Summer Youth Leadership Institute (SYLI) Application
Apply to be a Youth Leader for 2020-2021!

Requirements:
- Attend a Building Bridges Camp
- Be in High School for 2020-2021 School Years
- Attend All Meetings & Retreat
- Past YL’s Must Apply to Continue

Mandatory Retreat:
Friday, July 10th - Sunday, July 12th

Mandatory Weekly Meetings:
CCEJ Office
3605 Long Beach Blvd. Suite 100
Long Beach, CA 90807

- Wednesday, July 15, 2020, 2:00pm-6:00pm
- Wednesday, July 22, 2020, 2:00pm-6:00pm
- Wednesday, July 29, 2020, 2:00pm-6:00pm
- Wednesday, August 5, 2020, 2:00pm-6:00pm

Application Deadline:
Friday, May 22, 2020, 5:00pm
Please submit completed application by email or mail.

For More Information and Contact:
Sarah Rana - srana@cacej.org
562-435-8184 Ext. 121
3605 Long Beach Blvd. Suite 100,
Long Beach, CA 90807
CCEJ is committed to holding the Summer Youth Leadership Institute (SYLI) and providing programming for our youth year round. At this time, CCEJ is monitoring the state mandates and news around COVID-19. It is our top priority to make sure our participants, volunteers, and staff members are safe and healthy.

Below are our plans for safe physical distancing in the event of in-person meetings being permitted as well as in the case of further stay-at-home orders. Applicants who have been selected to attend SYLI will be notified by June 19th whether SYLI will be following Plan A or Plan B, both outlined below.

<table>
<thead>
<tr>
<th>Plan A: SYLI In-Person Retreat and Weekly Meetings</th>
<th>Plan B: SYLI Online Retreat and Weekly Meetings (through Zoom)</th>
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<tbody>
<tr>
<td>Retreat Dates: July 10-12, 2020 (all day, overnight retreat)</td>
<td>Retreat Dates: July 10-12, 2020 (9am-5pm each day)</td>
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**Weekly Sessions:**
- Wednesday, July 15, 2020, 2:00pm-6:00pm
- Wednesday, July 22, 2020, 2:00pm-6:00pm
- Wednesday, July 29, 2020, 2:00pm-6:00pm
- Wednesday, August 5, 2020, 2:00pm-6:00pm

*For online programming, frequent breaks will be scheduled and physical activities will be part of the sessions.*
CCEJ will be following COVID-19 protocols on safe physical distancing during programming, throughout meals, and in cabins. Staff will enforce washing hands frequently while at the retreat and during weekly meetings. CCEJ will be providing facemasks, hand sanitizer, and/or cleaner as much as possible and encourage participants to bring their own as well.

The interview process will be an in-person interview during the week of June 3rd to 11th. However, depending on state mandates, interviews may be conducted through online means. In the event of online interviews, CCEJ staff will work with and through the process of making sure applicants are able to participate in an interview.
Summer Youth Leadership Institute (SYLI)
Safety Guidelines for In-Person Retreat and Meetings

1. We ask that anyone exhibiting symptoms stay home and do not participate in in-person programming. Symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, and sore throat.

2. We ask that anyone who has been around people with the above symptoms or tested positive for COVID-19 within the last 3 weeks stay home and do not participate in in-person programming.

3. We require that all individuals remain at least 6 feet apart and maintain a safe physical distance.

4. We require all individuals to frequently wash their hands before and after programming and especially before meals.

5. CCEJ will provide hand sanitizer and facemasks to participants and staff. All individuals participating in SYLI will be required to wear facemasks during any in-person programming.

6. We require that every participant disclose to CCEJ staff if they experience respiratory issues, so that the on-staff Medical Staff can provide the proper care.

7. We require all individuals who have had COVID-19 or have been around anyone who has had COVID-19 to disclose this information to CCEJ staff so that we can provide the proper care during the retreat and meetings.

8. We require all participants and staff to refrain from hugging, holding hands, high-fiving, and doing other physical touch during the retreat and meetings.

