

Due: Friday, September 1, 2023



FELIX VENTURES FOUNDATION

Officer Application 2023-2024

Marketing Department (4)

- 5. Marketing & Recruiting V.P. (2 positions)
- 7. Administrative Historian V.P. (1 positions)
- 8. Social Media V.P. (1 position)

Activities Department (7)

- 1. College and Careers V.P. (1 positions)
- 2. Cultural & Fine Arts V.P. (1 positions)
- 3. Community & Charitable Services V.P. (1 positions)
- 9. Car Camping V.P. (2 positions)
- 10. High Adventure V.P. (2 positions)

Operations Department (5)

- 4. Training V.P. (1 positions)
- 6. Quartermasters V.P. (2 positions)
- 11. Treasurer V.P. (1 position)
- 12. Community Liaison V.P. (1 positions)

Main Leadership (3)

- 13. Administrative Vice President (1 position)
- 14. Executive Vice President (1 position)
- 15. President (1 position)

FELIX VENTURES FOUNDATION

OFFICER JOB DESCRIPTIONS, DUTIES AND ACTIVITIES

4. Training V.P. (1 positions)

In charge of teaching Venturers simple essential skills that will be useful to navigate through our activities and life. The Training V.P. will need to create strategies to get Venturers to understand why it's important to learn, practice, and teach these skills to other Venturers.

- Duties:
 - Facilitate the teaching of the Backpack Awareness Program Training Programs
 - Teach venturers the basic knots; (bowline, sheet bend, square knot, taut line, clove hitch, figure eight, truckers knot, fisherman's knot etc.)
 - Facilitate opportunities for ventures to earn badges and awards related to knowledge and camping skills
 - Learn, understand, and demonstrate how to use the Ten Essentials, lashings and fire building techniques
 - Facilitate and organize Officer Evaluations (3)
 - Facilitate and organize First Aid/CPR Awareness and Certification programs
 - Facilitate and organize Field Medic Awareness Training Program
 - Teach a skill or test officers during officer's meetings (1 per month)
- Planning, preparation and execution of the following activities:
 - Officers Skills Day (2)
 - Officer Evaluations (Assessment Test/Midterm Test/Final Test)
 - Backpack Awareness (4-5)
 - Skills Day (2)
 - First Aid/CPR Awareness and Certification programs (1)
 - Field Medic Awareness Training Program (1)
 - Co-lead with car camping on ALL Bike Ride Trainings for the year when applicable

Hours per week (Not including events): 5 hours

5. Marketing & Recruiting V.P. (1 positions)

In charge of attracting new people by showing them how easy and beneficial it is to be a part of Felix Ventures. The Marketing & Recruiting V.P.'s will explain what is required to join Felix Venturers and clarify any misconceptions about the program.

- Duties:
 - Coordinate regular FVF meetings (attendance, setup, food, and clean up)
 - Execute freshmen and sophomores recruiting activities
 - Run booth or table at WOHS Club Rush & 8th grade tour
 - Confirm that social media officer continuously posts all regular meetings
 - Confirm that REMIND messages are sent out
 - Publicize meeting around school thru posters, flyer, announcements and lunch booths
 - Work with Admin. historian and social media entice new ventures to join
- Planning, preparation and execution of the following activities:
 - Movie Nights (12)
 - Regular Meetings
 - Lunch Booths
 - WOHS Teacher/Staff promotions
 - W.O.H.S. Open House
 - Parent Conferences
 - Parent and Alumni Association Summer BBQ

Hours per week (Not including events): 4 hours

7. Administrative Historian V.P. (1 positions)

In charge of keeping the Felix Ventures legacy alive by collecting and organizing all the fun memories throughout the year. The Administrative Historian V.P.'s is responsible for creating, editing, and logging pictures, scrapbooks, slide shows, and video.

