

## **Work-study application materials**

### **Introduction**

Thank you for your interest in our work-study program. Candidates for the work-study program must submit an application, and complete a one week orientation program before being accepted. Preference will be given to applicants who show a commitment to providing service to the vision of Rowe, are flexible, willing to work hard, and are committed to their own growth process through open and honest communication. Please read over the Interactional Agreement, Guidelines for Living in Community, and the information about work hours. Then complete the application and return it to us.

## Rowe Camp & Conference Center Interactional Agreement

### 1. To Commit to the Mission:

It is my intention to use the mission of Rowe Camp & Conference Center as a guide to my actions and decisions.

### 2. To Communicate with Integrity:

It is my intention to tell the truth as I see it, with compassion for myself and others.

### 3. To Listen with my Heart:

It is my intention to listen respectfully to the communication of others and attune to their deepest meaning.

### 4. To Honor our Differences:

It is my intention to come from a sense of cooperation and caring in my interactions with others, accepting each person's humanity, and from an understanding that goals are often the same even though methods for achieving them may differ.

### 5. To Solve Problems Constructively:

It is my intention to take problems, complaints, and upsets to the person(s) with whom I can resolve them, at the earliest opportunity. I agree not to complain to someone who cannot do something about my complaint, and I will redirect others to do the same.

### 6. To Use Conflict as an Opportunity for Self-Growth:

It is my intention to look for the unresolved issues within myself that create a disproportionate reaction to another's behavior.

### 7. To Maintain Harmony:

It is my intention to reconnect with anyone with whom I feel out of harmony as soon as it feels possible.

### 8. To Live Interdependently:

It is my intention to take responsibility to identify and meet my own needs, to ask for help when I need it, and to offer help when I am moved to do so.

### 9. To Work with Love:

It is my intention to see the value of every task great or small, and to carry out my work with care and love, in a spirit of generosity and service.

### 10. To Honor My Creative Gifts and Those of Others:

It is my intention to use my gifts to benefit the Rowe C&CC community, to acknowledge other's gifts, and to look for ways to express creativity in my work here.

### 11. To Learn from Experience:

It is my intention to look for opportunities to learn from my experiences, to continue doing what works and discontinue doing what does not work.

### 12. To Go for Excellence:

It is my intention to foster an environment of genuine collaboration in which all people, including myself, feel empowered to express our individual and collective potential.

### 13. To Be Inclusive:

It is my intention to be welcoming to all who come here and to treat each person with respect.

### 14. To Respect Our Mother Earth:

It is my intention to stay conscious of environmental issues and to seek ways to nurture, respect, and heal our planet through my decisions and actions.

### 15. To Live in a Conscious Manner:

It is my intention to seek my true path.

### 16. To be a Visionary Leader:

It is my intention to create a community where peace, justice, and love prevail in order to reflect that vision out into the world.

### 17. To Re-Evaluate My Commitment:

It is my intention to choose to participate in the Rowe Community and to re-evaluate that commitment on a yearly basis.

### 18. To Lighten up:

It is my intention to see the humor in life and to create fun and joy in my relationships, my work, and my life.

## **ROWE WORK-STUDY COMMUNITY LIVING GUIDELINES AND CONTRACT**

This program is designed to offer each participant an opportunity to explore his or her own personal and spiritual growth, some guidelines have been established to ensure an environment that will be conducive to this experience.

### **RESPECTING COMMUNITY**

Live by the values defined in the Rowe work-study community agreement. (See attached)

Ask other members of the household before making decisions that may affect them.

Be aware of housemate's space. Respect other members' requests and needs within reason.

Community is meant to be inclusive. There will be interns joining at different schedules. Some staff live and work here, others do not. We frequently have guests and people here bartering, so please be sensitive and welcoming to all.

### **COMMUNICATION**

Each intern is asked to make a commitment to honest, open and direct communication. We encourage you to communicate in a timely manner. Don't let things build up until they become a big issue for you. If you need support in dealing with something, talk to your mentor. Engaging in negativity, gossip, or other forms of harmful communication is not only unproductive, it also affects the morale and energy of the group. If someone comes to you to complain or talk about someone else, listen and then support them to take it directly to where it belongs. If you turn to someone for support complete the loop by returning to them when the issue is resolved and letting them know that. If it becomes apparent to other members of the community that an issue is not being resolved, and it is effecting other members of the community, it is their obligation to bring the issue to the entire community during Community Meeting, for support in moving towards resolution.

