Peer Financial Counselor Application

Powercat Financial Counseling is accepting applications from K-State students to fill Peer Financial Counselor positions for the 2015 fall and 2016 spring semesters. Admission to become a Peer Financial Counselor in Powercat Financial Counseling is by application and interview only. Interested students should submit an application as early as possible. Ideally, applications should be submitted before the candidate’s junior year, but prospective counselors may apply as late as the second-to-last semester before graduation. The deadline for submitting an application, including a resume and recommendation form, for the 2014-2015 academic year is as follows:

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<th>Semesters To Be In Program:</th>
<th>Submit Application By:</th>
<th>Training To Begin:</th>
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</thead>
<tbody>
<tr>
<td>Fall 2015 to extend through Spring 2016</td>
<td>Friday, March 6th by 5pm</td>
<td>Late Afternoons in September 2015</td>
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</tbody>
</table>

All application materials should be returned to:
Powercat Financial Counseling
Attn: Jodi Kaus, Director
Office of Student Activities and Services
Ground Floor, 809 K-State Student Union
Manhattan, KS 66506-2800

Eligibility Requirements:
All applicants must have a GPA of 3.0 or greater, and must have completed, or are currently enrolled in, coursework related to finance, economics, agribusiness or financial planning (such as MONEY 101, FSHS 105, 301, 400, 405; and/or FINAN 450 and FINAN 661; ECON 510 & 520). While not all of these courses are prerequisites, other coursework eligibility is subject to the verification and approval of the Program Director. Director may require, on an individual basis, successful completion of FSHS MONEY101 on-line 1 credit hour course concurrent with training. Applicants must agree in writing to the Privacy and Confidentiality Policy of the center.

Responsibilities of Peer Financial Counselors:
Peer Financial Counselors will provide presentations to K-State classes and student organizations on personal finance topics, and will provide individual counseling to help students with their personal finances. Peer Financial Counselors must attend all initial training sessions and all monthly continuing education (CE) training sessions (approximately 1½ hour long sessions). A mandatory retreat for peer counselors & PFC Student Advisory Board members will be held Thursday, April 16th from 5:00 to 7:00 pm in Leadership Studies Hall.

Notification:
Upon receipt of your application, a personal interview will be scheduled with the Director of Powercat Financial Counseling. Students will be notified of their final acceptance status no later than the first week of April 2015. A formal notification will be sent to the student’s K-State email address. Accepted students will be expected to complete counselor training of approximately twelve (12) hours during the late afternoons beginning in September 2015. If you have questions about these procedures, contact Jodi Kaus at PowercatFinancial@k-state.edu or (785) 532-2889.

Benefits of being a Peer Financial Counselor
Students will get to use their classroom knowledge to educate fellow students about their personal finances and will obtain financial planning experience under supervision. Counseling hours may be able to be applied to fulfill experience requirements for professional designations. Academic credit hours may also be obtained with prior approval of the director and your academic advisor. Peer counselors may receive pay during their second semester upon successful completion of all fall training requirements. It is also very rewarding to assist fellow students. NOTE: The commitment of being a Powercat Financial Counseling Peer Counselor is such that you should honestly evaluate your class load, and present extracurricular activities in consideration of the time this pre-professional program will require. To learn more about PFC, go to our website at www.k-state.edu/pfc.
POWERCAT FINANCIAL COUNSELING
Peer Financial Counselor Expectations

Prior to being approved to work as a Peer Financial Counselor, the volunteer must complete the following:

- Peer Financial Counselors must complete all counselor training sessions (3 or 4) with approximately 12 hours of total training time.
- Peer Financial Counselors must sign a Privacy & Confidentiality agreement.
- Peer Financial Counselors are required to observe at least two professional counseling sessions held by the PFC Director and prepare a concurrent written analysis of their observations, however additional observations may be helpful.
- Peer Financial Counselors are also required to perform at least two “mock” counseling sessions under observation by the PFC Director or staff.
- Peer Financial Counselors must observe at least two workshops or presentations given by the PFC Director or staff to a student group.
- Peer Financial Counselors must present or co-present at least two workshop presentations under observation by the PFC Director or staff.

Participation Requirements
Once approved to work as a Peer Financial Counselor, in order to maintain this status a minimum amount of participation must occur. Each Peer Financial Counselor must complete at least three individual counseling sessions and two presentations per semester. These minimal requirements are fulfilled through either arranging a session or program on your own or fulfilling a session or program request that comes through the Powercat Financial Counseling Director. If a Peer Financial Counselor does not fulfill these minimal requirements, he or she will be relieved of his or her duties. Peer Financial Counselors are encouraged to speak with the Director of Powercat Financial Counseling if they are experiencing difficulty in fulfilling these requirements.

Continuing Education (CE)
Peer Financial Counselors are required to attend continuing education. These meetings will be held once per month for one to two hours. Attending a class in which you are enrolled is considered an excused absence. Peer Financial Counselors should contact the Director in advance regarding any missed meeting. If a Peer Financial Counselor has more than two unexcused absences from continuing education meetings, he or she will be required to meet with the Director of Powercat Financial Counseling and accept alternative service duties or step down from his/her duties as a volunteer.

