



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

AUG 6 1991

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

**MEMORANDUM**

SUBJECT: 1992 (P)residential Classroom Volunteer Instructors

FROM: James R. Carr *JRC*  
EPA Institute (PM-224)

TO: Headquarters Program Operations  
Support Offices  
EPA Training Officers

The Presidential Classroom for Young Americans is seeking outstanding government employees to serve as volunteer instructors for its 1992 Senior High School Program. A copy of OPM's memorandum, a Fact Sheet and a brochure briefly describing the program are attached.

The Classroom will hold nine one-week sessions in 1992 with approximately 350 students attending each week. Classes will be held between January 18 and June 20, 1992. Instructors do not take on the role of classroom lecturer. Instead, instructors help guide students through the program and facilitate peer-group forums.

Volunteer instructors will receive no pay or reimbursement of travel expenses to and from Washington from the Classroom. The Classroom will assume all expenses during the program, which includes hotel accommodations (double occupancy), meals, travel within Washington, and curriculum materials.

Selection as a volunteer instructor is based on the employee's professional experiences, ability to devote full-time participation and ability to work with both youth and adults. Interested employees should complete the application, attach two letters of recommendation and mail the original as directed on the application. Also, send a copy of the application to EPA Headquarters, EPA Institute Division, Strategic Planning Branch (PM-224), Washington, DC 20460. The application must be received by the Classroom by October 15, 1991.

If you have any questions or need more information, please call Paul Jean, FTS 382-3348.

Attachments



UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, D.C. 20415

July 30, 1991

OFFICE OF THE DIRECTOR

MEMORANDUM FOR DIRECTORS OF PERSONNEL

FROM: CONSTANCE BERRY NEWMAN  
DIRECTOR

SUBJECT: Volunteer Instructors: 1992 Presidential  
Classroom for Young Americans

I would like to encourage Federal agencies to allow employees to volunteer as instructors in the 1992 Presidential Classroom for Young Americans. Presidential Classroom is a nonpartisan, educational organization which provides this Nation's most promising high school student leaders an opportunity to participate in a dynamic study of American Government and current events.

Each year between January and June, over 3,000 students come to the Nation's Capital to explore our democratic process and interact with leaders of Government, business, labor, the media, the diplomatic corps, and the military. Representing all 50 states, U.S. territories, and schools abroad, the students comprise a wide spectrum of economic backgrounds, lifestyles, and values to create a diverse national student body.

Since its founding in 1968, a key ingredient of Presidential Classroom's success has been reliance on a corps of volunteer instructors from the Federal Government. Instructors from the civil service offer students a unique insight about the inner workings of the Government, provide experienced professional leadership outside of traditional academic settings, furnish advice on pursuing careers in Government, and act as role models through their dedication to the principles of civic involvement.

Your support of Presidential Classroom helps to advance the goal of rebuilding student interest in the public service and reflects the Federal Government's continuing commitment to an informed and active citizenry.

The 1992 program's week-long "classes" will be conducted between January 18 and June 27. Additional instructor and program information is included in the attached invitation packet. I hope you will provide this information to interested employees in your organization.

Attachment



## VOLUNTEERING AS AN INSTRUCTOR WITH PRESIDENTIAL CLASSROOM



Presidential Classroom enlists qualified instructors to volunteer for one week. Instructors, from education, civil service, the military and the private sector, work directly with high school juniors and seniors who come to Washington, D.C. from across the United States and abroad to participate in the Classroom's civic education program.

Presidential Classroom's experiential program emphasizes students' involvement. Therefore, instructors do not take on the role of classroom lecturers. Instead, they review with students presentations made by lawmakers and other high-level political officials, as well as materials in the curriculum guide. They also serve as facilitators who encourage, challenge, support and guide the students. The commitment of an instructor requires

long, active days, usually beginning at 8:00 a.m. and ending at 10:00 p.m. Many instructors comment "the challenges are great but the rewards are even greater."

Each pair of instructors is responsible for approximately 45 students. Instructors facilitate peer-group forums, where students debate national and international issues raised during seminars, and encourage students to share perspectives about power and politics. In addition, instructors inform students about the federal bureaucracy and the public policy-making process. Students meet with legislators on Capitol Hill and visit government institutions and many of Washington's cultural and historical treasures.

# What Is Presidential Classroom?

Presidential Classroom is a nonprofit, nonpartisan educational organization which offers civic education programs to outstanding high school juniors and seniors, educators, administrators and other citizens who are interested in gaining a deeper understanding of the process of a democratic society.

The Classroom was incorporated in 1968, but the origins of the organization date back to the administration of President John F. Kennedy who sponsored two pilot programs: "Widening Horizons" and "White House Seminars." During Lyndon Johnson's administration, Vice President Humphrey led a similar program called "Washington Briefings." As the success of the idea became apparent, the framework was transferred from the White House to a board of directors to become "A Presidential Classroom for Young Americans."

