

**Due: Till positions are filled**



# FELIX VENTURES FOUNDATION

## Officer Application 2024-2025

### 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**

### **1. College and Careers V.P. (1 positions)**

In charge of getting Venturers thinking about the direction of their future. The College and Careers V.P. will help highlight how colleges, universities, and technical schools can create opportunities to help discover careers they will love.

- Duties:
  - Organize transportation, sign-up sheets, packing list, and agendas for all activities and help direct organizational meetings for college campus tours
  - Work with Administrative Historians V.P.'s and Marketing & Recruiting V.P.'s to present upcoming events at regular meetings and pictures/video of past college trips
  - Build relationships with colleges/universities representatives
  - Update venturers on REMIND and BAND with deadlines and upcoming college related events
  - Attend college related events with FVF staff if possible
  - Work with Ms. Guzman in helping make the college and career events more effective and known around school
- Planning, preparation and execution of the following activities:
  - Pre-College Faire Educational Conference
  - Eastern Campus Tour (William, Amherst, Harvard, Clark, Simmons etc.)
  - Summer Campus Tours (San Diego, Northern California)
  - Local Campus Tour (Claremont, La Verne, Occidental College, Cal-Tech, UC Irvine, Pepperdine etc.)
  - College Bike Hike
  - District College Fair
  - College Loans Presentation
  - Assist in Personal Finance Seminar
  - College guidance meetings with FVF staff
  - Organize Resume writing workshop

Hours per week (Not including events): 4 hours

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### **5. Marketing & Recruiting V.P. (2 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 & 8<sup>th</sup> 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

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### **6. Quartermasters V.P. (2 positions)**

In charge of maintaining all equipment fresh and clean. Quartermasters are responsible for assigning and collecting equipment for each activity and are in charge of packing all equipment before every trip.

- Duties:
  - Come to all pack inspection days to distribute and check out equipment
  - Keep an inventory list of all the equipment
  - Log equipment issued to venturers on all activities
  - Keep equipment is in good working condition
  - Makes suggestions for new or replacement items. Use purchase request form
  - Provide instructions on how to properly use and maintain equipment
  - Determine billings for lost, stolen, and damaged equipment. Work with treasurer
  - Delegate officers and ventures to assist in Equipment Cleaning Days.
  - Plan Inventory Days
  - Rent equipment out to Alumni/Active Adults

Hours per week (Not including events): 5 hours

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### **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

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### **8. Social Media V.P. (1 position)**

In charge of keeping the world up-to-date with what's going on in Felix Ventures. The Social Media V.P.'s must be able to make time to stay in touch with the community that is following Felix Ventures and trying to reach those that haven't found Felix Ventures yet.

- Duties:
  - Will manage the FVF Facebook, Instagram, Linked-In, YouTube, Yelp, Google Business and other social media sites by performing weekly, and in some cases major or minor updates of online text, photographs, videos, and forms

- Evaluate social media feedback and recommend improvements that would better inform the world about what we are doing
- Work with all officers to upload their information/flyers before each event
- Post pictures/videos after trips on Instagram and Facebook
- Assist Marketing and Recruiting V.P. with photos for events and activities.
- Check all flyers for content and accuracy before uploading to all social media platforms
- Help Website Manager link photo albums to the FVF website
- Follow monthly checklist

Hours per week (Not including events): 5 hours

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### **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

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### **10. High Adventure V.P. (2 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 8<sup>th</sup> 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

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## **12. Community Liaison V.P. (1 positions)**

Is in charge of helping Workman High School (Administrators, Teachers and Staff) recognize and understand the importance of Felix Ventures to W.O.H.S. students. In charge of helping Alumni, Parents, and Volunteers stay updated and connected with Felix Ventures. The community liaison officer will maintain a close relationship with active alumni, parents, and volunteers to ensure all paperwork is completed and updated, to update them every month, and to help increase participation from our fewer active adults. The W.O.H.S Liaison will maintain a close relationship with W.O.H.S. staff and programs to help avoid scheduling conflicts, provide mutual support and to inform staff of our activities and their success.

