

Student Conservation Association (SCA) Regional Youth Crew Application Guide

Questions? Email ceversman@thesca.org



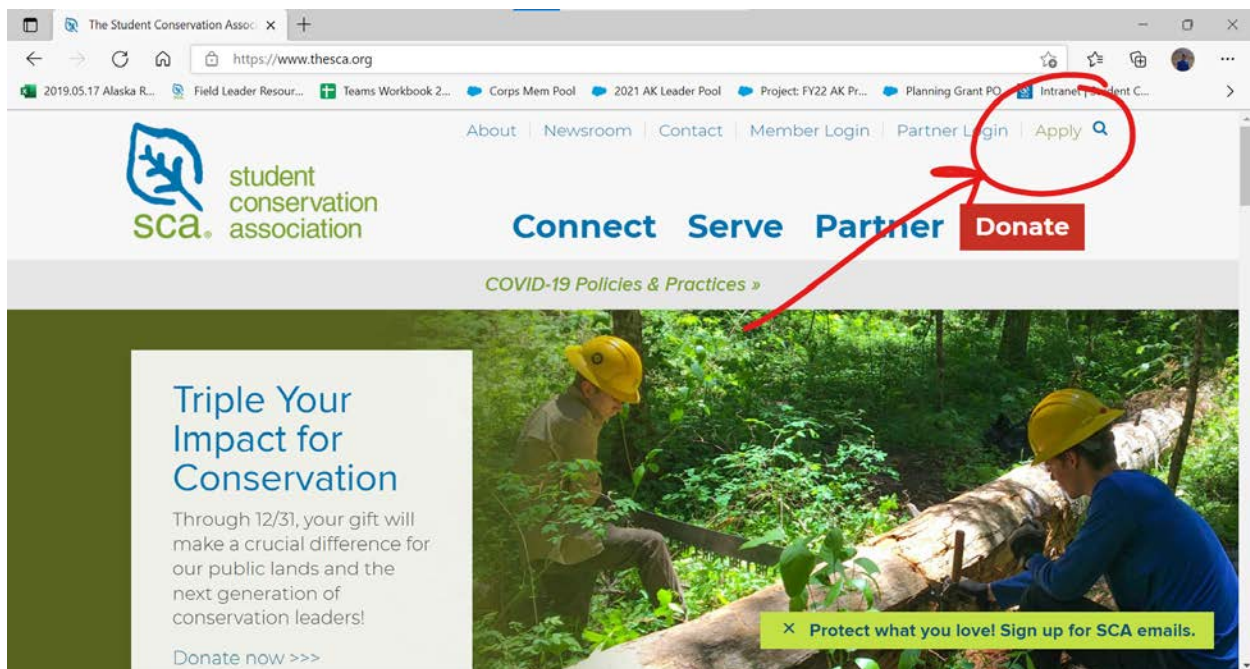
What you should have handy before you start to apply:

- Computer with Internet access
- Personal email address you can quickly login to
- Your phone number and home address
- The name, phone number, and email address of a parent or guardian
- The start and end dates of any previous jobs you've had
- The name, email, and phone number for 1 to 3 people you can list as a reference. This could be a teacher, school staff person, coach, mentor, supervisor, employer, or adult family friend.

