**Application Deadline:** August 4, 2017

**Overview:**

The First Tee home office is excited to announce the inaugural Alumni Summit on November 10-12 2017, held in conjunction with our 20th Anniversary celebrations in Orlando, FL. The First Tee Alumni Summit is a professional development opportunity where alumni can advance their career-building skills while reconnecting with fellow alumni and chapter leaders across The First Tee Network. Throughout the event, you will hear from industry leaders on topics such as situational leadership, business communication, professional branding, financial literacy, and self-care. You will also have the opportunity to serve as a mentor to current participants of The First Tee attending the Outstanding Participant & Leadership Summit.

**Sample Schedule:**

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| **Thursday, November 9th** | Alumni Arrivals (After 5pm) |
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| Friday, November 10 |  |
| 7:00am - 8:15am | Breakfast |
| 8:30am - 10:00am | General Session |
| 10:15am - 11:30am | OPLS Session |
| 11:45am - 1:45pm | Networking and Awards Celebration Lunch |
| 2:00pm - 3:30pm | PwC Financial Literacy |
| 3:30pm - 3:45pm | Break |
| 3:45pm - 5:45pm | Blanchard Institute |
| 6:30pm - 9:30pm | TOPGOLF Orlando |
|  |  |
| **Saturday, November 11** |  |
| 7:15am - 8:00am | Breakfast |
| 8:15am - 9:45am | Self - Care |
| 9:45am - 10:00am | Break |
| 10:00am - 11:30am | Business Communication |
| 11:30am - 12:00pm | Break |
| 12:00am - 1:15pm | Lunch |
| 1:30pm - 3:30pm | General Session |
| 3:45pm - 5:15pm | Professional Branding |
| 5:15pm | Transition to photo staging |
| 5:30pm | Stage for meeting with special guest |
| 5:45pm - 6:00pm | Photo and Q&A with special guest |
| 6:00pm - 7:00pm | VIP Reception |
| 7:00pm - 9:00pm | Gala Dinner |
|  |  |
| **Sunday, November 12** |  |
| Before 12pm | Alumni Departures |

**Alumni Selection:**

Up to 12 alumni of The First Tee will be chosen to attend the summit based on the criteria listed in the following pages.

**Eligibility Requirements:**

For participants of The First Tee to be eligible for The First Tee Alumni Summit, they must meet ALL of the following requirements:

* Must be 19 years of age or above to be considered for this opportunity
* Entered in The First Tee participant database at a minimum of Birdie level

**Application Process:**

Applications will be submitted online at thefirsttee.fluidreview.com; please follow the instructions in the “Quick Start Guide” on how to complete this process. The online application will consist of the following:

* Application Code
* General Information Form
* Medical Information Form
* Resume
* Activities Chart and Four (4) Typed Essays
* Letter of Recommendation (from The First Tee network)
* Letter of Recommendation (outside of The First Tee network)
* Social Media Code of Conduct & Code of Conduct
* Liability Form

Below is a copy of the application you will need to complete online; please refer to the application below to make sure that you have all of the information you need to complete your application online. Online application MUST be submitted by The First Tee alumnus or alumna. The First Tee will NOT accept correspondence from families of the alumni or chapter representatives. The deadline to apply online is August 4, 2017.

**Selection Process:**

Following the closing date August 4, 2017, a judging committee made up of home office and chapter staff will review the above items and identify candidates that will be invited to Alumni Summit by assigning point values to the categories. These alumni will be notified on summit selections on August 30, 2017.

**Air Transportation and Lodging:**

The First Tee home office will reimburse the chapter of each alumni $400 per domestic round trip ticket. Each alumni is responsible for booking his/her own airfare by the posted deadline but must discuss options with chapter leadership if airfare cost is over the stipend amount. If an alumni’s airfare is over $400, the remaining balance is the alumni/chapters responsibility. The First Tee home office will NOT reimburse for anything over the set stipend. If an alumni withdraws from the summit after his/her ticket has been purchased, they will not be reimbursed for the ticket. All ground transportation, lodging and meals will be provided for the duration of the summit. Participants will be staying at the Omni at ChampionsGate in Orlando, FL.

