

JUSTINIAN WORK PROJECT



Staff Application

Please check the project which you are interested

All Saints Greek Orthodox Monastery

St. Basil Academy

No Preference

Name: _____

GENERAL INFORMATION

Last Name _____ First Name _____

Date of Birth ____ / ____ / ____ Age ____ Gender ____ (male) ____ (female)

Address:

Permanent Address _____ Apt # _____

City _____ State and Zip _____

Phone Number _____ Cell Number _____

E-mail Address _____

CLERGY RECOMMENDATION

Parish Name _____

City _____ State _____

Parish Priest _____

Phone Number _____

I recommend this individual to be a member of the Justinian Work Project staff. I have known him/her for _____ years. I am the parish priest or spiritual father of the applicant. After reading the expectations on the next page, it is my opinion that this applicant is able to fulfill the responsibilities of a staff member.

Signature of Priest

_____ Date _____

Please list teaching experience (details and time spent) and organizations you are a member of as well. For example: Sunday School, college courses, avid reader of Orthodox materials, seminary student or graduate, etc.

Describe why you would most like to be a part of the 5Borough Inter GOYA Justinian Work Project.

STAFF EXPECTATIONS

All staff who have been selected to volunteer in the Justinian Work Project are required to read, understand, and agree to these guidelines prior to the retreat program. The staff are required to:

- Participate in Orientation March 29, 2014 at Sts Constantine and Helen, Brooklyn, NY
- Complete the Greek Orthodox Youth Office's online Protection Training Program
- Abide by the policies and procedures listed in the Archdiocese Youth Protection Manual
- Obey the laws of the State of New York and the rules of the Justinian Work Project
- Abstain from use of alcohol, cigarettes, and drugs (these are strictly prohibited).
- Demonstrate willingness to be supervised by the director, chaplain, and other clergy
- Attend and be on time for prayer services and all other activities
- Demonstrate flexibility and a willingness to serve and love others
- Use Christian behavior and language at all times

Staff who would like to volunteer for the retreat should be at least 21 years of age. Inappropriate sexual behavior with a GOYAn is a crime and punishable by law. Staff members are to refrain from any inappropriate touching, kissing, or hugging with other staff members and GOYAns.

All staff members are responsible for presenting the Gospel of Jesus Christ. Staff need to maintain the teachings of the Holy Orthodox Church and display a Christian example for the benefit of the GOYA.

I have read and understood these expectations. If accepted as a staff member, I promise to help provide a safe environment for the GOYAns, free from social pressures, where they can experience the basics of Christian life, participation in the sacraments, study of the Holy Bible, and the joys and fellowship with other Orthodox Christians.

Signature _____ Date _____

Printed Name _____

Height:

Weight:

Age:

Blood Type:

MEDICAL HISTORY (please "X" yes or no)

Do you suffer from or have you been treated for any of the following:
(A "Yes" answer does not automatically disqualify a candidate)

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Do you need special medical or dental services?
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had psychological counselling or therapy?
<input type="checkbox"/>	<input type="checkbox"/>	Heart ailments	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been hospitalized for a psychological problem?
<input type="checkbox"/>	<input type="checkbox"/>	Liver problems	<input type="checkbox"/>	<input type="checkbox"/>	Are you allergic to any medicines (ex. Penicillin, Sulpha, etc.), insect stings, foods, animals, or plants?
<input type="checkbox"/>	<input type="checkbox"/>	Stomach or intestinal problems	<input type="checkbox"/>	<input type="checkbox"/>	Have you had surgery <u>other than</u> tonsillectomy, hernia repair, abortion, appendectomy, or wisdom teeth removal?
<input type="checkbox"/>	<input type="checkbox"/>	Cancer	<input type="checkbox"/>	<input type="checkbox"/>	Are you now under the care of a doctor or other practitioner for any reason?
<input type="checkbox"/>	<input type="checkbox"/>	High blood pressure			
<input type="checkbox"/>	<input type="checkbox"/>	Joint or back problems			
<input type="checkbox"/>	<input type="checkbox"/>	Kidney problems			
<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy or other neurological problems			
<input type="checkbox"/>	<input type="checkbox"/>	Eye problems			
<input type="checkbox"/>	<input type="checkbox"/>	Lung problems			
<input type="checkbox"/>	<input type="checkbox"/>	Thyroid problems			
<input type="checkbox"/>	<input type="checkbox"/>	Skin disease			
<input type="checkbox"/>	<input type="checkbox"/>	Hernia			
<input type="checkbox"/>	<input type="checkbox"/>	Pilonidal cyst			
<input type="checkbox"/>	<input type="checkbox"/>	Alcoholism			
<input type="checkbox"/>	<input type="checkbox"/>	Drug abuse			

Describe: nature of problem, treatment, results, and dates for everything checked "Yes" under Medical History. Add any other pertinent medical information you would like to include or think we should know.

