



Participant Opportunity Online Application “Quick Start Guide”



Congratulations, you have been selected, by your chapter to apply for a First Tee National Participant Opportunity! We have moved our application process to an online format with participants submitting their applications directly to First Tee Headquarters. Again, please remember that this guide is intended for “Participants” that are applying for First Tee’s National Participant Opportunities.

In this “Quick Start Guide” you will find step-by-step instructions on how to complete the new online application process.

Please start by ensuring that you have reviewed the entire “event application” or “application requirements” if they are available; your chapter will have received PDF copies of all participant opportunities applications, so please reach out to a staff member from your chapter to obtain a copy to review.

After reviewing the event application or application requirements, please make sure you have all necessary information and documentation needed to complete the application online. Once you begin the online application process you WILL be able to save your application and complete it at another time; however, having all information and electronic copies of documentation in advance will help you complete your application in a timely manner.

Applications for each participant opportunity may vary slightly so again, please confirm you have all necessary materials. Examples include all of your personal information (USGA Handicap, GHIN #, GPA, Life Skills Level, etc.), medical information (insurance company, policy number, emergency contacts, medication, etc.), essay answers, school and community activities chart, golf resume, and letters of recommendation.

You will also be required to upload a “Chapter Participation Survey” as a part of your application. Chapter staff members will have access to this form; however, it is your responsibility to have a coach or the executive director from your chapter, complete and sign this form prior to uploading.

When you have completed the steps above you will be ready to fill out your online application! Below is a step-by-step guide on how to complete this process. After reviewing, if you still have any questions, please reach out the event manager for the participant opportunity which you are applying for.

Step 1: Enter the URL for First Tee's online application homepage into your browser's address bar; it is <https://firsttee.smapply.org>.



Step 2: Take a moment to review the information on the online application homepage (you can also click the ⓘ at the top of the page for more resources and information). Next, click the "Register" button on the top right side of the page.

If you already created an account in the old system (Fluid Review), your username and password have been transferred to Survey Monkey Apply, please log-in using these credentials and proceed to **Step 5**.



First Tee
Online Applications

Welcome!




First Tee is excited for another year of exciting national participant opportunities! In order to apply for any participant opportunity in 2021, you will need to create a Survey Monkey Apply account by clicking the "Register" button in the box in the top right. If you have already created an account in Fluid Review (the old system used for applications), you can Log In with the same email address and password.

The online application is to be completed by First Tee participants, with guidance from chapter staff. If you are a chapter staff member, DO NOT create an account and complete an application; instead, refer your selected participants to this webpage and have them create their own account to complete their application. Failure to comply will result in the application being disqualified.

Step 3: Complete all required fields of the “Registration Form”. Please make sure that you remember your password! When you are finished click the “Create Account” button at the bottom of the page.

Register for an applicant account

Register with

OR

First name


Last name

Email

Password


Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot 

CREATE ACCOUNT

Step 4: Once you have submitted the “Registration Form” you will end up on a confirmation page. Click “Continue to site” to access the applications.



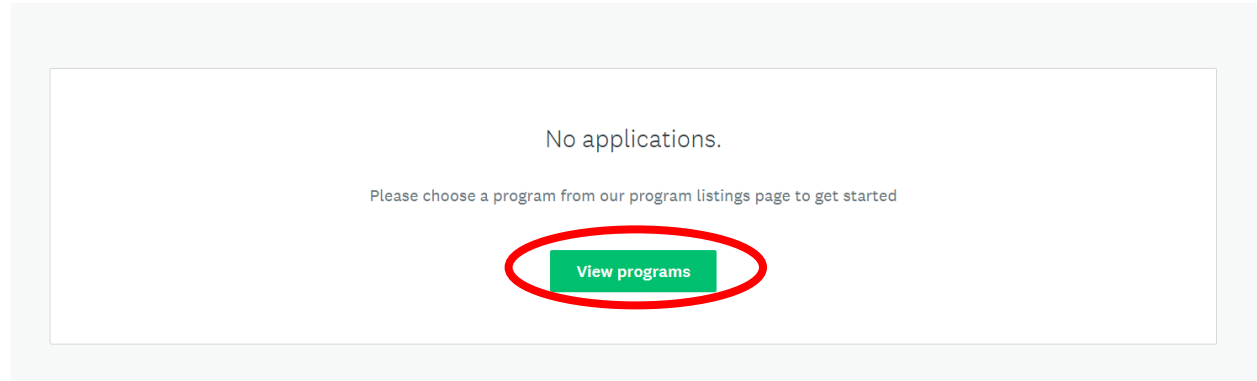
Welcome!

