



8 West Third Street Winston-Salem, NC 27101 // 336.831.1905 // www.authoringaction.org

2010-2011 PROGRAM APPLICATION

SECTION I: OVERVIEW AND GUIDELINES

You are already the author of many stories. The stories you tell yourself and others about your family and relationships, your school experiences, your neighborhood, community and the wider world; about what you want and dream of being and achieving. And you are the only one who can tell the story of your life and say what it means. What Authoring Action's signature creative writing and spoken word (public speaking) methods offers are the tools to identify, explore and even transform your stories – and, in turn, your future.

Summer Institute

What: To center and energize the group and set the tone for working together, each day of the Summer Institute begins with yoga, physical exercises and a community circle. Rigorous days of writing, presenting, staging and/or filming, are closed out with a parting closing circle. The dress code, to support full participation in all activities, is loose T-shirts, long pants or shorts that allow for unrestricted movement and closed-toed light footwear like sneakers or tennis shoes.

When: The Summer Institute begins June 21 and continues through July 24. The first week will run Monday-Friday from 8:30 a.m. – 4:30 p.m. Weeks two-four, sessions will be held Tuesday-Thursday from 8:30 a.m. – 4:30 p.m. During the fifth and final week days/hours may be extended as participants prepare for a culminating public production.

A personal commitment to attend all sessions is important for each youth's personal experience and the group as a whole, especially during production week. Authoring Action requires that parents/guardians ensure their child does not have any appointments, conflicts or plans to be out of town during the week of production (July 19-24).

If you are aware of a conflict with the above schedule and attendance requirements, Authoring Action respectfully requests that you do not apply at this time and invites you to consider participating next year instead.

Where: Authoring Action's 2010 Summer Institute will be held at Bethabara Moravian Church located at 2100 Bethabara Road in Winston-Salem. Transportation is the responsibility of parents/guardians or their authorized designees. Free bus passes will be made available upon request.

After School Advanced Writing and Assegai Outreach Ensemble

WHAT: Through continued training in and use of Authoring Action's creative writing and spoken word methods, youth hone their skills, build their body of original work and further explore publishing forums and the art of adaptation of writing for stage and film forums.

As alumni of the Authoring Action Summer Institute, participants become members of the Assegai Outreach Ensemble – where the “Assegai” (spear), transforms to become a pen; mightier than the sword, and where words are more powerful than violence.

Ensemble members stand ready to engage with organizations seeking youth participation and insight, presenting from their portfolio of original works or pieces "written to assignment" on specific topics that support healthy, thriving and unified communities.

When: Beginning September ____, After School Advanced Writing sessions are held Mondays and Wednesdays throughout the school year when school is in session. Breaks in sessions align with school breaks and holidays.

Where: Sessions are held on the campus of Salem College. Transportation is the responsibility of parents/guardians or their authorized designees.

Once again, if you are aware of a conflict with the above schedule and attendance requirements, Authoring Action respectfully requests that you do not apply at this time and invites you to consider participating next year instead.

A Successful Authoring Action Experience

Success in the program requires commitment on the part of participating youth and their parents/guardians. There is no charge to participate for qualifying applicants. Youth receive a small stipend based on hours attended and adherence to program guidelines. Stipends are paid upon completion of the Summer Institute and again upon completion of the After School Advanced Writing program. Authoring Action is a non-profit, 501(c)(3) organization. Families in a position to do so are encouraged to make a tax-deductible donation in support Authoring Action programming.

A successful applicant to the program...

- Has an interest in writing, self-expression and positive change for self and the greater community
- Has a reliable source of transportation to program session (Free bus passes are available for the summer program)
- Commits to attending and actively participating in both the Summer Institute and After School Advanced Writing programs (The after School program is held every Monday and Wednesday when school is in session from 5:30 p.m.-7:00 p.m. on the campus of Salem College)
- Works well with others and commits to supporting the development of his/her fellow members
- Commit to participating in engagements as members of the Assegai Outreach Ensemble
- Strives to maintain a GPA of 3.0 or higher in school
- Commits to not participate in the sale, purchase or consumption of any illegal drugs and understand that to do so may result in expulsion from the program
- Agrees to help make sure the spaces Authoring Action borrows for program purposes are clean, neat and back in order at the conclusion of each session

A successful applicant to the program (cont'd)...

- Agrees to immediately report any accident or injury to program staff, no matter how minor.
- Agrees to abide by all group agreements and program guidelines, including participation in evaluation activities such as knowledge and opinion surveys

Youth who demonstrate an exceptional commitment to their personal development and program outreach goals may be offered the opportunity to continue in the program for successive years as participants and/or paid mentors.

Parents/Guardians of applicants to the program...

- Commit to supporting their child’s full participation in the year-round program and Assegai Outreach Ensemble, including ensuring appropriate transportation arrangements (Free bus passes are available for the summer program)
- Commit to ensuring a strong focus on the completion of program and school assignments and success in learning
- Commit to ensuring their child gets adequate sleep and nutrition to support their energy and full participation in Authoring Action programming and school
- Commit to communicating with Authoring Action staff if, for any reason, their child cannot attend scheduled program sessions

<u>I have read the above, agree to the terms outlined and pledge to honor my commitments:</u>	
Youth Applicant Signature:	Date:
Parent/Guardian Signature:	Date:

SECTION II: AUTHORIZING ACTION CONFIDENTIALITY POLICY

To provide responsible and professional service, it is necessary for youth and their parents to divulge extensive personal information about themselves and their families. This information is treated confidentially and maintained in youth records. The documentation is the property of the agency and not the property of the staff or clients.

