

**DEADLINE:
JANUARY 13th 2024**

Camp Rotary

Summer Address:
372 Ipswich Rd.
PO Box 270
Boxford, MA 01921
CIT@camprotary.org

Winter Address:
122 Woodland Ave.
Lynn, MA 01904

July 25, 2023

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 non-international counselors this summer had been CIT's in past years.

- All applicants must have completed grade 10 before the summer of 2024.
- 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 \$250 to recoup expenses: costs of weekly field trips; laundry costs; vesper materials, 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**.)
 - 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 you may have applied to be an LIT previously and filled out several of the components above, we are asking you to complete the process again, expecting that you will have a different perspective with at least a year having gone by. The references should also be updated.

Scan and email your application packet to us by Jan 13.

When you have your part of the packet completed, please scan and forward it to our CIT Directors at the address below by January 13. Your references should send us their references directly (please see the next paragraph).

Your references have the same deadline: January 13. (TIP – Ask your references early: it is usually courteous to give someone an entire month to write the reference. This means that you should ask your reference-writers by at least December 13. With the holidays involved, you might even want to give more notice. Also, please ask your reference if they have access to a scanner to get the reference form back to us by their deadline of January 13.

CIT@camprotary.org

(Your references should scan and return their completed form to the email address. If they don't have access to a scanner, then ask them to mail the completed reference form to:

Camp Rotary CIT References; 122 Woodland Ave.; Lynn, MA 01904

If they will be mailing their reference, to be extra courteous, you can offer to bring them a stamped, addressed envelope so that they won't have to go through the trouble of finding their own.

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.

All completed applications must be received **NO LATER THAN JANUARY 13th 2024**. If there are any questions, you can contact me directly at the winter address above, the e-mail address above, or my personal email: director@camprotary.org.

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

Keep smiling!

Rich Cowdell
Director

Please scan and return completed packet to:
CIT@camprotary.org

DEADLINE:
JANUARY 13th 2024

**Camp Rotary
CIT Application
Summer Season, Year 2024**

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 '24 _____

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 30– July 27, 2024)
- Consider me for the second session only. (Tentatively July 28 – August 24, 2024).
- Consider me for either the first or second session. (BEST CHANCE OF SELECTION)

Please scan & return completed reference to:

CIT@camprotary.org

or mail to: Camp Rotary CIT References

122 Woodland Ave; Lynn, MA 01904

(deadline – January 13, 2024)

**Camp Rotary
CIT Application
Summer Season, Year 2024
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 tell us a little more about you as an individual. Explain what kind of a student you are. What are your hobbies, talents, likes and dislikes? What are some of your future goals? **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, other CITs and even staff to emulate. What are some of the characteristic that you have that will make you a good CIT? 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 scan & return completed reference to:
CIT@camprotary.org or mail to:
Camp Rotary CIT References
122 Woodland Ave; Lynn, MA 01904
(deadline – January 13, 2024)

**Camp Rotary
CIT Application
Summer Season, Year 2024
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 scan & return completed reference to:
CIT@camprotary.org or mail to:
Camp Rotary CIT References
122 Woodland Ave; Lynn, MA 01904
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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 CIT@camprotary.org	_____
Before JANUARY 13th, 2024	_____

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