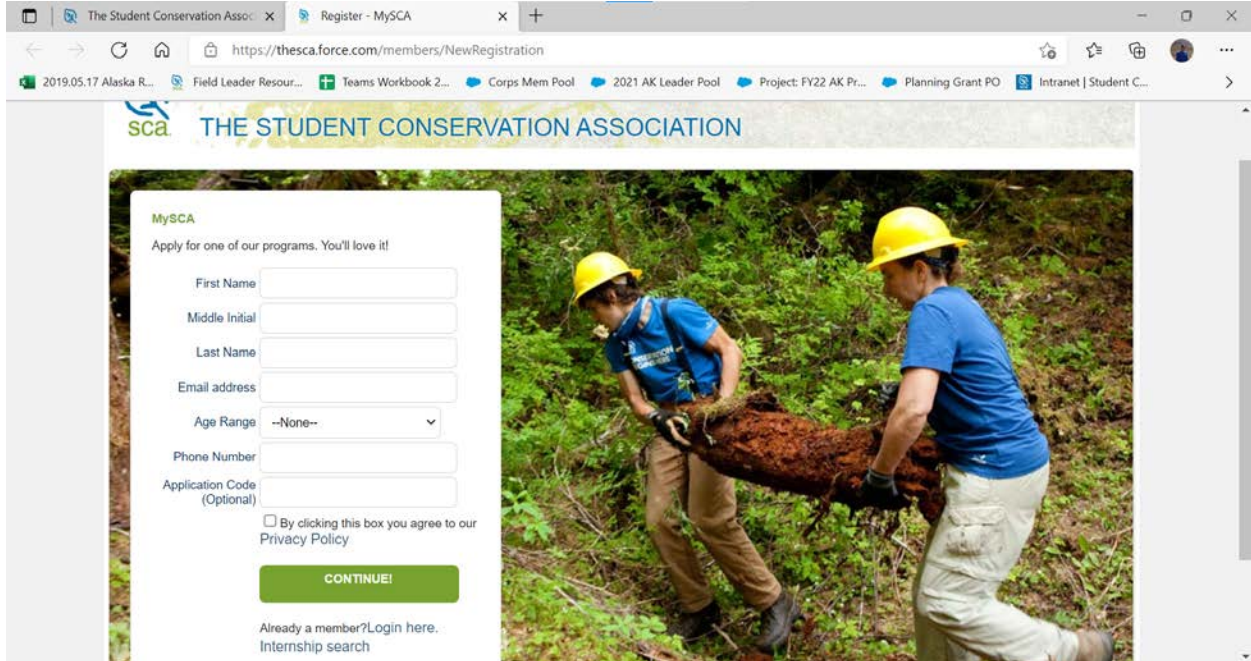
Application Steps:

Step 1: Visit www.thesca.org

Step 2: Click on "Apply" in the upper right corner of the screen.



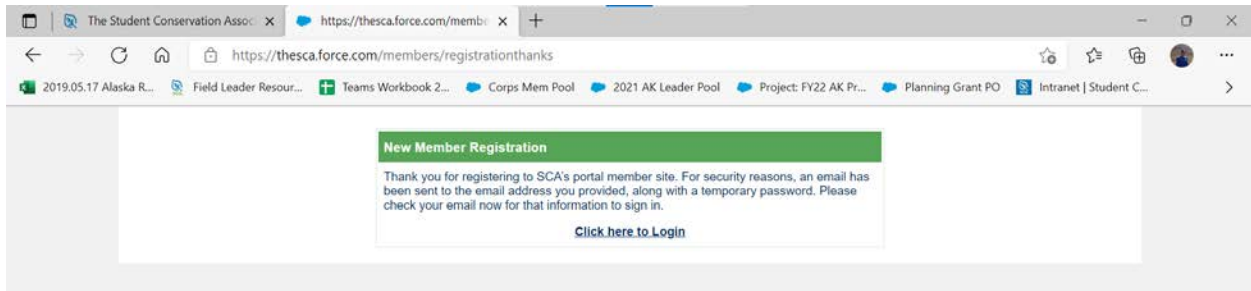
Step 3: Fill out the empty boxes on this screen, check the “Privacy Policy” button, and click the green “Continue” button. (*Note: If you’ve applied or started an application with the SCA before and you know your login name and password, you can click “Login here” below the green button.) A new window should pop up.



