information	See Me																		
Comment	Investigate	Signature																		
Coordination	Justify																			
REMARKS																				

#1 - FOR ACTION AS APPROPRIATE.

NOTE REGISTRATION DEADLINE OF 31 OCTOBER 1989.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

(Name, office symbol, room number, building, Agency/Post) EXA/DDA	Room No.—Bldg. <hr/> Phone No.
--	-----------------------------------

5041-102

* U.S. GPO: 1988 - 201-759

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

STAT

DD/A REGISTRY

FILE: DDA-137

X-R. Line - 15

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Request for Volunteer Instructors: 1990 Presidential Classroom for Young Americans

DD/A Registry
89-1784X

FROM: George W. Owens
Director of Personnel
4X48 NHB

EXTENSION

NO.

DATE 2 October 1989

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED	FORWARDED
----------	-----------

1. Head of M Career Service

2.

3. Head of D Career Service

4.

5. Head of I Career Service

6.

7. Head of R Career Service

8.

9. Head of E Career Service

10.

11.

12.

13.

14.

15.

OCT 2 1989

MEMORANDUM FOR: Head of M Career Service
FROM: George W. Owens
Director of Personnel
SUBJECT: Request for Volunteer Instructors: 1990
Presidential Classroom for Young Americans

1. You are invited to respond to the attached memorandum from Constance B. Newman, Director, Office of Personnel Management (OPM). Should you identify candidates from your career service to participate, please correspond directly with OPM using the material attached.

2. Request that a list of confirmed participants in the program be sent EO/OP, for the purpose of follow-up discussions OP may have with OPM on the program.

for George/W. Owens

Attachment:
As stated



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

WASHINGTON, D.C. 20415

OFFICE OF THE DIRECTOR

MEMORANDUM FOR DIRECTORS OF PERSONNEL

FROM:

Constance Berry Newman
CONSTANCE BERRY NEWMAN
DIRECTOR

SUBJECT:

Request for Volunteer Instructors: 1990
Presidential Classroom for Young Americans

The Office of Personnel Management encourages Federal departments and agencies to allow employee participation as instructors in the 1990 Presidential Classroom for Young Americans. The program consists of week-long "classes" between January 27 and June 23, 1990.

Presidential Classroom is a nonpartisan, educational organization which provides this nation's most promising high school student leaders an opportunity to participate in a dynamic study of American government and current events. Each year over 3,000 students explore the inner workings of our democratic process and interact with the elected and appointed leaders of government, business, labor, the media, the diplomatic corps, and the military.

Since its inception in 1968, a key ingredient of the program's success has been reliance on a corps of volunteer instructors from the Federal government. Presidential Classroom staff believe that "instructors from the Civil Service offer students a unique insight about the inner workings of the government, provide the benefit of experienced professional leadership outside of traditional academic settings, provide advice on pursuing careers in government, and act as role models through their dedication to the principles of civic involvement."

Your support of this program will help advance the goal of rebuilding student interest in the public service set forth in the report of the National Commission on the Public Service ("Volcker Commission") and reflects the Federal government's enduring concern for an informed and active citizenry -- a concern expressed by Federal participation in this program during the past 21 years.

Attached are invitation packets which provide more detailed instructor and program information. I hope you will circulate these materials to interested persons in your department or agency.

Attachment

FACT SHEET

PRESIDENTIAL CLASSROOM INSTRUCTOR SEARCH

A nonpartisan, nonprofit civic education program, A Presidential Classroom for Young Americans engages qualified volunteers from Government departments, agencies, and the military to work with exemplary high school juniors and seniors during their experience in Washington, D.C.

QUALIFICATIONS FOR VOLUNTEER INSTRUCTORS:

- a bachelor's degree
- good communication skills
- high energy level
- interest in working with both youth and adults

PROGRAM DATES:

The 1990 program will take place over nine week-long "classes" during the dates shown below. Instructors are requested to serve for one or two weeks.