**Questions:** For questions regarding the Alumni Summit, please contact Brandon Luna at The First Tee home office at [bluna@thefirsttee.org](mailto:bluna@thefirsttee.org), 904-940-4311.

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| **GENERAL INFORMATION FORM** | | | | |
| Name (First and Last): | | | | |
| Former Chapter: *The First Tee of* | | | | |
| E-Mail: | | | Cell #: | |
| Current Home Address: | | | | Home #: |
| City: | | State: | | ZIP Code: |
| College or University Name (current or former): | | | Major: | |
| Graduation Year: | | | Current Employer (full-time employer): | |
| Job Title: | | | Emergency Contact #1 Full Name (optional): | |
| Emergency Contact #1 E-Mail (optional): | | | Emergency Contact #1 Cell # (optional): | |
| Date of Birth (MM/DD/YYYY): | | | | Age as of **Date of Event**: |
| College Grade Level as of **Spring Semester 2017** (only complete if still in college:  Freshman  Sophomore  Junior  Senior  Post-Secondary Degree (School Name and Concentration):  Working Professional (Years Employed)  0 – 2 years  2 – 5 years  5 – 10 years  10+ years | | | |  |
| Gender:  Male  Female | | | | |
| Ethnic Background:  Asian  Black or African American  Hispanic or Latino/a  Native American or Native Alaskan  Pacific Islander  White or Caucasian  Multi-Racial | | | | Shirt Size:  Extra Small  Small  Medium  Large  Extra Large  XXL |
| Years playing golf: | Are you still associated with a chapter (if so, in what capacity): | | | If selected to attend the Alumni Summit, please name the city and state you would you be traveling from in November: |
| Chapter Contact Full Name: | | | Chapter Contact E-Mail: | |

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| **FAMILY INFORMATION FORM** | | | | | |
| Emergency Contact #1 Full Name: | | | Emergency Contact #2 Full Name (optional): | | |
| Emergency Contact Legal Address: | | | | | |
| City: | State: | | | | ZIP Code: |
| Emergency Contact #1 Employer: | | | | | |
| Emergency Contact Occupation: | | | Phone #: | | |
| **MEDICAL INFORMATION FORM** | | | | | |
| Are you covered by insurance?  Yes  No | | | Military or Medicaid?  Military  Medicaid | | |
| Insurance Company Name: | | | Policy Number: | | |
| Type of Coverage (Check all that apply):  Health  Accident  Major Medical | | | | | |
| Does the participant have any physical condition or handicap that requires special medical treatment, diet or other consideration?  Yes  No | | | | If yes, please explain: | |
| Does the participant have any allergies (food, drugs, stings, pollens, etc.)?  Yes  No | | If yes, please explain: | | | |
| Does the participant take any medication?  Yes  No | | | If yes, please list: | | |
| Please list any previous illnesses or surgery: | | | | | Age as of **Date of Event**: |
| I authorize The First Tee and its affiliates to provide medical treatment and other necessary medical services for my child during the entire period that he/she is a participant at the Alumni Summit. I affirm that all of the above information is correct to the best of my knowledge. | | | | | |
| Alumni Signature: | | | | | Date: |
| Emergency Contact Signature: | | | | | Date: |