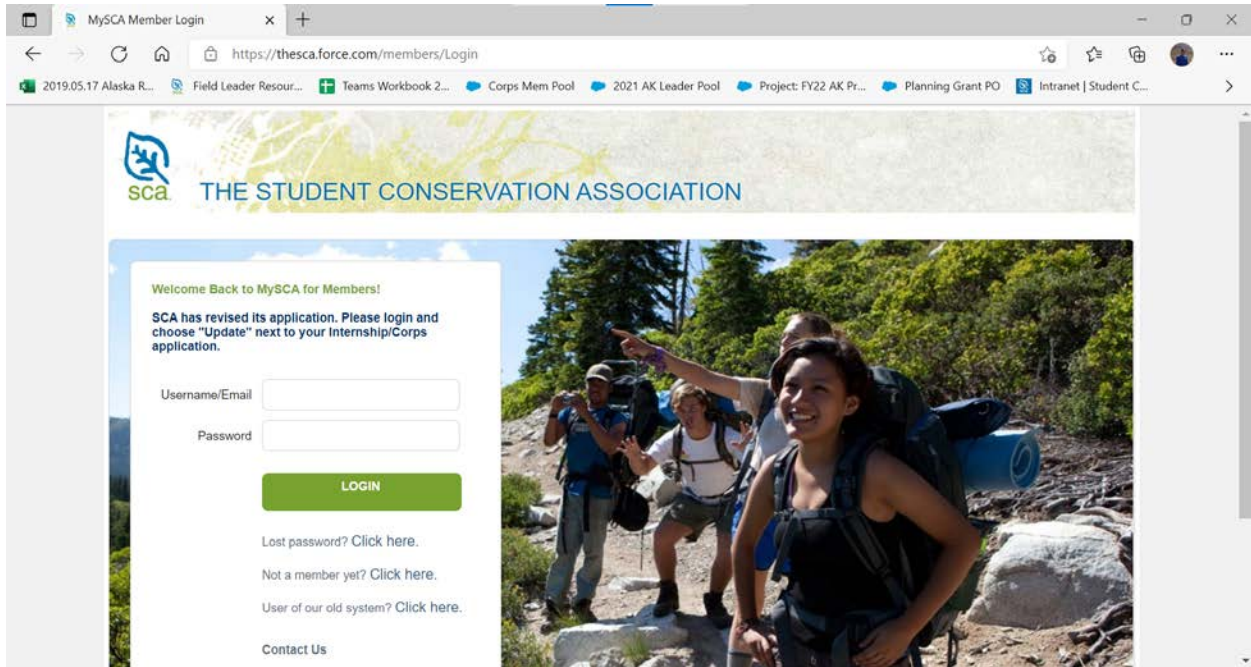
The screenshot shows a web browser window with the URL <https://thesca.force.com/members/NewRegistration>. The page header includes the SCA logo and the text "THE STUDENT CONSERVATION ASSOCIATION". The main content area features a registration form titled "MySCA" with the subtext "Apply for one of our programs. You'll love it!". The form contains the following fields: "First Name", "Middle Initial", "Last Name", "Email address", "Age Range" (a dropdown menu currently set to "--None--"), "Phone Number", and "Application Code (Optional)". Below these fields is a checkbox labeled "By clicking this box you agree to our Privacy Policy". A prominent green button labeled "CONTINUE!" is positioned below the checkbox. At the bottom of the form, there are two links: "Already a member? Login here." and "Internship search". To the right of the form is a large photograph of two individuals wearing blue shirts and yellow hard hats, working in a wooded area and carrying a large log.

Step 4: Open another window in your web browser and login to your personal email address (the same one you entered in Step 3). Find the email from the SCA that contains your temporary password. Check your Spam or Junk folders if you don't see it in your Inbox.

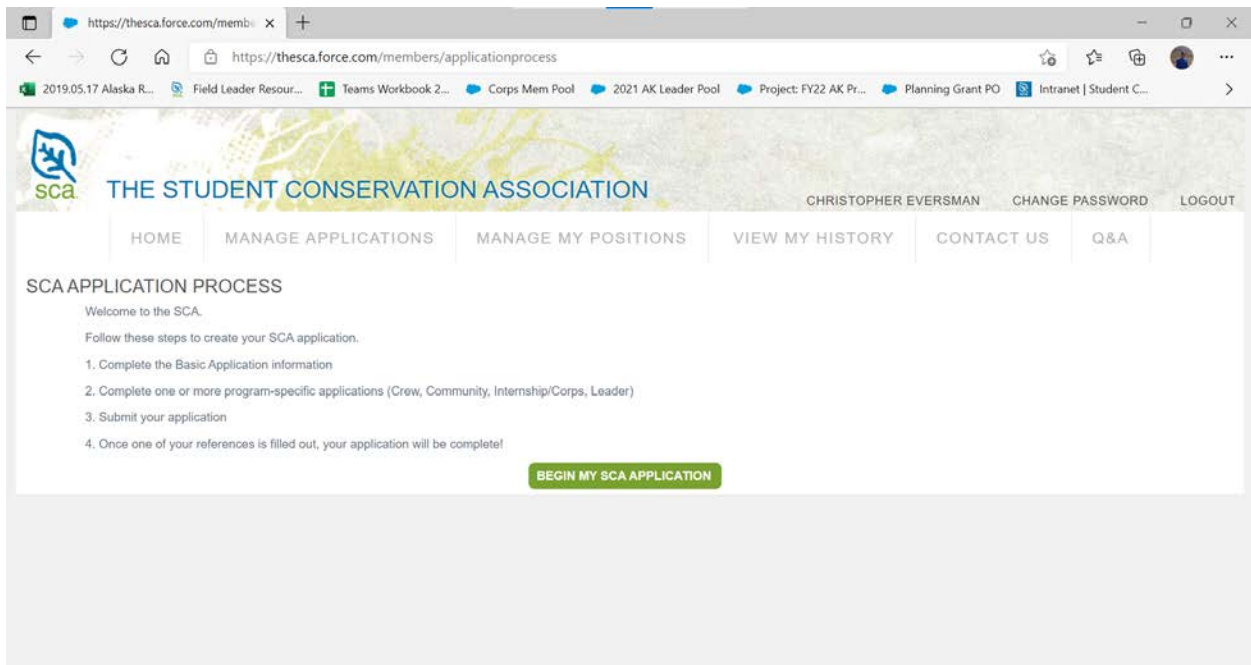
Step 5: Click the “Click here to Login” link on the window that popped up.