9. We require all staff and participants to follow safe physical distancing in the cabins during the retreat.

10. We require that all staff and participants stay in their assigned cabins.

11. We require all participants and staff to follow any changes needed for implementation during the retreat and meetings by CCEJ staff in regards to COVID-19 and any state mandates set in place.
The SYLI Application Process consists of 3 steps: (1) Application, (2) Online Reference Form, and (3) Interview. Please read and follow the steps below to complete your application.

**Step 1: Application**
The application form is to be filled out by the student and their parent/guardian. If the student is under 18, their parent/guardian MUST sign all documents, including the medical form and liability form. **Due to CCEJ by Friday, May 22, at 5pm.**

**Step 2: Reference Form & Applicant Evaluation Form**
The reference form can be found at this link: [https://bit.ly/3b2P3Gs](https://bit.ly/3b2P3Gs). The form is to be filled out by a teacher, school staff, and/or mentor. Your Building Bridges School Recruiter may also be a good option. **Due to CCEJ by Friday, May 22nd, 2020, at 5pm.**

**Step 3: Interviews**
All applicants are required to participate in an interview. The interview will be an interactive experience for applicants to demonstrate how they communicate and work with others. The interview is an opportunity for applicants to show CCEJ Staff who they really are, beyond the application and reference form. Applicants will attend the interview in person, or via Zoom conference call. **Interviews will take place between June 3rd-11th.**

*CCEJ staff will contact you to schedule the in-person or online interview after the application deadline. More information to come.*

**Application Notification:**
Following the group interviews and the final selection process, applicants will be informed on their application status by Friday, June 12, 2020.
Summer Youth Leadership Institute (SYLI)

Information for Parents/Guardians

Who is CCEJ?
The California Conference for Equality and Justice (CCEJ), formerly known as The National Conference for Community and Justice (NCCJ) is a social justice organization dedicated to eliminating bias, bigotry, racism and other forms of oppression in the United States. CCEJ breaks down the distance between people by promoting understanding and respect among all genders, races, religions and cultures through education, conflict resolution and advocacy.

Why should my youth attend?
Your young person will have an unforgettable learning experience. They will make new friends while developing their leadership and communication skills. They will learn about mutual respect for others and how to take personal responsibility for their own actions and how their behavior influences their own life, their school and the world they live in. This program will potentially prepare them to return to Building Bridges Camp this next school year as a peer Youth Leader.

How many people will be attending?
There will be approximately 45 people, which include 30 student participants and 15 adult staff.

Housing and Meals
Summer Youth Leadership Institute (SYLI) retreat: Lodging is provided in 6-8 person cabins equipped with individual beds, storage and restrooms with showers. Each cabin is supervised by two staff persons. Pillows and bed sheets are not provided by the campsite. Housing accommodations can be made for participants with accessibility needs. Meals are served three times a day and snacks are provided.

*CCEJ will be following COVID-19 protocols on safe physical distancing and washing hands frequently while at the retreat and during meetings. We encourage participants to bring hand sanitizer, and cleaner. CCEJ will also provide supplies.

Parents/Guardians, please keep this page for your records.
SYLI Retreat Suggested Packing List

**Parents/Guardians, please keep for your records**

### NEED TO BRING (CHECK W/ SCHOOL STAFF)

**NOTE:** All luggage(s) must be labeled with student’s name, address, phone number & school name.

- Sleeping bag or sheets and blankets rolled up AND LABELED with your name/school
- Pillow
- Hand Sanitizer
- COVID-19 face mask or covering
- Towel & washcloth
- **Toiletries** (Toothbrush, Toothpaste, Soap, Comb, Brush, Hairdryers, etc.)
- Medicines in a clear plastic bag with your name and school written on it *(all medications must be given to the medical staff)*
- Menstruation products
- 2 pairs long pants
- 2 T-Shirts
- 1 long-sleeved shirt
- 2 pair underwear
- 4 pairs warm socks
- 1 comfortable **closed** toed shoes
- Pajamas
- Warm Sweater/Sweatshirt
- **Flashlight**

