CITY OF

WACO

YOUTH COUNCIL

2020-2021 Application Packet

To provide Waco's youth with an active role in addressing community issues and to serve as a voice for youth in all aspects of the community.

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MISSION, PURPOSE & QUALIFICATIONS

Mission

The mission of the Waco Youth Council is to provide Waco's youth with an active role in addressing community issues and to serve as a voice for youth in all aspects of the community.

Purpose

The purpose of the Waco Youth Council is to:

- Define specific ways to address community issues as they arise through the development of goals, objectives, and recommended actions;
- Encourage and promote the education of Youth regarding city government and the importance of citizen input, participation, and responsibility;
- Assist and advise the mayor, city council, and city departments;
- Conduct surveys, studies, forums, seminars, workshops, special events, and awards as appropriated; and
- Serve as youth ambassadors for the City of Waco.

Qualifications

In order to qualify to serve on the Waco Youth Council, applicants and members must be:

- Waco residents;
- Entering or attending 9th through 12th grade public, private, or home school;
- A role model for local youth and able to serve as ambassadors for the City of Waco;
- Committed to accomplishing the purpose of the Waco Youth Council; and
- Able to consistently attend regular meetings and events for or by the Waco Youth Council.

GOVERNANCE & OFFICERS

Governance

Officers of the Waco Youth Council will be nominated and elected during the first meeting of the fall and spring sessions of the school year term.

Officers

Waco Youth Council Officers include:

- Chairperson or Chair
  - The Chair will preside over and maintain order at meetings and events and ensure participants are following the conventions of the meeting and/or event.
  - The Chair will ensure that all members, speakers, presenters, and attendees are treated respectfully, fairly, and equally.
- Vice Chairperson or Vice Chair
  - The Vice Chair will support the Chair in ensuring order at meetings and/or events and will assume the responsibilities of the Chair in the event the Chair is absent or no longer serving on the Youth Council.
  - The Vice Chair will maintain the Youth Council calendar and inform members of Youth Council activities.
- Co-Secretaries (2 positions)
  - The Co-Secretaries support the Chair in ensuring order at meetings and/or events and will take meeting summary notes for all Youth Council meetings.
  - The Co-Secretaries will assist with meeting/event set-up and clean-up.
- Historian
  - The Historian supports the Chair in ensuring order at meetings and/or events and will work with city staff to produce and maintain a social media presence.
  - The Historian will produce a Youth Council scrapbook for each session of the term of service, coordinate an annual Youth Council directory and the annual Youth Council photograph.
- All officers will represent the Youth Council to the public when called upon to do so.

CONDUCT GUIDELINES

Conduct Guidelines

As a role model and ambassador for the City of Waco, each Waco Youth Council member must conduct themselves in a positive, friendly, and law-abiding manner at all times.

All Youth Council members, as well as their parent/guardian, will review and attest to the "Waco Youth Council Honor Code / Role Model Responsibility" included in this packet as part of the application process.

A Youth Council member who is absent from more than 2 of the regular meetings during any 12 month period, whether excused or not, may be removed from his/her office or membership by the City Council.

The record of a member's absences will begin with the first regular meeting after the fifteenth day from the date the member received notice of his/her appointment.

The Chair shall send any member with two consecutive absences a written notice of attendance status.

Members shall immediately report instances of poor conduct to the Waco Youth Council Advisor(s).

MEETING LOCATION & TENTATIVE SCHEDULE

Meeting Location

Regular meetings of the Waco Youth Council are held at the Dewey Community Center, located at 925 North 9th Street, Waco, Texas 76707.

On occasion, meetings are held at various other locations and ample notice is given. Meeting locations and times are always provided on the official meeting agenda posted to the City of Waco website at least 72 hours in advance of the actual meeting.

Regular meetings are called on the 1st and 3rd Monday of each month, and regular meeting times begin at 5:30 pm and usually end at 7 pm. Meetings are not called on official City holidays.

Meeting locations and times are flexible as needed to accomplish the goals and objectives set by the Waco Youth Council.

Tentative Schedule

The regular term of the Waco Youth Council runs from September through the following May with two sessions. The sessions coincide with the Fall and Spring school semesters.
The Fall session concludes with the Winter/Christmas break, and the Spring semester concludes with the school year.