There is a telephone available in the work-study living room. The number is 413- 339-8444. Please use this number for incoming calls. Use your personal calling card, or a phone in the Farmhouse after business hours to make outgoing long distance calls. There is no long distance service on the work-study phone number.

You will have a mail slot in the office. Any telephone messages that come into the main number or inter-office messages will be placed there. Mail may be sent to you c/o Rowe Camp & Conference Center, PO Box 273, 22 Kings Highway Road, Rowe, MA 01367. The mail is picked up once a day. Outgoing mail may be left in the office. Outgoing mail leaves the Rowe Post Office at 4:00PM. Please be sure to fill out a change of address form at the post office in Rowe before you leave.

### **WORK**

Each intern is given a specific job assignment and is expected to work 33 hours per week. The work day begins at 9:00 AM, or as scheduled by your supervisor. You are expected to be done with breakfast and ready to begin work at that time. You will be given a schedule with 2 days off per week.

If you need to switch your days off, you will be asked to negotiate that with your work supervisor . If your job assignment includes day specific tasks, you are responsible to find a substitute to do those for you in your absence. Each person holds a piece of the puzzle that makes Rowe work. It is not just about making up your time or putting in your hours, it is about taking responsibility for the piece of the puzzle that you hold.

Work hours include time spent doing your specific job assignment, weekly group work project, and KP responsibilities. Meal breaks, cooking for the staff, doing the dishes after meals, cleaning your living space, optional committee meetings that you choose to attend, weekend workshops and other group activities are not considered work hours. Work hours missed due to attendance at workshops must be made up.

If you are ill and unable to work, please let your supervisor know. When you do that, inform them of any day specific tasks that must be done in your absence (KP's, dump runs) so that a substitute may be found.

Be mindful of others work space and job responsibilities. The kitchen, barn, and office are work areas and should not be used for hanging out during the day. It is difficult to carry on phone conversations with a lot of talking going on in the office. You are asked to do laundry during the evening so as not to interfere with the routine of the housekeepers. Once a housekeeper has cleaned an area for the weekend, he or she is done. If you are using a shared bathroom or other conference space, make sure that it is cleaned before you leave it. Please return all tools to where they belong when you are finished with them. Do not use power tools without receiving instruction and permission from the head of maintenance. The barn and tools are to be used for work purposes only.

On occasion, you will be asked to participate in a "mailing party". These are usually done in the evening. This is not part of the work day, but is a giveaway to Rowe from staff and interns.

After 3 months, interns may apply for a stipend. The stipend is \$120 per month. Interns need to apply for this stipend directly with the finance manager.

## **STUDY**

The study portion of the work-study program is self-directed and may include any or all of the following components:

Conferences – Work- study interns may attend weekend conferences during their free time provided that there is space in the conference. Priority is given to paying conferees for conferences with limited enrollment. Interns who are scheduled to work during a weekend will be able to schedule their work to allow them to attend the conference, although there may be times that an intern may have to miss part of a workshop due to the work needs of the conference center. If an intern feels that it would be best to focus completely on a conference, the intern may request a change of days off that week.

Conferences lasting more than 5 or more days - attendance at conferences lasting 5 or more days is not available through this program. Interns who are interested in attending these extended programs may do so by paying for the program.

Cooking interns are not able to attend conferences due to their schedule. Cooking interns may request participation at one weekend conference upon completion of their first 3 months of internship. The focus of the study for the cooking internship is vegetarian cooking.

Group Project- Once a week all interns will meet to participate in a group project. This gives the interns the opportunity to work together to support one of the departments in need.

Community meeting – Each week all community members will meet for a facilitated process meeting. This meeting will provide an experiential process for developing skills in communication, conflict resolution and relationship building. The community meeting is usually followed by a business meeting.

Weekly Mentor Meeting - Once a week you will meet with your mentor. The purpose of the meeting is to support you to meet the goals that you have established for your time here.

Community living - Living and working together provides a forum for accelerated learning by providing an opportunity to apply the skills learned in conferences and groups to daily life. The practice is supported by the fact that interns are living in community with others who are there for the same purpose.

Optional activities - this part of the program is created by the group at hand. Examples of optional activities that have happened in the past are: Dream group, Astrology group, yoga, dancing, playing cards, singing and playing music and meditating. If there is an activity that you would like to see happen just ask, there may be others who would like to do it as well.

## **SPACE**

The community living space for the work-study program is in the Farmhouse. Interns are housed in single and double occupancy rooms. You will be assigned a room in the space allocated for the program.

Each room will be furnished with one bed and dresser per person. There is limited space available for storage of items that do not fit in your room. Other furniture may be available, but you must check with Felicity before moving any furniture from your space, any other space or from the barn.

