



## 2023-2024 Student Application

Dear Applicant:

The Monroe County startUP Board of Directors welcomes your application to participate in the 2023-2024 Monroe County startUP program.

Monroe County startUP is a year-long course designed to utilize partnerships that provide an overview of business and personal development opportunities. The local business community partners with area schools to create project-based experiences for students by providing funding, expertise, meeting space, business tours and one-on-one mentoring. Students visit area businesses, learn from guest speakers, participate in a class business, write business plans, and start and operate their own business. Business concepts learned through the Monroe County startUP program are critical; the 21<sup>st</sup> century skills of problem solving, teamwork, self-motivation, responsibility, higher-order thinking, communication and inquiry are at the heart of student development throughout the course.

The class meets for 1½ hours each school day from 7:30-9:00 a.m. in a variety of businesses. On occasion, class will be hosted online via a virtual meeting platform. The class is facilitated by an entrepreneur fully licensed by the Illinois State Board of Education. The class is financially supported by our Monroe County startUP Business Investors.

**The attached application must be completed in full and returned to your school counselor on or before Wednesday, December 21, at 3:00 p.m.** You will be notified of your acceptance status by Wednesday, January 4, 2023. The decision of the Selection Committee is final, and no exceptions will be made.

Thank you for your interest in Monroe County startUP. We look forward to reviewing your application.

*Monroe County startUP  
Board of Directors*

## **Program Expectations:**

**Excellent attendance** is necessary for success in this class. This course is experience-based. Since you will be learning from a variety of presenters and business tours, attendance and punctuality are essential. Plan now to be in class every day. The class meets in a variety of places throughout the year. Students are expected to be on time no matter the meeting place.

**Professional attire** is our standard. We meet in businesses, so we dress in business attire. Modest blouses, skirts, dress pants, khakis and polo shirts are expected. Flip-flops, tennis shoes, t-shirts, jeans, shorts, or sweatshirts/hoodies are not appropriate. Your instructor will guide you when there are special requirements for a tour or activity.

**Transportation** is your responsibility. To ensure your safety is protected, we will need information about your driver's license and auto insurance.

**Technology tools** are part of the work and learning environment. A laptop or tablet is needed for use in and out of the class. You will want to note information about and from class presentations, keep track of contact information from businesses and guests, as well as utilize the Internet in class.

If for any reason these standards present a problem for you, please let your counselor know so that we can work through these issues with you and remove any roadblocks to your success.

### **Application Rating System:**

Personal Narrative Statement – 70 points

School Counselor Character Reference – 10 points

Two Additional Character References – 10 points each

### **Application Process:**

1. Fill out the 2023-2024 Monroe County startUP Program application (attached).

2. Create a Personal Narrative Statement.

- Attach to application as a separate document. Please do not bind the application or place in a folder. Simply paperclip the pages together. (This allows for better efficiency when processing applications.)
- Applicant name should be at the top of the document.
- Two page maximum, typed, double-spaced, 12 point font, 1" margins
- Statement should include:
  - Introduction of yourself for the selection committee. Please provide examples of your personality, work style, skills and goals.
  - Share why you are interested in the Monroe County startUP Program.
  - If you have ever started a business, or considered starting a business, describe your business or idea.

3. Gather the following references using the attached Character Reference forms:

- **One High School Counselor Reference (10 points)**
  - Give the attached 'School Counselor' Reference form to your Counselor. Give them time to complete this before Wednesday, December 21, 2022.
  - Ask your Counselor to complete the form and attach directly to your completed application.
- **One Personal Reference (Ex: teacher, coach, non-family member) (10 points)**
  - Give the attached 'Personal Reference' form to an appropriate contact.
  - Ask the contact to complete the form and mail it directly to the Monroe County startUP address listed below. This form should not be returned to the student.
- **One Business Reference (If you are not employed, submit two personal references) (10 points)**
  - Give the attached 'Business Reference' form to an appropriate contact.
  - Ask the contact to complete the form and mail it directly to the Monroe County startUP address listed below. This form should not be returned to the student.

#### **Mailing address for the Personal and Business Reference forms:**

*(Forms must be postmarked by December 21, 2022. Give your contacts plenty of time to complete and mail on time.)*

Monroe County startUP Applications  
Regional Office of Education  
107 East Mill Street  
Waterloo, IL 62298

4. Submit completed Application and Personal Narrative (items 1 & 2) to your school counselor by 3:00 p.m. on Wednesday, December 21, 2022.