### NICE TO BRING:

- Sunglasses
- Camera & film
- Musical Instruments
- Notebook/Journal & pencil
- Cushion for sitting on the floor
- Thermal underwear

### DO NOT BRING:

- *Weapons
- *Drugs and/or alcohol
- *Tobacco and/or cigarettes
- **Vape pens of any kind**
- *Gambling materials
- *Gang-related clothing
- iPods/MP3 player, Video Game Equipment, etc.
- School-related clothing

### WEATHER WILL BE:

**Friday:**

**Saturday:**

**Sunday:**
SYLI Retreat Staff Information

- In addition to CCEJ Staff, volunteer facilitators help facilitate programming for SYLI.
- **Adult Staff** are from diverse professional backgrounds and may include administrators, teachers, classified school employees, social workers, and community leaders.
- **Youth Mentors** have previously attended the program as participants and assist the adult staff as co-facilitators.
- **Retreat nurse** is a licensed medical staff person on site and physicians at a nearby hospital handle medical emergencies.*
- All volunteers have completed an extensive training program and have had a full background clearance.

**Transportation**
CCEJ will provide transportation from various sites to the retreat location. Physical distancing will be required on transportation to and from the retreat site. This includes but is not limited to spacing on the bus/vans, using hand sanitizer before entering vehicle, wearing face masks, and adhering to bus company physical distancing requirements. Participants and staff will be required to wear facemasks on bus at all times. CCEJ will provide masks at the bus check in.

**Cancellations**
If for some reason your student cannot attend SYLI, please immediately notify CCEJ staff.

**Behavior Guidelines and Program Rules**
CCEJ reserves the right to search belongings and rooms at any time. Possession of these items can result in immediate dismissal from the program. The camp rules also ban sexual activity, harming other people or their belongings, being out of rooms after curfew and missing meals or required sessions. Violating the program rules may result in your child being sent home. Parents/Guardians will be required to pick up or arrange for transportation for any child dismissed from the program. Failure to comply may result in a report being filed with the appropriate law enforcement office. Please also refer to the Behavior Guidelines and Rules Agreement.

For more information regarding the Summer Youth Leadership Institute program, contact Sarah Rana, Program Coordinator Building Bridges for Youth Residential Leadership at the CCEJ office at 562.435.8184 ext. 224 or srana@cacej.org

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<thead>
<tr>
<th>EMERGENCY PHONE NUMBERS</th>
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<tbody>
<tr>
<td>Sarah Rana, CCEJ Staff</td>
</tr>
<tr>
<td>Kathleah Pagdilao, CCEJ Staff</td>
</tr>
<tr>
<td>California Conference for Equality and Justice</td>
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FREQUENTLY ASKED QUESTIONS

• Do I need to attend all sessions?
  o Yes. Every session covers new materials and provides opportunities to practice skills essential to becoming a Youth Leader at camp. Missing one session can result in a student not completing the program and not becoming a Youth Leader. If emergency situations (unplanned absences) occur, you need to contact CCEJ staff as soon as possible to remain in the program.

• I was a Youth Leader last year. Do I need to apply to continue being an YL?
  o Yes. This training program will include new skills and activities for all participants. All future YLs must first go through this program, whether or not they’ve been an YL in the past.

• How will I know what camp I can attend?
  o You will attend camp with your school. Your school recruiter selects what dates your school attends camp based on your school’s schedule and the amount of funds they have. CCEJ staff and your school recruiter will let you know the dates once finalized.

• Where will the meetings be for the program?
  o The overnight retreat will be held at a campsite in southern California or via online meetings. The follow-up meetings will be held at the CCEJ Offices in Long Beach or via online meetings through Zoom.