You have successfully registered for a SurveyMonkey Apply account for
First Tee

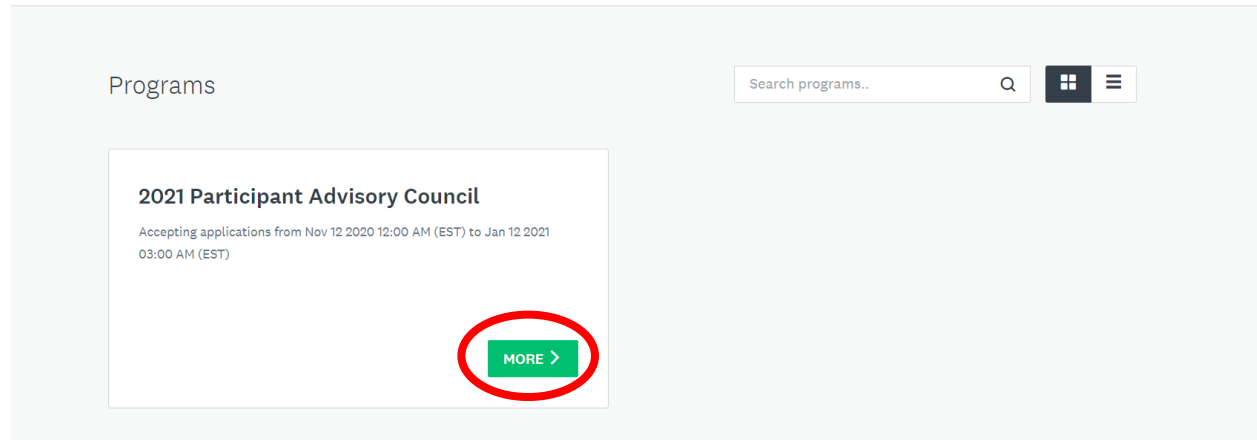
Continue to site

Step 5: After signing-in (or after clicking “Continue to site”) you will be brought to the “Application Homepage”. Here you can access new applications, review completed applications and finish incomplete applications. No applications will show up on the homepage until you start one. To begin, click on “View Programs”

If you have already started or submitted an application for an opportunity this year, please skip to Step 11.



Step 6: A list of all open Participant Opportunity applications will show up. Please select the “More” button for the opportunity you are applying for.



Step 7: A description of the opportunity will show up, and you will need to check your eligibility. This is where you will enter the “Application Code”. The application code is an alphanumeric code that corresponds with the event you are applying for, which you will have received from a chapter staff member. If the application code includes capitalization, make sure to do so as well, type the code in EXACTLY as it is provided to you. Once you have your application code, click the “Check Eligibility” button.



2021 Participant Advisory Council

The Participant Advisory Council (PAC) will advise First Tee HQ on matters pertinent to all First Tee participants. It is critical for youth to be heard, and the PAC will create opportunities for youth to express themselves, voice their ideas, and provide input for projects or programs that will impact the experience of all First Tee participants. The PAC will consist of a diverse group of 8 current First Tee participants, along with 2 alumni who will serve as advisors for the program.

The participants will represent their chapter and others at PAC meetings and give honest and professional counsel to HQ on various agenda topics. Participants will communicate effectively, giving accurate information, good explanation of details and allow all members of the group to communicate ideas.