<i>Class 1</i> January 27-February 3	<i>Class 6</i> March 3-March 10
<i>Class 2</i> February 3-February 10	<i>Class 7</i> March 10-March 17
<i>Class 3</i> February 10-February 17	<i>Class 8</i> June 16-June 23
<i>Class 4</i> February 17-February 24	<i>Class 9</i> June 23-June 30
<i>Class 5</i> February 24-March 3	

EXPECTATIONS OF VOLUNTEER INSTRUCTORS:

- devote their full-time participation to the program. Each class covers seven days and evenings, from Saturday to Saturday, 7:00 a.m. to 11:30 p.m. (Hotel accommodations are provided.)
- attend all classroom functions including seminars with guest speakers, section meetings, and small group discussions, and travel with the students to and from all Classroom activities.
- adhere to the nonpartisan status of Presidential Classroom while acting as an instructor.
- be knowledgeable about their government agency or military branch.
- attend a 2-day orientation program (in early January 1990) about Presidential Classroom and the role of instructors, if at all possible.

DEADLINE FOR INSTRUCTOR APPLICATIONS: October 31, 1989

Local applicants may be invited to interview in November, and all applicants will be notified of final decisions by December 15, 1989. (The October 1 deadline listed in the attached brochure has been extended to October 31, 1989.)

For more information, please contact Susan Studnicki, Assistant Director of Curriculum, at 703/683-5400 or 800/441-6533.



NEWS RELEASE

CONTACT: Susan Studnicki, (800) 441-6533 or (703) 683-5400

Government Employees Sought as Volunteer Instructors with Presidential Classroom in Washington, D.C.

In 1989, approximately 70 civil servants from across the United States joined educators and military representatives, as well as several thousand students, as part of Presidential Classroom's twentieth anniversary program. The Classroom now seeks outstanding government employees to participate in its 1990 Senior High School Program.

A nonprofit, nonpartisan organization, Presidential Classroom offers exceptional high school students a one-week intensive look at the nation's capital and our political system. Through seminars with elected officials, lobbyists, cabinet officers, federal judges, military leaders, foreign diplomats, educators, and noted journalists the students learn firsthand about government and its intricacies.

A typical week includes a tour of the nation's monuments, time at the Smithsonian museums, several debate sessions, 13 seminars (including one on the Floor of the U.S. House of Representatives) and private meetings between students and their own Senators and Representatives. Volunteer instructors guide students through the program, aid in processing the many daily events, and facilitate group discussions.

Speakers in 1989 included cabinet officers, members of the Joint Chiefs of Staff, foreign ambassadors, and high-ranking officials in the White House and Departments of State, Agriculture, and Justice. More than 77 Senators and 285 Representatives took part in Classroom activities as well.

The Classroom will hold nine one-week sessions in 1990, with approximately 400 students attending each week. Seven weeks will be held in the winter from late January through early March. The remaining two weeks will take place in June. Broken into 10 "sections" of 40 students each, two volunteer instructors guide each group.

-more-

PRESIDENTIAL CLASSROOM
441 North Lee Street * Alexandria, Virginia 22314-2346
(703) 683-5400 * (800) 441-6533

A volunteer instructor devotes his or her full time to the program while spending one week in service. It is not uncommon for a day to last 15 hours. During that time, for example, instructors aid students in developing questions to be put to speakers, help students understand the contrasting views of a Nicaraguan government official and a Contra leader after seminars with each, lead a sharing session where students discuss their thoughts and emotions following a trip to The Vietnam Memorial, facilitate a debate over the media's role in shaping public perception of political figures, supervise a ride on the Metro and a trip to the dinner theatre, and review with the students information in their curriculum guides in preparation for meetings on Capitol Hill.

The Classroom is equally demanding of volunteers and itself: "As I reflect on the past week," wrote Eunice Ellis, manager of training for the U.S. Postal Service in New York City, "I am amazed at the organizational effort that goes into scheduling top officials to speak, lining them up for a nine-week program, and sometimes, 15 minutes apart. This I can appreciate! To me this is a reflection of dedicated leadership and the creative environment which (Presidential Classroom has) fostered.

