

**2022 Guide for NJSFWC Club Coordinators**  
**Girls' Career Institute**

**Date:** Monday, June 6 to Thursday, June 9      **Time:** 1:00 pm Monday to 11:30 am Thursday

**Place:** Douglass Residential College on the Rutgers University New Brunswick campus

**Purpose:** *(Be sure Guidance personnel and candidates understand this)*

- Girls' Career Institute is a **4-day mini-college experience for Junior girls** from New Jersey High Schools.
- Delegates live in a well supervised college dormitory, eat in the cafeteria, attend general sessions, workshops, and recreational activities in campus buildings and participate in on-site service projects.
- Being chosen as a Delegate or Alternate to GCI is **not** a reward based on academic achievement or extensive community service. It is based on the student's interest in testing the college life waters and exploring possible career options.

**Sponsorship:** Every NJSFWC Club can participate by sponsoring one or more Delegates.

- However, clubs are limited to 2 Delegates until each club wishing to participate has met the January 31 deadline to register by submitting their \$250 registration fee.
- Number of additional Delegate spaces requested will be noted in order received; clubs will be notified as soon as possible.

**Scholarships:** Some clubs choose to provide full or partial scholarships for girls from "underserved" areas (an area or town with no NJSFWC club).

- The GCI Director will utilize the scholarship monies where needed.
- Alternates or others who come to the attention of the Director may be considered based on extenuating circumstances.

**CHOOSING DELEGATES**

- While most clubs have historically chosen girls from the local public high school, this is not a rule. Parochial, private, magnet, and technical high schools in New Jersey should also be considered.
- Some clubs open applications only to Juniors from their own town or the towns in the sending districts of their public high school.
- If you have local restrictions, be sure this is clear on materials sent to the school(s) with the application forms.
- Other clubs pick applicants who are family members, have volunteered or partnered with their club on projects, or are well known to a club member.
- ***If a NJSFWC club chooses to accept nominations from another organization, it remains the responsibility of the sponsoring club to ensure payment and that communications with the chosen Delegate or Alternate are maintained.***

**STEP ONE:** Your club must budget money for Delegates (\$250 each) or arrange for payments through the club. The club will choose what schools/sources will be considered for participation.

**STEP TWO:** Obtain materials (Flyer, Fact Sheet, letter for Guidance Counselor, Delegate Interest Form) from NJSFWC.org website under "materials" under the **Girls' Career Institute** heading.

- You may also request these materials from MaryKay Tokar, 27 Purnell St., Toms River, NJ 08757 if you, or another club member, do not have computer access.

**STEP THREE:** Contact the school(s) you have decided to approach.

- Arrange a meeting with the Guidance Director, Administrative Assistant or Counselor(s) you have decided to work with or have utilized in the past.

- **No response** to your emails or phone messages should **alert** you to a problem. Meet to deliver forms and establish a timeline that works for you and the school.
- Establish a deadline for applicants to return the Delegate Interest Form to the Guidance Office. Ask the school contact to arrange for a room in which to interview (if applicable).
- Establish a schedule for interviewing (15-20 minutes for interview and 10 minutes between candidates is usually sufficient).
  - Allow 3+ days for you and your committee of one or more club women to review application forms before interviewing candidates. Consider school vacations, school exams, and standardized testing time.
  - Set alternate dates for weather related closings and the date when you will make the final decision.
- **OPTIONAL:** Some clubs allow the school to accept the applications, make the choice(s), and submit that information to the club.
  - Set a deadline for you to be notified and receive registration forms or forms to be sent direct to Director with a copy to the club coordinator.
  - Ensure that the club name, District, and contact information of the club GCI representative is completed.
  - If the school representative is the main point of contact to the Delegate/Alternate, ensure that the name and contact information for that person appears on the Registration Form.
  - If you are not interviewing to choose your club Delegate and Alternate, it is advisable that you meet them and plan to accompany them to GCI Orientation in your District in May.

**STEP FOUR:** If you are interviewing, some questions that have been used successfully by other clubs are:

1. Are you interested in attending college? Living in a college dorm?
2. Are you decided or undecided about a career path you would like to explore? What made you interested in this career?
3. If we were to ask your friends to describe you, what would they say?
4. When you are not studying or performing community service, what do you like to do for fun/recreation?
5. Please describe a meaningful leadership experience you have had in high school?
6. In your 3 years in high school, what academic class, project or experience did you find most successful/meaningful? Why?
7. You seem to have a strong desire to give back to others. Where does this desire come from?
8. Who do you feel are role models for you? Why?
9. What activities are you involved in that you think you've made significant contributions to? What and Why?
10. As a talented student, what motivates you to be a good learner, contributor and to put forth your best efforts?
11. You have many strengths. In what areas do you think you can improve yourself?
12. What goals and ambitions do you have for yourself personally and professionally? Where do you see yourself in 5-10 years?
13. Are there any questions that you wished we had asked or anything else about yourself that you'd like us to know?

**\*\*\* Ensure that the candidate understands that during the dates of GCI (June 6 – 9, 2022), that they will be away from school for 4 days.** They must have permission from Guidance and Teachers and Parents to attend. **Attendance for the entire 4 days is not negotiable.** They must choose between GCI and sporting events, musical recitals and other activities. Study time at GCI is limited. Delegates will have access to wi-fi so they can connect via personal computer or phone for necessary updates regarding school assignments, testing information, etc.