• What is the process for being selected into the Summer Youth Leadership Institute?
  o First look over all the dates and times for the required meetings. You must attend all sessions to successfully complete this program. If you can commit to the schedule, fill out this application completely. The three short answer questions are very important to the selection process, so be honest and thorough. Turn in the completed application to CCEJ by Friday, May 22nd either by mail to CCEJ or email at srana@cacej.org. Late applications will not be accepted. CCEJ staff will then review all applications and select the 30 participants for the program. CCEJ staff will notify everyone who applies by Friday, June 12th.

• How can I get to the retreat/meetings?
  o If getting to the retreat and meetings might be difficult or cost too much money, contact CCEJ staff and they will work with you to get you to the meetings.

• What if I have summer school?
  o All SYLI sessions are held after 12pm, so most summer school students should be still able to attend.

• What will I learn?
  o Participants will learn how to facilitate discussions, plan and run activities, manage conflict situations, lead large groups, and be more focused listeners. Participants will also learn more about issues of oppression, social justice, and how these topics are important to them and other young people.

• How can becoming a Youth Leader help me outside of camp?
  o Being a Youth Leader is a great way to practice leadership skills that can help you in school and in whatever career you choose. Being a social justice leader now can help you make a positive impact in your community, all while building your resume for college and work.
Summer Youth Leadership Institute Application

Today’s Date: ___________ Building Bridges Camp attended? _______

Name: __________________________ Date of Birth: ________

(If applicable) Other Name You Prefer: __________________________

Address: ______________________________________________________

City: __________________________ State: ______ Zip Code: ___

Applicant’s Phone #: __________ Alternate Phone #: __________

Email __________________________ School: _________________________

School Recruiter(s): __________________________

Grade level for 2020-2021: 10 11 12 Gender Identity: ________

<table>
<thead>
<tr>
<th>Housing Preference: ___Woman-Identified</th>
<th>___Gender Neutral</th>
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<td>___Man-Identified</td>
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In order to ensure that SYLI is as racially and ethnically diverse as possible, please circle the racial affinity group that best describes you.

Black/African American

Latinx/ Native American

Pacific Islander/East/South/Southeast/Central Asian

Middle Eastern/North African

Bi/Multiracial (Please describe):

White/European American

Are there other personal identities you want to share with us? __________________________

Do you have any medical or dietary needs? __________________________

Physical/Learning Accommodations: __________________________

Are there any SYLI dates you cannot attend? If so, why? __________________________
COMPLETE ALL QUESTIONS. DON'T WORRY ABOUT SPELLING OR GRAMMAR. YOUR IDEAS ARE WHAT MATTER.

**Participants must answer these questions. Applications without answers will not be considered. **

Why do you want to become a Youth Leader at *Building Bridges Camp*?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Share a time you experienced or witnessed discrimination. Tell us how it affected you, how you felt, and what you learned from the experience.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What is one new skill you want to learn as a Youth Leader? Why?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

*For Returning Youth Leaders Only:* How will you use your previous experience as a Youth Leader in this upcoming camp season to uplift and support new youth leaders?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Parent/Guardian Consent Form

Please Read Carefully and Sign

1. I understand that the Summer Youth Leadership Institute is an intensive and deals with mature subject matter. I understand that program topics will include self-esteem, stereotypes, prejudice, interpersonal communication, gender identity, racial identity, racism, and other forms of discrimination, culture, community issues as well as institutional and personal power.

2. I understand that youth that participate in the weekend learning activities and discussions may find it to be an emotional experience. As they learn, students may experience confusion, anger, joy, sadness, frustration and hope throughout the three days. I assure you that my child has no mental or emotional problems and is capable of handling the subject matter and emotional nature of this program.

3. I understand that should my child reveal that they are in danger of hurting themselves, in danger of hurting others, or are in danger of being hurt by someone else CCEJ & school district staff, are mandated by law to report any incidence of danger to the county Department of Children and Family Services.

4. If the Program Director must send my child home for violation of the program behavior guidelines and rules or any acts that may cause harm to themselves or others, I agree to pick up my child within four hours of the director’s call. I understand that I may be called at any time of the day or night and will pre-arrange for my child’s transportation home. Failure to comply may result in a report being filed with the appropriate law enforcement office.

