

# Palos Verdes Assembly

## Membership Packet Checklist

Please carefully Read the Instructions and Information Sheet, then compile in this order:

Page 1 Application with Handwritten Essay Attached

Page 2 Two completed Recommendation Forms

Page 3 Parent Interest Finder

Page 4 Liability Release

It is the applicant's responsibility to submit his or her Handwritten Student Essay, stapled to the Application Form, TWO completed Recommendation Forms, the Parent Interest Finder, and the Liability Release Form and mail to:

The Palos Verdes Assembly  
C/O Membership Patroness  
P.O. Box 3103  
Palos Verdes Peninsula, CA 90274

**APPLICATIONS** must be postmarked **NO EARLIER THAN April 17** and **NO LATER THAN May 6**.

PLEASE KEEP FOR YOUR RECORDS

# The Palos Verdes Assembly

## Application Instructions and Information

### Information

Thank you for your interest in PV Assembly! Membership is open to high school students who have attended Cotillion, and who live on, or attend school on the Palos Verdes Peninsula. Members having a Post Office Box will be required to show proof of residency and/or school enrollment.

Membership is based on Cotillion experience and attendance, letters of recommendation written by adult members of the community, handwritten student essay, application received within the set dates, equal balance of male and female members, consideration to legacy applicants, and the membership capacity of available facilities.

Membership is a four-year commitment.

Members are required to attend all dances and such other activities as stated in the calendar. Members shall miss no more than two events during the Assembly year or their membership may be revoked.

Members are encouraged to donate a minimum of 20 hours of volunteer service to the community.

### Instructions

- Complete the Palos Verdes Assembly application form.
- Student must submit a handwritten paragraph (250 words or less) attached to the application explaining their interest in participating in Palos Verdes Assembly. Only the contents of the paragraph will be considered, penmanship will not affect the decision.
- Two Recommendations from adult members of the community such as teachers, counselors, coaches, clergymen and the Palos Verdes Assembly Patronesses are considered appropriate. Be sure the people writing the recommendation for your child understand that they are to return the forms to you promptly, to forward with your application in order to meet the application deadline. Send **NO** money at this time.
- Complete the Parent Interest Finder.
- Complete the Release of Liability form.
- **APPLICATIONS** must be postmarked **NO EARLIER THAN April 17** and **NO LATER THAN May 6**.
- Please return all of the above documents to:

The Palos Verdes Assembly  
C/O Membership Patroness  
P.O. Box 3103  
Palos Verdes Peninsula, CA 90274

If you have any questions, please email: [Membership@PvAssembly.com](mailto:Membership@PvAssembly.com)

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FIRST LETTER OF STUDENT'S LAST NAME

Sex M\_\_ F\_\_

# THE PALOS VERDES ASSEMBLY APPLICATION FORM

**\*\*PLEASE PRINT\*\***

Grade (in Sept.)

Applicant's Full Name: \_\_\_\_\_  
last first middle

Home Address: \_\_\_\_\_  
street city zip code

Home Phone: \_\_\_\_\_ Work Phone (Mother): \_\_\_\_\_ (Father): \_\_\_\_\_

Parent Contact E-Mail \_\_\_\_\_

Parent(s) or Guardian Name: \_\_\_\_\_  
father mother

Address (if different): \_\_\_\_\_

Current School: \_\_\_\_\_ High School (in Sept.) \_\_\_\_\_

Cotillion Experience: \_\_\_\_\_ Which Grades? \_\_\_\_\_  
(Bent, MIS, PVIS, RIS) (6th, 7th, 8th)

Number of **8th Grade** Absences: \_\_\_\_\_

Previous or current sibling/parent/other family member participation in Assembly:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years: \_\_\_\_\_

**\*Mandatory: Student, please submit a short handwritten paragraph (250 words or less) attached to this application explaining your interest in Palos Verdes Assembly.**

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**SUBMITTING AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE AS A MEMBER. IF IT IS DETERMINED THAT ANY STUDENT'S APPLICATION FORM WAS INCORRECT, THE ASSEMBLY RESERVES THE RIGHT TO RESCIND THE STUDENT'S INVITATION.**

We understand that The Palos Verdes Assembly membership committee makes the final determination regarding who will be accepted as a member of the Palos Verdes Assembly. We have read the attached material and are willing to fulfill the commitments.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# THE PALOS VERDES ASSEMBLY RECOMMENDATION FORM

The Palos Verdes Assembly is a social and philanthropic non-profit organization that has functioned on the Palos Verdes Peninsula for over 40 years. The purpose of The Palos Verdes Assembly is to provide an educational, self-improvement program for high school students by teaching social graces, dance, protocol, and etiquette, while encouraging young adults to volunteer their services to the community. Membership is a four-year commitment and attendance at eight yearly events, plus the Presentation Ball for seniors, and an Orientation meeting for freshmen, is mandatory. Please note that this recommendation does not guarantee membership into The Palos Verdes Assembly. Membership is limited due to room size, and is subject to student member qualifications as stated in the PVA Guidelines and restated in the applicant's cover letter.

