

Due date: MARCH 1<sup>ST</sup>, 2018



CREATING ENTREPRENEURIAL OPPORTUNITIES

Creating Entrepreneurial Opportunities (CEO) Program
2018-2019 Student Application

Dear Applicant:

The Creating Entrepreneurial Opportunities (CEO) Advisory Board welcomes your application to participate in the 2017-2018 CEO Class. This class is not only for prospective business majors, but for any student wanting to know more about a variety of paths to a successful life, leadership, and economic development.

In a blind selection process, we will be looking for exceptional candidates who show dependability and reliability through their school records; drive and initiative through their letters of recommendation; and through their personal narratives show their personalities, work styles, technical skills, and reasons why each applicant wishes to be a part of the CEO class.

Please be aware that several people will be signing and submitting parts of this application. Plan ahead. Late or incomplete applications will not be considered.

Thank you for your interest in CEO. We look forward to reviewing your application.

Union County CEO Advisory Board

Important Dates:

Late January. Applications available from guidance counselors and CEO Facilitator

March 1st.....Application deadline to guidance counselor

March 2-16.....Application review, and interviews, if needed

March 21.....Deadline for student status notification

Late April.....Regional Trade Show at SIU Not required, but helpful

Officers

Darren Bailey, Chairperson
Union County Treasurer

Mark Chamness, Treasurer
CPA, Whitney Accounting

Evelyn Bailey, Secretary

Board Members

Mindy Carter
Owner, Heartland Gifts

Ryan Carter
Regional Sales Manager,
Advanced Drainage Systems

Bill Ecker
Agent, State Farm Insurance

Crystal Housman
Principal, Cobden Jr-Sr High
School

Salina Hilliard
Dean of Students, Dongola High
School

Beth Marks
Guidance Counselor, Shawnee
High School

Natalie McLean Miller
Guidance Counselor, Anna-
Jonesboro High School

Brooke Miller
Owner, The Old Feed Store
Co-Owner Steam Shovel Coffee

Administrative Agent

Patrick Harner
Director, Five County Regional
Vocational System

Facilitator

Kathy Bryan
Co-Owner Kiki's Coffeehouse

309 West Market, PO Box 44
Jonesboro, IL 62952
info@unioncountyceo.com

(618) 559-4318
Unioncountyceo.org
Facebook: Union County CEO

**PART 1: APPLICANT AND PARENT/GUARDIAN INFORMATION**

Applicant Information

Applicant Name \_\_\_\_\_ Gender \_\_\_\_\_ Current Grade Level \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address, if different \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Parent/Guardian Information

Name \_\_\_\_\_

Name \_\_\_\_\_

Address, if different \_\_\_\_\_

Address, if different \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

One Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Sections to be Submitted: Please do not bind the application. Simply paper clip the pages together.

**For Student Use**

- \_\_\_\_\_ 1. Applicant and Parent/Guardian Information
- \_\_\_\_\_ 2. Parent/Guardian Acknowledgement
- \_\_\_\_\_ 3. Applicant Acknowledgement
- \_\_\_\_\_ 4. Applicant Narrative
- \_\_\_\_\_ 5. Group Experiences
- \_\_\_\_\_ 6. References
  - \_\_\_\_\_ Guidance Counselor
  - \_\_\_\_\_ Academic \_\_\_\_\_
  - \_\_\_\_\_ Personal \_\_\_\_\_
  - \_\_\_\_\_ Business \_\_\_\_\_

**For Guidance Counselor Use**

- \_\_\_\_\_ 1. Applicant and Parent/Guardian Information
- \_\_\_\_\_ 2. Parent/Guardian Acknowledgement
- \_\_\_\_\_ 3. Applicant Acknowledgement
- \_\_\_\_\_ 4. Applicant Narrative
- \_\_\_\_\_ 5. Group Experiences
- \_\_\_\_\_ 6. References
  - \_\_\_\_\_ Guidance Counselor
  - \_\_\_\_\_ Academic \_\_\_\_\_
  - \_\_\_\_\_ Personal \_\_\_\_\_
  - \_\_\_\_\_ Business \_\_\_\_\_

**PART 2. PARENT ACKNOWLEDGEMENT**

The Union County Creating Entrepreneurial Opportunities (CEO) Advisory Board welcomes your applicant's application to participate in the 2017-2018 CEO Class.