CHECK ELIGIBILITY

Nov 12 2020 12:00 AM (EST)

Deadline

Jan 12 2021 03:00 AM (EST)

On the next page, enter your application code in the required field. If you are trying to access multiple applications, please enter each application code, separating each with a comma. When you are finished, click the “Save my profile” button.



Please enter the "Application Code" for the application you are trying to access. If you are trying to access multiple applications, please enter each "Application Code", separating each with a comma. If you do not know your "Application Code", please contact your chapter representative.

I'll do this later **Save my profile**

Step 8: You will be directed to your Eligible Programs page, and see all applications that you have submitted an Application Code for. To continue to the application, click on the “More” button.



Eligible Programs ▾

Search programs.. 🔍

2021 Participant Advisory Council

Accepting applications from Nov 12 2020 12:00 AM (EST) to Jan 12 2021 03:00 AM (EST)

MORE >

Step 9: You should now be viewing the opportunity application page. On this page you will see a description of the opportunity and application deadline. To begin your application, select the “Apply” button.



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APPLY

Nov 12 2020 12:00 AM (EST)

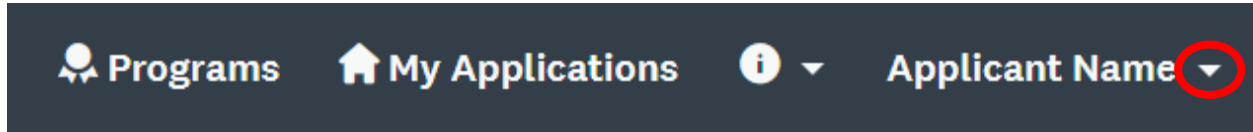
Deadline

Jan 12 2021 03:00 AM (EST)

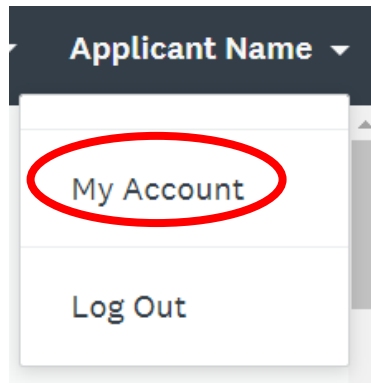
Step 10: Complete your application by completing all pre-requisite steps. Once you are finished click the “Submit” button. If you do not finish your application at one time, you can complete it at a later date. After your application has been submitted and the deadline for submission has passed, applications will be scored and selected participants will be announced. Please refer to dates on your particular participant opportunity for more information.

If you have already started or submitted an application:

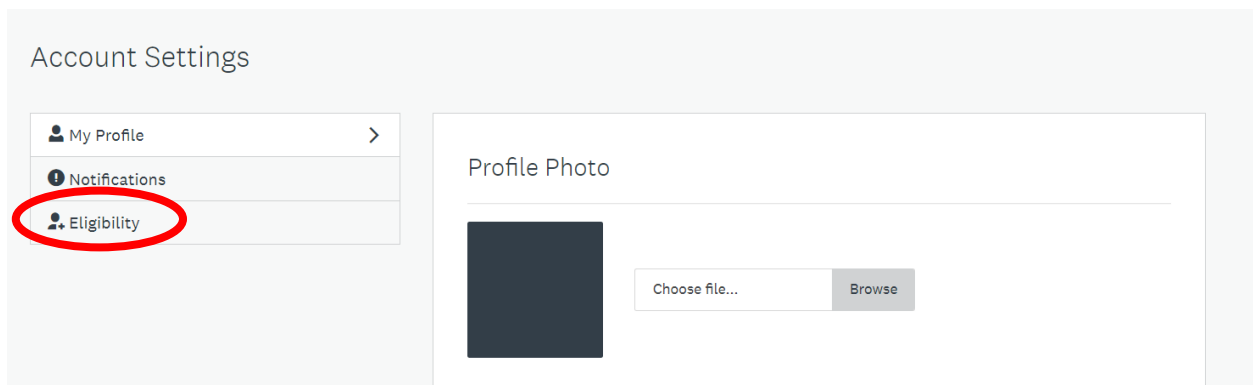
Step 11: If you have already started or submitted an application, you will be directed to the My Applications homepage when you log-in to the site, where you will see all of your applications. To submit the Application Code for another opportunity, click the arrow next to your name in the top right corner.



