

APPLICATION

alternative SPRING BREAK

nail it. screw it. build it.

A “green” home for a family in need.

This spring break, travel to Grand Rapids, Michigan to volunteer with **Habitat for Humanity** and build a LEED certified, “green” home for a family in need.

Travel: April 2 - 5, 2012 | Cost: \$250

Applications due February 17, 2012



Everybody
can be Great because
Everybody
can Serve”

- Dr. Martin Luther King Jr.

Greetings!

Thank you for your interest in Howard Community College's Alternative Spring Break trip!

This Spring Break we will travel to Grand Rapids, Michigan to build LEED certified homes with Habitat for Humanity.

Habitat for Humanity International was founded in 1976 by Millard and Linda Fuller. Today, Habitat for Humanity is a true world leader in addressing the issue of low-income housing through neighborhood revitalization and homeownership. They partner with families, volunteers and community organizations to rehabilitate and build affordable houses in order to sell them on unique terms to families who otherwise could not afford a home of their own. Through the work of Habitat, thousands of low-income families have found new hope in the form of affordable housing. Churches, community groups and others have joined together to successfully tackle a significant social problem — decent housing for all. Since their inception, Habitat for Humanity has built more than 400,000 houses, sheltering more than 2 million people worldwide.

This Alternative Spring Break, we will work with Kent County's local chapter of Habitat for Humanity. This year, Habitat for Humanity Kent County is celebrating 28 years and their 300th home. Their goal for 2012 is to impact 50 families through a combination of new construction, renovation of existing homes that were foreclosed on and a program called *A Brush with Kindness*. Habitat for Humanity Kent County is committed to sustainable building; all of their homes since 2007 have been LEED Certified. LEED, or *Leadership in Energy and Environmental Design*, provides a framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance practices. Grand Rapids, Michigan is a leader in the sustainable building movement with more LEED certified buildings than any other city in the United States.

While we are in Grand Rapids, we will work on a variety of projects with Habitat for Humanity. We may renovate an existing housing structure, help build a house from the ground up or volunteer on other projects that help the community.

Please take the time to thoroughly review the application. I am available if you have any additional questions. I look forward to getting to know you and working with you!

Yours in service,



Brittany Budden
Director of Service Learning

Got Questions?

What is an Alternative Break trip?

Alternative Break trips work with national and international communities by training and immersing students in a purposeful week-long service experience designed to connect students and community members while enhancing personal growth, mutual awareness and life long learning.

What do these trips do?

All trips expose students to social issues and provide students with experiences they cannot find on the college campus. Students have volunteered in soup kitchens, planted trees, repaired trails, constructed playgrounds, and most importantly, built relationships with those whom they are helping.

How much does the trip cost?

The total cost for the trip is **\$250**. This cost covers airfare, ground transportation, meals, room and board. The group may be required to fundraise to help offset some of the trip expenses.

Are there advisors going on the trip?

Yes, two Howard Community College faculty and/or staff members serve as advisors on every trip. They act as participants, contributing to group discussions and decisions like everyone else. Advisors add a unique perspective based on their life experience and academic discipline.

Why are these trips "alternative"?

These trips are **drug, tobacco and alcohol free**, offering students an alternative to the more "traditional" school break. This experience allows students to be immersed in environments that enable them to interact with diverse communities and understand social issues.

How will we get there?

We will fly to Grand Rapids, MI on a major commercial airline. Once we arrive, we will rent two mini-vans so that we can drive to the different sites each day.

Who can go on the trip?

Students enrolled in a Spring semester course at HCC. We will be taking 10 students. You must be at least 18 by the time we travel to participate in this trip.

Do you have a waiting list?

Yes! Deposits are not required to be put on a waiting list. You will be contacted if a spot opens up.

Who can I contact if I have additional questions?

The Center for Service Learning
servicelearning@howardcc.edu / 443-518-1885

Important Dates to Remember:

Friday, February 17, 2012

Applications due to DH 339!

