## Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday February 19</td>
<td><strong>ALL Passages Applications Due</strong></td>
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<td></td>
<td>Student Development. No interview for veteran applicants.</td>
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<tr>
<td>February 20</td>
<td>OLE applications due for leaders interested in leading overnight trips for Passages and or PSO</td>
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<tr>
<td>February 24 - March 5</td>
<td>Passages Interviews - Sign up for a small group interview at Student Development when you turn in your application.</td>
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<td>By Friday March 7</td>
<td>Passages selection notification</td>
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<tr>
<td>Sunday April 6</td>
<td>Spring Orientation leader orientation 8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Saturday August 16</td>
<td>Travel to campus and training begins in the late afternoon.</td>
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## Interviewing new applicants

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<tr>
<td>February 24 - March 5</td>
<td>It is great to experience the other side of the interview table before you apply for summer jobs or graduate. Look from more information from Deirdre or Lisa.</td>
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Greetings Passages Leaders,

We hope all of you are well, and that the fall semester has been as memorable as Passages 2013!

We greatly appreciate your continued leadership and interest in Orientation at Puget Sound. It is crucial to have veteran leaders’ experience and judgment for the program to be successful. Now beginning its twenty fourth year, Passages has received national attention and awards in higher education, and is often used as a model by other colleges and universities developing outdoor orientation programs.

As a veteran leader, you will not only be a leader of your group, you will be a leader, mentor and role model for new leaders. You will have the opportunity to face new challenges and take on greater amounts of responsibility. You will be able to build upon skills you have developed over the past year and increase your level of proficiency. You will create an entirely new leadership experience while drawing from the wisdom you acquired in previous years.

We especially invite veteran leaders to draw on their previous experience to help us plan and improve aspects of the Passages program. Beginning in February there will be opportunities to help interview new leaders, plan for spring orientation, work during the summer to plan for August leader training and to re-develop the Passages program itself.

Before you apply for a Passages Leader position, check your spring and August calendar. If you are selected as a Passages Leader, you are expected to make all training and meeting commitments, unless you are participating in a Study Abroad program. If you are going to be a part of Passages 2014, we expect you to attend Spring leader training regardless of your committed or pending study abroad plans for Fall 2014. More information will be available at our first training meeting on Sunday April 6th.

If you are applying for a Residence Life, Perspective or Security staff position please note an overlap in time commitments. Due to these conflicts you can apply for all the positions, but can only commit to one of them.

All Veteran and New leader applications will be due in the Student Development Office on Wednesday February 19. In addition, we will be holding interviews for new Passages Leaders, beginning Monday, February 24, and it would be greatly appreciated if you could help with one of these. Deirdre or Lisa will be in touch with you to coordinate assistance with interviews.

If you have any other questions, please contact us. We look forward to seeing and hearing from you soon…

Sincerely,

Moe Stephens  Justin Canny  Brandon Johnson and Brad Heusinkveld
Passages Co-Director  Passages Co-Director  Passages Student Coordinators
Passages Leader Position Description

All Passages leaders have the responsibility of assisting new and transfer students in making the transition to the Puget Sound community by providing a meaningful, and enjoyable experience in the outdoors where they can meet other first year students, returning students (like yourself), faculty and staff.

There are several opportunities for Passages leadership:
- Basecamp group leader
- Program Coordination Team
- Overnight trips: canoeing or backpacking

On the application form we encourage you to indicate interest in at least three of these areas. For example, you could facilitate a home base group and also lead a day hike or canoe trip or be on the program coordination team. Or, you could facilitate a home base group one session, and lead a backpacking trip the other session.