As a nonprofit 501(c)(3) organization, Presidential Classroom neither receives nor seeks federal funding for its high school program. Tuition provides 89 percent of the financial base, and important contributions to the scholarship fund are made by private corporations, foundations, and alumni.

Conceived as a program for young people, Presidential Classroom is now a parent organization for a spectrum of civic and leadership-related educational programs, including:

- **The Senior High School Program** assembles exemplary high school juniors and seniors in Washington, D.C. to explore American government and public policy with our nation's leaders. It is for this program, held nine weeks each year, that we enlist volunteer instructors.
- **Federal Forum** is open to government employees, teachers, administrators, graduate and undergraduate students and other professionals interested in the federal government. This week-long study of the political process is held each summer in Washington, D.C., with optional academic credit available through the University of Virginia
- **The International Program** - This summer program is designed to bring a global perspective to today's student leaders. Approximately 50 high school students travel to England, Belgium and Berlin to interact with European leaders and students.

- **Broadening Horizons: The Japan - U.S. Dimension** - In conjunction with the Japan Educational Exchange-Baba Foundation, this summer program spends approximately two weeks exploring Japan's government and U S /Japanese relations Enrollment is limited to 15 high school juniors and seniors.
- **Community Leadership Programs** - Funded in part through a corporate grant, these one-day workshops are held on location around the United States, providing opportunities for students, teachers, and parents to meet with local leaders of government and business.

## Senior High School Program

Approximately 350 high school juniors and seniors attend Presidential Classroom each week. These students represent a cross-section of every state and national heritage in the country, as well as many foreign nations. They come from different economic and cultural backgrounds and are grouped in a manner that achieves a diversity of opinions, values and political beliefs.

Students are selected to attend by their schools or local sponsoring organizations or can apply directly to Presidential Classroom. To qualify, students must maintain at least "B" averages or place in the top 25% of their classes.

The curriculum is comprised of seminars, facilitating meetings, debate sessions, special projects, Congressional appointments, visits to Washington's landmarks and the natural interaction of various cultures and backgrounds. The seminars, a major component of the curriculum, focus on American government and current events. Speakers at Presidential Classroom are distinguished elected and appointed leaders in government, the military, the diplomatic corps, business and the media. Seminars are held in the Departments of State and Agriculture, on the Floor of the U.S. House of Representatives, in Senate and House Office Buildings, and in the host hotel. Students have the opportunity to interact with these top officials, develop their own opinions and theories, and then debate the issues during their caucus meetings and Crossfire sessions. This type of experiential education in American government encourages the youth of today - the leaders of tomorrow - to become active and responsible citizens.

(See back page for sample schedule)

## SKILLS/EXPERIENCE *(continued)*

List your experiences working with youth, leading small-group discussions, or supervising others in professional/volunteer-related settings

Describe any additional experiences which would assist you as an instructor.

## AVAILABILITY

*We seek applicants who can volunteer one week and, if local, attend the volunteer orientation in January, 1991*

Please rank in order the weeks you are available. Please note that we cannot guarantee your first choice

\_\_\_\_\_ Class 1 . . . . . January 18 - January 25

\_\_\_\_\_ Class 6 . . . . . February 22 - 29

\_\_\_\_\_ Class 2 . . . . . January 25 - February 1

\_\_\_\_\_ Class 7 . . . . . February 29 - March 7

\_\_\_\_\_ Class 3 . . . . . February 1 - 8

\_\_\_\_\_ Class 4 . . . . . February 8 - 15

\_\_\_\_\_ Class 8 . . . . . June 13 - 20

\_\_\_\_\_ Class 5 . . . . . February 15 - 22

\_\_\_\_\_ Class 9 . . . . . June 20 - 27

If selected, will you be taking personal \_\_\_\_\_ or administrative \_\_\_\_\_ leave?

## QUESTIONS *(Attach additional pages if needed)*

1. Why do you want to be an instructor at Presidential Classroom?
2. What qualities do you possess that would make you a good role-model and leader for students?
3. What is your perception of high school students today, and how do you see yourself relating to them during a program of this type?
4. How familiar are you with the physical layout of Washington, D.C., and the workings of the U.S. government?

