



## **Okeechobee Junior Leaders Camp Contract**

**Purpose:** Okeechobee Junior Leaders Camp will inspire teenagers to be great role models and civic leaders. Students will explore critical issues, visit local businesses, and learn more about current issues in our community. They also will learn more about critical soft skills that will prepare them for the future of our workforce. Students will interact with key decision-makers, local leaders and representatives of local government to gain a better understanding of the forces which impact our community as a whole. On the last day of the program, students will be required to put together a final presentation to share with the community and their classmates. Upon completion of the program, students will receive a stipend for their time and investment in the camp, in the same way an employee would receive a paycheck from completed work.

**During Camp:** Students will be asked to practice workplace professionalism while at camp. One of the things that teens struggle with as they enter the work environment is how to behave professionally; we like to call this “executive presence.” Work is not like hanging out with your friends (even if your friends might work at the same place) and it’s not like hanging out at school. Just like in the workplace, we will ask all of our students to agree to a set standard to be able to earn their stipend.

Here are the top 10 rules of “executive presence” that we will ask our students to agree to while at our summer camp:

1. Appearance – This is a big one! Before you show up to work on your first day you need to know what you should wear. Can you wear shorts or sandals, or is there a required uniform? It should be a priority for you to look neat and clean because you will be in a professional environment. Make sure that you ask any questions you might have about what to wear, how your hair should look, even about piercings and tattoos.

**Professional dress for this camp is required.** Due to the professional nature of this camp, we ask our students to adhere to the [OHS Dress code](#) with a few minor exceptions: No ripped jeans, crop or short tops (showing skin), shorts, flip flops, or hoodies. There will be days for outdoor tours and field trips, so teachers may have additional tips on what specific dress to wear for the day. It is important for both students and parents to be aware of these dates, which could dictate dress. Keep in mind, you will be introduced to potential future employers, business owners, and elected officials from our community, so you want to make a great first impression and this includes professional dress.

Here are a few examples of workplace attire that would be acceptable for this camp: Polo shirts, blouses, dark jeans or jeans without tears, khaki bottoms, dress pants and dresses. Comfortable flats and shoes are encouraged as this camp will go on various community tours and this means lots of walking. A branded shirt will be provided to each student on the first day of camp for specific trips. If you or your family have any questions about this or if you have any financial barriers that keep you from accommodating this, please reach out to Kaylee King at 863-357-2334. Students who cannot comply with professional dress will be asked to leave camp for the day.

2. Be on time - Know what time you are supposed to be at your job. Ask questions about what you should do if you are going to be late. Who should you call if you are going to be late, is there a policy about being late, will you be fired? During summer camp, students will be paid a stipend, if they are on time and in attendance every day. \$15 will be deducted from their stipend each time they are late and \$30 will be deducted for everyday they are absent.

3. Watch your demeanor - Your demeanor is how you appear to other people. Everyone should approach their first job as a learner. You want to appear friendly and polite. You want to be well-spoken, especially if you are working in a customer service setting. Make sure that your interactions with your coworkers and supervisors are pleasant.

4. Be Reliable - Be where you say you are going to be. Complete the tasks you say you will complete. Your supervisor wants to be able to rely on you. Having a reliable employee is sometimes better than a skilled person. A person can learn new skills, but some people may never learn to be reliable. Summer camp is an opportunity for students to spend time learning about themselves, our community and the world of career opportunities. The more attention and effort you put into each activity, the more you will learn and grow.

5. Watch your mouth - Remember to be careful what you say. Watch your language. Remember that you are not at school talking to your friends. Using slang or swearing does not translate well in the workplace. Profane language and rude behavior will not be tolerated at summer camp. We also have zero tolerance policy when it comes to tobacco use. Leave all associated devices off campus. Students who cannot comply with this will be asked to leave and not return to camp.



6. Phone Etiquette - Be careful with your cell phones. Make sure you know the rules about phones before you show up at work. Watch your texting, snapchatting and picture taking at work. Some of these activities could get you fired. Ask questions if you are not sure what the policy about phones is at your job. Students at summer camp may use their phone to help complete assignments, do research and document their experience. Camp facilitators will give guidelines about phone use.

7. Don't Gossip - Be careful what you say to your coworkers and about your coworkers. It is great to be friendly with the people you work with but be careful what you repeat. Don't start any rumors, remember to stay professional.

8. Don't overshare – If it's not about business, it's none of your business. The workplace is not the place to share your personal woes. Also, be careful about posting things about work, your supervisor, or your coworkers on social media; those things do not disappear, and people will see them.

9. Be organized - Make sure you know what your schedule is and arrange to be there with all the things you need to be successful. Keep your workspace (if you have one) clean and organized.

10. Offer to help - Be willing to try new things and learn new skills. Get outside your comfort zone because this is how you will stretch and grow. The more things you try the more marketable you are to future employers. During camp, be prepared to ask thoughtful questions and show yourself in a positive way to the guest speakers and local leaders. These folks are always looking for talented people to hire and mentor, so this is a huge opportunity!

#### **Photo Release:**

By signing below, I authorize the Okeechobee Junior Leaders Camp and its community partners to use my child's photograph for public relations purposes.

☐ (Please check this box if you do NOT wish for your child to be included in any photography taken during camp)

**After Camp:** It is the goal of this camp to expose students to various outlets of the community, initiate career exploration, and provide unique insight into their local community. Any student who wishes to expand on their final presentation material further will be encouraged to do so. More details about this opportunity will be developed by Kaylee King, President of the Okeechobee Economic Development Corporation.

**Parents:** We highly encourage you to open a bank account for your children at the beginning of this program, as the stipend checks will be addressed directly to the children on their final presentation day. If you need assistance with this, please give our office a call at 863-357-2334.

**I have read and understand the expectations for attendance, participation in a final project presentation, professional dress, and behavior for Okeechobee Junior Leaders Camp. I understand if I cannot follow these guidelines, I will be dismissed from the camp.**

\_\_\_\_\_  
**Student Name**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/ Guardian Name**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

*The Okeechobee County Economic Development Corporation works collaboratively with public and private partners to promote and nurture existing businesses, create an environment for new business development and recruitment, and increase job opportunities in Okeechobee County.*