

NJSFWC Club GCI Coordinators Guidelines 2023
Girls' Career Institute

Date: Monday, June 5 to Thursday, June 8

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 and career exploration 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 \$300 registration fee.
- The 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.

Steps in brief

1. Clubs select a **Club GCI Coordinator**. Club GCI Coordinator reviews these guidelines.
2. Clubs send the **GCI Reservation Form** to NJSFWC Headquarters with a check by January 31.
3. Club GCI Coordinator contacts selected high school(s) and makes necessary arrangements. Provide **GCI School Counselor Letter 2023**, **GCI flyer 2023**, **GCI Delegate Application 2023** (fill in return by date).
 - a. Clubs may also advertise for delegates
4. Potential Delegates complete a **GCI Delegate Application Form** and return it as indicated.
5. Delegates and Alternates are chosen by whatever means the club wishes. *(1 alternate per delegate)*
6. Delegates and alternates are notified they have been selected by use of the **GCI Delegate and Alternate Notification Form**.
 - a. The form will explain how they should register online and provide needed information to do so.
7. Delegates and Alternates, **together with a parent or guardian**, complete the **GCI Registration Form** ONLINE. Registration Deadline is March 1.
8. Club GCI Coordinator's and school contacts will receive an email notice when delegates and alternates complete their online registration.
9. Delegates and Alternates, together with their parents and/or guardians, will receive and emailed invitation to your District GCI Orientation Reception in the spring. Receptions take place in May. Club presidents and GCI Coordinators are also invited to attend. A list of all receptions will be provided in case the girls need to choose to attend an alternate reception.

A **GCI 2023 WORKSHOP** will be held on Saturday November 19 at 10:30 am at NJSFWC HQ in New Brunswick. Attendees will be taken step-by-step through the entire GCI Process, including ONLINE Registration. There will be ample time for questions. Preregister by contacting GCI Director MaryKay Tokar by phone 201-320-8403 or email tokar@njsfwc.org

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. Clubs may also choose girls from neighboring towns without Federated clubs.
 - Some clubs chose to 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 club members. It is entirely up to each club how and from where they choose their delegates and alternates.
 - ***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 (\$300 each) and arrange for payments through the club. The club will choose what schools/sources will be considered for participation. Use the **2023 GCI Club Reservation Form** sent with your dues bill, or available on the state website.
- Each club **MUST** select a member to serve as GCI Coordinator. This may be the club president, education chair, or a member selected to serve. The coordinator's name, phone and email **MUST** be provided on the form.
- **STEP TWO:** Obtain materials (GCI Flyer, GCI School Counselor Letter 2023, **GCI Delegate Application Form 2023**) from www.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 **GCI Delegate Application Form** to the Guidance Office, or directly to the club. Note the return date on the applications.
 - If interviewing, ask the school contact to arrange for a room in which to interview.
 - 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 for the club's GCI Coordinator to receive Application forms.
 - *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, as well as the club's GCI coordinator.*
 - 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 5 – 8, 2023), 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:** Once the club's Delegate(s) and Alternate(s) (one alternate per delegate is allowed) have been chosen, the club coordinator uses the **2023 Delegate and Alternate Notification Letter Form** (available on NJSFWC website). The form explains the steps for parents and Delegates / Alternates to Register Online for GCI 2023
 - Ensure that steps for notifying candidates of selection/non-selection are clearly understood, by the school and club coordinator. The club should have the privilege of notifying those selected.
 - 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 1, 2023.**
 - BOTH Delegates and Alternates must register. Be sure each is aware of her status as Delegate or Alternate. Ensure Alternates are aware they will be contacted by the GCI Director if a spot opens up for them. If they have not registered as an alternate, they will not be eligible for selection to fill open spots.
 - **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, are provided with the sponsoring Club's NJSFWC DISTRICT, complete CLUB NAME, CLUB GCI Coordinator's NAME, phone and email, School Contact Name, phone number and email. This information is required to complete the online registration. LEAVE NO BLANKS on GCI Delegate Notification Form.
 - **Clubs must provide them with this information in addition to the link to the online registration form.**

Link to online registration form for selected Delegates and Alternates;

<https://www.cognitofrms.com/NJSFWC1/GCI2022APPLICATION>

- 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.
- **Whomever 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 emailed in a note to the director 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. This timing does not allow the Director time to contact clubs and have then choose and register an alternate. Only previously registered alternates will be eligible to be chosen to fill open spots.
- If a club has submitted Alternates, they will be substituted for the club Delegate.
- Alternates who have attended Orientation will be next choice for adoption by another club in the District or even for available slots.
- **STEP SEVEN:** Alternates will be contacted by email from the GCI Director **after March 1**
- **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 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** (tokar@njsfwc.org) with the subject **ALWAYS** being **Girls' Career Institute 2023**. 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.
3. **** EMAIL will be the main source of communication** – so Delegates and parents/guardians should check it regularly and respond.
4. 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.
5. 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 5 at check-in time cannot be considered acceptable.
6. All questions and concerns should be directed to GCI Director, MaryKay Tokar at (c)201-320-8403 tokar@njsfwc.org .

2023 GCI DELEGATE RECEPTION & ORIENTATION DATES BY DISTRICT:

May 8 – Liberty District
May 9 – Shore District
May 10 – College District
May 11 – Garden District

May 15 – Ramapo District
May 17 – Southern District
May 18 – Palisades District
May 21 – Highlands District