1. Access to Confidential Information:

- a. Confidential information about youth and their families is shared only within the agency with the exception of specific situations listed below in under the “Limits of Confidentiality” section.
- b. The right to confidentiality applies to written records, video/film/digital pictures or use of youths’ names in publications.
- c. To best assess our youth, information from outside sources may be required. The youth will sign a “Consent to Release Information” to enable the agency to obtain the information.
- d. Agency records are not available for review by youth.
- e. Agency records are stored in files cabinets in locked offices or storage rooms.
- f. The Executive Director, according to specific guidelines, will handle situations where agency staff violates the Confidentiality Policy.

2. Limits of Confidentiality:

- a. Information will be released to other individuals or organizations and/or obtained from such parties upon presentation of an authorized "Consent to Release Information" form appropriately signed and dated by the youth.
- b. Identifying information of youth who have given permission may be used in agency publications or promotional materials.
- c. For purposes of program evaluation, audit, or accreditation, and with the prior approval of the Executive Director, certain outside bodies may have access to client records upon authorization by formal motion by the Executive Director.
- d. Records may be provided to law enforcement officials or the courts only upon presentation of a subpoena.
- e. State law mandates that suspected child abuse must be reported to the Department of Social Services. Agency staff, volunteers and members of the board of directors are mandated reporters un the Child Protective Service Law, and shall report all instance of suspected child abuse to the Executive Director who will in turn report these instances to the Department of Social Services.
- f. If an agency staff member receives information that indicates a youth is dangerous to themselves or others, necessary steps will be taken to protect the appropriate party.
- g. At the time a youth is considered a match candidate (with a volunteer/mentor), information is shared between the prospective match partners. Each match party has the right to refuse the proposed match based on the information provided. The client shall have the right to discuss the specific information with the staff before it is presented to the potential match mate.
- h. For purposes of completing intake information on clients, case records may be taken from the office by staff.

<u>I have read and understand the above policy:</u>		
Youth Applicant Signature:		Date:
Parent/Guardian Signature:		Date:

SECTION III: YOUTH INFORMATION (To be completed by youth applicant. Please print.)

Last Name:		First Name:		Middle Initial:	
Preferred Name:					
<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (Month/Day/Year):		Age:	
Race/Ethnicity: <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Native <input type="checkbox"/> African-American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other					
Street Address:		City:		State:	ZIP:
Home Phone:		Cell Phone:		E-mail:	

Name of School you will attend next year:	Grade:	2009 GPA:
I have previously participated in an Authoring Action (or WSYAI): <input type="checkbox"/> Yes in _____ (Year) <input type="checkbox"/> No		
I have siblings/relatives who previously attended Authoring Action (WSYAI): <input type="checkbox"/> Yes _____ (Names) <input type="checkbox"/> No		
I am involved in the follow school activities: <input type="checkbox"/> Band <input type="checkbox"/> Sports/Cheerleading <input type="checkbox"/> Tutoring <input type="checkbox"/> Drama <input type="checkbox"/> Clubs _____ (Focus area) <input type="checkbox"/> Other _____		
Parent's Relationship Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Single		
Currently Reside With: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both parents <input type="checkbox"/> Guardian(s) (Relationship): _____ <input type="checkbox"/> Other: _____		
Household Members (Name/Age/Relationship/School or Work Status): 		
Siblings living elsewhere (Ages/School or Work Status): 		
Predominant Language Spoken in the Home:		
<p>Tell Us About Yourself</p> <p>Please take a moment to respond to the following prompts. Feel free to use additional sheets of paper if you wish, but certainly do not feel any pressure to do so.</p> <p>I really like that I am...</p>		

My family...

One thing I'd like to see change is...

I think adults should...

I want to participate in Authoring Action because:

SECTION IV: PARENT/GUARDIAN INFORMATION (To be completed applicant parent/guardian. Please print.)

Mother/ Guardian Last Name:		First Name:		Middle Initial:	
Street Address:		City:		State:	ZIP:
Home Phone:		Cell Phone:		Work Phone:	
E-mail:					
Employer:			Employer Address:		
Highest Level Education Completed: <input type="checkbox"/> Some high school <input type="checkbox"/> High School/GED <input type="checkbox"/> Some college/technical school <input type="checkbox"/> Associate Degree School/GED <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Advanced Degree <input type="checkbox"/> Other _____					
Father/ Guardian Last Name:		First Name:		Middle Initial:	
Street Address:		City:		State:	ZIP:
Home Phone:		Cell Phone:		Work Phone:	
E-mail:					
Employer:			Employer Address:		
Highest Level Education Completed: <input type="checkbox"/> Some high school <input type="checkbox"/> High School/GED <input type="checkbox"/> Some college/technical school <input type="checkbox"/> Associate Degree School/GED <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Advanced Degree <input type="checkbox"/> Other _____					
Applicant Family Economic Status: <input type="checkbox"/> \$0 to \$19,999 <input type="checkbox"/> \$20,000 to \$34,999 <input type="checkbox"/> \$35,000 to \$59,999 <input type="checkbox"/> \$60,000 or more					

DESIGNATION OF YOUTH ADVOCATE

Successful participation in Authoring Action programs requires that each youth have an adult advocate who serves as a support system to ensure the youth's full participation in the program throughout the five-week Summer Institute and during the school year (After School Advanced Writing and Assegai Outreach Ensemble). This includes ensuring that reliable transportation is provided (if/when access to or use of public transportation is not an option). Youth Advocates can be a parent, guardian, relative or any other adult authorized by a parent/guardian. Please provide the information requested on the next page.

Youth Advocate Last Name:		First Name:		Middle Initial:	
Street Address:		City:		State:	ZIP
Home Phone:		Cell Phone:		Work Phone:	
E-mail:					
Youth Advocate Signature:				Date:	
Parent/Guardian Signature:				Date:	