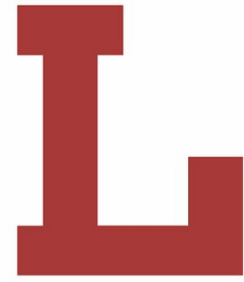


**ORANGE
LUTHERAN
HIGH SCHOOL**



DIFFUSION LEADERSHIP APPLICATION 2019-2020

Name: _____

Position Applying For:

1ST Choice: _____ **2ND Choice:** _____

Reference¹:

Peer: _____ **OLu Faculty:** _____

¹ Someone who can verify the information you have given and can provide info about your character.

Overview (Important)

How to Apply: All members of the Diffusion Student Leadership Team will be selected through a standardized process, including an official application (posted on www.lhsoc.org under Student Life) and an in-person interview (held in Ms. Laulhere's office by appointment, signups to be sent out by the end of Feb).

- Applications are due on **Thursday, Feb 28, 2019**. No late applications will be considered.
- Please turn in a **HARD COPY** of this application to the front desk of the **Counseling Office**.
- Ms. Laulhere and the Student Leadership Team will review the applications carefully. Students who passed the screening process will be notified via email to sign up for available interview times.
- This will be an **official & formal** interview, **please dress appropriately**. Your appearance on the day of the interview will be taken into consideration.

Expectations: All student leaders are expected and required to participate in all Diffusion activities and meetings the following school year.

Warnings & Suspensions: Student leaders will receive up to **2 email warnings** from the Senior President and/or Ms. Laulhere for irresponsibility, including but not limited to violating deadlines and not fulfilling roles, etc., **before suspension from the team**. After that, the suspended leader will be put back into the Applicant Pool and must go through another round of application process alongside previous applicants who didn't get the position before resuming to his/her role, if that's the case. This process may result in a new student leader in place. **The goal of implementing this procedure is to encourage the chosen student leaders to strive for their best for Diffusion.**

Got Questions? Please email any of the following:

Diffusion Supervisor: Kyla.laulhere@lhsoc.org

Diffusion Co-Presidents: Maggie.lin@students.lhsoc.org or Viki.park@students.lhsoc.org

Position Descriptions

Senior President (1 position available)

He/she will:

- Lead, oversee, and be directly involved with all Diffusion activities.
- Consult, advise, coordinate, and share responsibilities with Ms. Laulhere in regards to team conduct, projects, student concerns, and Diffusion activities.
- Work with and assign tasks to the Diffusion Student Leadership Team to develop activities and service opportunities for international students in Diffusion.
- Interview next year's Diffusion Student Leadership Team applicants and to offer advice for Ms. Laulhere from the perspective of peers.
- Encourage student involvement on and off campus.
- Encourage interactions between international students and domestic students throughout Diffusion activities and events.

- Train and involve the Assistant President in preparation for him/her to take on to the role of leading as the Senior President the following school year.
- Receive 5 volunteer hours monthly for achieving excellence in dedication to their responsibilities.

Prerequisites:

He/she must...

- Be an upperclassmen
- Have leadership experience
- Be mentally prepared for an immense workload and dedication before applying

Assistant President (1 position available)

To encourage productive teamwork for the following school year, Diffusion has decided to add this position to be an “intern” and learn from the Senior President of how things operate. The Assistant President is to help the Senior President with his/her tasks, but be mindful that he/she is ONLY an assistant and does not have to concern him/herself with ALL of the Senior President’s work. The main goal of the Assistant President is to learn and practice leadership skills to be better used the following school year. Note that becoming an Assistant President does not necessarily guarantee the role of Senior President the next year. If the Assistant President performed poorly, he/she will not be considered for the Senior President role; he/she might even be put into the Applicant Pool again.

- Shadow the Senior President for the entire year and observe the types of tasks that he/she will be responsible for the next year.
- Work with the Senior President and assist him/her on his/her role, including but not limited to all of the position descriptions for the Senior President.
- Record in details how each event was organized such as the distribution of assignments and what activities were included in each event using a provided “Diffusion Records” sheet.
- Keep records of all Diffusion meeting and event attendances.
- Receive 3 volunteer hours monthly for achieving excellence in dedication to their responsibilities.

