



GRACE Application Packet 2018-2019

Mission

GRACE connects students who have interests in government relations or public relations with opportunities to learn what is needed to maintain healthy government and community relations and to provide courteous, timely, and professional representation of Rio Hondo College. By providing servant leadership at events on and off campus, GRACE helps enhance the image of Rio Hondo College.

Vision

The Office of Government & Community Relations (GCR) trains Rio Hondo College students who have interests in the area of government relations, community relations, or public relations, so that they are equipped with experiences in GRACE which will enable them to succeed in government relations jobs and/or careers.

Requirements

Students applying to GRACE must meet the following minimum requirements:

- Maintain a minimum 3.0 GPA
- Not be on academic or disciplinary probation
- Pay the \$9 transportation fee
- Be able to commit to Fall 2018 and Spring 2019 (with the opportunity to renew in Summer 2019)
- Must be available for monthly mandatory meetings on Friday mornings (exact time to be determined)
- Not currently be an ASRHC Ambassador
- Be a current Rio Hondo student (i.e. not be in high school)
- Accept that GRACE is a volunteer, non-paid position

Expectations

Students who pledge to participate in GRACE will be expected to have or value the following:

- Sensitivity to diversity
- Strong interpersonal skills
- Knowledge of current events at the federal, state, and local levels of government and how they impact students at Rio Hondo College
- Appreciation of professional development and a willingness to undergo personal and professional growth

Training

All students in GRACE are required to attend an orientation/ training meeting. All training dates will be provided in advance and all members of GRACE are expected to attend. Furthermore, all students will be asked to participate in the Student Leadership Institute which will be organized by Student Life and Leadership in partnership with ASRHC and Cal State Fullerton.

Evaluation

At the end of the first six months GRACE members are evaluated based on their performance and in turn have an opportunity to evaluate the GRACE program. If the Office of GCR and the GRACE members mutually agree to continue, GRACE students may renew their service in Summer 2019.

Application Procedures

Please complete the Application Packet, including **application form** and **sealed recommendation form** found at www.riohondo.edu/gcr/g-r-a-c-e/

1. Submit GRACE Application Packet (including sealed recommendation form) to the Office of Government and Community Relations (CI 169) by **Friday, September 21, 2018 at 4:00 p.m.**
2. If selected for an interview, candidates will be contacted to arrange an interview time.
3. All selected GRACE members will be notified no later than Friday, **October 5, 2018.**
4. There will be an orientation meeting for all GRACE members, **date and time TBD, at CI 169, located behind the Campus Inn.**

**If you have any questions, please contact: Office of Government and Community Relations,
Tel: (562) 463-7268 Email: rcastaneda-calleros@riohondo.edu**



GRACE Application Form 2018-2019

Please type or print neatly.

Applicant Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

RHC Student ID#: _____ Email address: _____

Have you ever been convicted of any felony, a misdemeanor, or drug charge, or a misdemeanor moral turpitude (sexual offense) crime?* No _____ Yes _____

* Your honest answer will not disqualify you from consideration.

Academic Information

If you are a first-year college student, please include a copy of your high school transcript. If you are a second-year college student, please include a copy of your college transcript.

Last high school attended: _____ Year of Graduation: _____

RHC entrance date: _____ Expected Graduation Date: _____

Semesters completed at RHC: _____ Units completed: _____

Overall GPA: _____ Reason for enrolling at Rio Hondo College: _____

Educational goal: _____

Will you be attending RHC at least two semesters? Yes _____ No _____

If you have attended other Colleges/Universities, please state the name, location, years attended, and degree if any: _____

About You

What languages other than English do you speak, read, or write fluently? _____

Please list the extra-curricular activities you have participated in during high school and at RHC, (As you describe activities, leadership positions, clubs, societies, volunteer experiences, awards, and scholarships, please be clear which were in high school and which at RHC).

Hobbies: _____

List three personal qualities you possess that would enable you to be an effective member of GRACE? _____

Additional information you want the selection committee to know: _____

Applicant’s Availability

Please indicate your hours of availability for Fall 2018 and anticipated availability for Spring 2019. If available time is not in an hourly increment, please specify time format in the appropriate box (i.e.: Mon - 10:45am/Friday - 3:10pm).

Days	Mon	Tue	Wed	Thurs	Fri	Sat
8:00am-9:00am						
9:00am-10:00am						
10:00am-11:00am						
11:00am-12:00pm						
12:00pm-1:00pm						
1:00pm-2:00pm						
2:00pm-3:00pm						
3:00pm-4:00pm						
4:00pm-5:00pm						
Evenings						

List of References: Please list two references we can contact if necessary. Include the individual's name, title, phone number, email, and indicate their relationship to you:

1. Name: _____ Title: _____
Phone#: _____ Email address: _____
Relationship: _____

2. Name: _____ Title: _____
Phone#: _____ Email address: _____
Relationship: _____

Consent for verification of student records:

I hereby certify that all statements made on this application are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application. I grant permission to an authorized representative of Rio Hondo College to verify my student records for purposes of this application.

Signature: _____ Date: _____

Applications must be submitted by Friday, September 21, 2018 at 4:00 p.m. in order to receive priority selection.

Applications may be submitted by hand-delivery to L 401, mailed to, or scanned & emailed to:

Russell Castañeda-Calleros,
Director of Government and Community Relations
3600 Workman Mill Road.
Whittier, CA 90601-1616
Tel: (562) 463-7268 **Email:** rcastaneda-calleros@riohondo.edu



GRACE Recommendation Form 2018-2019

This portion of the application is to be filled out by a reference, signed and enclosed in a sealed envelope. Some examples are your professor, counselor, or employer.

GRACE Applicant: I, _____, waive the right to review this recommendation.

Name of Person Completing Recommendation: _____

The above candidate is applying to be a member of Government Relations Advocates for Community Events (GRACE). GRACE connects students who have interests in government or public affairs with opportunities to learn what is needed to maintain healthy government and community relations and to provide courteous, timely, and professional representation of Rio Hondo College. By providing servant leadership at events off campus, GRACE helps enhance the image of Rio Hondo College to the surrounding community.

Please answer the following questions:

1. How long have you known the candidate and in what capacity? _____

2. Describe your experience with the candidate: _____

3. Please rate the candidate on the following:

	Excellent	Good	Fair	Poor
The applicant completes a high quality of work.				
The applicant can handle responsibility.				
The applicant is committed to an organization or task once they agree to participate.				
The applicant can effectively communicate with people one-on-one and in group settings.				
The applicant is punctual.				
The applicant can effectively communicate in written forms.				
The applicant has demonstrated leadership skills.				
The applicant approaches his/her work with enthusiasm.				
The applicant cooperates well with others.				
The applicant respects differences in peoples' ideas, cultures and values.				

How strongly do you support this applicant?

Strongly support Support Support with reservations Do not support

Explain/ Additional comments: _____

Signature of reference: _____

Title: _____

Date: _____

All recommendations must be submitted by Friday, September 21, 2018 at 4:00 p.m. in order to receive priority selection.

Recommendations may be hand-delivered to CI 169, mailed to, or scanned & emailed to:

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Director of Government and Community Relations
3600 Workman Mill Road
Whittier, CA 90601-1616
Tel: (562) 463-7268 **Email:** rcastaneda-calleros@riohondo.edu