

**DEADLINE:  
JANUARY 1<sup>st</sup> 2020**

## Camp Rotary

**Summer Address:**  
372 Ipswich Rd.  
PO Box 270  
Boxford, MA 01921  
[CampRotaryMA@aol.com](mailto:CampRotaryMA@aol.com)

**Winter Address:**  
122 Woodland Ave.  
Lynn, MA 01904  
781-593-4247

August 2, 2019

Dear CIT Applicant:

Congratulations! You are taking the first step to be part of the Counselor in Training (CIT) program here at Camp Rotary. The program has become a very competitive one and will likely continue to be for years to come. The CIT program is the primary feeder program to our counseling program and although there is no guarantee that a CIT will become a counselor, with the exception of our international counselors, 100% of our counselors this summer had been CIT's in past years.

- All applicants must have completed grade 10 before the summer of 2020.
- The program is a four week program. (There will be one week of orientation and three weeks of more intense cabin/program leadership).
- The CIT will not be charged for the program and will be presented with a stipend of \$60/week to recoup expenses: costs of field trips; laundry costs; store; etc. When these costs are considered, the program is basically a volunteer training program.

In order to apply to be a CIT for next summer, you should:

- Fill out the enclosed application packet completely. The packet includes:
  - An application form that asks for all personal data;
  - An autobiographical essay that will ask you to write a personal history
  - A written exercise: write a paragraph that will explain why you would like to be a CIT
  - Two reference sheets that will need to be completed by adults who know you well. (These may include teachers, principals, counselors, coaches, neighbors, or any adult who is **neither a family member nor a Camp Rotary employee**. You can have camp employees write you an additional "letter of support", but it will not count as one of your two required letters of reference.)
  - Your most recent report card from school.
  - Include a current photo of yourself (last year several members of our selection team did not recognize applicants by name, but by sight only and suggested that we ask for a photo!).

NOTE: Even though anyone who was an LIT last year has already filled out several of the components above, we are asking you to complete the process again, expecting that you will have a different perspective now that you have completed that program. The references should also be updated.

NEW PROCESS....Scan and email your application packet to us.

When you have your packet complete, please forward the entire packet to our CIT Director at the address below. This means that you have to ask your references NOW to give them enough time to get the reference form back to you before January 1<sup>st</sup>. (TIP...ask your references to return the completed reference to you a few weeks before the January 1<sup>st</sup> deadline (in case they run late).

You then take the forms that you completed, the completed references that were completed for you, your report card and your photo. Scan all of the documents and then email the scanned documents in one email and send it in, before January 1<sup>st</sup> to:

[camprotaryMACIT@gmail.com](mailto:camprotaryMACIT@gmail.com)

The CIT program attracts many exceptionally qualified candidates. This means that every year we turn away excellent applicants that have been at camp for many years because we have limited space in the program. Please be aware of the competitiveness of this program as you are beginning the application process. Last year we had over 80 applicants and could only select 40.

Once your packet is complete, you can forward it to the winter address above. The earlier you send your completed application, the greater the likelihood is that you will be selected. However, all completed applications must be received **NO LATER THAN JANUARY 1<sup>st</sup> 2020**. If there are any questions, you can contact me directly at the winter address above, the e-mail address above, or my personal email: [risk122w@gmail.com](mailto:risk122w@gmail.com).

Thanks again for your interest and good luck with your application!

Keep smiling!

Rich Cowdell  
Director

Please return completed packet to:

[camprotaryMACIT@gmail.com](mailto:camprotaryMACIT@gmail.com)

**DEADLINE:  
JANUARY 1<sup>st</sup> 2020**

**Camp Rotary  
CIT Application  
Summer Season, Year 2020**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City/State/ \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Area Code \_\_\_\_\_ Home Phone \_\_\_\_\_

Email address: \_\_\_\_\_

(Please print it clearly because this is our primary method of communication!!)