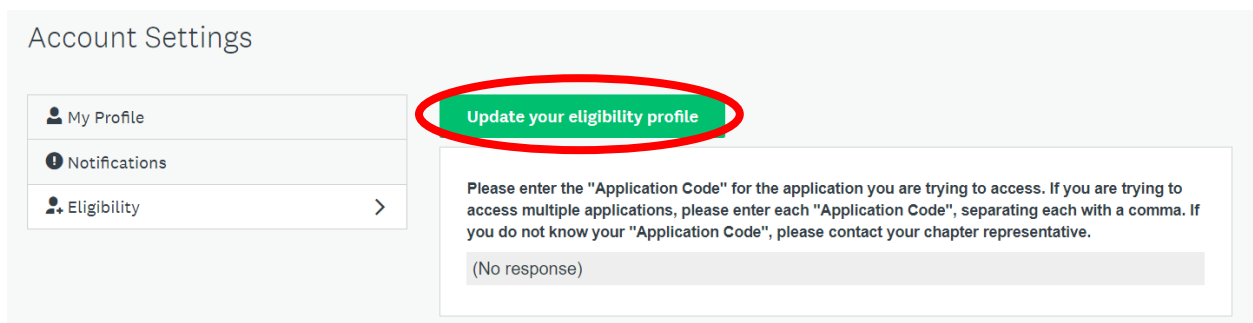
Step 12: In the dropdown menu, select "My Account."



Step 13: Under Account Settings, select the "Eligibility" button.



Step 14: Select the green "Update your eligibility profile" button.



Step 15: Enter your application code in the required field. If you are trying to access multiple applications, please enter each application code, separating each with a comma. When you are finished, click the “Save my profile” button.



Please enter the "Application Code" for the application you are trying to access. If you are trying to access multiple applications, please enter each "Application Code", separating each with a comma. If you do not know your "Application Code", please contact your chapter representative.

I'll do this later

Save my profile

Step 16: You will be directed to your Eligible Programs page, and see all applications that you have submitted an Application Code for. To continue to the application, click on the “More” button.



Eligible Programs ▾

Search programs..



2021 Participant Advisory Council

Accepting applications from Nov 12 2020 12:00 AM (EST) to Jan 12 2021 03:00 AM (EST)

MORE >

Step 17: You should now be viewing the opportunity application page. On this page you will see a description of the opportunity and application deadline. To begin your application, select the “Apply” button.



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APPLY

Nov 12 2020 12:00 AM (EST)

Deadline

Jan 12 2021 03:00 AM (EST)

Sample Application

All applications will have their own requirements, but below is a sample of what you can expect for a majority of the Participant Opportunities. Most applications will need the following items:

- Application Code (found on Chapter Intranet)
- Participant Information Form
- Family/Medical Information Form
- Golf Resume
- School & Community Activities Chart
- Short Answer Questions
- Letter of Recommendation
- Chapter Participation Survey (to be completed by a chapter representative and uploaded by the participant)
- Social Media Code of Conduct, Code of Conduct & Model Release Form
- Liability Form

The following is a sample application for the Life Skills and Leadership Academy.

Please note – this is not the actual application for this event, as questions and information may have changed. Please check Survey Monkey Apply and the Chapter Intranet for updated application.

GENERAL INFORMATION FORM

Participant Name (First and Last):

Chapter:

Participant E-Mail:

Participant Cell #:

Current Home Address:

Home #:

City:

State:

ZIP Code:

Parent/Guardian #1 Full Name:

Parent/Guardian #2 Full Name:

Parent/Guardian #1 Full E-Mail:

Parent/Guardian #2 E-Mail:

Parent/Guardian #1 Cell #:

Parent/Guardian #2 Cell #:

Date of Birth (MM/DD/YYYY):

Age as of **Date of Event**:

School Grade Level: **2020-2021 School Year**:

High School or College Grade Point Average (**based on a 4.0 scale**):

High School

Freshman Sophomore Junior Senior

Gender: Male Female

Are you a current member, or a past member, of LPGA-USGA Girls Golf?

