



VOLUNTEER STAFF APPLICATION

Legal First Name:	Middle Initial:	Legal Last Name:
Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth (required): / /	
Country of Citizenship:	Passport No. – Mandatory for Mexico and Bahamas:	
Home Phone: ( )	Cell Phone: ( )	Email Address:
Mailing Address:	City/Zip:	
Physical Address (for fed-ex):	City/Zip:	

PLEASE INDICATE IN ORDER OF PREFERENCE (EX. 1, 2, 3, 4) THE TRIP YOU WOULD LIKE TO STAFF:

TRIPS	PROGRAM DATES	LIST DATES AVAILABLE
<input type="checkbox"/> Bahamas	June 14 – July 4, 2009 (East Coast and Midwest ONLY)	
<input type="checkbox"/> Cancun, Mexico	May 20 – July 7, 2009	
<input type="checkbox"/> Puerto Vallarta, Mexico	June 1 – July 4, 2009	
<input type="checkbox"/> Hawaii	June 1 – June 23, 2009 (LAX & SFO, PDX & PHX ONLY)	

If accepted, what city would you prefer to depart from? (We cannot guarantee this.) \_\_\_\_\_  
Pre Trip Staff depart 2-5 days prior to the start of the program.



All applicants are subject to a background check. I have attached a copy of my driver's license, a copy of all certifications, a passport photo for my staff badge, if hired. I have read and understand the requirements, responsibilities, and policies of a staffing position for Grad Week and adhere to the agreement. By signing below, I agree to let WorldPass Travel Group/Grad Week perform a background check.

\_\_\_\_\_  
Signature Date Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_

Volunteer or Work Experience (begin with most recent or present experience)

Organization	Address	Supervisor	Phone Number/email
1.			
2.			

REFERENCES

Referred by Company Employee? If yes, briefly describe

ADDITIONAL INFORMATION

First Aid Certified (not required)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	EXP.
CPR CERTIFIED (not required)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	EXP.
EMT/Paramedic Certification (not required)	YES <input type="checkbox"/> (include dates)	NO <input type="checkbox"/>	EXP.
Do you speak Spanish?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	LEVEL: 1 2 3 4 5 ( meaning fluent)
Have you ever staffed or been on one of our trips? Please List:			
Have you ever worked for any other student companies? If yes, please list.			
Do you have any experience with youth programs or the travel industry?			
What is your reason for staffing? What makes you an ideal volunteer for GRAD WEEK?			
What stands out about your personality? What makes you unique?			

FAX OR MAIL APPLICATION TO: GRADWEEK, \*Attn Summer Break Staffing\* Fax: 916-939-6806~5080 Robert J. Mathews Parkway  
El Dorado Hills, Ca 95762~ Staff application must be returned by March 31st to be considered for staffing...

# IMPORTANT INFORMATION – PLEASE READ

Grad Week Volunteers are required to follow the rules and guidelines set by WorldPass Travel Group and the on-site management teams. It is strongly advised that you return your application on time because we can only allot so many staff per trip. Staffing positions are offered first to volunteers who have ranked “excellent” by our on-site team managers on previous trips. We determine our onsite needs and set up phone interviews accordingly with new staff applicants. We will do our best to fulfill your requests. Remember, if you are selected, you need to attend a mandatory staff seminar before you depart.

## VOLUNTEER STAFFING INFORMATION AND BACKGROUND

Grad Week Division will hire over 250 onsite representatives to help run a variety of different student tours and events in different destinations. Our main emphasis is on our summer grad programs from May to July each year.

Our on-site staff is responsible for making sure that our trips run smoothly. Grad Week prides our self in being an outgoing and professional team. You must be willing to put others first, take responsibility for the operation of the trip, and work together with our onsite management to ensure that our traveler’s have the best vacation possible. It requires flexibility and often long hours, but it is also rewarding and fun. Working onsite is a privilege and you will have the opportunity to meet people from all over the world and gain a lot of hands on experience in the travel industry. You will be working with transportation (charter airlines, buses), hotels, restaurants and/or clubs, and other establishments in the destination to provide an ideal atmosphere for our student events. There are hundreds of applicants for these staffing positions each year, so please take the time to fill out the application in detail and highlight anything about yourself that stands out. Keep in mind that volunteering on-site is **NOT** a vacation!!! It is a responsibility.

## SKILLS & REQUIREMENTS

- \*You must EMAIL a digital picture to [staff@goworldpass.com](mailto:staff@goworldpass.com) for your staff badge. You can do this after you are confirmed for the tour.
- \*You must be at least 21 years of age
- \*You must have a valid passport for Mexico and Bahamas
- \*You must attend the mandatory staff seminar in order to go on the trip
- \*You must like working with students between the ages of 17-19 years old!!! (Very important!)
- \*You must travel to the specific departure city as selected by you and the Event Operations team

As a member of our on-site team, you will be responsible for representing our company as an outgoing, flexible, and professional staff person to the following entities:

# 1 The Student

# 2 The Buses/Airline Companies

# 3 The Parents

# 4 The Hotel and Resort Staff

# 5 The Clubs and Restaurants

**S** - Safety Awareness

**T** - Takes Care and Concern

**A** - Attitude that is Positive

**F** - Fun and Friendly

**F** – Flexible in any Situation

## ROLES AND RESPONSIBILITIES

All volunteer staff will be in charge of staffing bus transfers and charter airlines, facilitating hotel check-ins, organizing and promoting student events, and providing customer service during the trips. On-site staff often has to work late into the night helping with hotels and walking the halls. Staff must also attend a daily meeting while working on-site. If selected, you will hear more about staffing in detail at the mandatory pre-trip staffing seminars.

## NEED TO KNOW BEFORE YOU GO!

- **Expect to be busy helping our travelers every day during the trip**
- Accommodations are included (2 - 3 to a room)
- Other discounts and privileges are provided with a staff badge
- NO drinking alcohol or smoking on duty at any Grad Week hotel, event, or in the presence of trip participants.
- Couples are discouraged due to rooming & schedule conflicts
- Staff must pay a deposit of \$150 on staffing positions. This deposit holds your spot on our charter and pays for your departure taxes to Mexico.

**GOOD LUCK! WE HOPE TO SEE YOU THIS SUMMER!**