

Dear Youth Council Candidate:

We would like to thank you for your interest in applying for a Merced Youth Council position. Being on the Youth Council is an important job that requires a lot of time, effort, dedication, and responsibility. It is very rewarding, allows for great memories and opportunities to have fun, and it gets you involved in your community. It also allows you to make decisions that affect every youth in Merced. The Youth Council is in charge of representing the voice of the youth and presenting their ideas to the City Council. We are here to try and satisfy the wants and needs of the youth. We are proud of our city and want people to know the Merced Youth Council is here for them. Holding a Youth Council position comes with great responsibility and if you become a YC member, you will need to represent the Council in a positive way.

Please read the following information in this packet very carefully and make sure to fill out all information and return it back in the time allotted. Please read the information on the expectations and criteria for selection to the Youth Council. You must be a City resident to hold a seat on the Youth Council. Youth Council members represent one of three geographic areas in the City, Northern Merced – from Bear Creek to the northern City limits; Central Merced – from Bear Creek to Highway 99; and Southern Merced – from Highway 99 to the southern City limits. There is one at-large position.

Name of Candidate _____

Year of Graduation _____

Address: _____ City: _____

Zip Code: _____

Email: _____ Phone/Cell: _____

Read the following qualifications for office carefully and indicate that you meet and/or agree to each item by initialing beside each statement. Please obtain all the appropriate signatures where necessary.

_____ I will maintain a good attendance record.

_____ I will attend all meetings required of my position and participate as a team member in the Merced Youth Council.

_____ I am aware that the members are the selected young leaders of the City and represent the youth in many community functions. The youth will model city policy. If there is evidence of a member not meeting the above standards, he or she may be dismissed from their position.

_____ I will share equally in all the duties of the Council, which include attending and actively participating in the committee.

School, Athletic, Work, Awards, Community Service, Organizations, Student Government and other activities. (Use separate sheet of paper if necessary.):

ACTIVITIES	9	10	11	12

I, the undersigned, swear that I will abide by the following Code of Conduct set forth by the Merced Youth Council. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term in office.

The term in office shall be for two years, beginning on the last day of the school and running for two years.

I. Behavior Standards:

A. As a member of the Merced Youth Council, I realize that my conduct must be beyond reproach at all times.

B. I will cooperate with all Youth Council members and help wherever help is needed.

C. I will not carry nor use chemical substances or stimulants, drugs, alcohol, cigarettes, etc., at any time.

G. I will display good sportsmanship at all times and serve as an ambassador for the Youth Council.

H. I understand that if I am suspended from the school I attend or arrested, I may be suspended or removed permanently from my position as determined by the Youth Council.

I. I will maintain a satisfactory citizenship record.

J. Internet use – I will conduct myself above reproach when using the internet. I am representing the reputation of the City, school, parents, and community. I understand that pictures posted on the internet, whether by myself or on my friend’s pages could be under scrutiny and if I have any inappropriate pictures, I may be removed from office. These include, but are not limited to Facebook, Twitter, Instagram, YouTube, etc.

K. Failure to comply with any of these rules may result in the immediate removal from office as determined by the Merced Youth Council.

II. Responsibilities of Office:

A. If selected I understand that I must make the Youth Council a priority while maintaining a balance in my academic, family and social life.

B. I understand that I will be required to assist with all Youth Council activities that are planned.

C. I understand that I will be expected to cooperate with my peers, and accept the will of the majority and what is in the best interest of the City and Youth.

D. I understand that I may be assigned tasks by the City Council.

E. Youth Council members are responsible for ALL assigned activities throughout the year.

F. Any Youth Council member who “drops out” of the Youth Council or is dismissed before the end of the term will not be eligible to apply for another position the following year.

G. I will keep in regular communication with my fellow Council members and City staff.

BY SIGNING THIS APPLICATION, I ACKNOWLEDGE FULL UNDERSTANDING OF THE ATTACHED TERMS AND RESPONSIBILITIES. IF SELECTED I PROMISE TO HONOR THESE COMMITMENTS AND OBLIGATIONS. I UNDERSTAND THAT FAILURE TO MEET MY RESPONSIBILITIES MAY RESULT IN FORFEITING AND/OR REMOVAL OF MY POSITION AS A MERCED YOUTH COUNCIL MEMBER.

Signature:

NAME (print): _____

EMAIL: _____ PHONE _____

PARENT/GUARDIAN PERMISSION

After reviewing the candidate packet and requirements of the Youth Council of the City of Merced, I give permission for my child to apply for a Youth Council position and serve in that capacity if selected. I realize it is an honor to be selected but there are several responsibilities and a huge commitment my child must uphold during his/her term in office. An effective Youth Council member requires time and effort spent outside of regular activities and at least 8 hours a month service will be expected. I will support and advise her/him to maintain academic eligibility and be a responsible role model as a youth leader of Merced. I understand that it is the duty of the Youth Council member to obtain transportation to meetings and functions.