CEO is a year-long course designed to utilize partnerships that provide an overview of business development and processes. The local business community partners with area schools to create project-based experiences for students by providing funding, expertise, meeting spaces, business tours, and one-on-one mentoring. Team members visit about seventy area businesses, learn from over thirty guest speakers, participate in a class business, write business plans, and start and operate their own businesses. Business concepts learned through the experiential CEO class are critical. The twenty-first century skills of inquiry, problem solving, teamwork, self-motivation, responsibility, higher order thinking, as well as written, verbal, and electronic communication are at the heart of student development throughout the course.

The two-credit "Entrepreneurship" class meets for one and a half hours each school day from 7:30-9:00am in a variety of businesses. For CEO 17, 3 hours of SIU credit was given to eligible students for \$25 with a fee waiver for the remainder.

For more information, please visit [www.unioncountyceo.org](http://www.unioncountyceo.org) or find us on Facebook: **Union County CEO**.

## Parent/Guardian statement

- *I have reviewed the information on this form and give permission for my student to proceed with the application process. I authorize my applicant's school and its employees to release any information necessary for this application.*
- *I certify that, to the best of my knowledge, all the information provided is accurate, and that the work submitted was completed, in its entirety, by my student.*
- *I recognize that it is my student's responsibility to ensure that the completed application and references are filed in accordance with the stated deadline.*
- *I understand that the application becomes property of Union County CEO, and cannot be returned.*
- *I understand that it is my student's responsibility to communicate effectively with the Union County CEO Advisory Board and the Facilitator upon acceptance regarding summer preparations for the program.*
- *I understand that my student will make every effort to attend a mandatory evening orientation meeting in July.*
- *I understand that team members provide their own transportation, dress in business or professional attire, and frequently use computers and other devices for their work, and, if your student is selected for the program, and any of these requirements present a problem, the Union County CEO Board and Facilitator will work together to remove potential roadblocks to his/her success.*
- *I understand that information about selected students, projects developed, and photographs taken during CEO activities will be shared with the public.*
- *I understand that if my student is selected and chooses to participate in the Union County CEO class, s/he is making an ongoing commitment to remain engaged with the Union County CEO program as an alumnus.*

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART 3. STUDENT ACKNOWLEDGEMENT**

The Union County Creating Entrepreneurial Opportunities (CEO) Advisory Board welcomes your applicant's application to participate in the 2017-2018 CEO Class.

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## Student statement

- *I certify that, all the information provided is accurate, and that the work submitted was completed, in its entirety, is my own.*
- *I recognize that it is my responsibility to ensure that the completed application and references are filed in accordance with the stated deadline.*
- *I understand that the application becomes property of Union County CEO, and cannot be returned.*
- *I understand that it is my responsibility to communicate effectively with the Union County CEO Advisory Board and the Facilitator upon acceptance regarding summer preparations for the program.*
- *I understand that I must make every effort to attend a mandatory evening orientation meeting in July.*
- *I understand that I will provide my own transportation, dress in business or professional attire, and frequently use computers and other devices for my work, and, if I am selected for the program, and any of these requirements present a problem, the Union County CEO Board and Facilitator will work together to remove potential roadblocks to my success.*
- *I understand that information about selected students, projects developed, and photographs taken during CEO activities will be shared with the public.*
- *I understand that if I am selected and choose to participate in the Union County CEO class, I am making an ongoing commitment to remain engaged with the Union County CEO program as an alumnus.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **PART 4. PERSONAL NARRATIVE**

Please submit the narrative as a one-page separate document, typed, double-spaced, 12-point font, with 1" margins.

Applicant name should be at the top of the narrative page.

Please address the following in your narrative.

- A. Introduce yourself to the selection committee. Please provide examples of your personality, work style, work experience, and communication and technology skills. Describe your general goals.
- B. Explain why you are interested in the Union County CEO program.
- C. CEO team members exceed expectations. Identify and describe someone who has exceeded expectations. Give an example of how s/he demonstrated that.

#### **PART 5. GROUP EXPERIENCES**

On notebook paper, please handwrite a list/description of any teams, groups, or clubs in or out of school in which you have participated from eighth grade through current year.

#### **PART 6. REFERENCES—may not include family members**

Please submit a guidance counselor report and three character references (forms provided) as follows:

- Guidance Counselor report
- One Academic Reference (high school teacher or administrator)
- One Business Reference (employer or someone you have worked for. If you have not worked, you may submit a second academic reference.)
- One Personal Reference (coach; group leader such as 4-H, scouts, church, etc; neighbor; pastor)

At least a week prior to the deadline, please deliver the appropriate form and a **stamped envelope addressed to your guidance counselor** to each reference, and ask her/him to send the completed form **directly to your school guidance counselor in a sealed envelope**.

