

# Evergreen Information for New Applicants, 2012

## Mission Statement:

The Evergreen staff works to support first-year students through their academic, social and personal transition to Loyola. Evergreens provide guidance and support to the students through their participation in the summer and fall orientations, and maintain contact with their group of students during the fall semester. The staff uses their diverse interests, backgrounds, and open attitudes to ease first-year students into their new environment, and to serve the Loyola community. The Evergreens serve every member of the incoming class and other student leaders with passion, enthusiasm and integrity, and work to build a stronger community on campus in any way that they can.

## Responsibilities of an Evergreen:

- ❖ Serve as a support and resource person for a group of new students, following up on their progress, issues and concerns throughout the year.
- ❖ Implement new student orientation programs and attend all corresponding events.
- ❖ Work on a committee assigned to a particular aspect of the Evergreen Program.
- ❖ Participate in all training activities.
- ❖ Serve as a positive role model for incoming students and as an outstanding member of the Loyola University Maryland community.
- ❖ Must remain in good judicial standing.
- ❖ Must maintain a minimum 2.5 GPA.
- ❖ Cannot be a Resident Assistant, a member of the Executive Board of SGA, a MAP Navigator, or a Service Coordinator, Student Program Assistant or Project Mexico Student Leader with C.C.S.J.

## Time Commitment of an Evergreen:

- ❖ Attend weekly Evergreen meetings on Fridays during the spring semester from 3:00-5:00 pm. You may have only one absence.
- ❖ Participate in all aspects of Spring and Fall Training.
- ❖ Participate in at least one Summer Orientation session and Fall Orientation, or two Summer sessions if you plan to study abroad in the fall.
- ❖ Maintain connections with first-year students throughout their fall semester.
- ❖ Attend at least two Evergreen Fall Programming events.
- ❖ Must be available to start Fall training on August 25, 2012 and work through the Fall Orientation program, August 31- September 3, 2012.

Applications will be available in December on the office website or at the front desk. Please email your application to [nsprograms@loyola.edu](mailto:nsprograms@loyola.edu) by the preferred deadline of **January 6, 2012** or return your completed application to the **Office of Leadership & New Student Programs on the 4<sup>th</sup> floor of the Student Center by 5:00 pm on Thursday, January 19, 2012**. Reference forms are due by **Friday, January 20, 2011**. Interviews will be announced by **Monday, January 23, 2011**.

## QUESTIONS?

Phone: (410)617-2032

Email: [nsprograms@loyola.edu](mailto:nsprograms@loyola.edu)

[www.loyola.edu/lnsp](http://www.loyola.edu/lnsp)

# Evergreen Application

## New Applicant Form

Name: \_\_\_\_\_

Mail Stop: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Loyola E-mail: \_\_\_\_\_

Graduation Year: 20\_\_ GPA: \_\_\_\_\_ Last Semester GPA: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ Studying Abroad Fall 2012? \_\_\_\_\_

**Please list your current hobbies and/or activities, and list any organizations or positions on campus you wish to hold in this and the coming year:**


**Essay Questions: Please use 4 DOUBLE-SPACED PAGES TOTAL to answer the following questions. Write each question as a separate essay, and label them clearly with the question listed above each section. Essays should be standard 10 or 12 point font with 1" margins. BE SPECIFIC!**

**Please answer the following questions:**

- What has motivated you to apply to be an Evergreen and how will you grow from this position?
- How have other things that you have done in high school or here at Loyola, helped to prepare you for the Evergreen position?

**Please choose two of the four following questions:**

- What is one of Loyola's Jesuit Core Values that you could incorporate into your life and how would this help you to be a better Evergreen?
- Think of first-year transition issues that you or others you know may have faced. What are some ways that your Evergreen helped, or what are some ways that you wished they had helped you?
- What are the challenges and opportunities of being a role model for your peers and the incoming class of first-year students?
- Serving every member of a diverse student body is an important consideration for the Evergreen program. How would you help students with similar or different backgrounds than yourself transition to Loyola?

# Evergreen Application

## Reference Form

Please include two references in signed & sealed envelopes. The references should be from people you know well, and who are in position to comment on your general form of character and motivation. We encourage you to have at least one reference from a Loyola faculty member or administrator. Family members are not allowed.

**Please complete the top portion of the reference form before giving it to each person!**  
It is your responsibility to confirm with the writer of the reference that we have received it. Applications submitted without reference letters will not be considered. Your portion of the application is due on the preferred deadline of January 6, 2012 or the final deadline of Thursday, January 19, 2012 by 5:00 p.m. References are due on **Friday, January 20, 2012** by 5:00 p.m.

**\*\*PLEASE ATTACH THIS COVER SHEET TO THE REFERENCE ON THE FOLLOWING PAGE SO THAT THEY ARE KEPT TOGETHER\*\***

APPLICANT NAME: \_\_\_\_\_

I, the applicant:

\_\_\_ reserve the right to request the review of this reference letter.

\_\_\_ waive my right to request the review of this reference letter.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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**\*Note to Reference:**

On behalf of the Office of Leadership & New Student Programs and the Evergreen Program, thank you for taking time to fill out this reference for our candidate. This is a confidential evaluation and we ask that you give your honest opinion. Please include this reference in a sealed envelope, with your signature across the seal, and return it to the applicant. The student's application portion is due on **Thursday, January 19, 2012** and reference forms are due by **Friday, January 20, 2012**. Applications submitted without a reference will not be considered.

**Successful candidates will be able to:**

- ❖ Serve as a support and resource person for a group of new students, following up on their progress, issues and concerns throughout the year.
- ❖ Serve as a positive role model for incoming students and as an outstanding member of the Loyola University Maryland community.

# **\*Evergreen Reference Form\***

**New Applicants**

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

\*Please rate the applicant's ability in the following areas. You may include any comments or additional information below or on a separate sheet.

**1: excellent**

**2: good**

**3: poor**

**4. no basis to judge**

\_\_\_ Ability to work with others

\_\_\_ Ability to take initiative

\_\_\_ Ability to work hard, beyond what is necessary

\_\_\_ Openness to try new things

\_\_\_ Ability to work with a large group

\_\_\_ Openness to diversity of culture, background, language, etc.

\_\_\_ Organizational skills

\_\_\_ Leadership skills

\_\_\_ Ability to grow

- **Please indicate a key or unique quality of the applicant that you feel would contribute to their success as an Evergreen**

- **Please indicate one area in need of personal development**

- **Overall recommendation of the student to the Evergreen Staff: (circle one)**

Highly Recommend

Recommend

Recommend with Hesitation

Do Not Recommend

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Date