



July 15, 2011

Congratulations! You are eligible through the Financial Aid Office to receive work study as a part of your aid package. As you know, this means that when you arrive on campus in the fall semester, you will have the opportunity to choose from a variety of on-campus jobs for opportunities to earn money. As you are beginning to explore the diversity of jobs that exist at Lehigh, we in the Community Service Office want to be sure to inform you of a unique and rewarding work-study opportunity we have to offer!

Are you interested in finding a work-study job that doesn't feel like work? Are you looking for a job where you can impact the life of another person? Are you interested in a Lehigh work-study job that would allow you to work in our community? The Community Service Office offers two work-study positions that meet all these interests and more!

One opportunity is the America Reads/America Counts Program. This Nation-wide Program is aimed at improving the reading and math proficiency of children. If you select this opportunity as your work-study job, you would be paid to work as a teacher's assistant or tutor in one of our local elementary schools, middle schools, or after school homework clubs, some of which are within walking distance of campus. This program is open to all work-study eligible students regardless of major. Students accepted into the program receive training prior to tutoring and are matched with teachers in local schools and homework clubs.

Another opportunity is a Community Service Student Coordinator. As a member of the dynamic Community Service Office, you will assist in the planning and coordination of volunteer programs for the entire campus.

Regardless if you have never volunteered before or if you have a strong background in community service/volunteerism and would like to continue your efforts as a Lehigh student, tutoring with America Reads/America Counts or joining the CSO staff could be a fun and rewarding opportunity for you. If you are interested in really making a difference in our community, while simultaneously receiving one of the highest paid work-study jobs on campus, please complete the enclosed application that best meets your interest.

Note: Applications received on or before Friday, August 12th, for the America Reads/Counts Program will be given first priority.

If you have questions, need more information, or would like to learn more about service opportunities available on campus, please do not hesitate to contact us! You can call the Community Service Office at (610) 758-6676, send an email to inarc@lehigh.edu, or check out our website www.lehigh.edu/service.

Enjoy the rest of your summer and we look forward to seeing you soon!

A handwritten signature in black ink that reads "Carolina Hernandez". The signature is written in a cursive style with a large, looping "C" and "H".

Carolina Hernandez
Director of Community Service

A handwritten signature in black ink that reads "Joshua Leight". The signature is written in a cursive style with a large, looping "J" and "L".

Joshua Leight
Community Service Office Graduate Assistant



America Reads/Counts and Homework Clubs 2011-2012 Application

Please complete and return to the Community Service Office in Ulrich Student Center.
Place your application in the mailbox labeled "Josh Leight" to the immediate right of Room 415.

Name: _____

Please circle: freshman sophomore junior senior graduate student

Lehigh e-mail: _____ Phone Number: _____

Campus mailbox number: _____

1. Are you receiving work study? Yes ___ No___
2. If you are receiving work study, how much per year? _____
3. What are your primary reasons for applying to tutor?

4. What experience have you had with children? Have you had any experience teaching or tutoring? Please describe.

5. Would you be willing to tutor in a Parochial School? Yes___ No___
6. If tutoring in a Parochial School, would you be willing to attend a one-time class entitled "Protecting God's Children"? (A 3-hour, one-time commitment) Yes___ No___
7. Will you have your own car or access to one on campus? Yes ___ No ___
(Please note that the university does not allow freshmen to have cars on campus.)
8. If yes, are you willing to carpool with another student? Yes___ No___
9. What days/times are you **available** to tutor? (If you do not have you schedule yet, once you receive your schedule, please e-mail your **available** days/times to inarc@lehigh.edu.)

 Monday_____ Tuesday_____ Wednesday_____

 Thursday_____ Friday_____
10. How many total hours per week would you like to tutor? _____

11. Have you ever pleaded “no contest” to, been convicted of, or found guilty of any criminal offense other than minor traffic violations? Yes__ No__ If yes, please explain. You are required to notify us immediately if you are charged with a crime after this application is submitted.

12. Do you have any other preferences regarding tutoring with America Reads/Counts and Homework Clubs? If so, provide specific school, teacher, grade placement or homework club site.

13. Please list your previous employment, with the most current first.

Employer: _____ Supervisor: _____

Phone #: _____ Dates worked: _____

Responsibilities: _____

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Phone #: _____ Dates worked: _____

Responsibilities: _____

Please drop off or mail the completed application to:

Attn: ARAC
Community Service Office
39 University Drive
Bethlehem, PA 18015

or email the completed application to inarc@lehigh.edu.

If you have questions about the America Reads/Counts and Homework Clubs program, contact Josh Leight at 610-758-6676 or by e-mail at inarc@lehigh.edu. You can also find further information at the Community Service Office website: www.lehigh.edu/service.

If you have questions concerning your work-study eligibility, contact the Office of Financial Aid at 610-758-3181.