Friday, February 24, 2012

Applicant Interviews

Wednesday, February 29, 2012

Notification of Acceptance

Friday, March 2, 2012

*Orientation, 2:00 pm—3:30 pm
\$150 deposit due to the Cashier
Receipt of deposit due*

Friday, March 16, 2012

*Team meeting, time to be determined
Remaining balance (\$100) due*

Wednesday, March 30, 2012

Team meeting, time to be determined

Monday, April 2, 2012

Depart from Baltimore

Friday, April 5, 2012

Arrive in Baltimore

Wednesday, April 25, 2012

*HCC Board of Trustees Meeting,
5:45 pm—6:30 pm*

✓ Checklist:

- Pages 7—10 Completed
- ASB Application Cover Completed
- Typed Essay Questions
- ASB Participant Responsibility Agreement
- Entire ASB Packet turned in by
Friday, February 17th

Important Information

Volunteer Responsibilities

Volunteers will perform various construction duties to help build a new LEED certified Habitat for Humanity home or complete “green” renovations on existing homes.

Travel Documents

All participants are required to have a government issued picture ID. A driver’s license fulfills this requirement.

Physical Activity Level

All participants must be able to perform heavy manual labor for up to 8 hours each day.

Medical Precautions

All participants will need to receive a flu shot, TB test and a standard physical exam by a board certified doctor by **March 2, 2012** to ensure that they are healthy enough to perform the volunteer responsibilities. Documentation of a negative result on the TB test, flu shot and physical exam must be submitted to the Center for Service Learning by **March 2, 2012**.

Additional Expenses

All major expenses of the trip are covered by the student fee. This includes airfare, ground transportation, meals and lodging. Participants are advised to bring a small amount of cash with them for incidental purchases. The cost of taking the required medical precautions are the responsibility of the participant.

Luggage

All participants are permitted to bring one carry-on and one checked bag. Expenses for any additional checked package are the responsibility of the participant.

Language:

All aspects of this trip will be conducted in English. All participants must be able to understand and communicate in both written and spoken English.

Lodging

We will stay at a commercial, LEED Certified housing facility in Grand Rapids, Michigan.

Linens

Linens will be provided by the housing facility.

Meals

Breakfasts will be provided by the housing facility. We will grocery shop when we arrive in Grand Rapids so that we can prepare our brown-bag lunches each day. All participants will prepare their own lunches. For dinner, we will either cook as a group or go to a low-cost, healthy restaurant to eat.

Special Dietary Needs

All meals will be prepared with a vegetarian option. Wheat-free, nut-free, low-sugar and vegan options cannot be guaranteed. Food selections outside of the standard menu will be up to the individual participant to purchase and prepare.

Clothing

All participants will be required to wear closed toe, hard sole sneakers or work-boots while volunteering. Clothing should be casual, comfortable and able to get dirty. Participants should be able to bend over without exposing any body areas usually covered by clothing.

Howard Community College Alternative Spring Break Policies and Procedures

SELECTION PROCESS

Only Howard Community College students may participate in this trip. Participants must be at least 18 years of age by the departure date. To receive full consideration all applications must be:

- Completed in full
- Submitted to the Center for Service Learning, DH 339 by the deadline.

Applications will be accepted until 5 pm on **Friday, February 17, 2012.**

Participants will be selected based on their responses to the essay and interview questions.

NOT ALL APPLICANTS WILL BE INTERVIEWED.

Applicants will be notified of acceptance **February 29, 2012 via email.**

FEES

The cost of this trip is \$250.

- A \$150 non-refundable deposit is due two business days after notification on **March 2, 2012**
- The remaining balance of \$100 is due on **March 16, 2012.**

FUNDRAISING

Participants may be required to participate in fundraising. The group will determine the fundraising project with assistance from the Center for Service Learning staff.

FINAL CONFIRMATION

No participant spot is secure until the balance of the ASB participant fee has been paid in full.