General Qualifications (for all Passages Leaders)

1. Have an ability to handle multiple tasks and details simultaneously.
2. Exhibit leadership abilities with groups by interacting positively and eliciting involvement of new students. Exhibit effective interpersonal communication skills.
3. Exhibit the ability to make sound, independent judgments and decisions.
4. Exhibit an ability to work effectively and cooperatively as a team member with other Passages Leaders.
5. Possess and exhibit a positive attitude toward the University and its mission.
6. Have commitment to attend all appropriate training sessions as outlined in this packet.
7. Have an interest in having fun and helping new students have fun!
8. Have a tolerance for ambiguity, adversity; affirm diversity and possess ability to improvise.
9. Have energy, enthusiasm, and a sense of humor.
10. Have ability to solve problems with own resources.
11. Attend all Passages Leader training sessions during the Spring of 2014 and during August of 2014.
12. Gain approval of Passages Co-Directors before holding any other positions/jobs (i.e. Peer Advising).
13. Hold a current cumulative GPA of at least a 2.25.
14. Be enrolled at Puget Sound for the Fall Semester of 2014 or through a partnered/ sponsored or approved Study Abroad Program.
15. ALL basecamp leaders will have a current First Aid and CPR certificate. We will provide CPR training for free during the spring semester; otherwise you can find this on your own at your cost.
16. All Overnight Trip Leaders: All overnight trip leaders are expected to have a current CPR and a minimum wilderness first aid certification of 3 day WFA - Wilderness First Aid.

General Responsibilities (for all Passages Leaders)

1. Maintain contact with small group of new students, during and following Passages.
2. Lead group discussions, team building, trust activities, etc.
3. Assist with equipment distribution and collection.
4. Reduce the risk potential and respond to first aid and rescue emergencies if necessary.
5. Be a helpful listener.

Compensation

- $100 stipend received upon completion of Passages.
- Meals in the Diner during August leader training and all meal provided during Passages.
- Opportunity to have an excellent leadership building experience and a lot of fun!
Passages Schedule for 2014 - save these dates in your calendar

**Spring Schedule**

*Sunday April 6, 2014*  
Spring Leader Orientation: Please arrange your schedule so that you can be here on this day. We will meet from 8am – 5pm.

**August Schedule**

*Saturday Aug. 16 – Thursday August 21, 2014*  
Passages Leader Training Sessions start at 4 pm. University Housing opens for those leaders with on-campus housing contracts on Saturday August 11 at 12pm.

*Friday, August 22 - Sunday August 31, 2014*  
Orientation program and preparations  
Orientation Leaders will be responsible for facilitating, coordinating, and attending activities throughout the Orientation week. Classes begin on Tuesday September 2, 2014

All Passages Leaders are expected to attend all meetings as described above

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**Additional Qualifications and Experience - for Overnight Trip Leaders for PSO and Passages**

If you want to become a trip leader for PSO and Passages overnight and day trips here is what is expected of you. We expect trip leaders to begin to document their involvement in:

- **Leadership:**  
  Be involved as a leader on campus through ASUPS, PSO, clubs, organizations, or through jobs or internships.

- **Outdoor Leadership:**  
  Be involved throughout the year in outdoor leadership. To be confident and competent leaders we expect all Passages trip leaders to also be involved leading trips for PSO.

- **Active in the Outdoors:**  
  This means being active throughout the year both in your element and exposing yourself to new challenges and being physically fit.

How to get involved to lead overnight trips:

- **Applications for O.L.E.** the Outdoor Leadership Experience will be due by Thursday February 20, 2014. See the above important dates. OLE Classes will be offered on 5 week nights in April and will be followed by the Olympic Coast trip. If you have had a job as a trip leader please contact Justin Canny to discuss your skills and your participation in OLE.

- **Wilderness Medicine:** the minimum level of first-aid training for all overnight backcountry trip leaders is a Wilderness First-Aid-WFA (24 hour class through WMA, WMI or WMTC), Wilderness Advanced First-Aid, WFA (36-45 hours) or a Wilderness First Responder, WFR (80 – 100 hours). A reminder that a current CPR certification is required for all PSO and Passages leaders.

  PSO will offer a WFA on-campus following OLE. There are two courses either **March 1-2 & 8, 2014 OR May 25-27, 2014**.

