

BISHOP SEABURY

A C A D E M Y



Student Application

Name (first and last): _____

Grade for the 2026-27 school year: 9th 10th 11th 12th

Phone number: _____ Email: _____

Which internship(s) is/are you applying for?

- | | |
|--|---|
| <input type="checkbox"/> Ballard Center | <input type="checkbox"/> Friends of Hidden Valley |
| <input type="checkbox"/> Boys and Girls Club of Lawrence | <input type="checkbox"/> Native Lands Restoration Project |
| <input type="checkbox"/> Claire's Community | <input type="checkbox"/> Senior Resource Center of Douglas County |
| <input type="checkbox"/> Community Children's Center | <input type="checkbox"/> Shy38 Farm Sanctuary |

If you have checked more than one box, please rank each of your choices in order of preference by writing the appropriate number next to each option.

Please respond to the following questions using multiple complete sentences. Partner organizations will be curious about your writing skills as well as the content of your responses, so do your best work!

1. Why are you interested in this particular summer service internship?

2. What skills or experiences do you have that would be useful in this service internship? (Please refer to specific skills/tasks mentioned in the description as much as possible.)

3. How do you handle challenges or tasks that may be physically demanding or outside of your comfort zone?

4. Describe a time when you had to be responsible for certain tasks in order to accomplish a goal. What went well, and what would you do differently if presented with a similar opportunity?

5. Please list any major scheduling considerations for this summer (vacations, camps, job, etc). Please be as specific as possible, including dates or times that you are unavailable.

BISHOP SEABURY

ACADEMY



Bishop Seabury Academy is pleased to offer summer service internship opportunities with partner organizations. To apply, students must be rising 9th-12th grade¹ students who are able to commit to 40+ total hours of service in the months of June and July.

In this document, you will find:

- A link and QR code to the student application
- A parent agreement that must be signed by a parent or guardian
- A link and QR code to the recommendation form. Applicants must request a recommendation from at least one BSA staff member as part of their application

Application Timeline:

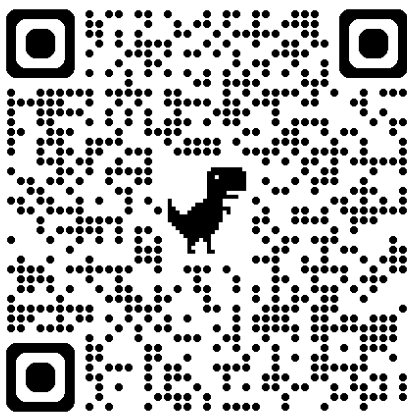
April 6-24: Application window opens. Students must submit all application materials by April 30 unless they have made other arrangements with Mme Buckner.

April 25-May 8: Mme Buckner and partner organizations will review applications, seek follow-up information as necessary, and announce decisions.

May 9-end of school: Students who are selected for an internship and partner organizations will work together to set up a mutually beneficial schedule for the summer

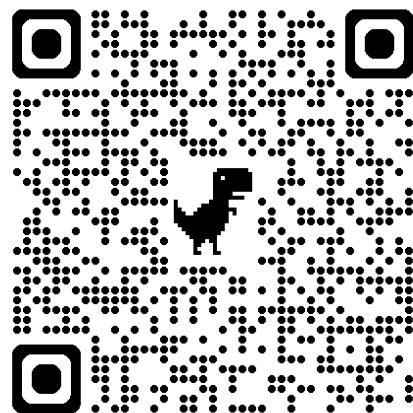
Student Application Form:

<https://forms.gle/p4QoEJhNJDV8qYAN7>



Staff Recommendation Form:

<https://forms.gle/BsFw7XPnh8tSDZsR6>



¹ Some organizations have specific age requirements. Ballard Center: applicants must be rising 10th-12th graders. Boys and Girls Club: applicants must be at least 16 years old. Shy38: rising 10th-12th graders preferred.

Parent/Guardian Acknowledgement

Student name: _____

Parent/guardian name: _____

Parent/guardian phone number: _____

Parent/guardian email address: _____

Please check each box and sign at the bottom:

- I am aware that my student is committing to at least 40 hours of service during the summer of 2026
- I will work with my student and the relevant organization to set up a schedule that will work for my student and our family
- I will make sure my student has transportation to and from a service internship throughout the summer

Parent/guardian signature: _____

Return this completed form to Mme Buckner by April 24, 2026.

Staff Recommendation

Please share this link with at least one BSA Staff member who is willing to fill out a recommendation for you. This can be anyone who works at Seabury (teachers, administrators, coaches, etc).

<https://forms.gle/BsFw7XPnh8tSDZsR6>

*Note: It is best practice to ask the staff member whether they are willing to fill out the recommendation **BEFORE** you send them the link.*

Here are the questions they will be asked; feel free to provide them with any information you think might be helpful as they fill out the form.