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| **ACTIVITIES CHART** | | | | |
| Please complete the chart below; more space will be available when completing this section online. Only list line items within the past 3 years. | | | | |
| **A. Community & Volunteer Service** | **Dates (From – To)** | **Hours Per Week** | **Total Hours** | **Responsibilities & Accomplishments** |
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| **B. Awards & Recognition** | **Dates (From – To)** | **Hours Per Week** | **Total Hours** | **Responsibilities & Accomplishments** |
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| **C. Extracurricular/School Activities or Professional Groups/Committee Work** | **Dates (From – To)** | **Hours Per Week** | **Total Hours** | **Responsibilities & Accomplishments** |
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| **SHORT ANSWER ESSAYS** |
| Answer ALL four (4) of the following questions. Please use the space provided below. Your response must be 350 words or less per question. |
| 1. Describe your future aspirations and how attending the 2017 Alumni Summit will assist you reaching your goals? |
| 1. From the many Life Skills that you have learned at The First Tee, which one has been the most beneficial to you, your family and/or community involvement since becoming an alumni? Provide an example of the positive outcome(s)/impact. |
| 1. While involved with The First Tee, you learned the importance and value of becoming a Go-To-Person and volunteering your time and talents to help others within your community. Please provide an example of how you have made a positive impact within your community? (Please limit your examples to those activities within the last two to three years.) |
| 1. Express a time where you best exhibited a Core Value of The First Tee when addressing a tough situation in your life or a moment of failure. |

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| **LETTERS OF RECOMMENDATION** |
| Please attach two letters of recommendation explaining why your application should be accepted for attendance at the Alumni Summit. Please choose from the following:   * One letter from The First Tee Network (former coach, mentor, program or executive director) * One letter from outside The First Tee Network (Professor, mentor, boss) |

**Social Media Code of Conduct**

The First Tee Code of Conduct requires alumni to demonstrate the Nine Core Values in their everyday lives and, in particular, to show respect for oneself, others and your surroundings. While these behaviors are expected in face-to-face situations, you must also abide by The First Tee Code of Conduct and The First Tee Nine Core Values while using any social media platform to communicate with other chapter participants or with anyone about The First Tee.

Additionally, The First Tee’s copyrighted words, logos and trademarks may not be used in any manner on social media pages that would make it appear to be represented by The First Tee. For example, you cannot create a social media group or page that appears to be sponsored by The First Tee.

If you fail to adhere to The First Tee Code of Conduct and the Nine Core Values, there will be consequences which may include cancellation of benefits and being prohibited from participating in future participant events hosted by The First Tee home office. The home office will also involve parents and chapter leaders in these discussions as needed.

The First Tee considers social media to include all personal websites and all forms of online community activities such as online blogs, social networks, message boards, conversation pages, chat rooms, emails and cell phone texting.

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Alumni Signature Alumni Printed Name Date

**The First Tee Code of Conduct**

The First Tee takes great pride in the quality of its alumni, host facilities, and community involvement at each and every event or special opportunity. In order to make these events enjoyable for everyone, The First Tee requires all participants to adhere to a set of guidelines known as the Code of Conduct. Its purpose is to help The First Tee alumni to understand and accept the consequences of their actions. Your signature at the bottom of this page indicates that you understand that the Code of Conduct is to be followed throughout your stay at this event.

**VIOLATIONS OF THE CODE OF CONDUCT**

• Unsportsmanlike conduct, including abusive language, disrespect to staff, host, or volunteers

• Use or association with drugs or alcohol, smoking or chewing tobacco products

• Vandalism of any sort at host hotel

• Conduct not becoming of a The First Tee participant, such as acting in anger or creating otherdistractions

• Physical abuse, threat of physical abuse or verbal abuse to other participants, staff or guests

• Not adhering to the dress code

**REQUIRED DRESS AT THE EVENT (Unless otherwise instructed)**

• Business casual for most of the summit

• Jacket suggested for Gala dinner

• Appropriate golf attire for TOPGOLF event

**PROHIBITED DRESS DURING THE EVENT**

• Tank tops, T-shirts

• Denim shorts, short-shorts, cut-off shorts, gym shorts, jeans, short skirts

• Tattoos (must be covered)

• Body piercing (other than earrings for females)

Proper attire is required at all times including meetings and free time. Questionable attire will be reviewed by on-site staff. Should a host facility have a stricter dress code, its policy will take precedence.

**CODE OF CONDUCT VIOLATION PENALTIES**

Participants in violation of this Code of Conduct will be prohibited from participating in the remainder of the event and will be sent home at their own expense.

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Alumni Signature Alumni Printed Name Date