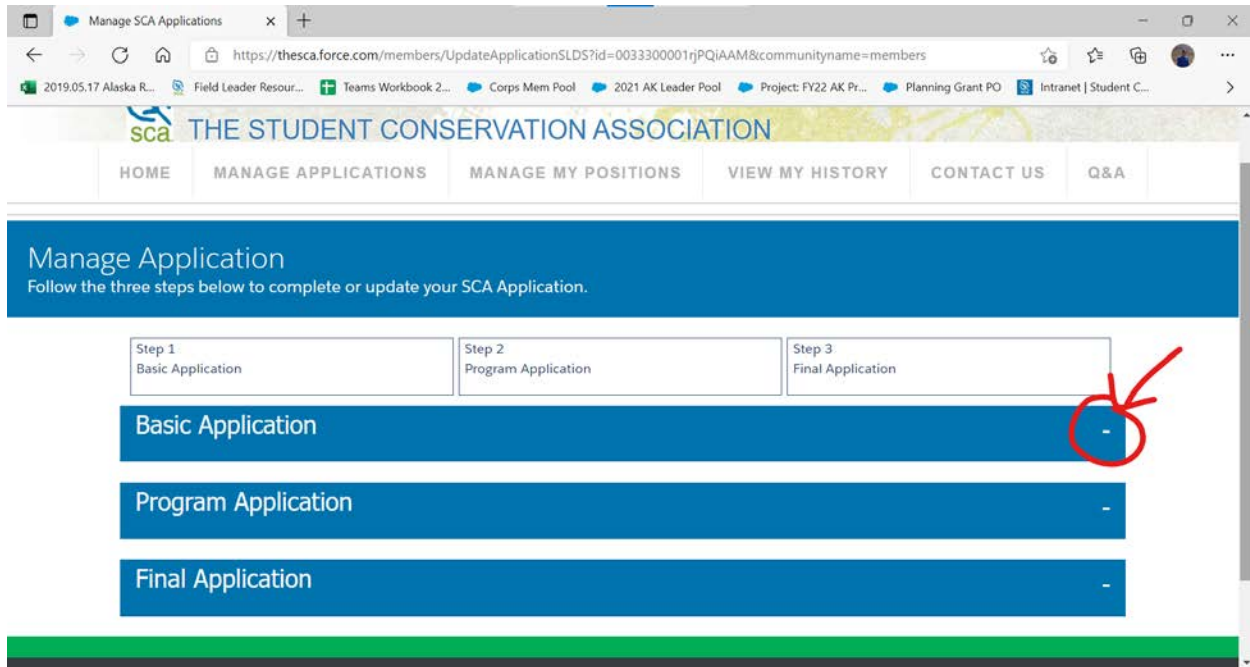
Step 6: Enter your email address and the temporary password you found in your email. Click the green “Login” button.



Step 7: Read the instructions on the next screen and click the green “Begin My SCA Application” button.

