



CITY OF PERRIS
YOUTH ADVISORY COMMITTEE (YAC)
Teen Center 100 North D. Street, Perris, CA 92570
Tel (951) 657-7334 Fax (951) 657-1671

FB: [Perris Teen Center](#) IG: [@PerrisYAC](#) Twitter: [@PerrisYAC](#) Snapchat: PerrisYAC

2017-2018 YOUTH ADVISORY COMMITTEE APPLICATION

SECTION I: APPLICATION INSTRUCTIONS

The Youth Advisory Committee (YAC) is a professional youth leadership and mentorship organization focused on civic engagement and community service. Become a representative of the YAC and join forces with aspiring individuals who empower the youth of the community. YAC members participate and coordinate various informational, educational and fun activities that promote the youth of the Perris community. Additionally, members network with other City YAC groups and collaborate on regional leadership summits and trainings.

YAC members must:

- Be able to meet on the 1st and 3rd Tuesday of every month;
- Be between 13-18 years old;
- Meet the minimum GPA requirements throughout the entire year with the YAC;
- Be available to work on special YAC projects which includes meeting on weekends and/or after school, work City events as needed on weekends, and attend special functions within Perris and at other City locations;
- Attend and successfully complete mandatory professional development classes; and
- Join as a Representative or Member at Large

Representatives: This type of member is sworn in by the City Clerk, is a resident of the City of Perris, must have a minimum 3.0 GPA, serves one-year term, has voting rights and is allowed to hold a YAC officer position.

Member at Large: This type of member is not sworn in, must have a minimum 2.5 GPA, does not have voting rights and cannot hold a YAC Officer position. These members do not have to be a resident of the City of Perris but they must meet the age requirements.

Individuals who wish to join the YAC as a Representative or Member at Large must complete the application, submit it by the listed due date and successfully complete the required interviews and one (1) parent meeting. Incomplete applications will be returned. **APPLICATIONS MUST BE TYPED - HAND WRITTEN APPLICATIONS WILL NOT ACCEPTED.** Computers are available at the Perris Teen Center at no charge.

Application Timeline:

February 1, 2017	Application Opens
March 21, 2017	Parent meeting at 5:00 pm at the City Council Chambers 101 North D. Street, Perris, CA 92570
April 7, 2017	Parent meeting at 6:00 pm at the Perris Teen Center 100 North D. Street, Perris, CA 92570
May 2, 2017	Applications due by 8:00 pm to the Perris Teen Center 100 North D. Street, Perris, CA 92570
May 16, 2017	Interview with the Youth Advisory Committee
May 30, 2017	Introductions to City Council
June 20, 2017	Official Start Date

For questions regarding the application, please contact Sara Cortés de Pavón at 951-435-7220 ext. 254 or email at scortes-depavon@cityofperris.org.

SECTION II: CHECKLIST

Applications must be submitted by May 2, 2017 at 8:00 pm to the Perris Teen Center located at 100 North D. Street, Perris, CA 92570. Do not fax or email your application. A confirmation email will be sent to you the next business day once your application has been received. If you do not receive a confirmation email, please call Sara Cortes de Pavon at 951-435-7220 ext. 254 or by email scortes-depavon@cityofperris.org.

Please submit the following:

Typed and signed YAC application

Unofficial transcripts in a sealed envelope with your name on the outside of the envelope

Letter of Recommendation, in a sealed envelope, from someone who can share more about the type of person you are and what attributes, talents, and passion you can bring to the Perris Youth Advisory Committee. PLEASE USE THE RECOMMENDATION FORM PROVIDED ON THE LAST PAGE OF THE APPLICATION.

It is required that your parent(s) or legal guardian(s) attend one (1) of the parent meetings. Failure to do so will render your application incomplete and ineligible for consideration.

SECTION III: APPLICANT INFORMATION

Full Name _____ Date of Birth

Home Address _____

City _____ CALIFORNIA _____ Zip Code _____

Home Telephone _____ Cell Telephone _____

E-Mail Address _____

Parent/Guardian _____

E-mail Address _____

Telephone _____ Type _____ Home _____
Cell _____

Parent/Guardian _____

E-mail Address _____

Telephone _____ Type _____ Home _____
Cell _____

SECTION IV: EDUCATION

What grade will you be in during the 2017-2018 school year?