Permission must be granted for any changes made to the space.

So long as the Owl Room dorm is not in use, it's okay to enter and exit the work-study space using the door by the bathroom. When the Owl Room is in use, please keep the door shut at all times and do not let conferees or guests through that door. This way privacy is maintained for the other work-study participants, conferees and guests.

In the winter, the main heat for work-study is provided by the wood stove. If you do not know how to use the wood stove, please see the maintenance manager for training on how to use it.

Cars may be parked in the Farmhouse parking lot . If we are having a very large weekend you may be asked to park in the Orchard Guest House parking lot. During the winter months, please leave your keys in the car so that it may be moved during plowing operations and park in the Farmhouse lot on the furthest end from the house. Please park cars as closely together as possible as there is limited space on weekends.

## **SAFETY**

Emergency numbers are posted by the phone. In case of emergency (Police, Fire, Ambulance) call 911, then notify a staff member.

Burning of candles or incense must be done with care. We ask that you never leave anything burning unless you are in the same room. Please use candle holders with a solid base and a chimney. Check with house members before burning incense as some people are allergic.

Please ask before building an outside fire and never leave a fire unattended.

Firearms are not allowed on the grounds.

Always notify the maintenance staff immediately of any problem, safety issue or malfunction of any system.

## **CHORES**

Each member of the household will be responsible for taking care of his or her own space and for cleaning up after him or herself. This includes doing one's own dishes immediately after use and cleaning the bathroom after showering.

Each household member will be responsible for general housekeeping on a rotating basis. Assignments include sweeping the floors, washing the bathroom floor, thoroughly cleaning the bathroom, mopping all floors and stairs, dusting, cleaning out cobwebs, getting wood for the woodstove, shoveling the work-study porch and stairs and emptying all trash.

The common areas of the house will be kept free of personal belongings and clutter.

Laundry will be done during weekday evenings only. Any of the laundry facilities may be used most of the time, but the Orchard Guest House, Brook House, and Fromson House may not be used when guests are staying there and the Rec Hall laundry facilities may not be used during programming hours. Please remove your laundry from the machines promptly.

## **GUESTS**

Guests are welcome to come and stay for a visit with prior approval, pending availability of housing. If the visit extends more than two days, guests will be required to make payment for their stay or to work in exchange for their time here. Visitors may not stay for more than one week without prior approval from the work-study manager. Make sure your guests are aware of the guidelines for living

at Rowe.

Arrangements must be made in advance to have guests. Ask all members of the work-study space at least 3 days in advance if you can have your guests stay in the work-study space. Arrangements can be made for use of other space as available.

## **PETS**

Work-study interns are not allowed to have pets while they are here.

## **NOISE**

In an effort to keep the living space conducive to reflection and retreat, we ask that you limit noise.

The noise curfew is from 10 PM- 8 AM Please do not make excessive noise at any time and be especially conscious when guests are staying in the Owl Dorm.

There are many alternative spaces on the grounds for livelier gatherings. Check with the facilities manager or Felicity for availability. If you use other space on the grounds, it should be left as clean or cleaner than you found it.

## **SMOKING, DRUGS AND ALCOHOL**

All buildings are smoke free environments. You are free to smoke outside. Please make sure you extinguish all cigarettes in a smoking can and do not leave any cigarette butts anywhere. Please clean up butt cans regularly.

No illegal drugs are permitted.

Beer, wine and alcohol are allowed but cannot be stored in public use area's of the conference center.

## **ALLERGIES**

Some of our staff have allergies. Please refrain from wearing scented oils, perfumes, colognes and such and ask before using incense or smudge sticks.

## **CONSERVATION**

Please shut off all lights when not in use.

If you are using an electric heater, keep the heat at a reasonable temperature and remember to turn it down at night and off when you are not in the room. We prefer that you keep the wood stove burning and keep your door open at night if you are cold.

Recycle containers will be available for sorting trash.

We would be pleased to hear any other ideas you have on saving energy.

## **MEALS**

When programs are being held, interns may eat with those attending the program. The main kitchen may not be used during those times.

Weekend meal times are:

Friday dinner 7:00PM

Sat. breakfast 8:00AM, lunch 12:30PM, dinner 6:30PM

Sunday breakfast 8:00AM, lunch 1:00PM

At times when there are no programs going on, each person is responsible to make his or her own breakfast and lunch. You are welcome to use any of the food in the kitchen and walk-in. Everyone is responsible to do their own clean up when making meals.