Yes No

Ethnic Background:

- Asian
- Black or African American
- Hispanic or Latino/a
- Native American or Native Alaskan
- Pacific Islander
- White or Caucasian
- Multi-Racial

Shirt Size:

- Extra Small
- Small
- Medium
- Large
- Extra Large
- XXL

Years playing golf:

- 1 2 3 4 5 6
- 7+

USGA GHIN # (if none, "N/A"):

USGA Handicap:

Chapter Contact Full Name:

Chapter Contact E-Mail:

FAMILY INFORMATION FORM

Parent/Guardian #1 Full Name:		Parent/Guardian #2 Full Name:	
Parent/Guardian Permanent, Legal Address:			
City:	State:	ZIP Code:	
Parent/Guardian #1 Employer:			
Parent/Guardian #1 Occupation:		Phone #:	
Parent/Guardian #2 Employer:			
Parent/Guardian #2 Occupation:		Phone #:	

MEDICAL INFORMATION FORM

Is participant covered by insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Military or Medicaid? <input type="checkbox"/> Military <input type="checkbox"/> Medicaid	
Insurance Company Name:		Policy Number:	
Type of Coverage (Check all that apply): <input type="checkbox"/> Health <input type="checkbox"/> Accident <input type="checkbox"/> Major Medical			
Does the participant have any physical condition or handicap that requires special medical treatment, diet or other consideration? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain:	
Does the participant have any allergies (food, drugs, stings, pollens, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain:	
Does the participant take any medication? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list:	
Please list any previous illnesses or surgery:			Age as of Date of Event :

I authorize First Tee and its affiliates to provide medical treatment and other necessary medical services for my child during the entire period that he/she is a participant at a national participant opportunity. I affirm that all of the above information is correct to the best of my knowledge.

Parent/Guardian Signature:	Date:
Participant Signature:	Date:

SCHOOL & COMMUNITY ACTIVITIES CHART

Please complete the chart below; more space will be available when completing this section online.

A. Extracurricular & School Activities	Dates (From - To)	Responsibilities	Accomplishments
<i>Example: Golf Club</i>	<i>Jan 2017 - Present</i>	<i>Organized play dates</i>	<i>Club President:</i>
B. Community & Volunteer Service	Dates (From - To)	Responsibilities	Accomplishments
C. Awards & Recognition	Dates (From - To)	Responsibilities	Accomplishments
D. Work for Pay	Dates (From - To)	Responsibilities	Accomplishments

SHORT ANSWER ESSAYS

Answer ALL four (4) of the following questions. Please use the space provided below. Your response must be 300 words or less per question.

1. What do you feel is the biggest issue facing young people today? How would you address this issue?

2. Describe a situation outside of golf where you used STAR?

3. Complete the phrase: Because of First Tee I _____

4. A mantra is a word or phrase that is repeated often or that expresses someone's basic beliefs. What is your personal mantra and explain why?

LETTER OF RECOMMENDATION

Please attach one letter of recommendation from ONE of the following explaining why your application should be accepted for attendance at the Life Skills & Leadership Academy. Please choose from one of the following:

- Adult mentor
- Teacher
- School Administrator

Chapter Participation Survey

PLEASE COMPLETE AND SIGN: The following form is to be completed by a chapter coach, program or executive director for each participant applying for a First Tee national opportunity. It is the participant's responsibility to make sure this is filled out and signed, and then uploaded to their online application. The same form can be used for all opportunities in the same year.

This form is a vital part of the criteria evaluated for national participant opportunities. Please complete it thoughtfully. You can type directly onto this form, or attach a separate typed page with numbered answers.