What school will you be attending during the 2017-2018 school year? _____ What is your current G.P.A? _____

Below I have listed activities that may conflict with my attendance at the YAC meeting, events and activities. (sports, school clubs, college classes, extracurricular activities, personal commitments).

ACTIVITY	TIME PERIOD	TIME OF EVENT (if known)
<i>EX: Football</i>	<i>August - December 2017</i>	<i>Mon-Fri 3pm - 5pm</i>
<i>College classes</i>	<i>January - March 2018</i>	<i>Tues & Thur 5pm-7pm</i>

SECTION V: QUESTIONS

I am applying to be a Representative Shirt Size
 Member at Large

What YAC Officer position are you applying for?

President: Convene and preside at all meetings and is the official spokesperson for the YAC. In charge of organizing meetings, events/activities, appoint and oversee internal sub-committees as necessary. Acts as liaison and represents the YAC in the community by serving in community and attending youth oriented public functions. Communicates and meets with City staff and officials as necessary.

Vice President: Performs all duties of the President in their absence. Enforces attendance policy by tracking and monitoring member attendance for meetings and events.

Secretary: Maintains written notes, briefings, agendas, minutes and other memoranda of the YAC. Disseminates meeting minutes to YAC members and YAC Liaisons. Maintains accurate directory of all YAC members. Coordinates all YAC mailings as well as external and inter-office mailings.

Treasurer: Maintains accurate financial records, requests monthly account statements from City Finance Department, conducts deposits and cash requests. Conducts purchases on behalf of the YAC.

Historian: Maintains a record of accomplishments and activities for the year and compiles the information onto a scrapbook. Understand how to use social media such as Facebook, Instagram, Twitter, Snapchat, etc. Maintains all YAC social media accounts by providing updates and promoting events and the overall YAC. Historians must be available to work/attend the majority of events and activities during the week and weekends including days and evenings. You will not be expected to work during school hours while school is in session.

Have you previously applied for the YAC ? No Yes Have you ever been part of the Perris Youth Advisory Committee? No. Answer New Members & Members at Large questions Yes. Answer Returning YAC questions

New Member & Member at Large Applicants, please answer the following questions. Use additional sheets if necessary and reference the question:

Why do you want to be involved with the City of Perris Youth Advisory Committee?

Describe any experience(s) you have had that will help you or has prepared you to meet the high expectations and level of professionalism of YAC members.

What are some issues that affect you, our peers, or your community that you would like to see the YAC address?

Please list any past YAC activities and or events that you have participated in.

How did you hear about the YAC?

Are you related to any of the City Council members? If yes, please explain?

Returning/Former YAC Applicants, please answer the following questions. Use additional sheets if necessary and reference the question::

What YAC position(s) did you previously hold (officer, representative, member at large) and during what year(s)?

Please explain your contribution towards fulfilling YAC objectives and goals during your previous year(s) of service. Include your level of involvement and if you completed the participation requirements.

How has YAC made an impact or affected you?

Do you feel you accomplished the goals you stated in your past application(s)? If not, why and what can you do to accomplish them if you are selected for the 2017-2018 YAC?

What were the most enjoyable activity(ies) you participated in with the YAC in the past and why?

List 3 activities/projects you would like to see the YAC be involved in for the upcoming year.

Why did you decide to apply for another year and what skills/ideas will you bring to the YAC this year?

Provide recommendations/suggestions on how we can improve the YAC for the upcoming year.

SECTION VI: PARTICIPATION REQUIREMENTS & EXPECTATIONS

Please carefully read the following commitment statement and sign where indicated. Failure to do so will render your application incomplete and will not be considered.

Participation at YAC meetings: Please remember that while in attendance at YAC meetings, members are strongly encouraged to be actively engaged in the meeting. Participation in the YAC meetings includes actively contributing to the discussion, providing feedback and recommendations. Participation and discussion during meetings is essential for the success of the YAC.

