



# YOUTH ADVISORY COUNCIL

## MISSION

To encourage community involvement from tomorrow's public service leaders.

## VISION

- ✓ To provide a path of honest, meaningful, and reciprocal communication between the caring youth of the City of Riviera Beach and the City's leaders;
- ✓ To provide youth with an understanding of the inner-workings of municipal government;
- ✓ To cultivate a sense of civic responsibility and public service;
- ✓ To provide a safe and constructive learning environment;
- ✓ To encourage and develop effective leadership skills;
- ✓ To provide real world opportunities for active community service in the City of Riviera Beach;
- ✓ To acknowledge the civic involvement and contributions of the youth of the City of Riviera Beach; and
- ✓ To learn and seek feedback from our youth regarding issues affecting the positive development of the youth of the City of Riviera Beach.

## ORGANIZATION

- The City of Riviera Beach Youth Advisory Council (YAC) will be comprised of 14 students whose primary residence is in the City of Riviera Beach;
- Students in grades 8 through 12 are eligible for participation;
- Students shall aspire to assist the City of Riviera Beach in its growth and desire to become a more dynamic and innovative city;
- Students shall be involved in research projects and community service initiatives; and
- Students shall be eager to represent their peers to the Mayor, City Council, Chief of Police and other city leaders.

## MEMBER SELECTION

- Nomination materials will be sent to each School's Principal and School Resource Officer(s);
- Schools within the City of Riviera Beach will be invited to nominate students;
- Interested Students are encouraged to request nomination through their High School or to self-nominate;
- All students are required to present letters of recommendation from their school and community members, who are not relatives;
- The Mayor, City Council and Police Chief or his/her designee will review all nominations, conduct interviews, and make final recommendations for participation in the City of Riviera Beach YAC;
- Students will be appointed for one (1) year terms; with an option for reappointment based upon their attendance, project participation, and level of service to the YAC; and
- Students and parents/guardians must sign travel, medical and photograph authorization forms.

## SCHOLARSHIP

- City of Riviera Beach YAC members will be eligible for a City of Riviera Beach Youth Advisory Council Scholarship;
- Youth Advisory Council members will be eligible to receive up to a \$1,000.00 scholarship in their senior year; and
- YAC members must participate in the City of Riviera Beach Youth Advisory Council a minimum of 2 years and be in good standing in their senior year of High School to be eligible to receive any scholarship monies.

## COUNCIL MEMBER DUTIES AND RESPONSIBILITIES

- Attend orientation;
- Attend one (1) monthly YAC Meeting;
- Participate in research projects, community service programs, sub-committees, and other city/community events and/or meetings upon request;
- Attend a minimum of (2) two City Council meetings each year in full dress uniform. The YAC will create a schedule of rotation to ensure that every YAC member attends the requisite number of all City Council meetings;
- Prepare reports and make presentations to the City Council on the YAC's activities;
- Hold public youth meetings to gather input from constituents;
- Coordinate with other local and national youth organizations as necessary;
- Select YAC officers; Chair, Vice Chair, Secretary, Treasurer, Parliamentarian and Historian;
- Maintain minutes of all meetings noting attendance and issues addressed;
- Serve as a role model to other youths;
- Show proper respect and exhibit orderly conduct at all meetings and events;
- Establish goals, work plans, and budgets to address youth concerns;
- Identify issues affecting City of Riviera Beach youth;
- Advise the Mayor, City Council, and other city leaders on policy issues related to youth concerns;
- Provide resources for youth orientated programs and projects;
- Promote public awareness of the strengths and abilities of the city's youth;
- Connect teens to services and assist the City with the planning of youth activities;
- Adhere to dress code as specified in the Palm Beach County School District guidelines; and
- YAC Shirt **MUST** be worn to school on the days of each scheduled meeting;

## CURRICULUM

YAC members will be introduced to the following curriculum during their term.

- ✓ City history, organizational structure and administrative processes;
- ✓ Municipal policy and budget development;
- ✓ Public/Private partnerships;
- ✓ Leadership and productivity improvement;
- ✓ Conflict resolution and meditation in the public sector;
- ✓ Administrative and constitutional law;
- ✓ Leadership development;
- ✓ Public speaking; and
- ✓ Resume building.

## ACTIVITIES

- Leadership activities which will provide hands-on leadership development and training; with special emphasis on highlighting the inner-workings of government;
- Annual Council Research Project – A research paper written on a relevant topic, chosen by the City Manager and Chief of Police, which explores relevant conceptual, research, and policy issues;
- National League of Cities Youth Advocacy Board – Youth Council members will partner with the National League of Cities Youth Advocacy Board (Youthscape, etc.);
- “Inside Government” facilities tours and presentations – YAC Members will tour various city departments and facilities, and will receive information about their functions and operations in the city;
- Service events – YAC Members will participate in various events, held by the city, which provide assistance and give back to the community (i.e.: holiday tree lighting, ribbon cuttings, Relay for Life etc.);
- Mandatory shadowing of a city department (scheduled is coordinated by the students with city department representatives so as not to conflict with school); and
- Participate in a “Business Leaders Partnership/Networking Breakfast” – A breakfast meeting where city officials, youth council members, and City of Riviera Beach business leaders can meet to relate youth concerns, learn about the relationship between the city and its businesses, and exchange community betterment ideas.



## YOUTH ADVISORY COUNCIL APPLICATION

**Have you ever wished you could make a difference in your community?**

**Do you want to learn more about the inner-workings of your municipal government?**

**Do you believe you would be a good representative of your peers?**

If you answered "YES" to these questions and are a resident of the City of Riviera Beach, then we would like to invite you to apply to be a member of the City of Riviera Beach Youth Advisory Council. The City of Riviera Beach Youth Advisory Council is created to encourage active citizenship and community involvement in the city's youth, who will be the public service leaders of tomorrow.

Please type or print clearly (in black ink). You may attach additional sheets as necessary. All areas must be completed in order for this application to be considered for membership. Attach a letter of recommendation to this application from a teacher, administrator or coach.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

School: \_\_\_\_\_ Grade: (Current) \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Cellular Telephone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Email Address: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Please check all that apply

- I understand and meet all of the requirements of the position.
- I have read and understand all of the duties and responsibilities of the position.
- I will have available transportation to and from City of Riviera Beach Youth Advisory Council meetings and events.
- This is a school administration nomination.
- I requested my school administration nominate me for this position.
- I am self-nominating for this position.

List three (3) community issues which are important to you and/or your friends.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are you employed?  Yes  No If yes, please list the name and address of your employer.

\_\_\_\_\_

List any other activities you are involved in (e.g. sports, community programs, school or religious groups).

\_\_\_\_\_

What knowledge, skills, and abilities do you possess which you feel makes you the best candidate for a position on the Youth Advisory Council?

\_\_\_\_\_

By signing this application, I am stating that the preceding information is true and correct to the best of my knowledge.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

**This section is to be completed by the applicant's parent or guardian**

I give my permission for \_\_\_\_\_ to participate in the CRB Youth Advisory Council. Applicant Name

\_\_\_\_\_

Parent/Guardian's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name of Parent/Guardian

Emergency Contact Name: \_\_\_\_\_ ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_