Tentative Meetings for the 2020-2021 Term

- Fall Term
    - September 7 – City Holiday – Labor Day – No Meeting
    - September 21 – 1st Regular Meeting & Officer Elections
    - October 5 – Regular Meeting
    - October 19 – Regular Meeting
    - November 2 – Regular Meeting
    - November 16 – Regular Meeting
    - December 7 – Regular Meeting
    - December 21 – Regular Meeting

MEETING LOCATION & TENTATIVE SCHEDULE

Tentative Schedule (Continued)

Tentative Meetings for the 2020-2021 Term

- Spring Term
    - January 4 – Regular Meeting & Officer Elections
    - January 18 – City Holiday – MLK Jr. Day – No Meeting
    - February 1 – Regular Meeting
    - February 15 – Regular Meeting
    - March 1 – Regular Meeting
    - March 15 – Regular Meeting
    - April 5 – Regular Meeting
    - April 19 – Regular Meeting
    - May 3 – Regular Meeting
    - May 18 – Tuesday Meeting – Waco City Council Meeting
        - Council recognizes graduating senior Youth Council members

Depending on the various adopted school calendars, regular meetings that coincide with dates within the Winter/Christmas break and Spring Break may be cancelled.

APPLICATION & SELECTION PROCESS

Application & Selection Process

The application period for new Youth Council members is in the spring and will normally run for approximately four weeks.

Application packets will be distributed to Waco public schools, private schools, home school associations, as well as non-profit, civic organizations, all Waco-McLennan County Library branches, at the City Secretary's office and the Parks and Recreation Administrative Offices.

Applications submitted prior to the established deadline are reviewed and qualified, selected candidates will be contacted to set up an interview to be conducted following the first Youth Council meeting in May each year.

Members related to or closely acquainted with candidates recuse themselves from evaluating that specific candidate. Members rank candidates, and the rankings are averaged.

Candidates with the highest average rankings are presented to the Waco City Council for their review and approval. City Council may accept the recommendations as made or may make any changes they deem appropriate.

Upon Council approval, letters are mailed to all interviewed candidates informing them of the membership appointments to the Waco Youth Council.

APPLICATION

Youth Council Application Form

Student Section

Name:	DOB:	Age:
School:	GPA:	
Grade in 2020-2021:	Council District:	
Home Address:		Zip Code:
Mailing Address (if different):		Zip Code:
Home Phone Number:	Cell Phone Number:	
Email Address:		

Parent / Guardian Section

Name(s):		
Home Address:		Zip Code:
Mailing Address (if different):		Zip Code:
Home Phone Number:	Cell Phone Number:	
Email Address:		
Emergency Contact:	Relationship:	
Home Phone Number:	Cell Phone Number:	

Student Involvement

List school activities / organizations, including any leadership positions:

List community service and activities / organizations outside of school:

List any commitments that may preclude / interfere with regular meeting attendance / participation:

Essay Question

In typed essay format, in 500 words or less, discuss the importance of community involvement and how you see your role on the Waco Youth Council.

Essays must be typed and 500 words or less.

TEACHER / COUNSELOR RECOMMENDATION

CITY OF WACO YOUTH COUNCIL

Teacher / Counselor Recommendation

I hereby recommend _____ to be a member of the Waco
(Student Name)
Youth Council. As a teacher / counselor at _____, I have
(School Name)
known and/or worked with this student for _____.
(Period of Time)

Please list three qualities this student possesses that will benefit the Waco Youth Council:

-
-
-

Please provide any further remarks that may assist the Waco Youth Council in evaluating this candidate for membership. (Please limit remarks to space provided)

Teacher / Counselor Signature: _____ Date: _____

Candidate Signature: _____ Date: _____

PARENT / GUARDIAN RECOMMENDATION

CITY OF WACO YOUTH COUNCIL

Parent / Guardian Recommendation

I hereby recommend _____ to be a member of the Waco
(Student Name)
Youth Council. I pledge to support my child with transportation, when necessary, and with their involvement as a Waco Youth Council member if selected.