Participant Name and Chapter:	
1. How many years has this participant been involved with your chapter?	
2. Please provide examples of how your participant has been engaged (with others, as a representative, or as a leader) at your chapter within the past three years.	
3. Please explain why you feel this participant should be selected for a national opportunity.	
4. (Optional) Is there any additional information that you would like to add about this participant that has not been covered by the questions above?	
By signing below, I acknowledge that I am fully aware of and understand that if the participant recommended above does not follow the Code of Conduct at the corresponding participant opportunity and is sent home early, the Chapter will be responsible for any additional airfare fees incurred.	
Name of chapter representative:	
Signature:	
Position at Chapter:	E-mail address:
Date:	Phone Number:

First Tee Code of Conduct

First Tee takes great pride in the quality of its participants, scholars, host facilities, and community involvement at each and every event or special opportunity. In order to make these events enjoyable for everyone, First Tee requires all participants to adhere to a set of guidelines known as the Code of Conduct*. Its purpose is to help First Tee participants grow and mature by understanding and accepting the consequences of their actions. Your signature at the bottom of this page indicates that you understand that the Code of Conduct is to be followed throughout your stay at this event.

VIOLATIONS OF THE CODE OF CONDUCT

- Unsportsmanlike conduct, including abusive language, disrespect to staff, host, or volunteers
- Use or association with drugs or alcohol, smoking or chewing tobacco products
- Vandalism of any sort at host dormitory or hotel
- Conduct not becoming of a First Tee participant, such as acting in anger or creating other distractions
- Physical abuse, threat of physical abuse or verbal abuse to other participants, staff or guests
- Not adhering to the lights out policy
- Not adhering to the dress code

REQUIRED DRESS AT THE EVENT (Unless otherwise instructed)

- Hats/visors are acceptable during golf activities and must be worn with the brim forward. Males must remove hat/visor while indoors.
- Collared shirts or mock turtlenecks must be worn and tucked in at all times
- Women's fashion shirts without a collar are acceptable but must have sleeves
- Women's shorts and skirts must be no more than 5" above the knee or the inseam of the shorts must measure at least 5"

Suggested attire for activities will be sent to participants prior to each event. Proper attire is required at all times including meetings and free time. Questionable attire will be reviewed by on-site staff. Should a host facility have a stricter dress code, its policy will take precedence.

CODE OF CONDUCT VIOLATION PENALTIES

Participants in violation of this Code will be prohibited from participating in the remainder of the event and may be sent home at their own expense.

Participant Signature

Participant Printed Name

Date

Social Media Code of Conduct

The First Tee Social Media Code of Conduct requires participants to demonstrate the First Tee values in their everyday lives and, in particular, to show respect for oneself, others and your surroundings. This is expected not only in face-to-face situations but also in written correspondence and electronic social media interactions. We consider social media to include all personal Web sites and all forms of online community activities such as online blogs, social networks, message boards, conversation pages, chat rooms, emails and cell phone texting.

The First Tee Social Media Code of Conduct states that while using any social media platform to communicate with other Chapter participants or with anyone about First Tee, you must abide by the First Tee Code of Conduct and the First Tee Values. If you are unaware of what the Code of Conduct states, you can review with your chapter, or contact First Tee HQ. Also, the First Tee's copyrighted words, logos and trademarks may not be used in any manner on social media pages without headquarters approval. For example, you cannot create a social media group that appears to be sponsored by First Tee.

It is very important to respect and follow the rules set forth when using any social media platform. If you fail to do so, there will be consequences which may include cancellation of benefits and being prohibited from participating in future participant events hosted by First Tee HQ. Headquarters will also involve parents and Chapter leaders in these discussions as needed. Thank you for your attention to these guidelines.