Lila Sullivan is a volunteer from Matoon, Illinois. "The program is so stimulating because the students have a curriculum that stretches their intellectual as well as geographic boundaries. Their behavior, manners, and dress set Presidential Classroom students apart from other groups," she said, noting the factors which combine to make the instructor's experience a special one.

As Jefferson Woodcox, a district manager for the Social Security Administration, said, "My experience as a volunteer instructor was 'the greatest.' I have had the pleasure of serving as a volunteer for many organizations, but none has given me as much pleasure as the week in Washington, D.C."

Classroom students are indeed special; they must hold B+ averages and be in the top 25 percent of their classes. The 1989 class was academically stronger than required, as over 90 percent of the students placed in the top 10 percent of their classes and almost all were involved in Honor Society or Student Council. Many expect to assume leadership roles in society one day.

-more-

As volunteers, instructors receive no remuneration from Presidential Classroom, nor is travel to and from Washington reimbursed. The Classroom assumes all expenses during the program, including hotel accommodations (double occupancy), meals, and curriculum materials. But as Joanne Basimakopulos, a Department of Defense management analyst who served for two weeks after paying her own way from Kaiserslautern, West Germany, said "The rewards I gained are too numerous to mention... every penny I spent was worthwhile."

Selection as a volunteer instructor is based on the candidate's professional experiences, ability to offer full-time service during the week for which application is made, and recommendations from his or her supervisor.

For more information or to receive application materials, contact:

Susan Studnicki
Assistant Director of Curriculum
Presidential Classroom
441 North Lee Street
Alexandria, Virginia 22314
(703) 683-5400 or (800) 441-6533

Applications will be accepted through October 31, 1989. Notification of final decisions will be made in late November 1989.



VOLUNTEERING AS AN INSTRUCTOR WITH PRESIDENTIAL CLASSROOM

January 27-March 17 and June 16-30, 1990

Presidential Classroom enlists qualified volunteer instructors for one or two weeks from the field of education, civil service, the military, and the private sector to work directly with high school juniors and seniors who come to Washington, D.C. from across the United States and abroad to participate in the Classroom's civic education program.

Instructors are teamed in pairs and are responsible for approximately forty-five students. Instructors facilitate peer-group forums, where students debate national and international issues raised during seminars, and encourage students to share their perspectives about power and politics in the nation's capital. In addition, instructors inform students about the federal bureaucracy and the public policy-making process. Meetings are held with legislators on Capitol Hill, and students visit institutions of government and many of Washington's cultural and historical treasures.

Presidential Classroom provides an experiential program where students are actively involved. Therefore, instructors do not take on the role of a classroom lecturer. Instead, instructors review with students presentations made by law-makers and other high-level political officials, as well as materials in the curriculum guide. They also serve as facilitators

whose purpose is to encourage, challenge, support, and guide the students. The commitment of an instructor requires some long and active days, usually beginning at 8:00 a.m. and ending at 11:00 p.m., seven days a week. As instructors often comment, the challenges are great but the rewards are even greater.



"More words cannot begin to describe what I got out of Presidential Classroom. Suffice it to say that I have simply been rejuvenated. The total experience is exceptional, as are the youth who participate."

*Dennis Weber, Chief, Management Division, U.S. Army Headquarters Training & Doctrine Command, Virginia Beach, Virginia
1989, Class 4*

WHAT IS PRESIDENTIAL CLASSROOM?

Presidential Classroom is a nonprofit, nonpartisan educational organization which offers civic education programs to outstanding high school juniors and seniors, educators, administrators, and other citizens who are interested in gaining a deeper understanding of the process of a democratic society.