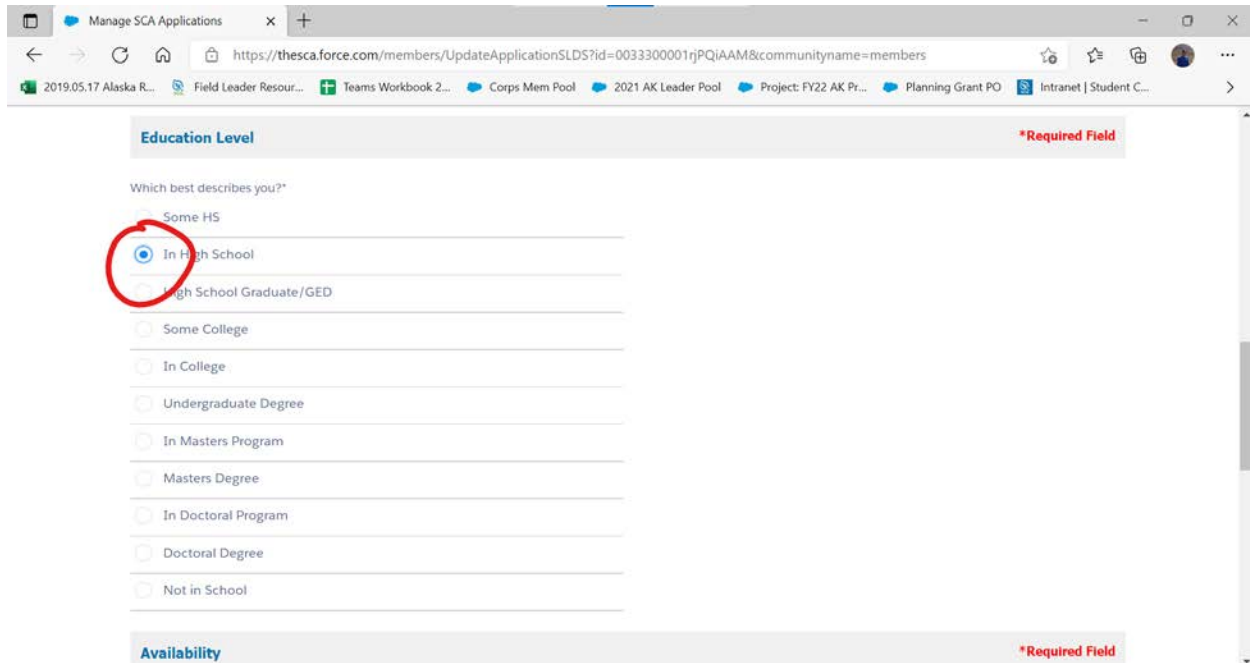


Step 8: Click the blue bar that says “Basic Application.”



Step 9: Fill out the Basic Application with the requested information.

- In the Education Level section, choose “In High School”



- In the Availability section, choose “Yes” when asked “Are you legally authorized to work in the US?” and choose “US Citizen” unless you know for sure that you are not a US citizen but are permitted to work in the US (this is very rare).

Manage SCA Applications

https://thesca.force.com/members/UpdateApplicationSLDS?id=0033300001rjPQIAAM&communityname=members

2019.05.17 Alaska R... Field Leader Resour... Teams Workbook 2... Corps Mem Pool 2021 AK Leader Pool Project: FY22 AK Pr... Planning Grant PO Intranet | Student C...

Availability *Required Field

Please tell us when you would be available to join us at the SCA

Start Date*

Pick a Date

End Date*

Pick a Date

Are you legally authorized to work in the US?*

Yes

No

I am currently*

US citizen

Permanent resident

Visa permitting employment

Alien authorized to work

[Update Contact Information](#)

Step 10: Click the blue “Update Contact Information” button. Click the blue bar that says Program Application.

Manage SCA Applications

https://thesca.force.com/members/UpdateApplicationSLDS?id=0033300001rjPQIAAM&communityname=members

2019.05.17 Alaska R... Field Leader Resour... Teams Workbook 2... Corps Mem Pool 2021 AK Leader Pool Project: FY22 AK Pr... Planning Grant PO Intranet | Student C...