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**2023-2024 Monroe County startUP Program Application**

Blind Judging # \_\_\_\_\_

*Due December 21, 2022, by 3:00 p.m. to your School Counselor:*

**Student First and Last Name** \_\_\_\_\_  Male  Female

Home Address \_\_\_\_\_  
Street Number Street or Route City State Zip

Student Cell Number (\_\_\_\_\_) \_\_\_\_\_ Student Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Email Address \_\_\_\_\_

Name of High School \_\_\_\_\_ Current Grade Level \_\_\_\_\_

Parent or Legal Guardian’s Full Name \_\_\_\_\_

Parent or Legal Guardian’s Home Address (*if different than above*) \_\_\_\_\_

Parent or Legal Guardian’s Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Student Statement and Signature**

- *I certify that to the best of my knowledge all of the information I have provided is accurate and that the work submitted is my own.*
- *I acknowledge that information about my selection to the Monroe County startUP program and the projects that I develop in Monroe County startUP may be shared with the public.*
- *I understand that it is my responsibility to return this form and the required attachments to my school counselor.*
- *I further recognize that it is my responsibility to stay in touch with my school counselor to ensure that the application is filed in complete form and submitted in a timely manner.*
- *I agree to participate in a formal interview process prior to my selection to the program, if requested.*
- *I understand that if I am selected and participate in Monroe County startUP, I am making an ongoing commitment to remain engaged with the Monroe County startUP program as alumni member.*

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

**Parent/Guardian’s Statement and Signature**

- *I have reviewed the information on this form and give my permission for my child to proceed with the application process.*
- *I authorize my child’s school and its employees to release any information necessary for this application.*
- *I recognize that it is my child’s responsibility to ensure that the complete application is filed in accordance with the stated deadline.*
- *I understand that the application becomes the property of the Monroe County startUP program and cannot be returned.*

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

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## ***What is Monroe County StartUP?***

The Monroe County startUP program is a year-long course designed to utilize partnerships that provide an overview of business and personal development opportunities. The local business community partners with area schools to create project based experiences for students by providing funding, expertise, meeting space, business tours and one-on-one mentoring.

Students visit area businesses, learn from guest speakers, participate in a class business, write business plans, and start and operate their own business. Business concepts learned through the Monroe County startUP class are critical; the 21<sup>st</sup> century skills of problem solving, teamwork, self-motivation, responsibility, higher order thinking, communication and inquiry are at the heart of student development throughout the course.

*Learn more about the Monroe County startUP program and how you can support the class in a variety of ways by following us on Facebook and Instagram- @MonroeCountyStartup  
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**Please mail Reference no later than December 21, 2022, to:**  
Monroe County startUP Applications  
Regional Office of Education  
107 East Mill Street  
Waterloo, IL 62298

**Please do not return Reference to the applicant.**

***Thank you for supporting our future business leaders!***

Personal Reference

CHARACTER REFERENCE QUESTIONNAIRE FOR: \_\_\_\_\_  
 (Student's name)

	<i>Excellent</i> (Top Notch)	<i>Good</i> (Solid-Strong)	<i>Average</i> (Acceptable)	<i>Below-Average</i> (Not Acceptable)	<i>N/A</i> (No Basis for Judgment)
Motivation					
Work Ethic					
Collaborative					
Responsibility Level					
Communication					
Initiative					
Character					
Maturity					
First Impression					
Problem Solving					
Responds Appropriately to Criticism					
Overall Recommendation					

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

How do you feel the student will be able to handle the responsibility of:

	<b>No Concerns</b>	<b>I have Concerns</b> (Please Explain Below)	<b>N/A</b> (No Basis for Judgment)
Attending class off-campus?			
Driving to and from class?			
Meeting with community leaders?			
Representing his/her High School and the startUP Program?			

Additional comments regarding student concerns, challenges, special qualities or any other information that is important for the committee to consider may be attached to the application, if desired. This is a blind application process. **Please refrain from using the student's name in your comments.**

Name (print) \_\_\_\_\_ Referral Type:  Business  Personal/Teacher  
 Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please mail this form no later than December 21, 2022 to:**

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

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