Please list three qualities this student possesses that will benefit the Waco Youth Council:

-
-
-

Please provide any further remarks that may assist the Waco Youth Council in evaluating this candidate for membership. (Please limit remarks to space provided)

Parent / Guardian Signature: _____ Date: _____

Candidate Signature: _____ Date: _____

OPEN RECOMMENDATION

Open Recommendation

I hereby recommend _____ to be a member of the Waco
(Student Name)
Youth Council.

Relationship to Candidate: _____

Length of time I've known the Candidate: _____

Please list three qualities this student possesses that will benefit the Waco Youth Council:

-
-
-

Please provide any further remarks that may assist the Waco Youth Council in evaluating this candidate for membership. (Please limit remarks to space provided)

Signature: _____ Date: _____

Candidate Signature: _____ Date: _____

STUDENT & PARENT / GUARDIAN AGREEMENT

CITY OF WACO YOUTH COUNCIL

Student & Parent / Guardian Agreement

Responsibilities of Waco Youth Council Members:

- Adhere to the Mission and the Purpose of the Waco Youth Council
- Attend and actively participate in Youth Council meetings and events
- Actively participate in establishing annual Youth Council goals and objectives
- Actively participate in accomplishing established Youth Council goals and objectives
- Adhere to the Waco Youth Council Honor Code Role Model Responsibilities
- Conduct oneself in a positive, friendly, and law-abiding manner at all times
- Actively demonstrate a commitment to making a positive difference to the Waco community

Student Agreement

I, _____, pledge to faithfully fulfill the duties, responsibilities, and role of a Waco Youth Council member to the best of my ability and in accordance with the rules, requirements, and responsibilities outlined within this 2020-2021 Application Packet.

Candidate Signature: _____ Date: _____

Parent / Guardian Agreement

As the parent / guardian of _____, I pledge to support my child with their involvement as a Waco Youth Council member.

Signature: _____ Date: _____

STUDENT & PARENT / GUARDIAN HONOR CODE

CITY OF WACO YOUTH COUNCIL

Student & Parent / Guardian Honor Code

I, _____, understand and will abide by the Bylaws and Operational Guidelines of the Waco Youth Council, City of Waco policies. I further promise to uphold the standards and ideals of the Waco Youth Council by conducting myself in a manner becoming a public official at all times. I realize that as a member of the Waco Youth Council I am a role model to other youth and shall take that responsibility seriously and act accordingly. As a member of the Waco Youth Council, I will be a youth ambassador for the City of Waco and as such, I will act appropriately at all times.

Membership on the Waco Youth Council is a privilege that can be revoked if conduct so requires.

I agree to report any instances of my own poor personal conduct, as well as that of other members of the Waco Youth Council, in order to protect the integrity of the group and the City of Waco.

Candidate Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

CHECKLIST, CONTACTS & QUESTIONS

Checklist, Contacts & Questions

Please complete, include, and submit the following documents to the Parks and Recreation Office no later than 5pm on Friday, May 29, 2020. You may mail it to Parks and Recreation, Attn: Youth Council Application Packet, PO Box 2570, Waco, TX 76702-2570, fax it to 254-750-8087, or scan and email the packet to WacoYouthCouncil@wacotx.gov

Applications received after the deadline will not be considered.

COMPLETE SUBMISSIONS MUST INCLUDE:

☐ 2020-2021 Youth Council Application Form

☐ Essay (typed and 500 words or less)

☐ Teacher / Counselor Recommendation

*Students participating in home school may submit an additional Open Recommendation in lieu of this form

☐ Parent / Guardian Recommendation

☐ Open Recommendation

☐ Student & Parent / Guardian Agreements

☐ Student & Parent / Guardian Honor Code

APPLICATION DUE DATE: MAY 29, 2020 by 5:00 PM

For questions, please contact the Youth Council Advisors by email at WacoYouthCouncil@wacotx.gov or by phone at (254) 750-5980.

Applications received after the deadline will not be considered.

Stay Connected

Waco Youth Council Website

https://www.waco-texas.com/youth-council.asp

Youth Council Instagram

@wacoyouthcouncil

City of Waco Website

https://www.waco-texas.com

City of Waco Facebook

CityofWacoTx

City of Waco Instagram

@cityofwaco

Parks and Recreation Website

https://waco-texas.com/cms-parksandrecreation

Parks and Recreation Facebook

WacoParksandRec

Parks and Recreation Instagram

@wacoparksandrec