In the event that I am not able to personally pick up my child, I give permission to the following to pick up my child:

➔ Name of designated person: ____________________________________________

➔ Relationship to child: _________________________________________________

5. I have read and fully understand and agree with all the enclosed documents in this packet.

➔ Parent/Guardian: ____________________________________________ Date: _______

➔ Parent/Guardian Signature: ____________________________________________

Daytime Phone: __________________________ Evening Phone: ____________________

➔ Applicant: ____________________________________________ Date: ____________
Behavior Guidelines and Rules Agreement

A basic code of behavior is needed for any group of people to live comfortably together. These guidelines are kept at a minimum, and they are a reflection of concern for the rights and safety of others.

1. I will not bring or use any illegal drugs or alcohol.
2. I will not bring any vape pens.
3. I will not bring or use tobacco, cigarettes, or e-cigarettes.
4. I will not bring any weapons, radio, CD/MP3 players and/or video game equipment.
5. I will not engage in public displays of affection or sexual activity.
6. I will not gamble.
7. I will not wear gang attire or show affiliation with a gang.
8. I will not wear clothing/hats with school logos.
9. I will wear close-toed shoes (*not sandals*) at all times.
10. I will wear my nametag at all times.
11. I will attend and arrive on time for all meetings and meals.
12. I will not use my cell phone during program hours.
13. I will remain within the program boundaries at all times unless accompanied by an adult staff member and excused by the camp director.
14. I will be in my cabin at curfew and remain there until the morning wake up bell.
15. I will turn in all medications to the medical staff.
16. I will follow all rules set by the campsite, CCEJ Offices, and other facilities.
17. I will pay for any damages to the facility for which I am responsible.
18. I agree that CCEJ may use any photographic recording of me for publicity purposes.
19. **I agree and will follow all safety requirements put in place due to COVID-19, in order to keep myself, my fellow participants, and the SYLI staff safe.**
20. I understand that violating any of these rules may result in immediate dismissal from the program at the discretion of the CCEJ Director. If I am dismissed, school district administrators will be notified and my parents will be responsible for picking me up within four hours of the CCEJ Director’s call.

Participate with openness and respect for all people and situations and the rules will fall into place.

→ Parent/Guardian Signature: ____________________________ Date: ________

→ Applicant Signature: ____________________________ Date: ________
Release of Liability - Assumption of Risk

1. I, ________________________________ am aware that The California Conference for Equality and Justice (CCEJ) program and/or related activities (the “Program” or “Activity”) in which I am voluntarily participating may involve danger and risk of injury or death. I voluntarily elect to accept all risks connected with my participation.

2. I release The California Conference for Equality and Justice (CCEJ) its officers, directors, insurers, staff, personnel, volunteers and employees (collectively referred to as “RELEASEES”) from any and all claims, loss, liability or expense arising out of any wrongful or negligent acts or omissions on the part of RELEASEES or any other person or failure or malfunction of any equipment. I agree that this Release shall apply to any incident, injury, accident or death associated with the Activity on the date below. I hereby covenant to hold RELEASEES harmless and indemnify RELEASEES for any claim, loss, liability or expense RELEASEES may incur arising out of the Activity.

3. I agree that photographs, pictures, slides, movies, or videos of me may be taken in connection with my participation during this program without compensation from The California Conference for Equality and Justice (CCEJ) and I consent to the use of these photographs, pictures, slides, movies or videos for any legal purposes.

4. I understand that any injuries or other harm I incur during or as a result of the Program or Activity are my responsibility to be claimed through my health plan or paid by me in the absence of a plan or plan coverage. If medical assistance is needed for me, I and my parent(s)/legal guardians authorize any necessary medical treatment and/or needed transportation to medical facilities.

5. I understand that some, but not all, of the risks may include:
   - Extreme temperature or weather conditions
   - Heat Exhaustion
   - Bruises and/or scrapes to the body
   - Bee stings and insect bites
   - Other difficult or uncomfortable conditions

6. I understand that it is my responsibility to inform, the CCEJ staff of any and all physical limitations, liabilities or injuries including, but not limited to: neck and/or back problems, heart problems, recent surgeries, pregnancy, and any other potential situations that may be affected.