I, _____, have read and understand the Youth Council

NAME OF PARENT/GUARDIAN

Expectations and Procedures and understand that _____ is

NAME OF STUDENT

applying with my knowledge and consent.

Printed Name of Parent/Legal Guardian _____

Date: _____

Signature of Parent/Legal Guardian _____

Parent phone or email easiest to reach if needed _____

Please return the completed application to a Youth Council member or to

Merced City Parks and Recreation Department
Merced Civic Center
678 W. 18th St.
Merced CA 95340

The Parks and Recreation Office is open at the Merced Civic Center from 10 a.m. to noon and from 1 to 5 p.m. Monday through Fridays.

Questions? Call 209-385-6855.

Answer the following questions. You may answer these on a separate sheet or on the next sheet.

1. Why are you applying for this position?

2. Why do you feel you are qualified for the Youth Council?

3. What positive influences will you have on the community next year?

4. What experience do you have that has prepared you for this position?

5. What does it mean to be a Leader?

TEACHER EVALUATION (two required if in school, one if not)

This information will remain confidential. Upon completion, please return to designated individual in the provided sealed envelope.

NAME OF STUDENT: _____

NAME OF TEACHER: _____

Please give this student a score from one to five on their overall performance in the following areas.

Promptness	1	2	3	4	5
Attendance	1	2	3	4	5
Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Leadership	1	2	3	4	5
Attitude toward:					
Fellow students	1	2	3	4	5
Authority	1	2	3	4	5

Overall score: _____/35

Please answer the following questions:

1. Conduct: ___Excellent ___Average ___Poor
2. Comes to class prepared: ___Always ___Often ___Sometimes
3. Is this student a complainer? Yes ___ No ___
4. Does this student show a positive attitude in class? Yes ___ No ___
5. Would you recommend this student for a position on the Merced Youth Council?
Yes ___ No ___

ANY ADDITIONAL COMMENTS:

TEACHER SIGNATURE: _____

DATE: _____

TEACHER EVALUATION (two required if in school, one if not)

This information will remain confidential. Upon completion, please return to designated individual in the provided sealed envelope.

NAME OF STUDENT: _____

NAME OF TEACHER: _____

Please give this student a score from one to five on their overall performance in the following areas.

Promptness	1	2	3	4	5
Attendance	1	2	3	4	5
Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Leadership	1	2	3	4	5
Attitude toward:					
Fellow students	1	2	3	4	5
Authority	1	2	3	4	5

Overall score: _____/35

Please answer the following questions:

1. Conduct: ___Excellent ___Average ___Poor
2. Comes to class prepared: ___Always ___Often ___Sometimes
3. Is this student a complainer? Yes ___ No ___
4. Does this student show a positive attitude in class? Yes ___ No ___
5. Would you recommend this student for a position on the Merced Youth Council?
Yes ___ No ___

ANY ADDITIONAL COMMENTS:

TEACHER SIGNATURE: _____

DATE: _____

PERSONAL REFERENCE (one required, two if not in school; a letter of recommendation is acceptable)

This information will remain confidential. Upon completion, please return to designated individual in the provided sealed envelope.

NAME OF APPLICANT: _____

NAME OF REFERENCE: _____

Please give this applicant a score from one to five on their overall performance in the following areas.

Promptness 1 2 3 4 5

Responsibility 1 2 3 4 5

Dependability 1 2 3 4 5

Leadership 1 2 3 4 5

Attitude toward:

Fellow youths 1 2 3 4 5

Authority 1 2 3 4 5

Overall score: _____/35

Please answer the following questions:

1. Conduct: ___Excellent ___Average ___Poor

2. Is this applicant a complainer? Yes ___ No ___

3. Does this applicant show a positive attitude in general? Yes ___ No ___

4. Would you recommend this applicant for a position on the Merced Youth Council?

Yes ___ No ___

ANY ADDITIONAL COMMENTS:

SIGNATURE: _____

DATE: _____

MERCED YOUTH COUNCIL

General Guidelines



Background

The Merced City Council established a task force in 2013 to research and get youth input on whether or not a Youth Council was needed in Merced and if so what it should consist of. In 2014 Council officially established the Merced Youth Council at the recommendation of the Youth Task Force.

Mission

We, the Merced Youth Council, are here to represent the youth of Merced by communicating with the City Council in order to promote youth involvement, their general welfare and to improve the overall quality of life for the youth of Merced.