- Duties:
 - Create google link for trip photos and text/email link to all attendees
 - Collect and organize all photos taken by participants of each activity
 - Identify and tag Venturers in video and photography
 - Organize, delete, and modify pictures for each photo album prior to linking to website
 - Create slide shows or videos of our activities
 - Present Slide Shows at events and activities. (Business Days, Parent mtgs. Officer Mtgs.)
 - Create and update poster boards for meetings (Regular, Parent and Orientations)
 - Organize officer photo wall in office
 - Create videos for our YouTube channel
 - Create new flyers for general recruitment

Hours per week (Not including events): 5 hours

9. Car Camping V.P. (1 positions)

In charge of introducing Venturers to fun filled overnight activities where they can take on responsibilities that help build confidence and promotes their independence. The Car Camping V.P. will make sure that all Venturers enjoy themselves while conducting themselves in a manner consistent with the highest camping ethics.

- Duties:
 - Organize transportation, sign-up sheets, packing list, and agendas for all activities and help direct organizational meetings for car camping trips
 - Work with treasurer to sell "Ten Essentials" prior to an activity
 - Assist quartermasters in getting all equipment ready for car camping trips
 - Assist quartermasters to load and unload equipment for each trip.
 - Work with Administrative Historians V.P.'s and Marketing & Recruiting V.P.'s to present upcoming activities at regular meetings
 - Work with treasurer for food shopping days
- Planning, preparation and execution of the following activities:
 - Lake Arrowhead Campout
 - Lake Perris Campout
 - 55 Mile Bike Hike/Sycamore Campground
 - Vasquez Rocks/ Orienteering
 - Rock Climbing (Joshua Tree, Red Rocks)
 - January Trip (Morro Bay/Hearst Castle, Hole in the Wall Campground/Kelso Dunes, Death Valley)
 - Summer events that involve overnight camping

Hours per week (Not including events): 5 hours

10. High Adventure V.P. (1 positions)

In charge of introducing F.V. members to exciting new adventures that will push them to their limits. The High Adventure V.P. will lead Venturers through their final preparations for our Summer Week Long Backpacking Adventure. The High Adventure V.P. must maintain the level of participation from Car camping activities to ensure that Venturers use the skills acquired throughout the year. The High Adventure V.P. will also work on improving activities and teaching Venturers to have fun in a manner that is consistent with the highest camping, backpacking and wilderness ethics.

- Duties:
 - Organize transportation, sign-up sheets, packing list, itineraries and agendas for all activities and help direct organizational meetings for backpacking and high adventure trips
 - Work with treasurer to sell “Ten Essentials” during loading days
 - Assist Quartermasters to load and unload equipment for each trip.
 - Sign out equipment to all venturers
 - Make reservation in October for Rock Climbing
 - Make reservation in January for Summer Long Term Adventure
 - Work with Marketing & Recruiting V.P.'s & Training V.P.'s to plan High Adventure Challenges for the 8th Orientations / Parents Conferences/ Parent Meetings
 - Work with Training V.P. and Marketing & Recruiting V.P. to plan all Backpacking Awareness Trainings
 - Work with Historians V.P. and Marketing & Recruiting V.P.'s to present upcoming activities at regular meetings
- Planning, preparation and execution of the following activities:
 - Training day hikes (East Fork, Schabarum Park, Workman H.S)
 - Winter Mountaineering (Mt. Piños, Lodgepole Campsite, Tom's Place/ Rock Creek)
 - Rock Climbing (Joshua Tree, Red Rocks)
 - Backpacking Training Hikes (Cooper Canyon, Valley Forge, Devil's Canyon, Mt. Baden Powell/Little Jimmy, Spruce Groves, Matilija, Cedar Glen, Dry Lake/South Fork)
 - Long Term Backpacking Hike (Sierra Nevada, Zion National Park)
 - Scuba Diving
 - Assist with Backpack Awareness Trainings

Hours per week (Not including events): 5 hours



FELIX VENTURES FOUNDATION

Officer Application Form

2023-2024

GRADUATING YEAR:

20

SCHOOL ID NUMBER:

Felix Ventures Foundation is a nonprofit program that offers all Workman High School students an opportunity to explore the world in a new way. Officers are essential in the planning, preparation and execution of our activities and it is required for them to be able to balance between being organized and flexible while dedicating time, thought, and energy. This requires our Officers to be on time and fully active while fulfilling their educational responsibilities. Due to the number of our activities, participation in or having a leadership position in any other school activity, club, organization, or employment may affect your opportunity in attaining an Officer position with Felix Ventures Foundation. We welcome all to apply to help make our 2023-2024 school year the best ever.