- Duties:
  - Maintain an up-to-date calendar and share with Officers and Directors, whether tentative or confirmed, of all WOHS activities (meetings, exams, rallies, vacation days, staff meetings, and parent meetings, Leadership Program & Club activities)
  - Inform FVF & WOHS Administration of event opportunities where we could work together
  - Maintain on-going communication throughout the school year with W.O.H.S.'s Administration
  - Create, Edit and email Monthly update videos for all WOHS staff and teachers
  - Assist and support Directors, President, Executive V.P. and Administrative V.P. with updating calendars.
  - Maintain an up-to-date calendar and share with Alumni, Parents, and Volunteers
  - To help conduct monthly meetings with active participating adults
  - Update the Alumni Registration and Skills Registry Forms in the Computer
  - Call adults with incomplete forms to get them completed.
  - Work with other officers to help get adult drivers for trips
  - Association monthly meetings for Alumni, Parents, and Volunteers.
  - Plan annual alumni gathering and any other alumni/volunteer related events.
- Planning, preparation and execution of the following activities:
  - Felix Ventures Foundation Staff BBQ/ Presentation (2)
  - FVF Quarterly Newsletter (4)

Hours per week (Not including events): 5 hours

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### **13. Administrative Vice President (1 position)**

Is part of the Presidential support system responsible in assisting F.V. Officers in completing their tasks. The Administrative Vice President's primary role is in monitoring the progress of fellow Officers in their duties and providing assistance and notifying the President and Executive V.P. when assistance is needed. The Administrative V.P.'s secondary role will serve as the left hand of the President, assist in leftover work and should be prepared to take the role of President whenever needed (please see the president duties).

- Duties:
  - Must take notes for the officer's meetings
  - Complete a debrief form for every activity, and attendance at every officer meeting.
  - Assist and support President and Executive V.P.
  - Inform and remind officers of meetings and upcoming events.
  - Follow up with Venturers signed up with corresponding events/trips.
  - Work on activity debriefs with President and Executive V.P.
  - Work with administration in filing, organizing and updating venture forms
  - Responsible for updating medical folders and keeping track of them during and after outings.
  - Responsible for getting ventures to complete incomplete forms
- Planning, preparation and execution of the following activities:
  - Officer Meetings (24 mtgs.)
  - Co-Lead Regular Meetings (12 mtgs.)
  - Fall and Spring Parent Meetings
  - Officer parent meetings (1-2)
  - Lake Arrowheads Activities (Leadership Retreat, Winter Weekend, Senior Celebration)
  - Special Officer Event (Rose Parade, Marksmanship, Sail Plane, Courthouse, Morgue)
  - Social events for officers
  - Williams College Special Presentation

Hours per week (Not including events): 8 hours

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# FELIX VENTURES FOUNDATION

## Officer Application Form

### 2024-2025

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
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OTHER:
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**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: TILL ALL POSITIONS ARE FILLED**

More info contact: **Yuridia Duran:** (626) 388-6123 | **Andrea Chavez:** (626) 510-0384 | **Rebecca Angulo:** (626) 362-2520

Felix Grossman, Founder and Executive Director  
Yuridia Duran, Managing Director  
Rebecca Angulo, Activities Manager  
Andrea Chavez, Office Manager

16303 Temple Ave.  
City of Industry, CA 91744  
Office Phone: 626-933-8902  
E-mail: [ContactUs@felixventures.org](mailto:ContactUs@felixventures.org)  
Website: [Felixventures.org](http://Felixventures.org)

**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 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**

**1<sup>st</sup> Choice:** \_\_\_\_\_ **2<sup>nd</sup> Choice** \_\_\_\_\_

**3<sup>rd</sup> Choice:** \_\_\_\_\_ **4<sup>th</sup> Choice:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

No interview will be required this year.  
Thank you for your interest.