



United States  
Office of  
Personnel Management

Washington, DC 20415

SEP 15 2005

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM:

MARTA BRITO PÉREZ  
Associate Director  
Human Capital Leadership  
and Merit System Accountability

A handwritten signature in cursive script, appearing to read "Marta Brito Pérez", written over the typed name and title.

SUBJECT:

Presidential Classroom – Call for Volunteer Instructors  
For the Year 2006

Once again we are asking Federal agencies to encourage their employees to serve as volunteer instructors for the Presidential Classroom program. Volunteerism has been a cornerstone of the Bush administration and participating as an instructor is excellent training for developing leadership, organizational, teamwork and other professional skills. Programs such as the Presidential Classroom are an exceptional opportunity to teach our young citizens about the realities and benefits of Government service.

Presidential Classroom is a nonpartisan, educational organization, which provides the nation's most promising high school student leaders an opportunity to participate in a dynamic study of American Government, current issues, and the inner workings of the Federal Government. Since its inception in 1968, the program has relied on a corps of volunteer instructors from the Federal Government who, with agency support, have contributed a full week of their professional and personal time to this effort.

Volunteer instructors offer important insights into the workings of their organizations. Through their interaction with the students, they showcase the Federal Government as an employer that offers challenging and cutting-edge career choices that cannot be found anywhere else. The students learn firsthand of major initiatives in government and see how they too can contribute to their communities and country in a meaningful way. This increases the likelihood that these students will pursue Federal employment opportunities after college or at some point in their careers.

Presidential Classroom provides training, materials, hotel room and meals, and a certificate of participation to those who serve as volunteer instructors. Presidential Classroom also awards 100 hours of service towards the USA Freedom Corps lifetime goal of 4,000 service hours of service to anyone who serves as a Presidential Classroom Volunteer Instructor.

The 2006 program has 15 different sessions to choose from. The 2006 winter program's week-long sessions are from February 4 through April 1, 2006. The week long summer sessions are from June 10 through July 29, 2006. The deadline for submitting volunteer instructor applications is December 1, 2005, (for the winter sessions) or April 4, 2006, (for the summer sessions). Applications received after these times will be considered on a space available basis. The attached material describes the program and the duties of a Presidential Classroom Volunteer Instructor. Please provide this information to interested employees in your agency.

For more information, please contact Stefanie Vuori, External Programs Manager of Presidential Classroom at (703) 683-5400 or 1-800-441-6533, or send an e-mail to [instruct@presidentialclassroom.org](mailto:instruct@presidentialclassroom.org) or visit the web site at: <http://www.presidentialclassroom.org> to take advantage of this professional development opportunity.

Attachments

## **Presidential Classroom: Volunteer Instructors**

### ***Empower the Next Generation of Civic Leaders at Presidential Classroom***

You are invited to apply for the 2006 Presidential Classroom Volunteer Instructor Program and begin a long-standing relationship with the nation's premier civic education program. Volunteer Instructors are the backbone of our weekly programs. Serving as our faculty, they are professionals with backgrounds in law, government, business, academia and the military.

At Presidential Classroom, students examine the federal government beyond the marble buildings. During each week-long program, students – from the United States and abroad – interact with Members of Congress, presidential appointees, senior military officials, top business leaders and journalists. Students also observe the United States Congress in action, visit renowned sites and debate key issues with their peers. Our Volunteer Instructors play a critical role in each PC Scholar's experience.

Volunteer Instructors serve in one of our 15 week-long programs. Two instructors supervise each Caucus or Working Group of about 40 students, facilitate student discussions and guide them through program activities. Volunteer Instructors also act as role models, sharing their own career experiences and insights with students.

Days are long and active, beginning before 8 a.m. and ending after 10 p.m. Highlights of the week include:

- Seminars with government, military, corporate and media leaders
- Capitol Hill appointments
- Embassy Seminars & Visits
- Political satire performance by the Capitol Steps comedy troupe
- Smithsonian Museum touring
- Wreath-laying ceremony at Arlington National Cemetery
- Closing banquet and graduation dance

### **Professional Development**

As a Presidential Classroom Volunteer Instructor, you will develop or enhance leadership, organizational, facilitation and other professional skills. You will also bolster teamwork skills as you work with colleagues from other agencies and organizations. In addition, there are networking opportunities that will increase your professional contact resources. At the end of your service Presidential Classroom will award you with a certificate of participation. The U.S. Office of Personnel Management and many federal and military organizations recognize this experience as a professional development opportunity.

### **Volunteer Instructors - Application Process**

Interested persons must complete an application and submit it to Presidential Classroom. (Military personnel may apply through their headquarters' public affairs office.) You must include a brief (one paragraph) biography. You may also include a résumé if it provides relevant information not covered in the application or biography.

### **Deadline**

Applications must be postmarked by December 1, 2005 for the Winter Session and April 4, 2006 for the Summer Session. Selected applicants will be notified 30 days in advance. A limited number of extensions may be granted under special circumstances. We will consider late applications after initial offers are made. We may interview finalists – in person or by phone – before final selections are made. Applicants will be notified of their status on a rolling basis.

Complete an application in pdf or Microsoft Word, if you prefer, we can also mail one to you.

## **Volunteer Instructors - Status and Accommodations**

Students, PC staff and Volunteer Instructors reside at the Georgetown University Conference Center (a Marriott hotel) in Washington, D.C. During large program weeks, Instructors may be housed in a nearby hotel. They reside at the hotel at no expense to Instructors or their employers and share a double occupancy room with another instructor. We also provide meals, curriculum materials and travel for all instructors while in Washington.

We do not provide airfare or other travel expenses to/from Washington. However, since this is considered professional development, many instructors secure transportation financing from their employers.

As volunteers, Instructors receive no pay from Presidential Classroom. Instructor candidates must obtain their employers' 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. Many organizations grant training status or administrative or permissive leave to serve as a Volunteer Instructor.

## **Volunteer Instructors - Qualifications**

An instructor candidate must have a bachelor's degree, show a high level of energy and interest in working with young people and possess good communication skills. Instructors must also have a general knowledge of U.S. government and politics.

In 2005, we received more than 500 applications for approximately 250 available instructor positions. We make selections based on the candidate's professional experience, ability to work with people of all ages, understanding of Presidential Classroom's mission, and availability to serve for seven consecutive days.

### **Each instructor is required to:**

- Attend a PC Volunteer Instructor Program Orientation, presented the first day of the week you serve.
- Fully participate in the week-long program, Saturday through Friday, approximately 8:00 a.m. - 10:00 p.m. daily.
- Attend all Classroom functions (including seminars and group meetings) and travel with the students to and from all activities.
- Reside at the hotel and share a double occupancy room with one other Instructor.
- Adhere to Presidential Classroom rules while serving on the staff, including no smoking or drinking.

### **Contact us at:**

Instructor Registration  
Presidential Classroom  
119 Oronoco Street  
Alexandria, Virginia 22314-2015

or send e-mail to [instruct@presidentialclassroom.org](mailto:instruct@presidentialclassroom.org)

Military personnel may also apply through the public affairs department of their respective branches.

For more information, contact Presidential Classroom at 1-800-441-6533 or in the Washington, DC metropolitan area 703-683-5400.