## LETTERS OF RECOMMENDATION

Please attach two letters of recommendation. One of these letters should be from your immediate supervisor, department head or school principal. *(Letters of recommendation may be mailed separately.)*

**\*Note:** Your application will not be evaluated until it is complete, including letters of recommendation.

**Please mail your completed application to: Instructor Coordinator, Presidential Classroom, 441 North Lee Street, Alexandria, Virginia 22314. Your application must be received by October 15, 1991.**

## Qualifications Of Volunteer Instructors

To be considered for an instructor position, a candidate must have a minimum of a bachelor's degree, possess good communication skills, and show a high level of energy and interest in working with youth. In past years we have received approximately 600 applications for the 150 instructor positions available. Selection is based on the candidate's professional experiences, ability to work with youth and adults, understanding of the Classroom's objectives, and availability to serve one week. In addition, instructors are required to:

- devote their full-time participation to the program. Each "class" covers seven days and evenings, from Saturday to Friday, 8:00 a.m. - 10:00 p.m.;
- attend all Classroom functions (including seminars with guest speakers and small group meetings) and travel with the students to and from all Classroom activities, both educational and cultural;
- adhere to the nonpartisan status of Presidential Classroom while serving on the staff.

## Volunteer Status And Accommodations

As volunteers, instructors receive no remuneration from Presidential Classroom. Candidates for instructor positions must obtain employer's approval and arrange personal or professional leave before being confirmed as instructors. Policy regarding leave with or without pay varies widely and is subject to the discretion of each employer. 80% of the Classroom's 1991 instructors were granted administrative leave.

All students, permanent Classroom staff and volunteer instructors reside at the Omni Shoreham Hotel in Washington, D.C., the program's headquarters. Provisions are made for instructors to reside, double occupancy, at the hotel at no expense to the volunteer or his or her employer.

Meals, curriculum materials and travel within Washington are also provided to volunteer staff members at no expense. *Presidential Classroom does not provide air fare or*

*other travel expenses to and from Washington, although many instructors have secured transportation financing from their employers.*

## Application Process

Interested persons must apply directly to Presidential Classroom, except military personnel who apply through their branches of service. You may include a résumé if it provides relevant information not ascertained within this application. Completed applications should be returned to:

**Instructor Coordinator  
Presidential Classroom  
441 North Lee Street  
Alexandria, VA 22314-2346**

Upon receipt of this application and an initial screening, interviews will be arranged in Washington, D.C. for local applicants and for those who may be in the area on other business.

## Deadline

The deadline for applying for the position of instructor is October 15, 1991, although extensions may be granted under special circumstances. Notification of final decisions will be made in all cases by December 15, 1991.

**For more information, please call the Instructor Coordinator at Presidential Classroom: (800) 441-6533, or in the Washington metropolitan area, (703) 683-5400.**



# 1992 Presidential Classroom VOLUNTEER INSTRUCTOR APPLICATION

## GENERAL INFORMATION

(please print or type)

Date \_\_\_\_\_

Mr. \_\_\_\_\_ Ms. \_\_\_\_\_ Military Title (if applicable): \_\_\_\_\_

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## EMPLOYMENT

Department/School \_\_\_\_\_

Agency/Department \_\_\_\_\_

Position \_\_\_\_\_ GS Rating/Rank (if applicable) \_\_\_\_\_

Office Address \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employment Category: Civil Servant \_\_\_\_\_ Educator \_\_\_\_\_ Military \_\_\_\_\_ Other \_\_\_\_\_

## SUPERVISOR

The following information will allow us to notify your employer if you are selected as an instructor. If you prefer that we not contact your supervisor should you be accepted, please leave this section blank!

Mr. \_\_\_\_\_ Ms. \_\_\_\_\_ Military Title (if applicable): \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Department/School \_\_\_\_\_ Position \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Indicate any past affiliation with Presidential Classroom, list dates:

Instructor: \_\_\_\_\_ year: \_\_\_\_\_ Student: \_\_\_\_\_ year: \_\_\_\_\_ Other: \_\_\_\_\_ year: \_\_\_\_\_

If no previous affiliation, how did you hear about Presidential Classroom?

Please be specific \_\_\_\_\_

## PREVIOUS EMPLOYMENT

## POSITION

## DATES

\_\_\_\_\_

## COLLEGES/UNIVERSITIES ATTENDED

## DATES

## DEGREE

## MAJOR

\_\_\_\_\_

AWARDS/DISTINCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SKILLS/EXPERIENCE (Please feel free to attach an additional page if needed.)

List your current employment responsibilities and describe the nature of your organization.

(over)

# 1991 SENIOR HIGH SCHOOL CURRICULUM SCHEDULE

*(This 1991 curriculum schedule provides you with the general layout of the Senior High School Program. The 1992 schedule will be similar, although there will be changes.)*

## SATURDAYS

11:00 - 4:00 p.m.	Student Registration / Instructor Orientation
5:00 - 6:00 p.m.	Caucus Meetings - Welcome to Washington, D.C.
7:30 - 8:30 p.m.	GENERAL SESSION
8:45 - 9:45 p.m.	Caucus Meetings

## SUNDAYS

7:00 - 8:30 a.m.	Ecumenical Service (optional)
9:45 - 10:30 a.m.	Caucus Meetings
11:00 - 4:00 p.m.	Smithsonian Museums and Tour of the Nation's Capital
6:45 - 7:45 p.m.	OPENING ADDRESS: Power in Washington
8:00 - 9:00 p.m.	CROSSFIRE SESSIONS: Foreign Policy Issues
9:15 - 10:15 p.m.	Caucus Meetings

