



City of Monrovia
YOUTH COMMISSION APPLICATION 2017-2018

Youth Commission works in conjunction with the City of Monrovia Community Services Commission, and other affiliated groups for the benefit of the Community and its youth.

In order to serve as a Youth Commission you must meet the following requirements:

1. Must be a resident of Monrovia, or attend a school in the Monrovia Unified School District and currently enrolled in grade 6th – 12th.
2. Must be able to attend Youth Commission Meetings and activities that require a minimum of five hours per month.
3. Over the course of the school year, Youth Commissioners must volunteer a minimum of 50 hours at Monrovia events.
4. Required to attend all MANDATORY events.
5. Required to attend one Community Services Commission meeting, write a summary about what was discussed, and share the report at the next Youth Commission meeting.

Applications must include:

1. Completed application
2. "Why Youth Commission" Questionnaire
3. Youth Commission Character References
4. Youth Commission Participation Contract signed by applicant and parent/guardian of the applicant
5. City Waiver signed by applicant and parent/guardian of the applicant

A parent/legal guardian orientation night will be held following the first Youth Commission meeting at the Monrovia Community Center on Tuesday, September 19th at 6:00pm.

For more information about Youth Commission, please call the Monrovia Community Center at (626)256-8246.

Return Application to the Monrovia Community Center, 119 W. Palm Avenue



City of Monrovia
YOUTH COMMISSION APPLICATION 2017-2018

| | | | |
|---|--------|---------------|-----|
| Name | | Date of Birth | |
| Address | | City | Zip |
| Phone # | School | Grade | |
| Email Address | | | |
| In case of emergency please notify the following: | | | |
| Name | | Address | |
| Relationship | | Phone # | |
| Are you able to attend monthly Youth Commission meetings held every third Tuesday of the month? | | | |
| List any groups or organizations you belong to or have assisted with: | | | |
| List any experience you may have which could help Youth Commission plan and organize events: | | | |
| List two ideas you have and why you would like to be on Youth Commission: | | | |
| References: Please provide us with the names & phone numbers of two references (may include relatives or teachers) | | | |
| Reference 1: | Name: | Phone #: | |
| Reference 2: | Name: | Phone #: | |

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**City of Monrovia
YOUTH COMMISSION CHARACTER REFERENCE RATING FORM**

Character Reference must be completed by a teacher, mentor, or other professional

APPLICANT'S NAME _____

Please rate the applicant on the qualities listed below by checking the appropriate column.

| | Truly Exceptional | Outstanding | Above Average | Below Average |
|----------------------------------|-------------------|-------------|---------------|---------------|
| Self-Confidence | | | | |
| Punctuality | | | | |
| Oral Communication Skills | | | | |
| Written Communication Skills | | | | |
| Dependability | | | | |
| Motivation | | | | |
| Leadership | | | | |
| Creativity | | | | |
| Ability to work well with others | | | | |

Please use the space provided to write a brief statement explaining/justifying your rating of the applicant's qualities.

Rater's Name: _____ Title: _____

School/Organization: _____ Phone Number: _____

Rater's Signature: _____

Questions: Brooke Putich (626) 256-8233 OR Cristina Pardo (626) 562-8228
bputich@ci.monrovia.ca.us cpardo@ci.monrovia.ca.us

Note: After completing, please return this form in a sealed envelope marked with applicant's name and "Youth Commission Character Reference" written on the front. Return to the applicant to include with the application.

Return Application to the Monrovia Community Center, 119 W. Palm Avenue



**CITY OF MONROVIA
WAIVER RELEASE AND INDEMNITY AGREEMENT**

Print Applicant Name Birthdate Age Signature of Applicant Date

Print Parent/Guardian Name Daytime Phone Number Evening Phone Number

Street Address City State Zip Code

Email Address

Medical Insurance Company Name Policy Number Allergies

Physicians Name Address Phone Number

Emergency Contact #1/Relationship Phone Number Emergency Contact#2/Relationship Phone Number

Emergency Contact #3/Relationship Phone Number Emergency Contact#4/Relationship Phone Number

I, the undersigned, in consideration of being allowed to participate in this activity, and intending to be legally bound for myself, my heirs, executor and administrators, do hereby release and discharge the City of Monrovia and their respective officers, directors, employees, volunteers, partners and contractors, jointly and severally, from any and all liability from personal injury, accident, illness, death, property damage or other occurrence which I may suffer in any manner whatsoever arising out of or resulting from my participation in the above mentioned program/class(es), and I expressly assume ALL risks of my participation in this activity, including, without limitation, injury as a result of the acts of omission of the above parties or some defect in or on their property of any of them, whether caused by negligence of otherwise, except for illness and injury resulting directly from solely gross negligence of willful misconduct on the part of the City or its employees and I agree to indemnify, save, hold harmless and defend each and every of the above parties of and from any and all loss, damages, expenses, costs, and attorney's fees arising out of or resulting from my participation in this activity. I am participating at my own risk. I certify that I have read and understand this waiver and release. Participants involved in the City of Monrovia's Public Services programs/classes may be photographed and such photographs may be used to publicize City programs/classes without compensation and without further permission.

EMERGENCY RELEASE

I hereby authorize City of Monrovia's Public Services to call an emergency ambulance in case of accident or acute illness and to arrange for necessary emergency medical or surgical care in case I am not immediately available. It is also understood that a conscientious effort will be made to notify me or the person designated before such action will be taken. I also agree to accept responsibility for the cost of the above medical services.

