Before applying for the Office of Religious Life 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 spring or summer trips.
- If applying for an international trip, you must submit a copy of your passport with your completed application; passport must be valid six months beyond the travel dates. If you are not a U.S. citizen, additional paperwork may be necessary for international travel. Please contact Tricia Burris (burris@hendrix.edu) for more information.
- It is your responsibility to see that your two letters of recommendation have been sent to the Office of Religious Life by the due date.
- You must be able to attend the MANDATORY orientation session if you are chosen for a trip:

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houston, TX</td>
<td>January 6-12, 2019</td>
<td>$150</td>
</tr>
<tr>
<td>New York, NY</td>
<td>May 12-18, 2019</td>
<td>$350</td>
</tr>
<tr>
<td>Gashora, Rwanda</td>
<td>May 10-21, 2019*</td>
<td>$600</td>
</tr>
</tbody>
</table>

(*the Rwanda travel dates may change slightly based on available flights; note that those selected for this trip will not be able to participate in the Hendrix Commencement on May 11th)

Other Important Dates:

- **Sept. 10, 2018**  Completed applications, including letters of recommendation; due by 4:00 pm to the Office of Religious Life, SLTC 133.
- **Sept. 24-Oct. 5** Interviews
- **Oct. 10, 2018** Notification of acceptance
- **Oct. 17, 2018** Non-refundable trip deposits due to the Office of Religious Life (amounts listed above)
Application for 2019 Service-Learning Trips
Due September 10, 2018 by 4:00 pm, SLTC 133

Name___________________________________________ Hendrix ID #___________________________
Box_________________________________ Cell Number_______________________
E-mail__________________________ Academic Advisor__________________________
Date of birth_________________________ Passport number__________________________________
Freshman ________ Sophomore _________ Junior _________ Senior ____________

Have you applied for or participated in an Office of Religious Life (or Miller Center) Service-Learning Trip in the past? If so, please list:
________________________________________________________________________________

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

_____ Houston, TX January 6-12, 2019
_____ New York, NY May 12-18, 2019
_____ Gashora, Rwanda May 10-21, 2019

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

Essay #1: 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.

Essay #2: Why do you want to go on an Office of Religious Life 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 (attached).

III. Attach proof of valid passport if applying for the trip(s) 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 Office of Religious Life, 1600 Washington Ave., Conway, AR 72032.
Confidential Information Waiver Form

I, ______________________________________________, request that the Office of Student Development, the Office of Fiscal Affairs, and the chair of the Committee on Academic Integrity provide the Office of Religious Life 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 Religious Life, 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
Office of Religious Life Service-Learning Application Reference Form

Section I: TO BE COMPLETED BY THE APPLICANT

Applicant Name: ____________________________________________________________
(Please print)

Trips applied for:

<table>
<thead>
<tr>
<th></th>
<th>Houston, TX</th>
<th>New York, NY</th>
<th>Gashora, Rwanda</th>
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</thead>
<tbody>
<tr>
<td>Jan. 6-12</td>
<td></td>
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<tr>
<td>May 10-21</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 (check one):

_______ 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 an Office of Religious Life 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 (e.g., you are not familiar with the applicant in an academic setting). A separate sheet may be used.

Reference Form or Letter is due by 4:00pm, September 10, 2018 and may be sent to burris@hendrix.edu, faxed to 501-450-4595, or mailed to the Office of Religious Life, 1600 Washington Ave., Conway, AR 72032.

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

*CONTINUE TO NEXT PAGE*
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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Office of Religious Life Service-Learning Application
Reference Form

Section I: TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____________________________________________________________

(Please print)

Trips applied for:

- Houston, TX Jan. 6-12
- New York, NY May 12-18
- Gashora, Rwanda May 10-21

Name of Reference: __________________________________________________________

(Please print)

Relationship to applicant: ____________________________________________________

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

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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 (check one):

____ 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 an Office of Religious Life 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 (e.g., you are not familiar with the applicant in an academic setting). A separate sheet may be used.

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   ___ Excellent   ___ Above Average   ___ Average   ___ Below Average   ___ N/A

4) Honesty and trustworthiness
   ___ Excellent   ___ Above Average   ___ Average   ___ Below Average   ___ N/A

*CONTINUE TO NEXT PAGE*
5) Maturity: sound judgment and self-reliance
   ___ Excellent    ___ Above Average    ___ Average    ___ Below Average    ___ N/A

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   ___ Excellent    ___ Above Average    ___ Average    ___ Below Average    ___ N/A

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   ___ Excellent    ___ Above Average    ___ Average    ___ Below Average    ___ N/A

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Signature: ___________________________________  Date: ________________________________

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