



Walnut Youth Advisory Commission – Supplemental Packet

Dear Youth Commission Applicant:

Pursuant to Council action on June 22, 2016, the qualifications are described in Ordinance No. 16-04 relating to the selection of Youth Advisory Commission.

The following qualifications and requirements were established:

- 1) Commissioners shall be appointed for a term of one year, and shall be limited to two terms;
- 2) Must be a legal Walnut resident and provide parent or guardian permission and acknowledgement of the application;
- 3) An active member of at least one extracurricular activity including sports or service club;
- 4) Must be in 9th through 12th grade and still attending high school;
- 5) Letter of Reference from a teacher, counselor or grade level coordinator regarding the applicant's interest in serving on the Commission; and
- 6) Essay: Require applicants to submit a maximum of 250 word essay regarding their community service, reason for interest in the commission, and how they plan to serve the community.

The YAC meetings are held on the 2nd Monday of each month beginning in September through May of each year. The commission is not active during the months of June – August.

Please return this packet with all required attachments by **Wednesday, August 7, 2019 prior to 5 p.m.** to the City Clerk's Office, City of Walnut, 21201 La Puente Road, Walnut, CA 91789.

Should you have questions or require additional information, feel free to contact me at (909) 348-0710.

Sincerely,

Teresa De Dios
City Clerk
City of Walnut

Attachments



**YOUTH ADVISORY COMMISSION
SUPPLEMENTAL QUESTIONNAIRE**

Name of Applicant: _____

Date Submitted: _____

In order for your application to be considered, you must respond to the following items:

QUESTION	YES	NO
I commit to attend the Commission meetings held every 2 nd Monday of each month at 5 p.m. and participate in volunteer work as determined by the Youth Advisory Commission.		
Attached you will find a letter of reference from a teacher, counselor, or grade level coordinator regarding my interest in serving on a commission.		
Attached you will find my essay outlining the reasons I am interested in serving on the Commission and things I hope to accomplish throughout term. The essay is a maximum of 250 words.		
I can provide proof of residency in the City of Walnut upon request.		

Commissioners are required to attend all Youth Advisory Commission meetings as well as Commission events and planning sessions. If a Commissioner is unable to attend any Commission meeting or activity, they must notify Staff in writing at least 48 hours in advance of the activity in order to avoid being given an unexcused absence. Commissioners accruing more than 3 unexcused absences during their tenure will be removed from the Commission and their seat will be filled in accordance with standard City Commission vacancy procedures.

Please return this packet with all required attachments by **Wednesday, August 7, 2019 prior to 5 p.m.** to the **City Clerk's Office, City of Walnut, City Hall, 21201 La Puente Road, Walnut, CA 91789.**

If you have any questions or concerns, please call (909) 348-0710.

Sincerely,

Teresa De Dios
City Clerk



CITY OF WALNUT
APPLICATION FOR YOUTH ADVISORY COMMISSION
 (Voluntary Service)

Return to: City Clerk's Department – 21201 La Puente Road, Walnut, CA 91789

INSTRUCTIONS: Please type or print this application in ink. Applications are maintained for one year. For more complete information or assistance, please contact the City Clerk's Office at (909) 348-0710.

Candidate Qualifications:

- Resident of Walnut
- Active member of at least one extra curricular activity including sports or service club
- Must be in 9th – 12th grade and still attending high school

NAME: _____ Last, First, Middle	YOUTH COMMISSION APPLICANTS - 9th grade to maximum of 18 years of age and high school senior: Age: _____
ADDRESS: _____ _____ _____	Name of School: _____ Grade: _____ Graduation Year: _____
TELEPHONE: Home: (____) _____ Cell: (____) _____ E-MAIL: _____	ARE YOU RELATED TO ANY CITY EMPLOYEE OR CITY OFFICIAL? If yes, please explain and list the department in which they are employed: _____ _____

ADDITIONAL INFORMATION: Explain the reason(s) you desire to be appointed. Describe your relevant education, experience, training, volunteer activities, community organization membership, or personal interests that you think are relevant to this position (submit information on additional sheets of paper if necessary):

Signature of Applicant: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

This completed document becomes a matter of Public Record. Attachments and resumes may be kept confidential upon request.

FOR USE BY CITY CLERK'S DEPARTMENT

If applicable, date appointed by Council: _____

Term Expires: _____ Logged/Date: _____