LIT Application Instructions

★ *It is highly* ***suggested*** *to open and edit this document in* ***Word****.*

* Please complete the personal information sections starting with your 7th grade year.
* It is suggested that you print a copy of the template to use as a reference before you start filling in your information. This will allow you to have the instructions and be able to look back at the examples and format while you are filling in your information.

Directions for Opening and Editing in **Word**:

1. Template works by clicking on a title/box and typing the correct information for yourself.
	1. For example: Click on “YOUR NAME” and it will show highlighted. Then, start typing your name and it will use the same formatting for your information. Continue to do this for the entire template.
	2. Anywhere it says “select,” there is a drop-down menu to choose from.
		1. Click to highlight and then click on the gray down arrow on the right-hand side to see the options.
2. PLEASE upload a photo onto the template.
3. Do not print and submit this directions page with your final packet.

Directions for Opening and Editing in **Google Docs**:

1. Google Docs does not recognize the template format that was created in Word, so there are a few things you will need to do differently:
	1. You will need to manually highlight the text you want to replace and then start typing. It will not automatically replace and/or delete the sample text.
		1. For example, manually highlight all of “YOUR NAME” and then start typing your actual name.
		2. *Please be sure to delete any of the sample information before you print and submit your application*.
	2. For the blue box next to your name, please upload your photo. You will need click on the blue box, select “Insert” from the top menu and then select “Image.”
	3. For Short Answer, keep the question present, highlight “Click or tap here to enter text” and then start typing your answer. You can’t just click and fill.
	4. You will need to manually enter your birthdate in the format shown as well as age and current grade.
	5. Where it says, “Select Preference” next to the sessions, there is no drop-down, so highlight and replace text with one of the following choices:
		1. **1st** or **2nd** or **3rd** or **4th** or **Unavailable**
		2. Be sure to put one of those choices next to each session choice.
	6. Where it says, “T-Shirt Size” there is no drop-down, so highlight and replace range with actual size; **Small**, **Medium**, **Large**, **X-Large**, **XX-Large**.
2. Do not print and submit this directions page with your final packet.
	1. *You may need to delete some blank pages due to difference in formatting of Word vs Google*.

|  |  |
| --- | --- |
|  | Your NameStreet Address, City State ZIP Code  |  Email  |  Telephone  |
| School Information | School Name, GradeStreet Address, City State ZIPGuidance Counselors name, phone and email |
| Extracurricular Activities | List everything you have done since the start of your 7th grade year (i.e. all clubs, sports, drama/art/music and any other outside class involvements). Please also list the years of participation and position held if applicable. If you were involved since before your 7th grade year and are currently still involved or were through at least part of your 7th grade year, you can put the actual start date. For Example:**Student Council** 9/2020-present Treasurer (2020-2021) Vice President (2021-present)**Jr High Fall Musical** 2018, 2019 **Blue Angel Soccer League** 6/2017-present Team Captain (Summer 2019)  |
| Awards & Honors | List any special recognitions or honors you have received since the start of your 7th grade year. (i.e. Honor Roll and special athletic and extracurricular achievements). Please also list the date and year(s) you were recognized and a brief description of the achievement. For Example:**Academic Honor Roll** 2019-present • Received an average of 85% or higher (8th grade- all 4 quarters, 9th grade- 2nd and 4th quarter.  |
| Work Experience | List any paid work experience you have had since the start of your 7th grade year. State what your position was, dates and summary of duties.For Example: **Pet Sitter** 9/2018-6/2019 • Provide pet sitting services including dog walking and feeding. **Child Care** 8/2019-present • Provide child care for several families on an as-needed basis.  |
| Community service | List any volunteer work that you have done since the start of your 7th grade year. State what your position was, the organization that sponsored the work, dates of service and summary of duties.For Example:**Little League Coach**, Blue Angel Rec. 6/2020-8/2020 • Worked with 8-9 year old kids teaching basics of baseball**Community Service Club Member**, Jr High 9/2018-6/2020 • Met once a week to complete a service project at a local center |
| special situations or personal qualities to highlight | This is an optional topic that does not quite fit any other category. Please cite personal qualities, competitions, out of school experience or affiliations that you feel are relevant to your personal growth.For Example:• Registered for CSM Teen Leadership Camp in December 2021• Attended CSM as a prior camper for the past 7 summers• Attended Search Weekend, my parish’s youth retreat, for the past 3 years |
| Non-familial References | Reference 1 Name (*This reference must be a teacher)*Relationship to you, phone, and email. Reference 2 NameRelationship to you, phone, and email. Reference 3 NameRelationship to you, phone, and email.★ It is your responsibility to print off and provide a Leader-in-Training Personal Reference Form and a sealable envelope to each of the references you have listed above. At least one reference is to be filled out by a current or past teacher. The other two references can be filled out by any adult in a leadership position that is not related to you. It is also your responsibility to collect all 3 sealed and signed envelopes containing the reference and include them in your LIT admission packet. |