- For more information on **OLE** or **WFA** go to: [http://www.pugetsound.edu/student-life/student-activities/puget-sound-outdoors/leadership-courses/](http://www.pugetsound.edu/student-life/student-activities/puget-sound-outdoors/leadership-courses/)
Veteran Passages Leader Application for 2014

Name________________________________ Year in School (now): FR   SO   JR   SR

Student ID No. ________________ Expected Date of Graduation____ Cum. GPA _____

Campus Mailbox #: ___________________ Date of Birth: _____________________________

Cell Phone: (______ ) ______________________

E-mail:____________________________________

T-Shirt Size:  S  M  L  XL  Other______

Dietary Needs: Vegetarian___ Vegan___ Lacto-Ovo___ Ovo___ Lacto___ Other_________

Other Dietary Needs/Allergies/Sensitivity(please be specific so we can help you):

______________________________________________________________________________

Medical Allergies: ________________________________________________________________

Interests:

Please indicate with a checkmark the areas you are interested. Every leader can expect to be a
basecamp leader during one of the sessions.

_X__ Basecamp group leader

___ Program Coordination Team - this involves running the show behind the scene. You will be
working with equipment, campfire and food. You will be working with the Passages coordination
team for one session.

Overnight Trips – For trip leaders or if you have experience canoeing or instructing outdoors.
Otherwise complete the OLE application (separate) and see additional experience section

___ Overnight canoeing

___ Overnight backpacking

INFORMATION & INSTRUCTIONS:

1. Veteran Leaders take time to reflect before writing this application.

2. If you are abroad or taking a semester off please email this application to
   Cyndy Gulyas at: cgulyas@pugetsound.edu

3. All applications must be received by Wednesday, February 19, 2014 to the
   Student Development Office at 3209 N. 15 Street.
Response Questions:
Please type your responses to these questions on a separate sheet. Please double space.

1. How has being a Passages leader impacted you?
2. What do you hope to gain from being a leader again?
3. What leadership experiences have you participated in since being a Passages leader in previously?
4. What would you like to improve in the program for next year?
5. Overnight leaders:
   a. What outdoor experiences have you participated in since Passages 2013?
   b. What outdoor leadership experience have you participated in since Passages 2013?

If you have an interest in an experience to lead trips and have not done so please apply for OLE. Applications are due by February 19, 2014.

http://www.pugetsound.edu/student-life/student-activities/puget-sound-outdoors/leadership-courses/

Check your spring and August calendar. If you are selected as a Passages leader, you are expected to make all training and meeting commitments. If you are applying for Residence Life or Security staff position please note an overlap in August time commitments. Due to these conflicts, you will have to choose which program to serve should you be selected for more than one position. Please apply for all the positions you are interested in, having options is important.

Applicant Signatures:

1. STATEMENT OF ACCURACY: By my signature below, I attest that all the information I have provided for this application is true and accurate.

   Applicant’s Signature: ___________________________ Date: __________________

2. PERMISSION TO OBTAIN INFORMATION ABOUT MY ACADEMIC RECORDS:
   By signing below I am giving my permission for the Student Development Staff to review my academic records. I understand that I must have a cumulative grade point average of at least a 2.25 to apply for an Orientation Leaders position.

   Applicant’s Signature: ___________________________ Date: __________________

3. PERMISSION TO OBTAIN INFORMATION ABOUT INTEGRITY CODE VIOLATIONS:
   I understand that major or frequent violations of the University Integrity Code must be considered in the review of my application. By my signature below, I give permission for staff who administer the University Integrity Code to release information to the Passages Co-Directors about any past Integrity Code violations and any future violations during my service, if selected, as a Passages leader. I understand that such information will be handled in a confidential manner. (If relevant and you so choose, you may explain the circumstances of any violations in the space below, or on another sheet.)

   Applicant’s Signature: ___________________________ Date: __________________