General Functions

- ❖ *Both social and policy oriented*
- ❖ *Communicate with City's youth to gauge needs and desires of youth*
- ❖ *Work with City Council to meet youth needs and wants*
- ❖ *Act as a liaison between the youth and the City Council*
- ❖ *Collaborate and/or engage with other community agencies, advisory bodies or youth groups in areas of mutual concern and benefit*
- ❖ *Identify concerns, interests and needs of youth and make recommendations to Parks and Recreation staff and City Council*

Membership

The Youth Council is made up of 7 members and may appoint non-voting junior high or high school members to help achieve their goals. Two members from each of the three Measure C districts and one member at large will be appointed. Applicants are interviewed by existing Youth Council members after completion of an application and will then be reviewed by staff.

Qualifications

- ❖ *13-19 years old (members may carry out their term if they age out during their term)*
- ❖ *City resident*

Length of Term

Members will be appointed to a two year term, with a maximum of two terms being served. After the first year of service, Youth Council members will be reviewed by the Youth Council to determine their suitability for continued service.

Meeting Schedule

Public Youth Council meetings will be held the second Thursday of every month in the City Council Chambers at 6PM. Fewer meetings may be held during the summer months if decided by the Youth Council. Additional closed planning sessions will be held when needed.

Attendance Policy

Youth Council members are expected to attend all meetings. In the case that a meeting has to be missed, Youth Council members should give at least 24hrs notice to staff that he/she will not be in attendance. Members are allowed two unexcused absences from public and planning meetings per year before being terminated.

Time Involved

Youth Council members should expect to devote a minimum of 8 hours per month on Council related activities. Additional time may be required for special events.

Communication

Communication with other Youth Council members and staff is extremely important to the success of the Council. Youth Council members are expected to communicate regularly with regards to meetings, events and other Council activities. Members are expected to respond to emails or texts from City staff in a timely manner. Failure to communicate regularly with staff will be grounds for termination from Council.

Positions

When a Youth Council member is appointed and accepts a positions (Secretary, Historian, Chairperson, Treasurer, Vice Chairperson, Public Coordinator) he/she accepts responsibility of understanding and fulfilling the roles and duties of that position. At any time if members are unable to carry out their duties, they are responsible for finding a temporary replacement within the Youth Council.

Parent/Member Agreement

Council members and their parent or guardian will review and sign a Parent/Member Agreement. The purpose of this agreement is to ensure that the Youth Council member and his or her parent fully understand and accept the responsibility placed upon she or he by being a part of the Council.

Mandatory Activities

There will be mandatory activities, trainings, excursions and trips that Youth Council members will be expected to attend. If members have more than two unexcused absences, or are regularly tardy for these events, they can be dismissed from the Youth Council.

MERCED YOUTH COUNCIL

Positions and Duties



CHAIRPERSON

- ❖ Spokesperson for the group
- ❖ Reports future plans and ideas to the City Council
- ❖ Appoints committees when necessary to research issues
- ❖ Provides leadership and direction
- ❖ The last approval or tie breaker of the group
- ❖ Attends as many of the committee meetings as possible

VICE CHAIRPERSON

- ❖ Assumes the duties of the Chairperson during the Chairperson's absence
- ❖ May serve in a variety of positions
- ❖ Works closely with the Chairperson

SECRETARY

- ❖ Records and maintains the minutes of all Youth Council meetings
- ❖ Maintains a roster of officers and other board members with current address, email, and telephone information
- ❖ Maintains complete and up to date copies of organizational documents
- ❖ Maintains all membership records
- ❖ Records all member attendance
- ❖ Sends correspondence and thank you letters

TREASURER

- ❖ Oversees finances
- ❖ Assists in preparing budget for future projects
- ❖ Keeps records up to date
- ❖ Always obtains a receipt for any expenditures

HISTORIAN

- ❖ Keep record or history of achievement and/or activities
- ❖ Take pictures as a record keeping for future references

PUBLIC COORDINATOR

- ❖ Publicizes activities through email, social media, newspaper, etc.
- ❖ Develops and maintains emails, websites, and social media for the Youth Council

MERCED YOUTH COUNCIL

Parent/Member Agreement



PURPOSE

The purpose of this agreement is to establish criteria for members of the Merced Youth Council. This agreement will assist members and their parents in understanding acceptable standards of behavior in order to remain in good standing within the Council.

ATTENDANCE

Attendance at Youth Council meetings is mandatory. It is a major part of being a Youth Council member.