7. I agree that if any claim for my personal injury, property damage or wrongful death shall be prosecuted against RELEASEES, I shall indemnify and hold harmless RELEASEES from any and all claims or causes of action by whomever and wherever made or presented in connection with my personal injuries, property damage or wrongful death. I am not an agent of RELEASEES and no oral representations or promises have been made to me to sign this Release. If any portion of the Release is held invalid, it is agreed that the balance of it shall continue in full force.

8. I have read and understand all parts of this document. I understand it is a release and waiver of all claims or rights to file a lawsuit or otherwise recover from RELEASEES, including claims of any sort for bodily injury, personal injury, property damage or wrongful death caused by negligence. I assume all risks inherent in the Activity or Program in which I will participate. I have voluntarily signed my name evidencing my acceptance of all of the terms contained in this voluntary Waiver, Release, and Assumption of Risk.

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<tr>
<th>Signature of Participant</th>
<th>Print Name of Participant</th>
<th>Date</th>
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Legal Guardian/Parent Signature if Participant is under 18
Has the applicant had or been exposed to someone with COVID-19? YES NO
If yes, please explain: ______________________________

### Health History Form

For Use by Members of User/Rental Groups

All members of groups using/renting the facilities at Pilgrim Pines Camp MUST complete this form, per California health regulations. All minors (under age 18) MUST have this form completed and signed by the custodial parent or guardian.

- [ ] Check Box 1. (please print), I am 18 years of age or older and I am declining to provide this information.

Signature

Date

### Camper Information

**IF providing information (not declining) please fill in information below**

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<tr>
<th>First &amp; Last Name</th>
<th>Age</th>
<th>Blood Type</th>
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1. Are you a smoker? ( ) No ( ) Yes
2. Are you currently taking any medications? ( ) No ( ) Yes - if yes, please list medications.

3. Do you have any health conditions (allergies, drug allergies, food allergies, chronic conditions) or special circumstances (religious convictions or legal arrangements) which may affect program participation or that we ought to know prior to emergency treatment? ( ) No ( ) Yes - if yes please explain below.

4. When was your last tetanus immunization? ______/_____/______

5. Consent and Emergency Treatment Authorization: In the event that I cannot be reached in an emergency or I, myself, am injured or in need of emergency medical care, I do hereby give my consent for the above named camper to receive such emergency treatment as deemed necessary by an attending physician.

Signature and Date

### 6. Emergency Notification

- Please list two people to be notified in case of an accident or medical emergency.

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7. Health Insurance Carrier & Policy #

Signature of Participant, Parent or Guardian

Date
Summer Youth Leadership Institute (SYLI)

SYLI Applicant – Reference & Candidate Evaluation Forms

What is this form? Who can fill this out?
This Reference Form and Applicant Evaluation Form is an important part of the SYLI Applicant Process. This form provides CCEJ Staff a perspective on the applicant that their application cannot. The purpose of a reference form or recommendation is to have someone speak on your past and current leadership skills and abilities.

School staff, Building Bridges Camp Recruiters, and mentors are highly encouraged to fill this form out. Family members and friends may **NOT** fill this form out.

How should my reference person complete the form?
Your recommender can fill out the form online, so be sure to send them the form. Please find the form at the following link: [https://bit.ly/3b2P3Gs](https://bit.ly/3b2P3Gs). Make sure that the person you have chosen has enough time to complete the reference form and share gratitude for their time and energy.

Thank you for completing the SYLI Application!
Remember: All parts of the application must be submitted to CCEJ by 5pm on Friday, May 22nd, 2020. Applications and Reference Forms can be sent to the CCEJ Office located at 3605 Long Beach Blvd. Suite 100, Long Beach, CA 90807 OR emailed to Sarah Rana at srana@cacej.org. Please email any questions to Sarah as well.