

# CIT applications must be filed out and submitted by the youth applicant.

Deadline April 1, 2011 by 5:00pm, late applications will not be excepted.



## COUNSELOR IN TRAINING (CIT) APPLICATION

CITY OF FOSTER CITY PARKS AND RECREATION DEPARTMENT

650 Shell Blvd, Foster City, CA (650) 286-3380

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Grade Level Completed: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Please select the program for which you are eligible. Applicants will be assigned to the camp and CIT level after the interview and application review. Program fees are due **after** an applicant has been accepted into the program. *Applicants assigned to Kamp Koala will work a shorter day at a reduced fee.*

**Deadline April 1, 2011, 5:00pm**

**CIT 1:**

Minimum Grade: Entering 8th grade  
Training Dates: June 16,17  
Program Dates: June 27-August 12\*  
Meeting days: Monday, Tuesday & Friday  
Program Hours: 8:30am-12:30pm  
Program Fee: \$175

*\*Candidates may miss a maximum of 3 program dates.*

**CIT 2:**

Minimum Grade: Entering 9th grade/**OR** previous experience  
Training Dates: June 16,17  
Program Dates: June 27-August 12\*  
Meeting days: Tuesday, Wednesday, Thursday  
Program Hours: 8:30am-4:30pm  
Program: \$235

*Program Hours: 8:30am-12:30pm (Kamp Koala)*

*Program Fee: \$175*

*\*Candidates may miss a maximum of 3 program dates.*

**CIT 3:**

Minimum Grade: Entering 9th grade/**WITH** previous experience

Training Dates: June 16,17

Program Dates: June 20 - August 12\*

Meeting Days: Monday - Friday

Program Hours: 8:30am - 4:30pm

Program Fee: \$365

*Program Hours: 8:30am - 12:30pm (Kamp Koala)*

*Program Fee: \$255*

*\*CIT 3's begin Monday, June 20, 2011 Cit 3 Candidates may miss a maximum of 8 program dates.*

*All CIT vacation requests must be submitted a minimum of 2-weeks in advance and must be in writing. Absences that exceed each maximum will have to be made up before the end of the summer session.*

**IMPORTANT DATES:**

*Application deadline: April 1, 2011 by 5:00pm*

*Interviews begin the week of April 18, 2011*

*Mandatory training: June 16 & 17, 2011*

**Have you completed:** *(not required)*

Standard First Aid Course

CPR Course

Red Cross Babysitter's Training

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Please list two references** (teachers, coaches, scout leaders, or similar persons) **and submit one letter of recommendation\***. *Please do not list relatives or friends.*

1) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

2) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**\*Submitting a letter of recommendation from one of the above people is encouraged!**



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## Supplemental Questionnaire (First Time Applicants)

**To help the Parks and Recreation Department get to know you, please take a moment to answer the following questions as best as you can. Please TYPE or print your answers neatly. Attach a separate sheet if necessary.**

1.) How did you hear about the CIT program?

2.) Why are you interested in becoming a CIT with the City of Foster City Parks and Recreation Department? How would participating in the CIT program benefit you, and how might the program benefit from your participation.

3.) What do you think your role and responsibilities will be as a CIT?

4.) Describe your past experience, (paid or volunteer) working with children or in camps.

5.) Describe a project or activity that you would like to teach during the summer.

6.) Is there a special area of camp activities that you feel is your strength? (For example: Arts & Crafts, Games, Sports, Drama/Theatre, Nature). Please explain how your "strength" will benefit our camp programs.



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## Supplemental Questionnaire (Returning Applicants)

**To help the Parks and Recreation Department get to know you, please take a moment to answer the following questions as best as you can. Please TYPE or print your answers neatly. Attach a separate sheet if necessary.**

1.) why do you want to return to the CIT Program?

2.) What have you taken away from the program?

3.) what do you want to gain from the upcoming year?

4.) What primary skills do you want to work on if asked to return?

5.) Describe a project or activity that you would like to teach during the summer.

6.) Is there a special area of camp activities that you feel is your strength? (For example: Arts & Crafts, Games, Sports, Drama/Theatre, Nature). Please explain how your "strength" will benefit our camp programs.



