



# MILLER CENTER

## FOR VOCATION, ETHICS & CALLING

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; <b>due by 3:30 pm to the Miller Center, SLTC 133.</b>
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)



# MILLER CENTER

FOR VOCATION, ETHICS & CALLING

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 (1<sup>st</sup>, 2<sup>nd</sup>, etc.) those trips *for which you wish to apply*:

- |       |                       |                           |
|-------|-----------------------|---------------------------|
| _____ | <b>Bahamas</b>        | <b>January 8-15, 2017</b> |
| _____ | <b>Birmingham, AL</b> | <b>May 14-20, 2017</b>    |
| _____ | <b>Washington DC</b>  | <b>May 14-20, 2017</b>    |

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	Birmingham, AL	Washington DC
Jan. 8-15	May 14-20	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: \_\_\_\_\_

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

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

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

Applicant Name: \_\_\_\_\_  
(Please print)

Trips applied for: \_\_\_\_\_  

Bahamas	Birmingham, AL	Washington, DC
Jan. 8-15	May 14-20	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 burriss@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: \_\_\_\_\_

**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.**