CANCELLATION

All participant fees are non-refundable. If a student cancels or fails to participate in the trip within 15 days of departure they will be charged a \$500 cancellation fee in addition to the \$250 participant fees.

DRUGS, TABACCO & ALCOHOL

All ASB participants agree to remain free of tobacco, alcohol and illegal substances from the time they leave Baltimore until they return. Any participant who uses or possesses any of these substances during the trip will be required to leave their site immediately and WILL NOT be able to participate in future Alternative Break programs or functions. All transportation expenses from the site will be the responsibility of the offending participant and NO fees will be reimbursed. The incident will be referred to the Vice President of Student Services.

TRAVEL

All ASB participants must leave from and return to Baltimore with their entire group, regardless of the location of the site.

ACCOMODATIONS

All participants will stay at the Hyatt Place Hotel in Grand Rapids, MI as described in the application.

PRE-BREAK

All ASB participants are required to attend orientation (**Friday, March 2**) and participate in the team meetings on Friday, **March 16 and Friday, March 30.**

POST-BREAK

All ASB participants are required to attend the team reunion the week of **April 23, 2012.**

GAMBLING & GAMING

All ASB participants agree not to participate in any gambling activities or patronize any gaming establishments during the trip.

HEALTH INSURANCE

All ASB participants are required to have medical insurance.

SAFETY

All ASB participants are required to follow all safety procedures established by the worksite. All participants will be required to wear closed toe shoes when engaging in volunteer work.

ABILITY TO TRAVEL

Any ASB participant that exhibits any cold, flu or other contagious symptoms within 5 days of departure will not be permitted to travel unless symptoms have ceased, a physical examination is received and a doctor can provide documentation that the participant is healthy enough to participate in heavy manual labor and is no longer contagious.

2012 Alternative Spring Break Application Cover

Please be sure to print clearly and use blue or black ink. Return Application Cover, typed essay questions, signed Participant Responsibility Agreement, signed Waiver and completed schedule (pages 7-10) to The Center for Service Learning, Duncan Hall room 339 by 5 p.m. **Friday, February 17, 2012.**

Name: _____ Birthdate: _____

Home Phone: _____ Cell Phone: _____

Address: _____ Email: _____

_____ T-shirt Size: _____

Are you able to attend the **entire** orientation on **Friday, March 2 from 2:00 pm to 3:30 pm**? Yes No

Have you participated in a HCC Service Learning Project? Yes No If yes, explain: _____

Have you ever participated in an Alternative Break Trip? Yes No If yes, explain: _____

Do you have any food allergies or special dietary needs? Yes No If yes, explain: _____

Do you have any animal or environmental allergies? Yes No If yes, explain: _____

Are you healthy enough to perform physical labor? Yes No

Are you prepared to live substance-free on this trip? Yes No

Are you prepared to assume the cost to take the required medical precautions? Yes No

Have you ever been convicted of, pled guilty or nolo contendere with respect to, or received probation before judgment with respect to, a crime in Maryland or any other jurisdiction? Yes No If yes, explain: _____

The Center for Service Learning Use:

Date Received: _____

Application Cover:

Essay Questions:

Part. Respon. Agree:

Waivers:

Schedule:

2012 Alternative Spring Break Application

Travel:

What is your country of citizenship? _____

Have you traveled to Grand Rapids, MI before? _____

Do you have a government issued picture ID? _____

Team Meeting 1

Please mark the times you are available to attend a team meeting on **Friday, March 16, 2012.**

- 1:00 pm—2:30 pm
- 1:30—3:00 pm
- 2:00 pm—3:30 pm
- 3:00 pm—4:30 pm

Team Meeting 2

Please mark the times you are available to attend a team meeting on **Friday, March 30, 2012**

- 1:00 pm—2:30 pm
- 1:30—3:00 pm
- 2:00 pm—3:30 pm
- 3:00 pm—4:30 pm

Volunteer Work

Please list any volunteer work you have done in the past:

Application Essays:

Listed below are the required application essays. Answers should be **typed, double spaced** and stapled to the ASB Application Cover Sheet. Respond to the questions in the order that they appear.