Dinner - Dinner is the time when we gather to eat a community meal together. Each staff member and intern living at Rowe is expected to cook for the group once every other week. Dinner is at 6:00PM. Dinner is cook's choice. Not all staff are vegetarians and meat may be served. In the event that you are unable to cook on an evening assigned to you, you are expected to find a replacement. When community meals are taking place, everyone pitches in to do KP except the person who cooked that meal.

Rowe serves mostly but not exclusively vegetarian food. All food normally stocked in the kitchen may be used for meal preparation. On occasion special items are purchased for a program, please check with the head cook before using them. If you are on a special diet you may need to take responsibility for your own food preparation and in some cases your food expenses.

Please ask before you borrow cooking utensils from the kitchen and return all dishes, containers and borrowed items to the kitchen after their use.

## **CAMP VEHICLES**

If you are asked to use the camp car or truck, drive carefully. Check before taking a vehicle to make sure that no one else has reserved it. When returning the vehicle, it should be left clean. Take everything that you put in the vehicle out of it before you leave it. Camp vehicles are precious to us, please use them with care.

Check at the office to get petty cash if you need to get gas for the camp vehicles. You will be asked to bring a receipt back from the purchase. Do not leave the tank less than a quarter full. If you use your own money for business expenses, bring back a receipt and we will be happy to reimburse you.

Camp vehicles are not available for personal use.

If you use your own car for our business purposes, you will be reimbursed for the gas that you use.

We do not pay mileage.

At times you may be asked or offer to do a bus pick-up. Conferees are charged \$20 to be picked up at Williamstown or Greenfield and \$50 to be picked up at Bradley or Albany airport. If you do the pick-up in your own vehicle on your own time, you will receive the fee. If you do the pick-up in a camp vehicle on work time, Rowe receives the fee. Check with Paige to receive reimbursement. There is no charge or payment for picking up staff, workshop leaders, or work-study applicants.

## **OTHER RESOURCES**

We have a wonderful sauna that you are welcome to use. Please bring your own towels and shower first before getting in. If you need to use towels from the sauna, you are asked to launder them yourself.

The meditation house is located behind the Farmhouse and it is always open. It has a small wood stove in it. Ask for instructions before you use the stove and restock wood and other supplies after using it.

The Chapel is located in the center of town across from the Post Office. It is open at all times.

Internet access is available on the Public Computer next to the dining room. Upon your arrival you will be given a password to log on to the computer. Please do not use this computer during program break times, as this time is set aside for conferee access. Do not use the office computers for personal internet access.

The Town of Rowe has a nice little library. You may borrow books or video tapes there by putting them on the Rowe Camp library card. This is a privilege that the town has extended to us. Please comply with all regulations and return items promptly and on schedule. Pelham Lake is for residents only. You cannot park there without a resident sticker. Rowe has 1 Park Pass that you may sign out in the office. Please return it promptly after use, as others may be waiting to use it too. You may walk to the beach and use it. It is a very lovely place to swim.

## **DEPARTURES**

Each work-study intern will vacate the premises by the date agreed upon. In the event that an intern would like an extended stay, she or he will make a request to the community at least two weeks in advance of the agreed upon departure. The request will be brought to a staff meeting where it will be discussed and decided upon.

Interns have 2 days from their last day of work to pack and move.

Rooms shall be left in as good condition as they were found in. If you have moved furniture out of the space, it must be returned. Interns are responsible for the repair or the cost of repair of any damages made to the property.

Rowe Camp and Conference Center  
Work Study Program Description  
Breakdown of Hours

## WEEKLY BREAKDOWN

### Work

28 hrs. in specific department &  
2 hrs. participating in work study community project  
3 hrs. Seva in the kitchen (KP)  
33 hrs. total work hours

### Additional Meeting time

Community Meeting ( 2hrs)  
Meeting with Mentor (1 hour)

### During Your Overall Stay

Attendance at conferences (limited for cooking intern)  
Cooking a community dinner @1 time every 2 weeks  
Attending optional community gatherings

## WORK-STUDY APPLICATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY TELEPHONE \_\_\_\_\_ EVENING TELEPHONE \_\_\_\_\_

CURRENT OCCUPATION \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_

HOW DID YOU HEAR ABOUT ROWE AND THE WORK STUDY PROGRAM?