IMMUNIZATIONS: Please write the year of the time you were immunized against the following:

- _____ Cholera
- _____ Diphtheria
- _____ Measles (Rubella)
- _____ Mumps
- _____ Polio immunization (Sabin vaccine)
- _____ Tetanus (in past 10 years)
- _____ Typhoid Fever
- _____ Yellow Fever
- _____ Hepatitis A

Known Allergies: _____

Please send completed Application to:
George Livaditis
8601 Ridge Blvd
Bay Ridge, NY 11933

Please use the back of this paper if additional writing space is needed.

Applicant Signature: _____ **Date:** _____

IMPORTANT DATES

Applications Due by January 28, 2014

Applicants notified of acceptance no later than
March 14 , 2014

Non-Refundable \$100 Deposit to secure spot re-
quired by March 21, 2014

Remaining Balance of \$200 due by March 29, 2014

Mandatory orientation for all participants
March 29, 2014 10am-12pm at

*SS Constantine and Helen
Greek Orthodox Cathedral
64 Schermerhorn St
Brooklyn, NY 11201
718-624-0595*

Project begins! April 13, 2014

TRIP CHECKLIST

Please be sure to bring:

Work Clothes:

Jeans or cargo pants that you do not mind getting dirty/stained/
torn and long sleeved shirts.

We will be working outside in the spring and we could have muddy conditions.

Tennis Shoes/Sneakers/Boots.

if you have waterproof shoes this is best. If you don't, be sure to bring plenty of socks to keep your feet dry. If you have rain boots, bring them! No flip-flops or sandals!

Jacket/ Sweat Shirt/ Fleece

remember this is spring and the weather changes!

Gardening gloves

Church clothes

you will be attending Divine Liturgy at the monastery on Sunday and the Akathist Hymn at the Southampton Parish Friday night. Please bring appropriate dress. This means dress pants, shirt, and shoes for boys and dress/skirt and shoes for girls—please no miniskirts ladies!

Toiletries

the hotel does not have everything! Make sure you bring your toothbrush, toothpaste, soaps, and shampoos, etc.

Any medication you take

Pajamas

Your cell phone and charger

All your meals will be provided but you can also bring any non-perishable food snacks to share with the other GOYAnS

FUNDRAISING ESSENTIALS FOR THE JUSTINIAN WORK PROJECT

Fundraising for the 5 Borough Inter GOYA Work Project trip will be a new adventure! Experience has been that very rarely do students NOT raise the total cost of their trip. In fact, they usually end up having over the amount that is needed. Below you will find some basic tips.

START RIGHT AWAY! Although the trip is not until April 2014, you could find donors who are looking to give before the end of the year for tax deduction purposes.

It is okay to contribute some of your own funds. You will be asking many people to help support your participation in the Justinian Work Project. So, do not be afraid to be a donor, too.

Your family can be of great support to you. Make sure they are on board – they are a great resource to help in the process of fundraising.

This is how it works:

All checks should be made payable to **5 BOROUGH GOYA**

If you would like to contribute to your trip, include a check with your other donations.

Though the 5 Borough Inter GOYA advisory board will be tracking your donations, you are ultimately responsible for knowing the amount of funds you have raised. Put together a good tracking system so that you stay on top of reaching your goal.

Once you receive your donations, they should be *immediately* sent to George Livaditis at the following address:

George Livaditis
8601 Ridge Blvd.
Bay Ridge, NY 11209
INFO: www.justinianworkproject.weebly.com
Contact: justinianworkproj@gmail.com

Have your donors send all checks and cash to you. You will then mail them to Mr. George Livaditis. On the checks, please write in the Memo Field: JWP 2014 – *YOUR NAME*.

Remember, it is also important to send a thank you note to your donors once you have received funds.

PAYMENT POLICIES

Your trip must be paid IN FULL by **March 29, 2014**

There will be **NO** exceptions to this policy.

If we do not receive your funds by the above date, your spot will be forfeited, and you will still be responsible for payment in full.

REFUND AND CANCELLATION POLICY

If cancellation occurs, the participant will be responsible for all trip costs incurred up to that point. Cancellations must be received in writing to George Livaditis (8601 Ridge Blvd., Bay Ridge, NY 11209). In case of a cancellation, the participant will pay the \$100 non-refundable deposit to the **5 Borough Inter GOYA**

FUNDRAISING IDEAS

Letter of Appeal

The mainstay of your fundraising effort will be to write a personal letter appealing to your relatives, friends, and even to other churches in your local area.

There is a suggested letter included in this packet, but it needs to be personalized and should include a self addressed stamped envelope.

Your letter should be brief, and should request support for your involvement in the project. Mention why this project is important to you and ask for their prayers.

Invite anyone to contact either your priest or Mr. George Livaditis for a better understanding of your participation.

Remember to provide a DONATION SUPPORT FORM with your letter.

Parish Appeal

Start with your parish priest. He knows you and will more than likely stand behind your fundraising efforts by approaching your parish to support you.

You might ask your priest for his permission to speak to your congregation after Liturgy on a Sunday.

You can ask church organizations, such as the Philoptochos, Parish Council, as well as GOYA and YAL groups, to allow you the opportunity to give a presentation and ask for support.

Consider organizing a bake sale or similar fund-raiser at your parish.

Your priest can also help you appeal to other local or regional parishes and charitable organizations.