## MONDAYS

8:00 - 9:00 a.m.	Caucus Meetings
10:00 - 11:00 a.m.	SEMINAR: The Executive Agencies
11:00 - 12:00 p.m.	SEMINAR: The White House Staff
1:30 - 2:30 p.m.	Bureau of Engraving and Printing / Ford's Theater
3:30 - 4:30 p.m.	SEMINAR: U.S. Foreign Policy Objectives
7:00 - 7:45 p.m.	Caucus Meetings
8:00 - 9:00 p.m.	SEMINAR: National Defense Strategies
9:00 - 9:30 p.m.	Congressional Preview

## TUESDAYS

9:00 - 10:00 a.m.	Caucus Meetings
11:00 - 11:45 a.m.	SEMINAR: Issues for the 1990's: A Senator's Perspective
12:00 - 3:45 p.m.	Senate appointments, observation of committee hearings, Supreme Court
4:00 - 5:00 p.m.	SEMINAR: Issues Facing Congress - A Republican Perspective
7:30 - 8:15 p.m.	Caucus Meetings
8:30 - 9:30 p.m.	SEMINAR: American Diplomacy: A View From Abroad
9:45 - 10:45 p.m.	Crossfire Sessions: Domestic Policy Issues

## WEDNESDAYS

9:00 - 9:45 a.m.	SEMINAR: Issues Facing Congress - A Democrat's View
10:00 - 1:30 p.m.	House appointments, observation of House and Senate committee hearings, Supreme Court
2:30 - 3:30 p.m.	SEMINAR: Lobbyists - Public Service or Special Interest?
5:30 - 11:30 p.m.	Evening Activity

## THURSDAYS

9:00 - 10:00 a.m.	SEMINAR: The Media and the American Political Process
10:15 - 11:15 a.m.	Caucus Meetings
11:20 - 2:45 noon	Smithsonian Museums
3:45 - 4:45 p.m.	SEMINAR: Justice in America
5:00 - 5:45 p.m.	Caucus Meetings
7:15 - 8:45 p.m.	SEMINAR: Volunteerism
9:00 - 10:00 p.m.	CROSSFIRE SESSIONS: School and Community Issues

## FRIDAYS

8:20 - 9:40 a.m.	GENERAL SESSION: The National Student Body Reports
9:45 - 10:30 p.m.	Caucus Meetings
10:45 - 11:45 p.m.	SEMINAR: The Business Community
12:15 - 3:30 p.m.	Caucus Activities: FBI, National Cathedral, Pentagon
4:00 - 4:30 p.m.	Arlington Cemetery
5:45 - 7:15 p.m.	CLOSING GENERAL SESSION: Speaker and Final Banquet
7:30 - 8:30 p.m.	Final Caucus Meetings
8:30 - 11:15 p.m.	Dance





# Fact Sheet

## Presidential Classroom Instructor Search

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A nonpartisan, nonprofit civic education program, A Presidential Classroom for Young American's Senior High School Program engages qualified volunteers from government departments, the military, education and the private sector to work with exemplary high school juniors and seniors during their experience in Washington, D.C.

## Qualifications For Volunteer Instructors

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- Bachelor's degree
- good communication skills
- high energy level
- interest in working with both youth and adults

## 1992 Program Dates:

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The 1992 program will take place over nine week-long classes as shown below. Instructors serve for one week.

*Class 1 ..... January 18 - 25*

*Class 6 ..... February 22 - 29*

*Class 2 ..... January 25 - February 1*

*Class 7 ..... February 29 - March 7*

*Class 3 ..... February 1 - 8*

*Class 4 ..... February 8 - 15*

*Class 8 ..... June 13 - 20*

*Class 5 ..... February 15 - 22*

*Class 9 ..... June 20 - 27*

## Expectations of Volunteer Instructors

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Each instructor must:

- Devote full-time participation to the program. Each class covers seven days and evenings, from Saturday to Friday, 7:00 a.m. to 11:30 p.m. (Hotel accommodations are provided.)
- Attend all classroom functions including seminars with guest speakers, caucus meetings and small group discussions, and travel with the students to and from all Classroom activities.
- Adhere to the nonpartisan status of Presidential Classroom while acting as an instructor.
- Attend a one-day orientation program (in early January, 1992) about Presidential Classroom and the role of instructors, if possible.

## Deadline For Instructor Applications: October 15, 1991

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Local applicants may be invited to interview in November and all applicants will be notified of final decisions by December 15, 1991.

For more information, please contact Susan Studnicki at Presidential Classroom:  
(703) 683-5400 or (800) 441-6533.