Examples of Social Media (but not limited to): Facebook, Instagram, SnapChat, MeWe, Parlor, MVine, MySpace, Twitter, IM/Chatting, Blogs, YouTube, Flickr, Email, Texting

Participant Signature

Participant Printed Name

Date

The First Tee Model Release

(For use with minors)

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby assign, authorize, give and grant to PGA TOUR First Tee Foundation, Inc., a Florida not for profit corporation, together with its affiliates, successors, assigns, sponsors, licensees and/or sublicensees (collectively, "TFT"), the unrestricted right and permission to copyright, exploit, use, re-use, publish, republish, and/or sublicense all and any photographic portraits and/or pictures, and all and any audio and/or video images or clips (each, an "Image," and collectively, the "Images"), in whole or in part, of the below named minor (the "Model") in which the Model may be included, in whole or in part, whether composite or distorted in character or form, in color or black and white, made through any media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose whatsoever at any time, by, or on behalf of TFT, including without limitation the use of any printed matter in conjunction with such Image(s). I acknowledge and agree that TFT may, without prior consent or approval, assign this Model Release (this "Release"), together with its rights hereunder, to any party acquiring all or substantially all of its assets.

I warrant that I am the parent or legal guardian of the Model named below and I have the authority to execute this Release on his or her behalf.

I hereby agree that the terms and conditions of this Release shall also fully apply to me as a model in the event that I appear, in whole or in part, in any of the Images or media related thereto.

I hereby waive and relinquish all and any right to examine, inspect and/or approve the Images, advertising copy and/or printed and/or digital matter that may be used in conjunction with or contain such Images, or to the eventual use that such Images may be applied.

I hereby release, discharge and agree to hold harmless TFT and its agents, consultants, employees, independent contractors and other representatives from and against all any claims, damages, expenses (including without limitation reasonable attorneys' fees) and liability (collectively, "Claims") arising out of or relating to the Image(s), including, without limitation, any blurring, distortion, alteration, optical illusion, or use of such Image(s) in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said Image(s) or in any subsequent processing thereof, as well as any publication thereof, including, without limitation, Claims for libel or invasion of privacy.

I have read the above authorization, release and agreement, and I fully understand the contents thereof. This Release shall be binding upon me, the Model and our respective assigns, heirs and legal representatives.

MODEL:

PARENT OR LEGAL GUARDIAN:

Print Name: _____

Signature: _____

Print Name: _____

Address: _____

Address: _____

WITNESS: _____

Date: _____

Release of Liability and Acknowledgement of Risk

In consideration of my child being permitted to participate in activities associated with the Life Skills & Leadership Academy (the "Event"), I, the undersigned parent/guardian, in full recognition and appreciation of the dangers and hazards inherent in participating in the Event, does hereby agree to assume all risks and responsibilities surrounding and pertaining to my child's participation in the Event and associated activities; and

Further, I do for myself, my child, and my personal representative(s), heirs and assigns, hereby agree to defend, hold harmless, indemnify, release and forever discharge PGA TOUR First Tee Foundation, Inc. ("First Tee"), PGA TOUR, Inc. ("TOUR"), the title sponsor of the Event (if any), the Event facility (the "Facility"), the host organization (if applicable), and each of their respective officers, directors, agents, members, officials, employees and affiliates (collectively, "Indemnified Parties") from and against any and all claims, demands and actions, or causes of action, on account of damage to a personal property, personal injury or death which may result from my child's participation in said Event and associated activities (including without limitation transportation to or from the Event), whether or not such injury or damage or death was caused by their acts of negligence; and

Further, I do for myself, my child, and my personal representative(s), heirs and assigns, acknowledge that COVID-19 is extremely contagious and that despite the measures the Event has implemented to help mitigate the risk of transmission, the elimination of risk of exposure and infection to COVID-19 is not currently possible. By participating in the Event, I do, for myself and my child, assume all risk and danger arising out of attendance at and/or participation in the Event, including out of or related to COVID-19.

Also, I give permission for my dependent to participate in all activities sponsored by or associated with the Event and to travel in the vehicles provided by the Event personnel.

I understand that all and any transportation provided in connection with the Event will provided by adults. I further understand that such transportation is provided by one or more independent, third party contractor(s) and not by First Tee.

I hereby release First Tee from liability for my dependent during travel to and from activities sponsored by the Event.

In witness whereof, I have caused this assumption of risk and release to be executed today.

Parent/Guardian Signature

Parent/Guardian Printed Name

Date