Application for 2017 Service-Learning Trips
Due September 13, 2016 by 3:30 pm, SLTC 133

Bahamas (Eleuthera Island)  January 8-15, 2017  $400
Birmingham, AL  May 14-20, 2017  $100
Washington DC  May 14-20, 2017  $200

Before applying for the Miller Center Service-Learning Trips, be aware:

- You must be a full-time degree seeking student at Hendrix College.
- If you are abroad or on leave in the fall semester, you will not be able to apply for the January trips.
- If you are abroad or on leave in the spring semester, you will not be able to apply for the summer trips.
- If applying for the international trip, you must submit a copy of your passport with your completed application; passport must be valid six months beyond the travel dates.
- It is your responsibility to see that your two letters of recommendation have been sent to the Miller Center by the due date.
- You must be able to attend the MANDATORY orientation session if you are chosen for a trip:

  Dec. 4, 2016, 6-9pm  Bahamas Orientation
  April 23, 2017, 6-9pm  Birmingham & Washington DC Orientation

Other Important Dates:

Sept. 13, 2016  Completed applications, including letters of recommendation; due by 3:30 pm to the Miller Center, SLTC 133.
Sept. 26-Oct. 10  Interviews
Oct. 12, 2016  Notification of acceptance
Oct. 19, 2016  Non-refundable trip deposits due to the Miller Center office (amounts listed above)
Name___________________________________________Hendrix ID #___________________________

Box_________________________________________Cell Number____________________

Academic Advisor_________________________Email______________________________

Date of birth_________________________Passport number______________________

Have you applied for or participated in a Miller Center Mission Trip in the past?_______________________

Freshman _______ Sophomore _______ Junior _______ Senior _________

Rank order (1st, 2nd, etc.) those trips for which you wish to apply.

____ Bahamas  ____ January 8-15, 2017
____ Birmingham, AL  ____ May 14-20, 2017
____ Washington DC  ____ May 14-20, 2017

I. Write an essay responding to each of the following; limit yourself to only ONE PAGE PER QUESTION.

A. Describe a specific time when serving a stranger in need made an important difference in your life. Be specific about what you did for that person and how it made a difference in your life.

B. Why do you want to go on a Miller Center Service-Learning Trip this year? Please consider both what you hope to offer others on this trip and what you hope to gain.

II. Sign the Confidential Information Waiver and Conduct Statement below.

III. Attach proof of valid passport if applying for the trip abroad.

IV. Provide two letters of recommendation (forms are attached): one from a non-Hendrix associate who is familiar with your character and goals (cannot be a peer or family member), and one from a Hendrix faculty or staff (freshmen may substitute a letter from a high school teacher or counselor). Recommenders can send form to burris@hendrix.edu, fax 501-450-4595 or mail to The Miller Center, 1600 Washington Ave., Conway, AR 72032

Confidential Information Waiver Form

I, _____________________________________________, request that the Office of Student Development and the chair of the Committee on Academic Integrity provide, both to the Chaplain and to the Miller Center Staff, access to any relevant information in my personal file. This permission is given with the understanding that all such information is confidential, is to be used only in order to make determinations of importance to the placing and support of the student participating in trips sponsored by the Office of the Chaplain and the Miller Center, and that the information is to be requested only when necessary.

________________________  _________________________
Signature                  Date

Conduct Statement

For the sake of safety and out of respect for our hosts, there will be regulations on alcohol consumption and other social activities. I will comply with these regulations.

________________________  _________________________
Signature                  Date
Miller Center Service-Learning Application
Reference Form

Section I: TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____________________________________________________________
(Please print)

Trips applied for:

Bahamas
Jan. 8-15

Birmingham, AL
May 14-20

Washington DC
May 14-20

Name of Reference: __________________________________________________________
(Please print)

Relationship to applicant: ____________________________________

Reference’s Contact Information (email & phone number): __________________________________________________________

Waiver of Access

In accordance with the Family Education Rights and Privacy Act of 1974, materials in students’ files are open to inspection upon request, unless the student had waived the right of access in advance. Please indicate your wish by completing and signing the statement below. Your right to review is considered waived if you do not respond.