PLEASE PRINT CLEARLY

NAME:					
	LAST	FIRST	MI	GENDER	PREFERRED PRONOUNS
					AGE

ADDRESS:					
	NUMBER	STREET NAME	CITY	STATE	ZIP

STUDENT NUMBERS:	() - ()	() - ()
	CELL	HOME

EMAIL:	@	.COM	BIRTHDAY:	/	/	/
				MTH	DAY	YEAR

GUARDIAN NUMBERS:	() - ()	() - ()
	"MOM" GUARDIAN	"DAD" GUARDIAN

SPORTS 2023-2024:

/	/	/
FALL	WINTER	SPRING
		SUMMER(Training)

CO-CURRICULAR ACTIVITIES 2023-2024: (circle all that apply)

CHEER	BAND	COLOR GUARD	CHOIR	ASB	RENAISSANCE
OTHER:					

AP CLASSES 2023-2024:

/	/	/
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EXTRA-CURRICULAR ACTIVITIES 2023-2024:

/	/	/
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ARE YOU CURRENTLY WORKING? YES / NO ARE YOU PLANNING TO WORK? YES / NO

EMPLOYER: _____

If "yes" to any above, how many hrs per day? Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday ___

DEADLINE: MONDAY, MAY 1, 2023

More info contact: **Yuridia Duran:** (626) 388-6123 | **Andrea Chavez:** (626) 510-0384 | **Eric Duran:** (626) 388-6801
 Felix Grossman, Founder and Executive Director
 Yuridia Duran, Managing Director
 Eric Duran, Program Director
 Andrea Chavez, Office Manager

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OFFICER EXPECTATIONS, RESPONSIBILITIES AND GUIDELINES

Felix Ventures Foundation is a youth-oriented outing program that focuses on providing its members with challenging activities to help them build/improve their confidence, leadership skills, thinking process and outlook on life. Due to the level and number of activities/trips, it is important for Venturers to understand that their leadership, dedication and participation is extremely valuable and necessary for the program to function smoothly and successfully. Officers must always apply their best effort to take advantage of the experiences that will help them grow ethical, professional, service-oriented leadership and interpersonal skills that will provide a better foundation for their futures. **“Our goal is to set the standard for excellence in every aspect of life and in so doing to raise the standards for everyone associated with our program and with Workman High School. Our Officers are responsible for seeing that this is who we are and what we do.” Felix Grossman**

Felix Ventures provides a highly active work environment that requires its Officers to work together to make every activity possible. This requires its Officers to be able to communicate logically and clearly, both orally and in writing when giving and following directions. They must be able to work effectively in time-sensitive situations and meet deadlines. Officers should be able to coordinate more than one project and complex tasks simultaneously, exercise independent judgment and show initiative with minimal supervision.

Felix Ventures recognizes that its activities compliment the work required at W.O.H.S. It is essential for Venturers to succeed in their studies to take full advantage of what Felix Ventures provides. All Officers are required to maintain a minimum 2.5 G.P.A or have a “C” or higher in every class. Venturers who do not meet the GPA/grade requirement or later fall below, will be under academic probation for two consecutive grading periods. Under academic probation Officers must maintain a class or schedule progress report and seek tutoring until raising their G.P.A. to a 2.5 or greater or “C” or higher. During academic probation Officers will have limited activity privileges subject to their responsibility, commitment, and directors. Failure to increase G.P.A. within the academic probationary period will result in immediate actions subject to the directors.

Officers are recommended to reserve a **minimum** of 1-2hr per day to complete assignments for that day, if any. Make sure to review each chosen position with your parent/guardian to understand the commitment and expectation of each position. Each officer will create their own schedule to fulfill their estimated hours.

List your 4 preferred Officer positions. All officer positions begin and end in July

1st Choice: _____ **2nd Choice** _____

3rd Choice: _____ **4th Choice:** _____

Student Name: _____

Signature: _____ **Date:** ____/____/____

Parent/Guardian Name: _____

Signature: _____ **Date:** ____/____/____

Parent/Guardian Name: _____

Signature: _____ **Date:** ____/____/____

Please remember to schedule your interview once you have submitted your application.
Your photo will be taken on the day of your interview, work attire is recommended.

Thank you for your interest.