Please Sign:
SIGNATURE of Parent/ Legal Guardian _____ **Date** _____



City of Monrovia

YOUTH COMMISSION BOARD MEMBER POSITIONS

Youth Commission Chair: (1 Position) - Must be enrolled in High School

1. Liaison between Youth Commission Members and City Staff.
2. Must attend ALL Monrovia volunteer opportunities to help City staff lead Youth Commission Members.
3. Leads monthly meetings.
4. Prepares monthly agendas, with approval from City Liaisons; one week prior to meetings.
5. Sends agendas out to Youth Commission members and City Liaisons no later than the Sunday before the meeting.
6. Works with Secretary to have Youth Commission members report on Community Services Commission meetings.
7. Responsible for assisting City staff with the development, planning and coordination of the end of the year Youth Commission activity.

Youth Commission Vice-Chair: (1 Position)

1. If Chair cannot attend a City event, the Vice-Chair must attend in his/her place.
2. Responsible for signing up volunteers for all events.
3. Responsible for logging Youth Commission member's volunteer hours.
4. Sends emails to Youth Commission member's reminding them of upcoming City events for which they signed up to volunteer.
5. Must report on upcoming City events/programs and who has signed up to volunteer.
6. Assist Chair and City staff with the development, planning and coordination of the end of the year Youth Commission activity.

Youth Commission Secretary: (1 Position)

1. Keeps track of minutes at monthly meetings.
2. Sends minutes to City liaison to approve one week prior to meeting.
3. Responsible for sign-ups for Commission Meetings.
4. Sends emails to Youth Commission members to remind them of the Commission meeting in which they have signed-up for.
5. Report at monthly meetings who has signed up for Commission meetings.
6. Assist Chair and City staff with the development, planning and coordination of the end of the year Youth Commission activity.

Youth Commission Treasurer: (1 Position)

1. Responsible for monitoring Youth Commission finances.
2. Responsible for maintaining a monthly financial spreadsheet.
3. Must report expenses and revenue at the monthly Youth Commission Meetings.
4. Must attend all City events where Youth Commission is responsible for selling items to the public, and must assist staff with managing the money.
5. Assist Chair and City staff with the development, planning and coordination of the end of the year Youth Commission activity.

Youth Commission Member-At-Large: (1 Position)

1. Responsible for sending out emails to Youth Commission members each month to collect important announcements, which they will share at every meeting.
2. Responsible for collecting pamphlets regarding-- schools, athletics, job opportunities, etc. to distribute at each meeting.
3. Assist Chair and City staff with the development, planning and coordination of the end of the year Youth Commission activity.



City of Monrovia

2017-2018 YOUTH COMMISSION/PARENT ORIENTATION NIGHT

September 19, 2017 at 6:00pm at the Monrovia Community Center

1. Introductions (ALL)

2. Youth Commission Requirements

- a. 50 volunteer hours at City events
- b. Attend one Community Services Commission Meeting
 - i. Must attend the meeting, write a summary about what was discussed, and share their report at the next Youth Commission meeting.
- c. Attend all mandatory volunteer events – 6 mandatory events for this year:
 - i. Make a Difference Day
 - ii. Trick-or-Treat & Halloween Bash
 - iii. Holiday Parade & Tree Lighting Ceremony
 - iv. State of the City
 - v. Spring Egg Hunt & Healthy Kids Day
 - vi. Monrovia Days
- d. If 80+ individual hours are volunteer by any one Youth Commissioner, they will qualify for an end of the year event planned by the Youth Commission Board.

3. Youth Commission Dress Code

- a. Youth Commission members **MUST** wear their polo shirt to all City events (unless told otherwise by City staff)
 - i. Polo's will be provided by the City

4. Youth Commission Member Responsibilities

- a. Youth Commission members are required to keep record of all their volunteer hours on a time sheet; the timesheets will be in folders provided by the City.
- b. Youth Commission binders must be brought to each volunteer program/event; Youth Commission must check in/out with the Youth Commission chair at each program/event; at the end of the event the Youth Commission chair will sign off their hours on their time sheet.
- c. Youth Commission binders must be brought to each meeting so the hours can be recorded by the Youth Commission Vice-Chair.
- d. If hours are not recorded on the Youth Commission time sheets the hours will not be counted towards the required 50 volunteer hours.

5. Assisting at City Events

- a. Youth Commission members assist with a variety of activities during City events such as running activities, decorating, and interacting with the public.
- b. Youth Commission members will be given the opportunity to sign-up to volunteer at City events during Youth Commission monthly meetings.
- c. It is Youth Commission's responsibility to attend events they have signed-up for.
- d. If Youth Commission members cannot make the event, it is their responsibility to find another Youth Commissioner to cover their shift.
- e. Once a replacement has been found to cover the shift, the Youth Commissioner who isn't able to attend **MUST** notify the Youth Commission liaisons and Youth Commission Chair ASAP.
- f. Review your calendar; events and dates are subject to change.

6. 3 Strikes Rule

- a. If a member has three unexcused absences from events/meetings they will be removed from the program.
- b. Meetings and mandatory events are important and involvement from the Youth Commissioners is directly related to the success of the meetings and events.
- c. If unable to attend a meeting, must give prior notice to the Youth Commission Board and Youth Commission City liaisons or it will be an unexcused absence.

7. Youth Commission Board Positions

- a. A copy of the positions available were given in the applications and interviews.
- b. Chair, Vice-Chair, Secretary, Treasurer & Member-At-Large
- c. All members are able to run for positions EXCEPT Chair—member must be enrolled in AT LEAST 9th grade.
- d. Youth Commission Board positions will be voted on at the first Youth Commission meeting (September 19, 2017).

8. Questions (ALL)