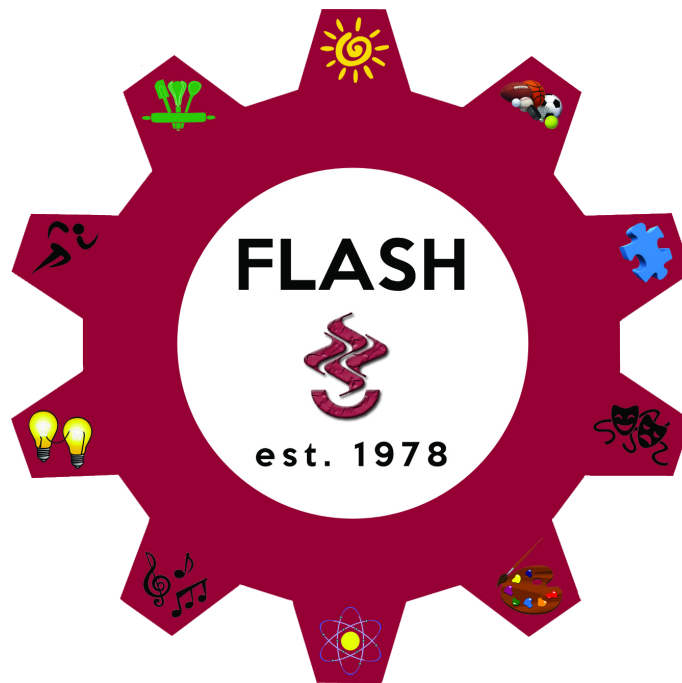


# FLASH STUDENT-WORKER EMPLOYMENT PROCEDURES

## 2020



All students interested in joining the FLASH team must carefully read and follow the instructions in this packet. Be sure to carefully read the eligibility requirements and the instructions before applying.

Mr. Stanbro, FLASH Coordinator  
Mr. O'Regan, FLASH Assistant Coordinator  
Ms. Walker, FLASH Administrative Secretary

## **ELIGIBILITY FOR FLASH EMPLOYMENT**

### Eligibility for Volunteer Positions

To be eligible for volunteer positions at FLASH, students must have completed freshman or sophomore year of high school prior to the start of FLASH.

### Eligibility for Paid Positions

To be eligible for paid positions at FLASH, students must have completed junior year of high school (or higher) prior to the start of FLASH.

<b>FLASH Student-Worker Eligibility</b>	
<b>Completed Grade at the start of FLASH</b>	<b>Eligibility to volunteer or work at FLASH</b>
Grade 8	NOT eligible to volunteer or work at FLASH
Grade 9 & 10	Eligible to Volunteer at FLASH
Grade 11, 12 or College	Eligible for paid positions at FLASH

### **ATTENDANCE FOR ALL STUDENT WORKER POSITIONS:**

Student workers must be available for the entire program. Refer to the FLASH dates below.

### **2020 Dates for Employees**

Student-Worker Training	Thursday, June 4, 3:00-4:00 @ SHS
Employee Prep Days	Wednesday & Thursday, June 24 & 25
In-Session Days	Monday, June 29 - Wednesday, July 22
Closing Ceremony	Evening on Wednesday, July 22
Employee Clean-Up Day	Thursday, July 23

## **INSTRUCTIONS FOR APPLYING**

If you meet the above eligibility requirements, students may apply for a volunteer or paid position at FLASH. Whether applying for a volunteer position or paid position, ALL students must complete the following steps:

### Returning FLASH Student-Worker Applicants (You were hired and worked as a student worker in 2019)

- ❑ Submit an online application through the Summit Public Schools' Applitrack Internal portal, beginning **Monday, March 23**. Online applications will close on **Friday, April 12** (Dates subject to change)
- ❑ Ensure you are available for ALL FLASH days (located on page 2 of this packet)

### New FLASH Student Worker Applicants

- ❑ Submit an online application through the Summit Public Schools' Applitrack Internal portal, beginning **Monday, March 23**. Online applications will close on **Friday, April 17** (Dates subject to change)
- ❑ Include a brief paragraph explaining why you would like to be part of FLASH and what qualities you can bring to the program. This should be typed in the "Additional Comments" section of the online application.
- ❑ Teacher Recommendation Online Form must be complete by a teacher by **Friday, April 17**
  - > You must ask your teacher at least 1 week before the deadline
  - > Recommendation Instructions are on page 4 of this packet
- ❑ Ensure you are available for ALL FLASH days (located on page 2 of this packet)

Returning student-workers will be notified of status via email AFTER online applications close. New applicants who make it through the screening process may be invited in for an interview with the FLASH Coordinators.

All hired student-workers (paid and volunteer), must attend the FLASH Introduction & Training (FIT) session. This will be held on **Thursday, June 4** (Date subject to change). At this meeting, we will review important program information, which includes responsibilities and expectations, as well as finishing the rest of the hiring process. Attendance is mandatory.

If the necessary paperwork is not completed by the required deadlines, students will be ineligible to work at FLASH in 2020.

## TEACHER RECOMMENDATIONS FOR STUDENT-WORKERS

Student-Worker Applicants Instructions: Please print your first & last name on the line towards the bottom of this page where it says *Student-Worker Applicant Name*. Please select a teacher willing to fill out a short teacher recommendation form on your behalf. Be sure to hand this letter to the teacher at least one week before the recommendation due date.

2020 Student-Worker Application & Teacher Recommendation Due Date: **Friday, April 17**

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Dear Teacher,

FLASH hires a collection of student-workers each summer to assist teachers and work with FLASH students in various elective classes. Student-worker applicants are expected to apply and ask for a teacher recommendation in order to be eligible for FLASH employment.

Out of respect for your time, FLASH has switched from a formal recommendation letter to a Google Form in 2020. We ask that you go to the following website and fill out a recommendation for:

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*Student-Worker Applicant Name*

The Recommendation Form can be accessed at: [www.summitflash.com/employment](http://www.summitflash.com/employment)  
Click the link that reads *Teacher Recommendations for Student-Workers - Click Here*

Teachers, if you have any questions or concerns, please contact Matt Stanbro or Bill O'Regan.

Thank you,

Matt Stanbro  
FLASH Coordinator  
flash@summit.k12.n.jus

Bill O'Regan  
FLASH Asst. Coordinator  
woregan@summit.k12.nj.us