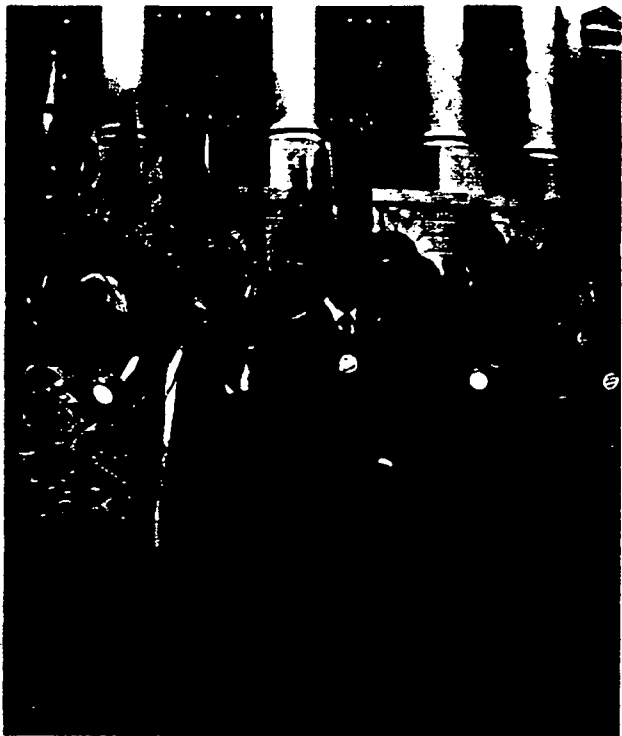
The Classroom was incorporated in 1968, but the origins of the organization date back to the administration of President John F. Kennedy who sponsored two pilot programs: "Widening Horizons" and "White House Seminars." During Lyndon Johnson's administration, Vice President Humphrey led a similar program called "Washington Briefings." As the success of the idea became apparent, the framework was transferred from the White House to a board of

directors to become "A Presidential Classroom for Young Americans."

As a nonprofit 501 (c) (3) organization, Presidential Classroom neither receives nor seeks federal funding for its high school program. Tuition provides 89 percent of the financial base, and important contributions to the scholarship fund are made by private corporations, foundations, and alumni.

Conceived as a program for young people, Presidential Classroom is now a parent organization for a spectrum of civic and leadership-related educational programs. These programs are varied in scope and include the following:

- *The Senior High School Program* - The largest of the Classroom's offerings, this program assembles more than 3,200 exemplary high school juniors and seniors in Washington, D.C. over nine week-long sessions to explore American government, current events, and public policy with the highest leaders of government. It is for this program that we enlist the help of our volunteer instructors.
- *The Federal Forum* - Held in cooperation with the University of Virginia, the Forum is open to primary and secondary school teachers, college teachers, administrators, and graduate and undergraduate students. This program offers a week-long study of the government process with the option of credit from UVA.
- *The International Student Leadership Program* - A leadership program designed to



"As an eight-year Washington 'veteran,' I had forgotten how exciting this city is and how important. PC has renewed my belief in future leaders, our system of government, and, most importantly, how critical teaching is."

*Elizabeth Kelly, Realty Specialist
Internal Revenue Service
Dale City, Virginia
1989, Class 5*

bring a global perspective to today's student leaders, the ISLP is scheduled during the summer; approximately fifty high school students travel to Europe to study in England, Belgium, and East and West Berlin to interact with European leaders and students.

- **Community Leadership Programs** - Funded in part through a grant from the Dr. Scholl Foundation, these one-day workshops are held on location around the United States, providing opportunities for students, teachers, and parents to meet with local leaders of government and business.

"I was driven and committed to my profession before my week with PC, but now I have a new perspective and new inspiration. I didn't know I would fall in love with all those kids so quickly! I feel so lucky and blessed that I had the opportunity to be with you."

*Nancy Yeargin
Educational Consultant
Taylors, South Carolina
1989, Class 6*

SENIOR HIGH SCHOOL PROGRAM

Approximately 350 high school juniors and seniors attend Presidential Classroom each week. These students represent a cross-section of every state and national heritage in the country, as well as many foreign nations. They come from different economic and cultural backgrounds and are grouped in a manner that achieves a diversity of opinions, values, and political beliefs.