Short Answer
Respond to each question below. Please limit your answers to no more than 150 words.

Why did you choose to apply to our Leader-in-Training Program?

Click or tap here to enter text.

Tell us about an important person in your life and how they made an impact on what you value in life?

Click or tap here to enter text.

The one thing I would change about my current school is…

Click or tap here to enter text.

The one possession I could never give up is…

Click or tap here to enter text.

2022 LIT Sessions
Please use the drop-down menus to rank the sessions in order of preference.
*The more availability you have, the greater your chances of getting into the LIT Program. You may not get your first, second, or third choice.*

★ Please note that you must be 16 years old by June 26, 2022 or 15 years old **and** be in the graduating class of 2024.

**Birthdate**: MM/DD/YYYY **Current Age**: Enter Here **Current Grade**: Enter Here

**Session 1**: A/B weeks June 26-July 2 & July 3-8 Select Preference

**Session 2**: C/D weeks July 10-16 & July 17-22 Select Preference

**Session 3**: E/F weeks July 24-30 & July 31-August 5 Select Preference

**Session 4**: G/H weeks August 7-13 & August 14-19 Select Preference

**T-Shirt Size**: Select Adult S-XXXL

★ To provide a selection process that is fair, our selection committee will utilize the resume and references in conjunction with the short answer questions to determine the strongest candidates for our LIT program.

★ Friend requests are NOT considered in LIT placements.

★ Applicants that are not initially placed in the 2022 LIT program, will be placed on a waitlist. If/when a spot becomes available, we will reach out to the next person on the waitlist and offer them the spot. **Being available for more sessions will increase your chances of acceptance.**

Waitlisted applicants that will be 15 years old this summer may still return to CSM as a camper and will have priority placement in their preferred week(s). Choosing a camper session does not remove an applicant from the LIT waitlist.

Please check the week(s) you would like to attend if you are ***not*** selected as a LIT:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
|[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

The information provided in this application is true, correct and complete. If accepted, any misstatement or omission of fact on this application may result in my dismissal from the LIT Program.

LIT applicant (Printed Name) Signature of Parent/Guardian

Signature of LIT applicant Date

Date

**LIT Selection Process Checklist:**

🞎 Complete each section and all information on application template.

🞎 Parent/Guardian register camper for “LIT Selection Process” at time of application submission.

🞎 Print and staple completed application.

🞎 Complete signature portion of application.

🞎 Place all three signed envelopes containing references and stapled application into a large envelope.

🞎 Mail application to address below (postmarked by December 31, 2021).

 **Camp Stella Maris
 LIT Application
 4395 East Lake Rd.
 Livonia, NY 14487**

🞎 Await selection process results (mailed out by January 10, 2022).

**Please note:**

**🖉** Our office will be closed/have limited coverage December 20, 2021-January 3, 2022. We strongly recommend mailing in your application before this time as there may not be someone in the office to confirm that we have received your application.