# COUNSELOR IN TRAINING (CIT) APPLICATION

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## Counselor in Training (CIT) Parent Permission Slip

I, \_\_\_\_\_ herby give my permission for  
(Print name of parent or guardian)

\_\_\_\_\_ to participate in the Counselor in Training (CIT)  
(Print name of child)

program sponsored by the City of Foster City Parks and Recreation Department. I hereby give my permission for my child's participation in the above listed activity and also agree to hold the City of Foster City, the Estero Municipal Improvement District, their employees, officers, program and activity instructors harmless from all liability which may arise from said minor's participation in such activities. I understand that the above named activity may involve risk or accidental injury and hereby voluntarily assume such risks. I/we agree to allow use of my/our photo for program publicity. I also understand that if my child is not performing the duties expected of a CIT as stated in the CIT handbook, Parks and Recreation staff will contact me to discuss the situation and if necessary, may remove my child from his/her assigned duties.\*

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Daytime Phone #: ( ) \_\_\_\_\_

Evening Phone #: ( ) \_\_\_\_\_

***\*Refunds will not be given for a child expelled from the Foster City Parks and Recreation Department Counselor In Training program.***



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## Program Description

### CIT 1:

CIT 1 candidates meet three times per week for an exciting six weeks with summer camp staff learning about summer camps and developing basic skills working with children. CIT 1 candidates are responsible for presenting a minimum of four summer camp activity projects, attending weekly staff/CIT meetings and participating in a performance evaluation by the end of the program session. ***CIT 1 candidates must be entering eighth grade to apply.*** Applicants must be available for the mandatory training and scheduled meeting dates and times.

Training Dates: June 16 & 17, 2011  
Minimum Age: Entering 8th grade  
**Program Dates: June 27 - August 12\***  
**Meeting days: Monday, Tuesday & Friday**  
**Program Hours: 8:30am-12:30pm**  
Program Fee: \$175

***\*Candidates may miss a maximum of 3 program dates.***

### CIT 2:

CIT 2 candidates meet three times per week for an exciting seven weeks with summer camp staff learning about summer camps and developing intermediate skills working with children. A CIT 2 candidate is involved in the daily planning of camp, attends and learns field trip procedures one day per week\*\*, and assists their Shadow Leader with small group supervision. A CIT 2 candidate is responsible for presenting a minimum of six summer camp activity projects, attending weekly staff/CIT meetings, and participating in a performance evaluation by the end of the program session. ***CIT 2 candidates must be entering ninth grade or have previous experience to apply.*** Applicants must be available for the mandatory training and scheduled meeting dates and times.

Training Dates: June 16 & 17, 2011  
Minimum Age: Entering 9th grade/**OR** previous experience (child must be entering 8th grade to be eligible).  
**Program Dates: June 27 - August 11\***  
**Meeting days: Tuesday, Wednesday, Thursday**  
**Program Hours: 8:30am-4:30pm**  
Program: \$235  
*Program Hours: 8:30am-12:30pm (Kamp Koala)*  
*Program Fee: \$175\*\**

***\*Candidates may miss a maximum of 3 program dates.***

***\*\*Kamp Koala does not participate in offsite field trips.***

### CIT 3:

CIT 3 candidates meet five times per week for an exciting eight weeks\* with summer camp staff learning about summer camps and developing advanced skills working with children. A CIT 3 candidate attends camp five, full days per week and is actively involved in the daily planning of camp, attends weekly staff meetings and field trips\*\*, and assists their Shadow Leader with small and large group supervision. CIT 3's are responsible for presenting a minimum of ten summer camp activity projects, attending weekly staff/CIT meetings, participating in two performance evaluations and creating a CIT scrapbook/journal to present at the end of the program session. ***CIT 3 candidates must be entering ninth grade and have previous experience to apply.*** Applicants must be available for the mandatory training and scheduled meeting dates and times.

Training Dates: June 16 & 17, 2011  
Minimum Age: Entering 9th grade/**WITH** previous experience  
**Program Dates: June 20 - August 12\***  
**Meeting days: Monday - Friday**  
**Program Hours: 8:30am - 4:30pm**  
Program Fee: \$365  
*Program Hours: 8:30am-12:30pm (Kamp Koala)*  
*Program Fee: \$255*

***CIT 3 candidates begin Monday, June 20. Cit 3 candidates may miss a maximum of 8 program dates.***

***\*\*Kamp Koala does not participate in offsite field trips.***

*All CIT vacation requests must be submitted a minimum of 2-weeks in advance and must be in writing. Absences that exceed each maximum will have to be made up before the end of the summer session.*