Points System
Peer Financial Counselors must accrue participation points in order to continue their status as a Peer Financial Counselor. In addition to counseling sessions, presentations, and continuing education participation, points can be earned in other ways. Other potential opportunities for service include providing outreach at student orientations and fairs, assisting with Financial Education Month in April, and assisting with Powercat Financial Counseling sponsored campus-based or community activities.
Peer Financial Counselor Application

Name: __________________________ Local Address: __________________________

Email: __________________________@k-state.edu Cell Phone: __________________________

Major: __________________________ Expected Graduation Date: _____________

GPA: _____________ T-Shirt Size: _____________

Available to participate (check all that apply): Summer 2015 ___ Fall 2015 ___ Spring 2016 ___ Summer 2016 ___

How many hours a week are you able to devote to PFC: ________ PLEASE ATTACH RESUME

I have taken the following classes in preparation (Check all that apply):

_____ MONEY 101 _____ FSHS 105 _____ FSHS 301 _____ FSHS 400 _____ FSHS 405

_____ FSHS 595 _____ FSHS 756 _____ FSHS 760 _____ FSHS 762 _____ FSHS 764

_____ FSHS 766 _____ FSHS 772 _____ FINAN 450 _____ FINAN 661 _____ ECON 510/520

Other relevant classes (ex. Counseling, Marriage & Family Therapy, Business, Agribusiness, Economics):

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

If you are bilingual, please specify what language you speak: __________________________

Statement of Intent: Please briefly explain why you are interested in becoming a Peer Financial Counselor, and what you hope to gain from this experience. Attach additional page if necessary.

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Yes ___ No ___ I can attend the mandatory retreat on Thursday, April 16, 2015, from 5:00 to 7:00 pm.

PLEASE READ AND SIGN THE FOLLOWING STATEMENT:
I certify that the information provided in this application is complete and accurate.

___________________________________________________  __________________________
Signature        Date

For Office Use Only

Date Received: _____________ Decision:      □ Admit      □ Deny Reason: __________________________

Comments: __________________________________________
Peer Financial Counselor Application

Name: _____________________________________________

Semester: FALL 2015 SCHEDULE (this must be completed and submitted to the PFC Director as soon as you have your enrollment completed for Fall 2015, but no later than May 1, 2015).

Please fill in your classes, other work schedules, meetings and other times you would \textbf{NOT} be available to work at PFC for Fall 2015.

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<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>8:00 am - 9:00 am</td>
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<td>9:00 am - 10:00 am</td>
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COMMENTS:
Recommendation Form

To the applicant: Please complete the top portion of this form and ask a current or former professor or employer to complete the bottom portion and return it to Powercat Financial Counseling.

Name of applicant: _______________________________________________________________

Name and title of recommender: ______________________________________________________

Application/Recommendation deadline: March 6, 2015 by 5:00 pm to Powercat Financial Counseling

To the recommender: Peer Financial Counselors are expected to offer free, unbiased, and knowledgeable financial education to other undergraduate students at K-State, while at the same time gaining experience in their future profession. Your evaluation of this student’s potential is of great importance in the procedure used for selection of counselors. Please carefully assess the applicant in the following areas.

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<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Judge</th>
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<tr>
<td><strong>COMMUNICATION SKILLS:</strong> Command of oral and written language, clarity, coherence and facility of expression.</td>
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<td><strong>MATURITY:</strong> Self-control, unselfishness, realistic self-appraisal, ability to cope with life situations.</td>
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<td><strong>RELIABILITY:</strong> Follows through on commitments, honest, trustworthy, and conscientious.</td>
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<td><strong>PERSEVERANCE:</strong> Steadfast in purpose, disciplined work habits, stamina and endurance.</td>
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<td><strong>INTERPERSONAL RELATIONS:</strong> Effective response and sensitivity to the feelings and needs of others, compassionate.</td>
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<td><strong>EMOTIONAL STABILITY:</strong> Performs under pressure, absence of tension symptoms, and stable moods.</td>
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<td><strong>INTELLECTUAL ABILITY:</strong> Facility in understanding new ideas, perception of relationships between concepts, insight.</td>
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<td><strong>RESOURCEFULNESS:</strong> Adaptable to new situations, effective use of available resources, and originality.</td>
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<td><strong>JUDGMENT:</strong> Able to analyze a situation, make an appropriate decision, apply common sense and confidentiality.</td>
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Comments: ________________________________________________________________

______________________________________________________________
Signature  Date

Please return your evaluation by the deadline indicated above to: powercatfinancial@ksu.edu or Powercat Financial Counseling
Attn: Jodi Kaus, Program Director
809 K-State Student Union
Manhattan, KS 66506-2800

You may contact Powercat Financial Counseling at 785-532-2889 or PowercatFinancial@k-state.edu if there are any questions regarding this application.