I hereby ________ waive my right to access ________ retain my right to access

Applicant Signature: ___________________________ Date: _________________________

Section II: TO BE COMPLETED BY THE REFERENCE

To the Reference: The above named student is applying to participate in a Miller Center Service-Learning Trip. These 7-10 day, service-intensive, group trips are physically, mentally, and emotionally challenging. Our expectation is that a participant is willing and able to confront the challenges presented on any given trip. Please provide your candid assessment of this student by answering the following questions. On ranking questions, select N/A if you do not have sufficient knowledge to evaluate a specific area (i.e. you are not familiar with the applicant in an academic setting). A separate sheet may be used.

Reference Form or Letter is due by 3:30 pm, September 13, 2016 and may be sent to burris@hendrix.edu, faxed to 501-450-4595, or mailed to the Miller Center, 1600 Washington Ave., Conway, AR 72034.

1) How long and in what capacity have you known the applicant?

2) Dependability and responsibility

____ Excellent  ____ Above Average  ____ Average  ____ Below Average  ____ N/A

3) Adaptability: openness to new situations, sensitivity to cultural differences, and ability to deal with the unexpected

____ Excellent  ____ Above Average  ____ Average  ____ Below Average  ____ N/A

4) Honesty and trustworthiness

____ Excellent  ____ Above Average  ____ Average  ____ Below Average  ____ N/A
5) Maturity: sound judgment and self-reliance
   ___ Excellent   ___ Above Average   ___ Average   ___ Below Average   ___ N/A

6) Academic performance/ability
   ___ Excellent   ___ Above Average   ___ Average   ___ Below Average   ___ N/A

7) Willingness to take initiative
   ___ Excellent   ___ Above Average   ___ Average   ___ Below Average   ___ N/A

8) Are you familiar with any issues this student may face while travelling?

9) Are you familiar with the applicant’s background in service work? Has the applicant shared their motivations for wanting to participate in a service-learning trip? Please elaborate.

10) Does the applicant have the ability to meet the challenges and grow personally from participation on a service-learning trip?

11) Does the applicant have the ability to take part in personal (written) and group reflection about the service-learning trip experiences?

12) Overall Recommendation: Would you recommend this individual for a service-learning trip (circle one)
   Yes, without reservation   Yes, but with reservation   No, not at all

Additional Comments:

Name (print): _____________________________ Position: _____________________________

Signature: _____________________________ Date: _____________________________

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**Miller Center Service-Learning Application Reference Form**

**Section I: TO BE COMPLETED BY THE APPLICANT**

Applicant Name: _____________________________________________________________  
(Please print)

Trips applied for:
- Bahamas: Jan. 8-15
- Birmingham, AL: May 14-20
- Washington, DC: May 14-20

Name of Reference: ____________________________________________________________  
(Please print)

Relationship to applicant: _____________________________

Reference’s Contact Information (email & phone number): _______________________________

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I hereby ________ waive my right to access ________ retain my right to access

Applicant Signature: ___________________________ Date: _______________

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1) How long and in what capacity have you known the applicant?

2) Dependability and responsibility
   - Excellent
   - Above Average
   - Average
   - Below Average
   - N/A

3) Adaptability: openness to new situations, sensitivity to cultural differences, and ability to deal with the unexpected
   - Excellent
   - Above Average
   - Average
   - Below Average
   - N/A

4) Honesty and trustworthiness
   - Excellent
   - Above Average
   - Average
   - Below Average
   - N/A
5) Maturity: sound judgment and self-reliance
   ___ Excellent  ___ Above Average  ___ Average  ___ Below Average  ___ N/A

6) Academic performance/ability
   ___ Excellent  ___ Above Average  ___ Average  ___ Below Average  ___ N/A

7) Willingness to take initiative
   ___ Excellent  ___ Above Average  ___ Average  ___ Below Average  ___ N/A

8) Are you familiar with any issues this student may face while travelling?

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12) Overall Recommendation: Would you recommend this individual for a service-learning trip (circle one)
   Yes, without reservation  Yes, but with reservation  No, not at all

   Additional Comments:

   Name (print): ____________________________  Position: ____________________________

   Signature: ________________________________  Date: ________________________________

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