**Home-schooled applicants:** Academic references from family members will not be accepted. If an academic reference from a non-family member cannot be provided, please provide a reference from an individual in an authority position that has observed the applicant in an environment that allows for learning and growth (e.g. teacher, boss, instructor, counselor). You will mail or deliver your application and have references sent to *Union County CEO Advisory Board, c/o Whitney Accounting, 105 Transcraft Dr., Anna, IL 62906*

\*All applications and references must be received, completed in their entirety, by March 1st, 2018.

**Part 6A Guidance Counselor Report**

A. Student Record: Please note if you do not have this information available and if these are problem areas.

Number of Absences **this school year:** \_\_\_\_\_

If the number exceeds 10, please state reason(s) for absences and if this is a pattern that has been consistent throughout the student's high school career.

\_\_\_\_\_

Number of Tardies **this school year:** \_\_\_\_\_

If the number exceeds 5, please state reason(s) for tardies and if this is a pattern that has been consistent throughout the student's high school career.

\_\_\_\_\_

Number of Missing Assignments **this school year:** \_\_\_\_\_

If the number exceeds 5, please state reason(s) for missing assignments and if this is a pattern that has been consistent throughout the student's high school career.

\_\_\_\_\_

Number of Disciplinary Reports **this school year:** \_\_\_\_\_

Please describe the nature of those reports and if this is a pattern that has been consistent throughout the student's high school career.

\_\_\_\_\_

B. If you do not already know, please conduct a brief interview with the student and rate the following statements from student responses.

1. The student has the self-motivation necessary to work independently, to be successful, and to follow through on the expectations of the program.

\_\_\_ Strongly Agree \_\_\_ Agree \_\_\_ Somewhat Disagree \_\_\_ Disagree \_\_\_ Unknown

2. The student will be able to handle the responsibility of attending class off-campus, traveling to and from class on time, and meeting with community leaders. ( If transportation could be a hardship, please check here \_\_\_ )

\_\_\_ Strongly Agree \_\_\_ Agree \_\_\_ Somewhat Disagree \_\_\_ Disagree \_\_\_ Unknown

3. The student will appreciate the unique opportunities of CEO and see the CEO program as a valuable part of his/her development toward achieving future goals.

\_\_\_ Strongly Agree \_\_\_ Agree \_\_\_ Somewhat Disagree \_\_\_ Disagree \_\_\_ Unknown

C. Please indicate your recommendation for this student:

\_\_\_ Highly Recommend \_\_\_ Recommend \_\_\_ Recommend with Reservations \_\_\_ Not Recommended

Additional comments regarding student concerns, challenges, special qualities or any other information that is important for the committee to consider may be included in the application packet, if needed.

Counselor signature \_\_\_\_\_ Date \_\_\_\_\_

**PART 6B ACADEMIC REFERENCE QUESTIONNAIRE** for

Student: \_\_\_\_\_

Please refrain from using the applicant's name in any comments as this will be a blind selection process.

CEO (Creating Entrepreneurial Opportunities) is a year-long high school leadership and economic development course designed to utilize partnerships that provide an overview of business development and processes. The local business community partners with area schools to create project-based experiences for students by providing funding, expertise, meeting spaces, business tours, and one-on-one mentoring. Team members visit about seventy area businesses, learn from over thirty guest speakers, participate in a class business, write business plans, and start and operate their own businesses. Business concepts learned through the experiential CEO class are critical. The twenty-first century skills of inquiry, problem solving, teamwork, self-motivation, responsibility, higher order thinking, as well as written, verbal, and electronic communication are at the heart of student development throughout the course.

The unique two-credit "Entrepreneurship" class meets for one and a half hours each school day from 7:30-9:00am in a variety of businesses and is facilitated by a certified instructor. Students provide their own transportation, dress in business attire, and frequently use computers and other devices for their work. If this student is selected for the program and any of these requirements present a problem, the Union County CEO Board and Facilitator will work together to removed potential roadblocks to his/her success.

For more information, please visit [www.unioncountyceo.org](http://www.unioncountyceo.org) or find us on **Facebook: Union County CEO**.

These two sheets are to be placed in a sealed envelope and submitted to the appropriate guidance counselor arriving no later than February 15. Late or incomplete applications will not be considered.