Involvement Expectations: Each YAC member is required to meet the minimum Participation Credit (PC) requirement per semester in addition to attending regularly scheduled YAC meetings. Regular participation in YAC meetings and events/activities is a required component to being a member of the Perris YAC. In order to ensure that YAC members are actively involved in YAC business, members will be held accountable to meet the below listed participation standards:

<u>Semester Start Date</u>	<u>Participation Credit (PC) Required</u>	<u>Semester End Date</u>
July 1, 2017	12	December 31, 2017
January 1, 2018	12	June 30, 2018

Participation Credits can be earned in a number of ways including:

1. Working at City sponsored events and or community events
2. Participating/Attending YAC sponsored events/activities/meetings/projects

Each volunteer opportunity, activity, project, mandatory activity will be assigned a value of 1-3. In order to obtain credit for your volunteer service, you are required to track the events/activities/project/meetings you worked or attended on your YAC Tracking Sheet. Any events that you complete in excess of the required Participation Credits **will not** be "carried over" to the next semester. It is the responsibility of the YAC member to meet the minimum credit requirements by the end date for each semester as outlined above.

Please be advised that throughout the year there will be certain activities presented during YAC meetings that are termed "mandatory events." Mandatory events are either YAC or City led activities, and are worth a greater Participation Credit value because of their importance.

This agreement is our mutual expectation of your commitment to make the Youth Advisory Committee a success. Please indicate your support of and approval of this agreement by completing **Section VIII: Acknowledgement** below. We look forward to a successful and enjoyable committee year! We appreciate your commitment to make the City of Perris Youth Advisory Committee a success!

SECTION VII: ACKNOWLEDGEMENT

For the applicant: I understand that as a member of the City of Perris Youth Advisory Committee, I will be committed to fulfill all meetings, participation credit requirements and volunteer events/activities for which I commit myself to. I will be a positive member of the Committee and community. I understand that I will not be paid for my services as a member with the Youth Advisory Committee, and I am not considered an employee at any time.

Please initial: _____

For the parent/guardian(s): I give permission for _____ to apply to be on the City of Perris Youth Advisory Committee as a Member at Large. If selected, I will permit and support him/her in attending meetings and activities related to the Youth Advisory Committee. I understand that meetings may be at various times and locations throughout the City of Perris and beyond City boundaries. I will support and encourage him/her to fulfill the participation requirements and professional standards as well as uphold the the YAC values, mission and objectives.

Picture Release: I give permission to the City of Perris to take photographs of _____ while participating in YAC events and activities for use in future City publicity to broadcast, brochures, telecasts, newspaper and any promotional advertising or other materials. I waive any rights to privacy or publicity I may have in connection with such uses and understand that I will not receive any compensation for such use. By my signature below, I agree to the conditions of my participation stated herein and agree to this Picture Release.

Indemnity: The Youth Advisory Committee Member at Large parent/guardian will indemnify, hold harmless, and release the City, its officers, employee, agents and volunteers from and against any and all claims, damages, lawsuits, costs, expenses and other liabilities caused in part of in whole by him/her while providing services for the City, including injury to their person, damage to their property, and injury or damage to the person and/or property of other volunteers or members of the public.

Applicant Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/ Guardian Signature: _____

Date: _____



CITY OF PERRIS

YOUTH ADVISORY COMMITTEE

2017-2018 Recommendation Form



Applicants Name: _____

The above student is requesting a recommendation for their application to the City of Perris Youth Advisory Committee (YAC). The Youth Advisory Committee (YAC) is a professional youth leadership and mentorship organization focused on civic engagement and community service. The mission of the Perris YAC is to empower the youth of the community. YAC members participate and coordinate various informational, educational and fun activities that promote the youth of the Perris community. Additionally, members network with other City YAC groups and collaborate on regional leadership summits and trainings.

Rate the applicant on the qualities listed below by checking the appropriate column.

	Truly Exceptional	Outstanding	Above Average	Below Average
Motivation				
Ability to work well with others				
Oral communication skills				
Written communications skills				
Creativity				
Self confidence				
Leadership				
Dependability				
Punctuality				

Provide a letter of recommendation/brief statement on a separate sheet qualifying your rating of the applicant's qualities and any other information you feel is pertinent to help in our evaluation of the applicant.

Rater Name: _____ Title: _____

School/Organization: _____

Phone Number: _____

Email: _____

Raters Signature: _____ Date: _____

Please place this form and your letter of recommendation in a sealed envelope and return to the student. **Applications are due by 8:00 pm, May 2, 2017.** Thank you for your time and support.

Contact Sara Cortes de Pavon with any questions you may have at 951-435-7220 ext. 254 or via email at scortes-depavon@cityofperris.org.