**STEP FIVE:** Ensure that steps for notifying candidates of selection/non-selection (letter, phone call, meeting with Guidance Counselor) are clearly understood.

- Once a candidate is selected for Delegate or Alternate status, **her parent or guardian** must complete the online Registration Form and it must be **electronically signed by the parent/guardian no later than March 31, 2022.**
- **Note that “packets’ of forms and information will no longer be mailed in hard copy to delegates and alternates. Additional information will be shared electronically and in hard copy upon request only.**
- It is of major importance that Delegates, and Alternates include the NJSFWC DISTRICT, CLUB NAME, CLUB CONTACT NAME and contact information for the club GCI Coordinator on every Registration Form submitted. **You must provide them with this information in addition to the link to the online form.**

**Sample email to Delegates and Alternates:**

*(Name) congratulations on being chosen as a delegate / alternate for 2022 GCI. You are being sponsored by the (Club) of the (district). The club GCI Coordinator is (Name), (Contact).*

*Kindly have a parent go to <https://www.cognitofrms.com/NJSFWC1/GCI2022APPLICATION> to complete the necessary registration form and various permission forms. This must be done by March 31, 2022.*

*You will receive a link for further information in April. The (District) Orientation will be on (Date & Place).*

- Emphasize to the selected Delegate and Alternate that if her circumstances change and she can no longer commit to the 4-day experience **she must notify you, Guidance Counselor, or GCI Director immediately** so that another candidate can be contacted.
- **Whoever she notifies MUST notify the GCI Director immediately.**

**STEP SIX:** If a club has an ALTERNATE they especially believe should be considered for Delegate status if funds or adoption become available this should be noted on the registration form with a note attached to explain the situation. (Especially qualified, school or family circumstances that indicate the need for a GCI experience, twin, etc.)

- **ALTERNATES ARE CRITICAL TO THIS PROCESS:** In the last few years many Alternates have risen to Delegate status because of Delegate withdrawal; frequently within the last week or even just a few days before start of GCI.
- If a club has submitted Alternates they will be substituted for the club Delegate.
- Please NUMBER your Alternates so that the Director knows who to call 1<sup>st</sup>, 2<sup>nd</sup>, etc. or indicate if they are to be the Alternate for a particular Delegate from a particular school.
- Alternates who have attended Orientation will be next choice for adoption by another club in the District or even for available slots.

**PLEASE NOTE:** Clubs who have additional applicants, but do not want to reveal them as Alternates should send written fact of this to the Director so that QUICK substitution can be made. **When there are withdrawals after May 1, it is impossible to allow time for clubs to go back to the school and request new applicants.**

ALTERNATE selection will be handled by the Director based on information already sent by the club.

**STEP SEVEN:** Alternates will be contacted by email from the GCI Director **after March 31** and given a written statement of what their status as an Alternate means.... how late/last minute they may be selected, importance of attending Orientation, who to contact if they must withdraw from Alternate status.

**STEP EIGHT:** Invitations to GCI Orientation will be sent to all Delegates, Alternates, parents and clubs on or about April 15. **These invitations require a response.** Delegates and Alternates will receive inserts in the invites indicating workshops and activities choices to consider before the actual Orientation when they will make their selections. Delegates and Alternates who cannot attend will be offered alternative sites or special arrangements to receive materials.

NOTES:

1. Delegate EMAILs should not be school email as in most cases attachments are rejected by school emails. Please get AOL, Gmail, Optonline, etc. emails for the students.
2. Make a point of informing students that they will receive information and materials beyond the initial **online registration form by email** from **MaryKay Tokar** with the subject **ALWAYS** being **Girls' Career Institute 2022**. They will miss valuable updates if they do not open and read these emails. A response is always expected – “got it, yes, no” and then follow up, as necessary. It is generally impossible to TEXT materials and general information to individuals. An individual may receive a text to alert them to a particular email.  
  
**\*\* EMAIL will be the main source of communication** – so Delegates and parents/guardians should check it regularly and respond.
3. There are always ALTERNATES anxious to attend Girls' Career Institute. Every effort will be made by the GCI Director and staff to contact the DELEGATE who has not met deadlines or responded to requests for information particularly that needed on the medical form. Club Coordinators may be contacted if our efforts have failed after 3 attempts.
4. Housemothers will begin introductory telephone calls on or about May 15. The Director will be given the names of those who have not responded within 48 hours. The Director will then contact the Club Coordinator to ask for help. Delegates who cannot be contacted through all efforts may be dropped from enrollment on May 25 and Alternates moved into their reservation. This action will not be taken without thorough coordination with the club, but NO SHOW on June 6 at check-in time cannot be considered acceptable.
5. All questions and concerns should be directed to GCI Director, MaryKay Tokar at (c)201-320-8403 [tokar@njsfwc.org](mailto:tokar@njsfwc.org).

**GCI DELEGATE RECEPTION & ORIENTATION DATES BY DISTRICT:**

May 9 – Liberty District	May 15 – Highlands District
May 10 – Shore District	May 16 – Ramapo District
May 11 – College District	May 18 – Southern District
May 12 – Garden District	May 19 – Palisades District