Be honest in your presentations and share from the heart. Let your audience know that they will be sharing in your work by sending you on the Justinian Work Project.

Suggested Letter to Potential Donor

Date
Prefix, First Name, Last Name
Address
City, State Zip

Dear Prefix, Last Name,

This Spring Break I am making a change towards something real. I will be joining other GOYAns from NYC in serving our Holy Metropolis. This year, through the 5 Borough GOYA, I have the privilege to participate in the St. Justinian Work Project at All Saints Monastery or at St. Basil Academy in L.I. I would like to ask you to join me and participate as well.

The Justinian Work Project is an alternative spring break program designed to provide high school students with life-transforming experiences that strengthen their faith and broaden their Christian world-view through service.

In order for me to participate in this program, I need to raise \$300 which covers the cost of my transportation, food, lodging, and meals. This is why I am seeking your assistance. Please consider supporting me and participating in helping those in need by making a charitable donation today, made out to Orthodox Christian Fellowship with JWP 2013 – My Name in the memo.

Enclosed you will find a reply form and envelope. Please return it to me no later than February 15, 2013. Thank you again for supporting me and allowing me to serve our Church.

With much gratitude,

Your Name

Sample Support Form

(Can be included as a separate sheet or a tear-off at the bottom of the letter)

JUSTINIAN WORK PROJECT 2014 DONATION FORM

Name of JWP Participant: _____

YES, I wish to support the 5 Borough Inter-GOYA Justinian Work Project with my enclosed donation of \$ _____

Check # _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

*Please make your tax-deductible donation, payable to:
5 Borough GOYA
and earmarked in the memo field JWP 2014-- YOUR NAME*

*Please return as soon as possible to:
YOUR NAME
YOUR ADDRESS*

SCHEDULE

SUNDAY, APRIL 13, 2014

Leave NYC

3:30 pm Arrive at All Saints Monastery, Calverton, L.I.

5:00 pm Welcome and introduction, tour of monastery

6:00 pm Bridegroom Service/ Beginning of Holy Week

7:15 pm Dinner and Bonfire

10pm leave for hotel

MONDAY, TUESDAY, AND WEDNESDAY APRIL 14, 15, & 16 2014

7 am-8:15 am breakfast at hotel

8:15 am leave for monastery

8:30 am Work site orientation

9 am 3rd Hour Prayers

9:15 am Begin project

12:00pm 6th Hour Prayers

12:15-1pm Lunch

1-2:50 Work

3pm-3:30pm 9th Hour prayers and Typica

3:30pm-4pm snack time

4-4:30pm finish up any last work and clean up site

4:30-5:45pm return to hotel for relaxation time

5:45pm leave for monastery

6pm Bridegroom Service*

7pm Dinner

8pm Bonfire and Reflection/Sharing time

10pm depart to hotel

Thursday April 17, 2014

9 am check out of hotel

9:15 depart to monastery

9:30am Vesperal Liturgy of St. Basil

11:00 am Lunch

12 :00 pm depart for NYC

* Wednesday will be Holy Unction

SCHEDULE

FOR TRIP TO SAINT BASIL ACADEMY

SUNDAY, APRIL 13, 2014

3 PM Leave NYC
4:30 PM Arrive at Saint Basil Academy
5:00 PM Welcome and introduction / Ice Breaker in Gym
6:00PM– Dinner In Main
7:00 PM– Work Project Orientation
8:00 PM– Free Time GYM Or Rec. Room
9:00 PM– Return to Dorms

MONDAY, APRIL 14, 2014

8:00am– Wake Up Call / Breakfast in the Dorms
9:00am- Begin Work Project
12:00– Lunch in Main
1:00PM- return to work project
4:00PM- Complete work for the day –return to dorms for shower/ snack
5:30PM– Great Monday—Bride Groom Service
6:30PM– Dinner in Main Building
7:30 PM– Free Time GYM Or Rec. Room
9:00 PM– Return to Dorms

TUESDAY, APRIL 15, 2014

8:00am– Wake Up Call / Breakfast in the Dorms
9:00am- Begin Work Project
12:00– Lunch in Main
1:00PM- return to work project
4:00PM- Complete work for the day –return to dorms for shower/ snack
5:30PM– Great Tuesday—Bride Groom Service
6:30PM– Dinner in Main Building
7:30 PM– Free Time GYM Or Rec. Room
9:00 PM– Return to Dorms

WEDNESDAY, APRIL 16, 2014

9:00am– Wake Up Call / Breakfast in the Dorms
10:00am- Great Wednesday—Liturgy of Presanctified Gifts
11:00am– Return to Dorms Change/ Tour to Waterfalls
12:00– Lunch in Main
1:00PM- return to work project
5:00PM- Complete work for the day –return to dorms for shower/ snack
6:00PM– Dinner in Main Building
7:00 PM– Service of Holy Unction
8:00 PM– Free Time
9:00pm– Return to Dorms

THURSDAY, APRIL 17, 2014

9:00am– Wake Up Call / Breakfast in the Dorms / Pack and Clean Dorms
10:00am- Great Thursday Vesperal Divine Liturgy
12:00 pm Lunch
1:30pm– Return to NYC