Please rate the applicant on:

	Excellent	Above Average	Average	Below Average	Unknown
Motivation/initiative					
Work Ethic					
Character/Integrity					
Emotional Maturity					
Curiosity					
Creativity					
Verbal Communication					
Written Communication					

**ACADEMIC REFERENCE QUESTIONNAIRE** Page 2

Please refrain from using the applicant's name in your comments.

How long have you known the applicant? \_\_\_\_\_ Are you related in any way? \_\_\_\_\_

Comments may be written or produced on a separate sheet, if needed.

Why do you believe the applicant is (or is not) well-suited for the CEO Program? \_\_\_\_\_

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How do you feel the student will be able to handle the responsibility of attending class off-campus, traveling to and from class, being self-motivated, meeting with community leaders, and representing the Union County CEO Program?

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Do you have any additional comments regarding this applicant such as concerns, challenges, accommodations needed, special qualities, or any other information that is important for the committee?

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Please indicate your recommendation for this student:

\_\_\_ Highly Recommend \_\_\_ Recommend \_\_\_ Recommend with Reservations \_\_\_ Not Recommended

Please explain why you allocated this rating \_\_\_\_\_

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Printed Name \_\_\_\_\_

Phone \_\_\_\_\_

School \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PART 6C BUSINESS REFERENCE QUESTIONNAIRE or Second ACADEMIC REFERENCE** Student: \_\_\_\_\_  
 (If student has not worked, a second academic reference may be substituted on this form.)

Please refrain from using the applicant’s name in any comments as this will be a blind selection process.

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Please rate the applicant on:

	Excellent	Above Average	Average	Below Average	Unknown
Motivation/initiative					
Work Ethic					
Character/Integrity					
Emotional Maturity					
Curiosity					
Creativity					
Verbal Communication					
Written Communication					

**BUSINESS OR Second ACADEMIC REFERENCE QUESTIONAIRE** Page 2

Please refrain from using the applicant's name in your comments.

Comments may be written or produced on a separate sheet, if needed.

How long have you known the applicant? \_\_\_\_\_ Are you related in any way? \_\_\_\_\_

Why do you believe the applicant is (or is not) well-suited for the CEO Program? \_\_\_\_\_

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How do you feel the student will be able to handle the responsibility of attending class off-campus, traveling to and from class, being self-motivated, meeting with community leaders, and representing the Union County CEO Program?

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Do you have any additional comments regarding this applicant such as concerns, challenges, special qualities, or any other information that is important for the committee?

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Please indicate your recommendation for this student:

\_\_\_ Highly Recommend \_\_\_ Recommend \_\_\_ Recommend with Reservations \_\_\_ Not Recommended

Please explain why you allocated this rating \_\_\_\_\_

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Printed Name \_\_\_\_\_

Phone \_\_\_\_\_

Business/School \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PART 6D PERSONAL REFERENCE QUESTIONNAIRE**

Student: \_\_\_\_\_

(coach; group leader such as 4-H, scouts, church, etc; neighbor; pastor)

Please refrain from using the applicant's name in any comments as this will be a blind selection process.

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These two sheets are to be placed in a sealed envelope and submitted to the appropriate guidance counselor arriving no later than February 15. Late or incomplete applications will not be considered.

Please rate the applicant on:

	Excellent	Above Average	Average	Below Average	Unknown
Motivation/initiative					
Work Ethic					
Character/Integrity					
Emotional Maturity					
Curiosity					
Creativity					
Verbal Communication					
Written Communication					

**PERSONAL REFERENCE QUESTIONNAIRE** Page 2

Please refrain from using the applicant's name in your comments.

Comments may be written or produced on a separate sheet, if needed.

How long have you known the applicant? \_\_\_\_\_ Are you related in any way? \_\_\_\_\_

Why do you believe the applicant is (or is not) well-suited for the CEO Program? \_\_\_\_\_

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How do you feel the student will be able to handle the responsibility of attending class off-campus, traveling to and from class, being self-motivated, meeting with community leaders, and representing the Union County CEO Program?

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Do you have any additional comments regarding this applicant such as concerns, challenges, special qualities, or any other information that is important for the committee?

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Please indicate your recommendation for this student:

Highly Recommend     Recommend     Recommend with Reservations     Not Recommended

Please explain why you allocated this rating \_\_\_\_\_

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Printed Name \_\_\_\_\_

Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_

Relationship \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_