Prerequisites:

- Applicant must be interested in committing to Diffusion for the 2020-2021 school year and lead the team as the Senior President

Activities Officer (2 positions available)

He/she will:

- Main goal: seek out innovative ways of encouraging international student involvement within the school and strive to incorporate domestic student engagements as well.
- Organize and contribute ideas to all Diffusion activities and events in cooperation with the presidents.
- Work with Public Relations to promote Diffusion events school-wide and collaborate on emails.
- Work with Student Life Delegate on activity-planning if needed.
- Make revisions on the Diffusion Events General Plan accordingly. That includes adding details and ideas and keeping it updated for the school year, etc.

- Receive 3 volunteer hours monthly for achieving excellence in dedication to their responsibilities.

Public Relations (2 positions available)

Considering the immense workload and professional media skill requirements for Public Relations, there will be two separate positions under this department: Social Media Manager and Website Manager.

The Website Manager will receive necessary training from the current PR to learn more about website design, marketing via emails, online promotion, and fun experience as compared to the other positions.

Shared Responsibilities:

- Design posters and post them around the school to promote Diffusion.
- **Protect account login information.** This is very important.

Social Media Manager will:

- Promote Diffusion through its official Instagram account.
- Engage with Instagram followers by replying to comments, liking appropriate posts, posting Diffusion-related contents, and commenting on others' posts, etc.
- Go on Orange Lutheran's Instagram often, and write excellent comments to its posts on behalf of Diffusion.
- Take photos and record videos for Diffusion, including materials from Diffusion events AND international students' daily life.
- Edit media, organize media and upload these contents onto a Google folder shared with Ms. Laulhere, Website Manager, and the presidents.
- Receive 3 volunteer hours monthly for achieving excellence in dedication to their responsibilities.

Prerequisites:

He/she must...

- Have experience in Instagram
- Have basic photography skills
- Recommended to have video production skills

Website Manager will:

- Manage and update Diffusion's website using Weebly (www.diffusion.us) on a regular basis.
- Write a blog about all Diffusion events and publish them on site no later than a week afterward.
- Incorporate media (photos and videos) by the Social Media Manager into the blogs.
- Be in contact with the school (Mrs. Beth Fitzgerald) if issues arise regarding the website and make revisions accordingly.
- Work with Activities Officers with emails to be sent through MailChimp. Those emails could include the following: birthdays, lunch meeting reminders, unofficial field trips to Knott's, daily gathering assemblies, etc.
- Receive 3 volunteer hours monthly for achieving excellence in dedication to their responsibilities.

Prerequisites:

He/she must...

- Have strong English ability
- Be creative: this is a perfect opportunity to show your unique and fun input to Diffusion. Keep trying new things, you can do it!

Student Life Delegate (1 position available)

He/she will:

- Work with Ms. Laulhere to assign all new/transfer international students to have a “buddy” (this will include arranging their “meet and greet” the first day of school like Ignite does, etc.) prior to the New Student Orientation Day during the end of summer break.
- Work with the Diffusion Student Leadership Team closely on different tasks.
- Encourage international student participation.
- Use personal experience to help new international students throughout the school year during Diffusion meetings. Support includes informative lunch sessions on school dances, driver’s license, course registration, and sports, etc.
- Keep track with Diffusion members’ birthdays and create thoughtful birthday cards for them.
- Receive 2 volunteer hours monthly for achieving excellence in dedication to their responsibilities.

Prerequisites:

He/she must...

- Have lived in the USA for more than four years
- Be outgoing and have good people skills

Diffusion Application
2019 - 2020
(please print legibly)

Applicant Information

Name (First, Last):

Age:

Date of Birth (MM/DD/YYYY):

Student Cell Phone:

Current Address:

City:

ZIP:

Student E-Mail:

Academic Achievements

Grade level in 2019-2020:

Current GPA:

Cumulative GPA:

Please **list** any awards/recognitions received and offer a brief description:

Leadership Experience

Please **list** any previous leadership experiences and offer a brief description:

Diffusion Application

2019 - 2020

(please print legibly)

Church Involvements

Do you attend a church? Y/N

If Yes, which one and how regularly?

Disciplinary History

Have you had a history of discipline in school (referrals, detentions, suspensions, expulsions)?

Y / N

If so, please explain the circumstances.

Short Answers

What do you think international students want to gain from participating in Diffusion events?

Diffusion Application
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(please print legibly)

In what way would you be an asset to the team? What do you bring that is unique to this team?

Is there anything else that you think we should know about you? You may make elaborations on answers to previous questions or provide appropriate background information here.