Questions:

Please rate the applicant's level of reliability (1=low, 4=high)

Please rate the applicant's ability to work independently in order to produce high-quality work. (1=low, 4=high)

How does the applicant demonstrate responsibility and commitment in their academic or extracurricular activities?

In your opinion, what strengths or skills does this student have that would make them a valuable community service intern?

How does this student handle challenges? What strategies do they use to stay focused or positive during difficult situations?

Would you recommend this student for a community service internship? Why or why not?

Organization Descriptions & Scope of Work

Ballard Center

<https://ballardcenter.org/>

In addition to providing affordable high-quality early childhood education, we offer services to help families when they experience difficulties, so a stable family environment for children can be maintained. With the help of generous community donations, Ballard provides wrap-around supports to families through our food pantry, clothing closets, emergency assistance programs and other initiatives.

Scope of work:

Students may apply for one of two options. Please read the details carefully so you are prepared to fulfill all the requirements of the position you apply to.

Title: Education Program Classroom Support

Position Overview: Ballard Center provides an early childhood education program for children ages 2-5. Children enrolled in Ballard Center's educational services are enriched by the presence of new people who can bring support to teachers, assisting with art projects, reading, and one-on-one interaction. Teacher helpers assist lead teachers with classroom activities and upkeep. Available shifts for volunteers would be during these times: 8:30am - 11:30am and/or 3:30pm - 5:30pm. Volunteers will never be left unattended with children.

Key Responsibilities:

- Set up and clean up meals.
- Make copies or prepare classroom materials as directed by the lead teacher.
- Engage with children on the playground.
- Organize and clean toys.
- One-on-one and small group/student play time and/or learning activities.
- Nap time set-up.

Required Documents:

- Negative TB Test (Must be signed by a provider). Please submit to Volunteer Manager (isaac@ballardcenter.org)
- Name Base Background Check
 - Please submit the following info to Volunteer Manager:
 - Legal Name (First +Last)
 - Gender
 - Date of Birth
 - Current Address
 - Previous Addresses (within past 5 years)

Skills and Qualifications:

- Have patience.
- Be able to take direction (e.g., from lead teachers).
- Works well with children ages 2-5.

Title: Pantry Support Volunteers

Position Overview: Assist in receiving and organizing food, clothing, and household goods donations. Schedule can be negotiated. Between 2 and 32 hours a week. We are flexible. Shifts may be anytime 9am-4:30pm, Monday-Friday.

Key Responsibilities:

- Help receive and sort donations.
- Maintain a clean and orderly pantry for clients to shop in.
- Provide inventory support for storage items in the basement or shed.
- Support staff in assisting clients shopping in the pantry.
- Provide tax receipts to all donors and capture their contact information.
- Pending approval from Pantry Services Coordinator, help with data collection including intakes and check out coding.
- Maintain a clean exterior appearance of the pantry, including sweeping, raking, and keeping the dumpster area clear of debris.

Skills and Qualifications:

- Must be capable of physical labor including lifting/carrying heavy objects 15lbs.
- Professional mindset and ability to interact with staff in a positive, productive manner.
- Respectful to all clients who use the pantry.

Boys & Girls Club of Lawrence

bgclk.org

The mission of Boys & Girls Club is To enable All Young People, especially those who need us most, to reach their full potential as Productive, Caring, Responsible citizens.

Scope of work:

Open to participants at least 16 years of age. Support academic enrichment instruction and provide general mentorship to BGCLK members. Participants must submit to a background check and complete an online volunteer orientation (approximately three total hours). Participants should be available M/W/F from 9:00-11:00am.

- Assist in the preparation and implementation of academic enrichment sessions to BGC members grades K-5 under the guidance of an academic enrichment teacher.
- Work as an aide to the enrichment teacher - supporting lesson delivery, classroom management, and instructional support.
- Provide more individualized attention to members who may need additional guidance or assistance.
- Work with the site Unit Director(s) to ensure the success of the academic enrichment program.
- Provide instruction and lesson implementation with the support of BGCLK staff in the absence of the academic enrichment teacher.

Claire's Community

<https://www.clares-community.org/>

Claire's Community's Mission is to challenge and disrupt societal norms around relationship violence through education and awareness.

Scope of work:

Options include, but are not limited to:

- Community events: Planning, tabling, and outreach for summer events
- Youth Advisory Board: Provide input on programs to ensure they're engaging and relevant to teens
- Digital Media Creators: Make reels, videos, and graphics to spread prevention messages
- Research Assistants: Help track program impact, gather data, or support grant writing
- Story Collectors Project: Interview peers about what "healthy relationships" mean to them
- Curriculum Developers: Create youth-friendly content, examples, videos, or activities

Community Children's Center

<https://www.communitychildrenks.org/>

Community Children's Center has served Douglas County since 1965, bridging the gap in available, accessible, and affordable high-quality early childhood care for kids 0-5 in our community.