Current School Name \_\_\_\_\_ Grade, September '20 \_\_\_\_\_

School Address \_\_\_\_\_

Have you ever attended Camp Rotary? \_\_\_\_\_ What year(s)? \_\_\_\_\_

Any other camp(s)? \_\_\_\_\_ Name(s) \_\_\_\_\_

**Work History**

Please list any jobs that you have had in the past (paid or volunteer).

Employer Name and Address	Starting Date	Ending Date	Job Title	Supervisor	Reason For Leaving

**Availability:**

- Consider me for the first session only. (Tentatively June 28 – July 25, 2020)
- Consider me for the second session only. (Tentatively July 26 – August 22, 2020).
- Consider me for either the first or second session. (BEST CHANCE OF SELECTION)

Please return completed packet  
to:

[camprotaryMACIT@gmail.com](mailto:camprotaryMACIT@gmail.com)

**Camp Rotary  
CIT Application  
Summer Season, Year 2020  
Autobiographical Essay**

CIT Candidate's Name \_\_\_\_\_

In an effort to allow the CIT Selection Committee the opportunity to get to know you a little better, we have developed this essay procedure. In this essay, use **PARAGRAPH ONE** to introduce yourself, explain a little about your background....who you are, where you are from, a little about your family and your development up until now. **PARAGRAPH TWO** should explain what kind of a student you are. What are your hobbies, talents, likes and dislikes? **PARAGRAPH THREE** should highlight any prior experiences that you have had that might demonstrate leadership abilities and give evidence as to why you would make a good role model for the campers to emulate. Finally **PARAGRAPH FOUR** should explain why you want to be a CIT and what you hope to get out of your time spent as a CIT. Please attach a current photo of yourself.

Use the space below and on the reverse side. If necessary attach any additional sheet of paper.

Please return completed packet  
to:

[camprotaryMACIT@gmail.com](mailto:camprotaryMACIT@gmail.com)

**Camp Rotary  
CIT Application  
Summer Season, Year 2020  
Reference Letter**

CIT Candidate's Name \_\_\_\_\_

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

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ How long have you known the candidate? \_\_\_\_\_

In what capacity? \_\_\_\_\_

*Dear Reference Writer:*

*Thank you for taking the time to write a brief summary of the qualifications of the above listed candidate. He/she has applied to be a counselor-in-training at Camp Rotary for the upcoming summer. Our CIT program is very competitive and only the top candidates are chosen. In writing your reference we would especially like to hear about this candidate's strengths and weaknesses. As a CIT, he/she will be expected to demonstrate leadership skills, maturity, teamwork, and a capacity to learn new skills. It is a program that is intensive in nature. The program is the feeder program to our counseling staff. Please also indicate if you have any questions or concerns with this candidate supervising young children in a residential setting. Please use the space below and on the opposite side for your response. Thank you in advance for your assistance!*

\_\_\_\_\_  
Signature of Reference Writer

\_\_\_\_\_  
Date

Please return completed packet  
to:

[camprotaryMACIT@gmail.com](mailto:camprotaryMACIT@gmail.com)

**Camp Rotary  
CIT Application  
Summer Season, Year 2020  
Reference Letter**

CIT Candidate's Name \_\_\_\_\_

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

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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In what capacity? \_\_\_\_\_

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\_\_\_\_\_  
Signature of Reference Writer

\_\_\_\_\_  
Date

# Counselor-in-Training

CIT Program Application Checklist (Keep this sheet for your own records):

TASK	DATE
<input type="checkbox"/> Application form completed	_____
<input type="checkbox"/> Autobiographical Essay completed	_____
<input type="checkbox"/> Reference # 1 completed	_____
<input type="checkbox"/> Reference # 2 completed	_____
<input type="checkbox"/> Current photo	_____
<input type="checkbox"/> Copy of most recent report card	_____
<input type="checkbox"/> Scan and email entire packet to <a href="mailto:camprotaryMACIT@gmail.com">camprotaryMACIT@gmail.com</a> Before JANUARY 1 <sup>st</sup> , 2020	_____

Thank you for your application. Whether you are selected or not, we appreciate the time and effort that you put into applying to be a CIT!

Keep smiling!

Rich