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HOW LONG WOULD YOU LIKE TO STAY IN THIS PROGRAM \_\_\_\_\_

DATE ON WHICH YOU COULD BEGIN \_\_\_\_\_

DATES ON WHICH YOU COULD COME FOR AN INTERVIEW AND VISIT  
CHOICE 1. \_\_\_\_\_ 2. \_\_\_\_\_

DO YOU HAVE ANY PHYSICAL LIMITATIONS, DISABILITIES, CHRONIC CONDITIONS OR  
ALLERGIES? \_\_\_\_\_

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DO YOU HAVE ANY EXPERIENCES, SKILLS, OR QUALIFICATIONS WHICH YOU  
FEEL WOULD BE HELPFUL TO OUR ORGANIZATION? \_\_\_\_\_

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### RECORD OF EDUCATION

LEVEL	NAME OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE
HIGH SCHOOL			
COLLEGE			
OTHER			

**PERSONAL REFERENCES**

NAME	ADDRESS	TELEPHONE

**EMPLOYMENT RECORD**

NAME , ADDRESS & PHONE	EMPLOYED FROM TO	POSITION	REASON FOR LEAVING	SUPERVISOR

May we contact the employers listed above? \_\_\_\_\_ If not, please indicate which one(s) you do not want us to contact \_\_\_\_\_

**FAMILY INFORMATION**

MARITAL STATUS \_\_\_\_\_ CHILDREN? AGES? \_\_\_\_\_

FAMILY OF ORIGIN  
# OF SISTERS \_\_\_\_\_ # OF BROTHERS \_\_\_\_\_

WHERE WERE YOU IN THE FAMILY (YOUNGEST, OLDEST, MIDDLE) \_\_\_\_\_

**PERSONAL PROFILE**

1. Please check program requested: Basic \_\_\_\_\_ Cooking \_\_\_\_\_

If cooking please include a special request letter (see cover letter)

If basic program what is your preference for which work department you would be assigned to?

Office \_\_\_\_\_ Facilities \_\_\_\_\_ ( Housekeeping \_\_\_\_\_ Maintenance \_\_\_\_\_ Either \_\_\_\_\_ )  
Kitchen Housekeeping \_\_\_\_\_

2. Please check off any special skills that you may have:

accounting	___	plumbing	___	yoga	___	photography	___
word processing	___	carpentry	___	massage	___	lifeguarding	___
computer	___	electrical	___	sewing	___	child care	___
customer service	___	painting	___	cooking	___	singing	___
general office	___	auto repair	___	musical instrument	___		
graphic layout	___	auto body	___	furniture	___		
				repair/refinish			

Other:

Do you have a drivers license? \_\_\_\_\_ Can you drive a standard shift? \_\_\_\_\_

3. What methods and tools have you used in your personal and spiritual growth journey?

4. Have you experienced any life trauma? Please explain.

5. Are you currently or have you ever been in therapy? When and for how long? Does your therapist support your doing this program?  
Do you understand that this is not a group therapy program, nor is it intended to substitute for therapy?

6. Are you currently on medication? What kind? For what purpose? Does any of the medication you take effect your emotions, behavior, or your ability to think clearly?

7. Have you ever been hospitalized for psychiatric or emotional reasons? When and under what circumstances? Have you ever been suicidal? When and under what circumstances?

8. Have you ever been treated for alcohol or drug abuse? Are you currently working a recovery program? For what reason? How long have you been doing so? How do you feel about being present where alcohol is served?

9. Have you ever been convicted of any crime? Please explain.

10. What are the things that you like the most and the least about yourself?

11. List 3 goals that you would like to accomplish while you are here.

12. Please tell us about yourself and why you want this type of program in your life at this time? Use as much space as you need. Kindly attach a recent photograph.

**EMERGENCY INFORMATION**

NAME \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

IN CASE OF EMERGENCY PLEASE CONTACT:

1.NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_

TELEPHONE\_\_\_\_\_

RELATIONSHIP TO YOU\_\_\_\_\_

2.NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_

TELEPHONE\_\_\_\_\_

RELATIONSHIP TO YOU\_\_\_\_\_

PLEASE LIST ANY HEALTH CONDITIONS THAT WE SHOULD BE AWARE OF:

CURRENT MEDICATIONS AND DOSAGES:

ARE YOU ALLERGIC TO ANY MEDICATION? PLEASE LIST.

PLEASE LIST ANY ALLERGIES.

**RELEASE FOR EMERGENCY TREATMENT**

I hereby give my permission for emergency treatment by a physician or hospital selected by Rowe Camp & Conference Center. I realize that this could include administration of medication, anesthesia, x-rays, lab tests, or surgery. I understand that every effort will be made to contact the above named contact people. I have stipulated any exceptions below.

SIGNATURE\_\_\_\_\_ DATE\_\_\_\_\_

EXCEPTIONS: