

# 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
- Pages 2 & 3 Two completed Recommendation Forms
- Page 4 Parent Interest Finder
- Page 5 Liability Release
- Page 6 Adult Non-Sport Waiver (with both parent/legal guardian signatures)
- Page 7 Youth Non-Sport Waiver

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.**

Palos Verdes Assembly does not assume responsibility for undelivered, returned, or missing applications sent through the US Postal Service.

# 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 Palos Verdes Peninsula Cotillion, otherwise known as Bent Cotillion, Miraleste Intermediate, Palos Verdes Intermediate, or Ridgecrest Intermediate Cotillions.

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 may be given to legacy applicants and/or students with a parent who was a cotillion committee member, 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 ensure you apply sufficient postage.**
- Please return all of the above documents to:

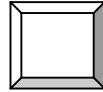
The Palos Verdes Assembly  
C/O Membership Patroness  
P.O. Box 3103  
Palos Verdes Peninsula, CA 90274

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

Assembly Bylaws are available on the website at [www.pvassembly.com](http://www.pvassembly.com)

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: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone (Mother): \_\_\_\_\_ (Father): \_\_\_\_\_  
street city zip code

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 Cotillion 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, NOR DOES LEGACY STATUS.** 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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RECOMMENDATION FORM**

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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

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Your title or relationship to the applicant

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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!

## The Palos Verdes Assembly Parent Interest Finder

The Palos Verdes Assembly is a non-profit, volunteer organization supported by the efforts of both members and parents. We welcome parent participation as either a chaperone at our monthly dances, or you may apply to be a Patroness.

A group of about forty adults, collectively called Patronesses, administer, organize and host 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, February and April. Patronesses serve in two capacities: (1) in a General Operations position, (2) and, in a Presentation Ball position. Patronesses are required to attend the Presentation Ball the first Saturday in May, to ensure the success of the event.

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

\_\_\_\_\_ **\*I can provide a current name of a patroness as a recommendation on my behalf. If so, please name the current patroness:** \_\_\_\_\_

(\*Requested, not required)

**Please note, if you do not want to apply to be a Patroness, but would like to be considered to chaperone a dance/dances throughout the year, you will have the opportunity to sign up at the September Orientation meeting.**

If you are applying to be considered for a Patroness position, the following opportunities to help are available. Please let us know your special interest or skills:

Décor/Refreshments \_\_\_; Computer Skills: Word \_\_\_ Excel \_\_\_ QuickBooks \_\_\_;

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

Public Relations \_\_\_; Legal \_\_\_; Finance/Treasurer \_\_\_; Administration \_\_\_;

Writing \_\_\_; Website Design \_\_\_ Website Maintenance \_\_\_ Social Media \_\_\_

Other Professional

Expertise/Interests \_\_\_\_\_

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

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

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

Please list current volunteer involvement and what positions you hold in each area:

\_\_\_\_\_

\_\_\_\_\_

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

# 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 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 SIGNING IT VOLUNTARILY, AND IN CONSIDERATION OF PARTICIPANT'S CONTINUED PARTICIPATION IN ASSEMBLY.

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

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

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

(If Participant is under the age of 18)

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

## **ADULT WAIVER AND RELEASE OF LIABILITY**

In consideration of being allowed to participate in any way in The Palos Verdes Assembly related events and activities, the undersigned:

1. Agree that the member/participant should inspect the facilities and equipment to be used, and if the member/participant believes anything is unsafe, he or she should immediately advise supervisor (advisor, manager, etc.) of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each member/participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
4. Release, waive, discharge and covenant not to sue The Palos Verdes Assembly its affiliated clubs, their respective administrators, directors, agents, and other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors or premises used to conduct the event, all of which are hereinafter referred to as "releases," 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 and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise.

**I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.**

**Both parents/legal guardians (if applicable) of the applicant MUST sign this form.**

Name of Member/Participant (print) \_\_\_\_\_

Name of Legal Guardian #1 of Member/Participant (print) \_\_\_\_\_

Signature of Legal Guardian #1 of Member/Participant \_\_\_\_\_

Address of Legal Guardian #1 of Member/Participant \_\_\_\_\_

Telephone Number of Legal Guardian #1 of Member/Participant (    ) \_\_\_\_\_

Name of Legal Guardian #2 of Member/Participant (print) \_\_\_\_\_

Signature of Legal Guardian #2 of Member/Participant \_\_\_\_\_

Address of Legal Guardian #2 of Member/Participant \_\_\_\_\_

Telephone Number of Legal Guardian #2 of Member/Participant (    ) \_\_\_\_\_



## **YOUTH WAIVER AND RELEASE OF LIABILITY**

In consideration of being allowed to participate in any way in The Palos Verdes Assembly related events and activities, the undersigned:

1. Agree that the parent(s) and/or legal guardian(s) of the participant should inspect the facilities and equipment to be used, and if the parent or guardian believes anything is unsafe, he or she should immediately advise supervisor (advisor, manager, etc.) of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each member/participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
4. Release, waive, discharge and covenant not to sue The Palos Verdes Assembly its affiliated clubs, their respective administrators, directors, agents, and other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors or premises used to conduct the event, all of which are hereinafter referred to as "releases," 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 and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise.

**I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.**

Name of Member/Participant (print) \_\_\_\_\_

Name of Parent/Guardian (print) \_\_\_\_\_

Parent/Guardian Relationship (print) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Address of Member/Participant \_\_\_\_\_

Telephone Number of Parent or Guardian (     ) \_\_\_\_\_