I am currently*

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Visa permitting employment


Alien authorized to work

[Update Contact Information](#)

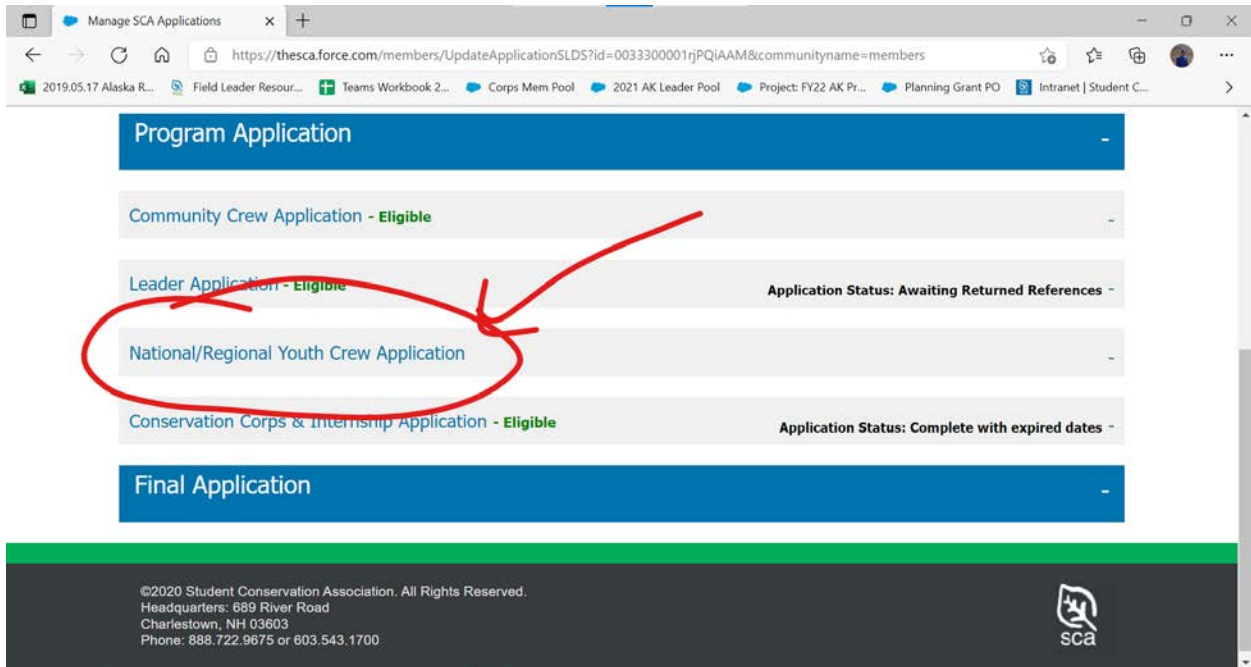
Program Application -

Final Application -

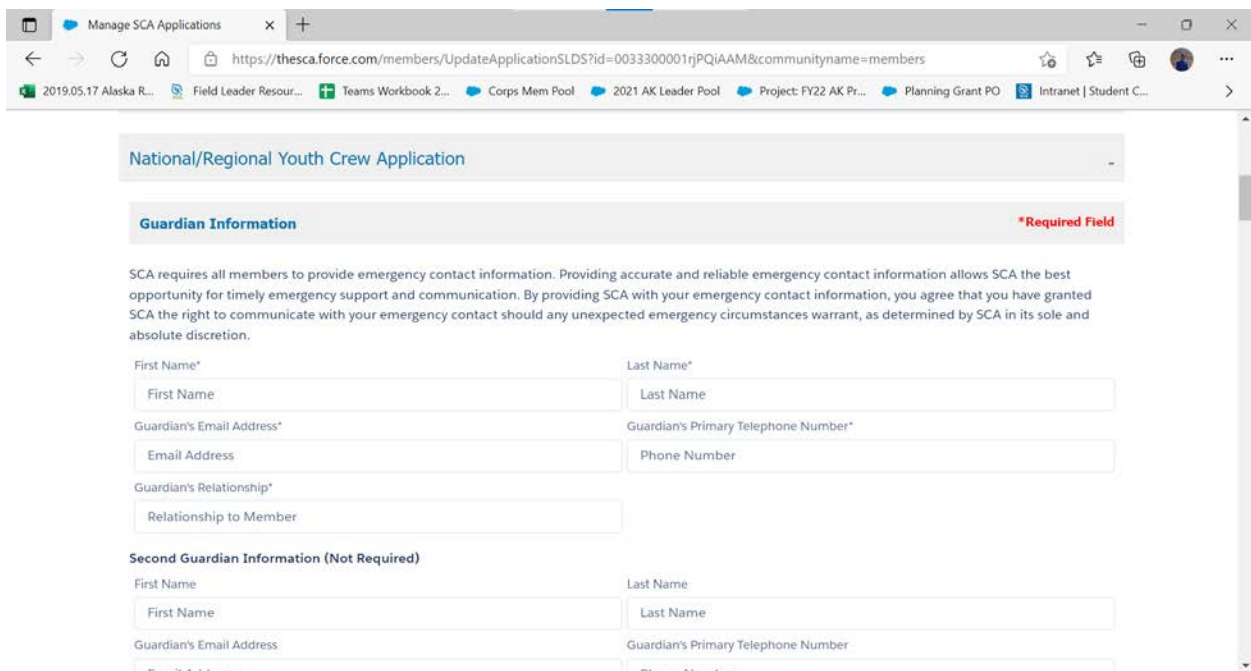
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Headquarters: 689 River Road
Charlestown, NH 03603
Phone: 888.722.9675 or 603.543.1700