1. **In 2 sentences**, please describe why you are interested in building LEED homes for low income families.
2. **List 5 qualities** you will bring to the ASB team and the community (skills, strengths, knowledge, experience, spirit, etc.).
3. **In 3 sentences or less**, describe what you have found challenging when working with others on a project.
4. **List 5 words** you think your professors would use to describe you as a college student.
5. **In 5 sentences or less**, describe an event or situation when you worked hard to accomplish a goal.
6. **In 5 sentences or less**, describe a time when you made a commitment to someone/something. What was easy and what was difficult about honoring/fulfilling the commitment.

ASB Participant Responsibility Agreement

Selection:

I understand that all applications are considered for acceptance and that those applications that clearly demonstrate a commitment to service and to being a part of a team will be selected.

Team Meetings:

As an ASB participant, I will attend orientation (Friday, March 2, 2012) and participate in the team meetings on Friday, March 16, 2012 and Friday, March 30, 2012.

ASB Participant Policies:

I understand that I am required to depart and arrive from Baltimore with my group. I understand that personal trips to see friends, family or other reasons during the trip are not permitted and that I must participate in all planned group activities.

I will complete and submit all required forms two weeks after notification. Required forms include, but are not limited to, an emergency information form, a substance abuse form, and a waiver of indemnification. I understand that ASB is a substance free experience and I will not use illegal substances, tobacco or alcohol between departing from and returning to Baltimore.

I understand that not following these policies could result in being required to leave the site immediately at my own cost and that I WILL NOT be able to participate in future Alternative Break programs or functions.

Medical Precautions:

I understand that I am required to receive a tetanus shot and a routine physical examination from a board certified doctor by March 16, 2012. I understand that I must have medical insurance in order to travel. I understand that I must provide documentation that I have taken all of these precautions to the Center for Service Learning by March 16, 2012.

Travel Documentation:

I understand that I am required to have a government issued picture ID in order to participate on this trip. I promise to provide the Center for Service Learning copies of my ID by March 2, 2012.

Payment Policy:

I understand that I am required to pay a \$150 non-refundable deposit after notification of acceptance, effectively committing myself to participating in my assigned trip and reserving my position on the team. I also understand that the remaining balance of \$100 is due on March 16, 2012.

I understand that if I must withdraw from the trip at any time for any reason, I will forfeit any and all payments that I have made. I understand that if I withdraw from or fail to participate in the trip within 15 days of departure I will be charged a \$500 cancellation fee in addition to the \$250 participant fees.

I understand that if I exhibit any cold, flu or other contagious symptoms within 5 days of departure I will not be permitted to travel on the trip unless symptoms have ceased, a physical examination is received and a doctor can provide documentation that I am healthy enough to perform manual labor and no longer contagious.

By signing below, I indicate that I have read and fully understand the policies above, as well as those stated on previous pages of this application, in their entirety. I agree to the terms of this contract. I understand that failure to abide by these policies can result in expulsion from the trip and exclusion from all future Alternative Break programs.

Signature: _____

Date: _____

Print Name: _____



You Can Get There From Here.

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Columbia, MD 21044-3197
443-518-4800
TDD: 443-518-4822

www.howardcc.edu

WAIVER OF RESPONSIBILITY

Howard Community College 2012 Alternative Spring Break

In connection with my participation in the Alternative Spring Break trip to Grand Rapids, MI on Monday, April 2, 2012 through Friday, April 6, 2012 sponsored by Howard Community College (HCC), I understand and voluntarily assume all risks inherent in the nature of this activity. I waive all claims, costs, liabilities, expenses, and judgments against HCC and Howard County government and release HCC and its trustees, officers, agents, representatives, and employees and Howard County government from all claims, costs, liabilities, expenses, and judgments arising out of my participation in the activity. I further agree to abide by all rules and regulations of HCC.

Signature

Print Name

Date