We provide education, support, advocacy, and programs to build stronger families and promote family and workplace health in Lawrence.

Scope of work:

- Receive, clean, and organize donations for the clothing closet
- Create outfits to be ready for display in the shopping area of the clothing closet
- Maintain seasonal stock in the shopping area

Additionally, older students (15-17) could support/shadow staff during clothing closet appointments with clients.

Friends of Hidden Valley

<https://www.friendshv.org/>

Hidden Valley Camp is one of the single largest tracts of urban wilderness left within the city of Lawrence, making it an easy destination for people of all ages to learn and enjoy all types of outdoor activities. More than 5,000 visitors enjoy the privately-owned camp each year.

Hidden Valley provides our community with:

- 40 acres of green space and unaltered streams, managed for over 50 years with youth and wildlife in mind, and without taxpayer money.
- Diverse habitat of woods, prairie, wetland and streams-perfect refuge for wild animals and native plants.
- Opportunity to explore, cook on an open fire, camp, learn new skills, make new friends and create lasting memories.
- A place to learn commitment, responsibility and stewardship of the land and its wildlife.
- An area where children can begin a lifelong appreciation of their natural world.

Scope of work:

Work would be variable, and could include:

- tending saplings (watering, weeding, mulching, as needed)
- working in the native plant gardens (weeding, trimming, mulching)
- picking up litter
- cleaning/straightening up fire rings and woodpiles
- hauling wood
- spreading mulch using wheelbarrows
- helping to set up equipment for Girl Scout Day Camp (Day Camp will be the 2nd and 3rd weeks of June, tentatively)
- assisting with cleanup at the end of Day Camp (if hours are still needed)

We will provide all tools and work gloves needed.

Native Lands Restoration Project

<https://www.nativelandsks.org/>

Native Lands Restoration Collaborative (NLRC) is a charitable organization that empowers diverse land stewards to protect and restore resilient native ecosystems through community education. Founded in 2015 and reorganized as a nonprofit in 2023, Native Lands Restoration Collaborative utilizes a large network of project partners to protect and restore native landscapes across the greater northeast Kansas region.

Scope of work

Collaborate with the Native Lands Restoration Collaborative (NLRC) staff and community partners to restore native landscapes throughout Lawrence! The student intern will support the NLRC staff with native plantings, garden design and species selection, restoration and native garden maintenance, and the creation of restoration-related educational materials for the community. This position is heavily field-based though some remote work may be available. The student intern will be working outside in variable weather conditions, both in town and in natural landscapes. The student intern will be responsible for dressing appropriately but all necessary tools and safety gear will be provided. Reliable transportation is important, as this position will require the intern to meet the NLRC team in various locations throughout Lawrence. Learning opportunities include immersion in field botany, ecology, ecosystem restoration, native landscaping, community education, and more!

Senior Resource Center for Douglas County

<https://yoursrc.org/>

SRC informs about and creates opportunities that allow older residents of Douglas County to remain independent and active in their homes and communities and assists them with necessary transitions. Programs are designed to meet the variety of interests and needs of older adults and their families across the spectrum, from the active Baby Boomers to the frail elderly. SRC is the designated go-to place for guidance on issues about aging in Douglas County, Kansas.

Scope of work

- Meet with staff department heads to learn about what they do (Medicare/insurance counseling, emergency housing assistance, transportation, administration, activities, and programs).
- Attend weekly staff meetings.
- Ride-along with senior wheels drivers transporting seniors to their destinations in wheelchair accessible vans.
- Work with staff members on social media posts, publicity posters, and the monthly newsletter.
- Serve as a volunteer for the Tech Help Tuesday program. Tuesday afternoons from 2 – 3:30 p.m., seniors come in for help with their phones/laptops/tablets. Usually this is pretty basic stuff like passwords, navigating apps and such that digital natives are adept at. Intern could be paired with another volunteer depending on their comfort level.
- Participate in activities with seniors – we have about 25 activity groups each week—arts, crafts, music, games, support groups, dance, yoga, tai chi, etc. Help with setup and cleanup as well.
- Work on a data cleanup project in our database.
- At the end of the internship as a final project, write up a short article about the experience and what you learned to be published in the monthly newsletter along with some photos.

These tasks could be modified based on the needs and interests of the student.

Shy38 KS Farm Sanctuary

<https://shy38.org>

Shy 38 Inc. is a Kansas-based farm sanctuary dedicated to rescuing and providing lifelong care for over 180 farm animals. Through advocacy, education, and hands-on rescue efforts, they transform lives and foster compassion.

Scope of work

- Feeding & watering animals
- Poop scooping
- Chicken coop cleaning
- Adding enrichment to animal areas
- Building a new goat fence
- Passing out produce

*10th-12th grade preferred