Step 11: Click “National/Regional Youth Crew Application.”



Step 12: Fill out the National/Regional Youth Crew Application “Guardian Information” section with the requested information.



Step 13: Fill out the “Essay Questions” with at least 2-3 sentences.

Step 14: Fill out the “Extracurricular Activities” section by entering in at least one Activity. Click the “Add Row” button if you’d like to add more Activities. Jobs, sports, clubs, and service activities can all be entered in this section.

Step 15: Fill out the “References” section by entering in the name, email, and phone number for a teacher, school staff person, coach, mentor, supervisor, employer, or adult family friend. Enter at least one, and up to three references.

Step 16: Fill out the “Physical Abilities” section.

Step 17: Fill out the “Preferences” section and be sure to choose “Track 1.”

The screenshot shows the 'Preferences' section of the SCA application form. It includes a red asterisk indicating a required field. The text explains that SCA offers crews in different settings: 'Frontcountry' areas are easily accessed by vehicle and usually have running water and bathroom facilities, while 'Backcountry' areas are not accessible by vehicles and usually do not have running water or bathroom facilities. Applicants are asked to indicate their preference with checkboxes for 'Frontcountry' and 'Backcountry'. Below this, there is a section for 'Crew track(s) you would like to be considered for:' with a list of tracks and their respective start dates. Track 1 (Alaska residents only, must be available to start June 7) is circled in red. Other tracks include Track 2 (must be available to start June 10), Track 3A (must be available to start July 5), Track 3B (must be available to start July 8), Track 4A (must be available to start July 26), Track 4B (must be available to start July 29), and Track 5 (Canyon de Chelly Crew, must be local to Canyon de Chelly). At the bottom, there is a section for 'Crew length(s) you would be interested in:' with a checkbox for '2 Weeks'.

Step 18: Read the Terms and Conditions, click the checkbox, and click the “Submit Youth Crew Application” button.

The screenshot shows the 'SCA Terms And Conditions' section of the SCA application form. It includes a red asterisk indicating a required field. The text contains several paragraphs of legal disclaimers and agreements. A red arrow points to a checkbox labeled 'I have read and agree to these terms and conditions*', which is also circled in red. Another red arrow points to the 'Submit Youth Crew Application' button, which is also circled in red. The 'Save Youth Crew Application' button is also visible but not circled.

Step 19: Click the blue bar that says “Final Application,” complete the requested information, and click the blue “Save” application button. (*Note: the “Voluntary Equal Opportunity Questionnaire” is optional)

Step 20: Email ceversman@thesca.org to notify SCA Alaska staff of your interest in the position.

Congratulations! You’ve applied for an SCA Regional Youth Crew in Alaska!

Next: You and your parent/guardian will be contacted by an SCA staff person in February, March, or April to conduct an interview with you. If selected for a position, you can refer to the SCA Onboarding Guide for help with completing the paperwork to be hired.