**APPLICANT'S NAME:** \_\_\_\_\_

1. Briefly state how long and in what capacity you have known this applicant.

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2. What qualities does this applicant possess that would indicate his/her ability to follow through on a long-term commitment?

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3. Members are expected to volunteer for approved community service projects each year. Do you think this applicant will meet this responsibility?

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4. Is there any other information about this applicant that you feel would be relevant to include on this recommendation?

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Printed Name Signature Date

\_\_\_\_\_  
Your title or relationship to the applicant

Kindly return the completed recommendation **TO THE APPLICANT** as soon as possible so that he/she may meet the application deadline.

Thank you very much!

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## The Palos Verdes Assembly Parent Interest Finder

The Palos Verdes Assembly is a non-profit volunteer organization supported by the volunteer efforts of its parents and members. We welcome your participation as a Patroness to help us continue our program for the benefit of our members.

A group of about forty adults, collectively called Patronesses, administer, organize and chaperone the activities of The Palos Verdes Assembly. Patronesses shall commit to serving at least two consecutive one-year terms. General Patroness Meetings are normally held in September, January, and April. Patronesses may be required to attend a Ball Information Meeting typically held in February. Patronesses serve in two capacities: (1) on a General Committee and, (2) on a Ball Committee. We will do our best to accommodate your special interest or skills.

The following opportunities to help are available. Please let us know your special interest or skills:

Décor/Refreshments \_\_\_ Computer Skills: Word \_\_\_ Excel \_\_\_ Email \_\_\_

Community Service \_\_\_ Photography \_\_\_ Scrapbooking \_\_\_ Event Planning \_\_\_

Public Relations \_\_\_ Legal \_\_\_ Finance \_\_\_ Floral \_\_\_ Video Taping \_\_\_

Administration \_\_\_ Leadership \_\_\_ Writing \_\_\_ Speaking \_\_\_ Website \_\_\_

Chaperone Dances \_\_\_

Other Professional Expertise \_\_\_\_\_

Other Interest \_\_\_\_\_

\_\_\_\_\_ **I would like to be considered for a Patroness position**

Name: \_\_\_\_\_ -

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail: \_\_\_\_\_ Work Phone \_\_\_\_\_

Please list current volunteer involvement: \_\_\_\_\_

\_\_\_\_\_

I'm generally available: Days \_\_\_ Evenings \_\_\_ Both \_\_\_ Flexible \_\_\_

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# THE PALOS VERDES ASSEMBLY RELEASE AGREEMENT

The undersigned understand that participation in The Palos Verdes Assembly ("Assembly") is voluntary and not part of the regular school program. It is understood that participation in Assembly, by its very nature, may pose a high degree of risk of injury which may result not only from the actions, inactions, or negligence of Assembly, its instructors and volunteers, but the action, inaction, or negligence of others, the rules of participation, or the condition of the premises. The undersigned release, waive, discharge, hold harmless and covenant not to sue Assembly, the instructors, the Assembly Coordinators, the Patronesses, parent chaperones, volunteers, sponsoring agencies and owners and lessors of SIGNING IT VOLUNTARILY, AND IN CONSIDERATION OF PARTICIPANT'S CONTINUED PARTICIPATION IN ASSEMBLY, premises used to conduct the event from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the persons involved. The undersigned further understand that Participant may have to cross one or more streets to travel from the parking lot or a drop-off point to the location of an event. The undersigned acknowledge that Participant must obey all traffic laws and cross all streets safely, and expressly understand and acknowledge that any injury (including permanent disability or death) or damage occurring while traveling from the parking lot or drop-off point to an event is included within the scope of this Release. Participant and his or her parent(s) or guardians(s) willingly and knowingly wish to have Participant participate in spite of the risks. The undersigned authorize Assembly, its Patronesses and its volunteer chaperones to obtain emergency medical treatment for Participant at the undersigned's sole expense. Any negligence in seeking, or failing to seek, emergency medical treatment for Participant is included within the scope of this Release.

The undersigned grant Assembly and its Patronesses, and those acting with their authority and permission, the absolute right and permission to copyright, use, re-use, publish, and republish photographic portraits or pictures of the member or in which the participant may be included, in whole or in part, without restriction as to changes or alterations, or reproductions thereof in color or otherwise made through any media (including, without limitation, the Palos Verdes Peninsula News and the Assembly website) for any purpose whatsoever, without any compensation whatsoever. The undersigned also consent to the use of these photographs in any printed matter in conjunction therewith. The undersigned hereby waive any right that they may have to inspect or approve the finished product or products or the copy or printed matter that may be used in connection therewith or the use to which it may be applied.

I HAVE READ THE ABOVE WAIVER AND RELEASE. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND AM

Participant's name (please print legibly): \_\_\_\_\_

Signature of Participant \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

(If Participant is under the age of 18)

\_\_\_\_\_ Date: \_\_\_\_\_