Students are selected to attend by their schools or local sponsoring organizations based on academic achievement, leadership ability, and community service. They must maintain B+ averages, place in the top 25% of their classes, and serve in leadership positions in their schools and communities in order to qualify.

The curriculum is comprised of seminars, facilitating meetings, debate sessions, special projects, Congressional appointments, visits to Washington's landmarks, and the natural

interaction of various cultures and backgrounds. The seminars, which are the major component of the curriculum, focus on American government and current events. Speakers at Presidential Classroom are distinguished elected and appointed leaders of the government, the military, the diplomatic corps, business, and the media. Seminars are held in the Departments of State and Agriculture, on the Floor of the U.S. House of Representatives, in Senate and House Office Buildings, and in the host hotel. Students have the opportunity to interact with these top officials, develop their own opinions and theories, and then debate the issues during their section meetings and Crossfire sessions. This type of experiential education in American government encourages the youth of today—the leaders of tomorrow—to become active and responsible citizens.

"The memories obtained during my week with Presidential Classroom will be a positive influence on me for the rest of my life. It was most exciting to work with the caliber of students who attended PC, knowing that many of them will be the future leaders of our country."

*Phillip Hixson, Natural Resources Manager
U.S. Army Corps of Engineers
Clarkston, Washington
1989, Class 1*

1989 SENIOR HIGH SCHOOL CURRICULUM SCHEDULE

(This 1989 curriculum schedule provides you with the general layout of the Senior High School Program. The 1990 schedule will be similar, although there will be changes.)

SATURDAYS

11:00 - 4:00 p.m. Student Registration/Instructor Orientation
 5:00 - 6:00 p.m. Section Meetings - Welcome to Washington, D.C.
 7:30 - 8:30 p.m. GENERAL SESSION
 8:45 - 9:45 p.m. Section Meetings

SUNDAYS

7:00 - 8:30 a.m. Ecumenical Service (optional)
 9:45 - 10:30 a.m. Section Meetings
 11:00 - 4:00 p.m. Smithsonian Museums and Tour of the Nation's Capital
 6:45 - 7:45 p.m. OPENING ADDRESS: Power in Washington
 8:00 - 9:00 p.m. CROSSFIRE SESSIONS: Foreign Policy Issues
 9:15 - 10:15 p.m. Section Meetings

MONDAYS

8:00 - 9:00 a.m. Section Meetings
 10:00 - 11:00 a.m. SEMINAR: The Executive Agencies
 11:00 - 12:00 p.m. SEMINAR: The White House Staff
 1:30 - 2:30 p.m. Bureau of Engraving and Printing/Ford's Theater
 3:30 - 4:30 p.m. SEMINAR: U.S. Foreign Policy Objectives
 7:00 - 7:45 p.m. Section Meetings
 8:00 - 9:00 p.m. SEMINAR: National Defense Strategies
 9:00 - 9:30 p.m. Congressional Preview

TUESDAYS

9:00 - 10:00 a.m. Section Meetings
 11:00 - 11:45 a.m. SEMINAR: Issues for the 1990's: A Senator's Perspective
 12:00 - 3:45 p.m. Senate appointments, observation of committee hearings, Supreme Court
 4:00 - 5:00 p.m. SEMINAR: Issues Facing Congress--A Republican Perspective
 7:30 - 8:15 p.m. Section Meetings
 8:30 - 9:30 p.m. SEMINAR: American Diplomacy: A View From Abroad
 9:45 - 10:45 p.m. Legislative Simulation: Project work session I

WEDNESDAYS

9:00 - 9:45 a.m. SEMINAR: Issues Facing Congress--A Democrat's View
 10:00 - 1:30 p.m. House appointments, observation of House and Senate committee hearings, Supreme Court
 2:30 - 3:30 p.m. SEMINAR: Lobbyists--Public Service or Special Interest?
 5:30 - 11:30 p.m. Evening Activity

THURSDAYS

9:00 - 10:00 a.m. SEMINAR: The Media and the American Political Process
 10:15 - 11:15 a.m. Legislative Simulation: Project Work Session II
 11:20 - 2:45 noon Smithsonian Museums
 3:45 - 4:45 p.m. SEMINAR: Justice in America
 5:00 - 5:45 p.m. Section Meetings
 7:15 - 8:45 p.m. SEMINAR and Activity: Youth Leadership
 9:00 - 10:00 p.m. CROSSFIRE SESSIONS: Domestic and Electoral Issues

FRIDAYS

8:20 - 9:40 a.m. GENERAL SESSION: The National Student Body Reports--Results of Legislative Simulation
 9:45 - 10:30 p.m. Section Meetings
 10:45 - 11:45 p.m. SEMINAR: The Politics of Economics
 12:15 - 3:30 p.m. Section Activities: FBI, National Cathedral, Pentagon
 4:00 - 4:30 p.m. Arlington Cemetery
 5:45 - 7:15 p.m. CLOSING GENERAL SESSION: Speaker and Final Banquet
 7:30 - 8:30 p.m. Final Section Meetings
 8:30 - 11:15 p.m. Dance

QUALIFICATIONS OF VOLUNTEER INSTRUCTORS

To be considered for an instructor position, a candidate must have a minimum of an earned bachelor's degree, possess good communication skills, and show a high level of energy and interest in working with youth. In past years we have received approximately four hundred applications for the one hundred and fifty instructor positions that are available. Selection is based on the candidate's professional experiences, ability to work with both youth and adults, understanding of the Classroom's objectives, and availability to serve one to two weeks. In addition, instructors are required to:

- devote their full-time participation to the program. Each "class" covers seven days and

evenings, from Saturday to Friday, 8:00 a.m. - 11:00 p.m.;

- attend all Classroom functions (including seminars with guest speakers and small group meetings) and travel with the students to and from all Classroom activities, both educational and cultural;
- adhere to the nonpartisan status of Presidential Classroom while serving on the staff;
- attend an orientation program about Presidential Classroom and the role of instructors in January, 1990, in Washington, if at all possible.



APPLICATION PROCESS

Interested persons must apply directly to Presidential Classroom, except military personnel who apply through their branches of service. You may include a resume if it provides relevant information not ascertained within this application. Completed applications should be returned to:

**Curriculum Coordinator
Presidential Classroom
441 North Lee Street
Alexandria, VA 22314-2346**

Upon receipt of this application and an initial screening, interviews will be arranged for local

applicants in Washington, D.C., and for those who may find themselves in the Washington area on other business.

DEADLINE

The deadline for applying for the position of instructor is October 1, 1989, although extensions may be granted under special circumstances. Notification of final decisions will be made in all cases by December 1, 1989. For more information, please call the Curriculum Office of Presidential Classroom at (800) 441-6533, or in the Washington metropolitan area call (703) 683-5400.

VOLUNTEER STATUS AND ACCOMMODATIONS

As volunteers, instructors receive no remuneration from Presidential Classroom. Candidates for instructor positions must obtain employer's approval and arrange personal or professional leave before being confirmed as instructors. Policy regarding leave with or without pay varies from place to place and is subject to the discretion of the particular employer. Most Classroom instructors are granted administrative leave.

All students and permanent Classroom staff reside at the Omni Shoreham Hotel in Washington, D.C., the program's headquarters.

Provisions are made for instructors to reside double occupancy at the hotel at no expense to the volunteer or his or her employer.

Meals, curriculum materials, and travel within Washington are also provided to volunteer staff members at no expense. *Presidential Classroom does not provide air fare or other travel expenses needed to transport staff to and from Washington, although many instructors have been able to secure transportation financing from their employers.*

"The PC experience inspired me! I was in a slump, but working with those kids gave me new strength. I came away feeling confident in the future, seeing future leaders who have dreams of a better country and a better world."

*Emily Burt-Hedrick, Supply Systems Analyst, Navy Fleet Material Support Office, Ellittsburg, Pennsylvania
1989, Class 2*



"After my second year at PC, I still feel there is no other group of professionals and volunteers that can compare to the folks at Presidential Classroom."

*Jeff Woodcox, District Manager, Social Security Administration, Fairfield, New Jersey
1989, Class 6*

SKILLS/EXPERIENCE (continued)

List your experiences working with youth, leading small-group discussions, or supervising others in professional/volunteer-related settings.

Describe any additional experiences which would assist you as an instructor.

AVAILABILITY

We seek applicants who can volunteer one to two weeks and attend the volunteer orientation before the start of the program. Exceptions to the above can be arranged for special circumstances, and these should be noted below.

Please rank in order the weeks you could be available. Please note that we cannot guarantee your first choice.

- | | |
|--|--|
| <input type="checkbox"/> Class 1 January 27 - February 3 | <input type="checkbox"/> Class 6 March 3 - 10 |
| <input type="checkbox"/> Class 2 February 3 - 10 | <input type="checkbox"/> Class 7 March 10 - 17 |
| <input type="checkbox"/> Class 3 February 10 - 17 | |
| <input type="checkbox"/> Class 4 February 17 - 24 | <input type="checkbox"/> Class 8 June 16 - 23 |
| <input type="checkbox"/> Class 5 February 24 - March 3 | <input type="checkbox"/> Class 9 June 23 - 30 |

Would you be available for one or two weeks? _____

If more than one, do you prefer consecutive _____ or non-consecutive? _____

If selected, will you be taking personal _____ or administrative _____ leave?

QUESTIONS (Please feel free to attach an additional page if needed.)

1. Why do you want to be an instructor at Presidential Classroom?

2. What qualities do you possess that would make you a good role-model and leader for students?

3. What is your perception of high school students today, and how do you see yourself relating to them during a program of this type?

4. How familiar are you with the physical layout of Washington, D.C., and the workings of the U.S. government?

LETTERS OF RECOMMENDATION

Please attach two letters of recommendation. One of these letters should be from your immediate supervisor, department head, or school principal. (Letters of recommendation may be mailed separately.)

*Note: Your application will not be evaluated until it is complete, including letters of recommendation.

1990 Presidential Classroom VOLUNTEER INSTRUCTOR APPLICATION

GENERAL INFORMATION *(please print or type)*

Date _____

Mr. _____ Ms. _____ Military Title (if applicable): _____

First Name _____ M.I. _____ Last Name _____

Home Address _____ Phone(____) _____

City _____ State _____ Zip _____

EMPLOYMENT

Department/School _____

Agency/Department _____

Position _____ GS Rating/Rank (if applicable) _____

Office Address _____ Phone(____) _____

City _____ State _____ Zip _____

Employment Category: Civil Servant _____ Educator _____ Military _____ Other _____

SUPERVISOR

The following information will allow us to notify your employer if you are selected as an instructor. If you prefer that we not contact your supervisor should you be accepted, please leave this section blank!

Mr. _____ Ms. _____ Military Title (if applicable): _____

Department/School _____ Position _____

Office Address _____ Phone(____) _____

City _____ State _____ Zip _____

Indicate any past affiliation with Presidential Classroom, list dates:

Instructor: _____ year: _____ Student: _____ year: _____ Other: _____ year: _____

If no previous affiliation, how did you hear about Presidential Classroom?

Please be specific _____

PREVIOUS EMPLOYMENT

POSITION

DATES

COLLEGES/UNIVERSITIES ATTENDED

DATES

DEGREE

MAJOR

AWARDS/DISTINCTIONS:

SKILLS/EXPERIENCE *(Please feel free to attach an additional page if needed.)*

List your current employment responsibilities and describe the nature of your organization.