- ❖ The Youth Council currently meets the second Thursday of each month at 6PM., unless otherwise stated. The meetings are one of the avenues used to conduct official Youth Council business and receive and disseminate other information to the members of the Council. Closed sessions are held prior to the public meeting at 5PM. Special meetings may be called when necessary.
 - More than 2 unexcused absences is grounds for recommendation that a member be removed from the Youth Council.
- ❖ Youth Council members shall notify staff if he/she is unable to attend a required meeting, special meeting or assigned Youth Council event, at least, when possible, 24 hours in advance. If a 24-hour notice is not possible, then notification should be done as soon as possible. Failure to contact anyone regarding an absence may be grounds for an Unexcused Absence.

CONDUCT

Youth Council members must conduct themselves in a respectful, professional and appropriate manner at all times.

- ❖ Use of profanity or offensive expressions, as well as fighting and verbal confrontations are strictly prohibited.
- ❖ No Youth Council member shall display affection beyond general or common courtesy while acting in the capacity of a Youth Council member.
- ❖ When at City Hall or other city facilities for conducting business, Youth Council members shall exhibit professional behavior.

- ❖ Youth Council members shall address city personnel appropriately (Mayor Serrato, Councilman Shelton , Ms. Segura, etc.), being courteous and respectful at all times.

PERSONAL GROOMING

Youth Council members shall maintain excellent grooming standards at all times.

- ❖ Each Council member shall wear his or her Youth Council shirt at meetings and other functions in the community when they are representing the Council.
- ❖ Whatever style of clothing Youth Council members wear, it should be clean, pressed and presentable.
- ❖ Youth Council members must dress appropriately for the occasion. When attending or making presentations at City Council meetings, shorts, pants with holes, beach sandals, tank tops, etc. would not be appropriate attire and should not be worn by Youth Council members.

DUTIES

It is the responsibility of each Youth Council member to understand and perform his/her charge of duty as a Youth Council member.

- ❖ Each Youth Council member shall familiarize him/herself with the Youth Council's purpose, current goals and objectives and any other city information (i.e., resolutions, ordinances, charter).
- ❖ Each Youth Council member shall make an effort to become familiar with parliamentary procedures and Robert's Rules of Order. Periodic training will be provided.
- ❖ When assigned to a sub-committee, it shall be the responsibility of each Youth Council member to follow-up on his/her assignments and take an active part in carrying out the goals of the sub-committee.
- ❖ It is the duty of each Youth Council member to participate in Youth Council activities and events outside of Youth Council meetings.

TRAVEL

Youth Council members, when privileged to travel on behalf of the City, shall conduct themselves in a respectful, professional, and appropriate manner.

All travel shall be for the purpose of conducting City/Youth Council business.

- ❖ When traveling as a representative for the City of Merced's Youth Council, each member must abide by all City standards and must conduct themselves per guidelines as here stated.
 - When there is overnight travel, each Youth Council member is expected to respect all hotel property and premises. No Youth Council member shall deface, vandalize

or remove any hotel items or property.

- Each Youth Council member shall keep assigned rooms throughout the travel stay unless prior approval is received from the adult supervisor.
 - No Youth Council member shall leave the premises without prior knowledge and approval from the adult supervisor.
 - Curfews are enforced during travel. Youth Council members generally must be in their assigned rooms by 10:00 p.m. The adult supervisor has the authority to extend or shorten that curfew hour as circumstances allow.
 - These guidelines apply to *all* Youth Council members regardless of age while traveling as a representative of the City of Merced's Youth Council.
 - Any abuse of these travel guidelines may result in suspension from travel for one year and/or other appropriate action.
- ❖ All Youth Council members are required to submit a parent permission slip prior to any and all travel out of the City.

TRANSPORTATION

While effort will be made to provide transportation for various Youth Council events, it is the responsibility of each Council member to coordinate transportation to and from Youth Council meetings, special events and other activities.

- ❖ It is the personal responsibility of the Youth Council member to secure all appropriate and legal driving requirements (i.e., driver's license, insurance).
- ❖ Each Youth Council member shall make appropriate arrangement to be picked up in a reasonable amount of time after any Youth Council activity.

CONSEQUENCES

- ❖ Any disregard of these guidelines may result in a recommendation from staff and/or other Youth Council members that said violator be removed as a Youth Council member.
- ❖ Any Youth Council member who has two or more unexcused absences or who fails to participate and/or attend special events without prior approval, may result in a recommendation that said Council member be removed from the Youth Council.

AMENDMENTS

Additions or deletions may be made to these guidelines as warranted.

I certify that we have read the above guidelines and consequences regarding my son/daughter's performance as a member of the City of Merced Youth Council.

_____ Date: _____

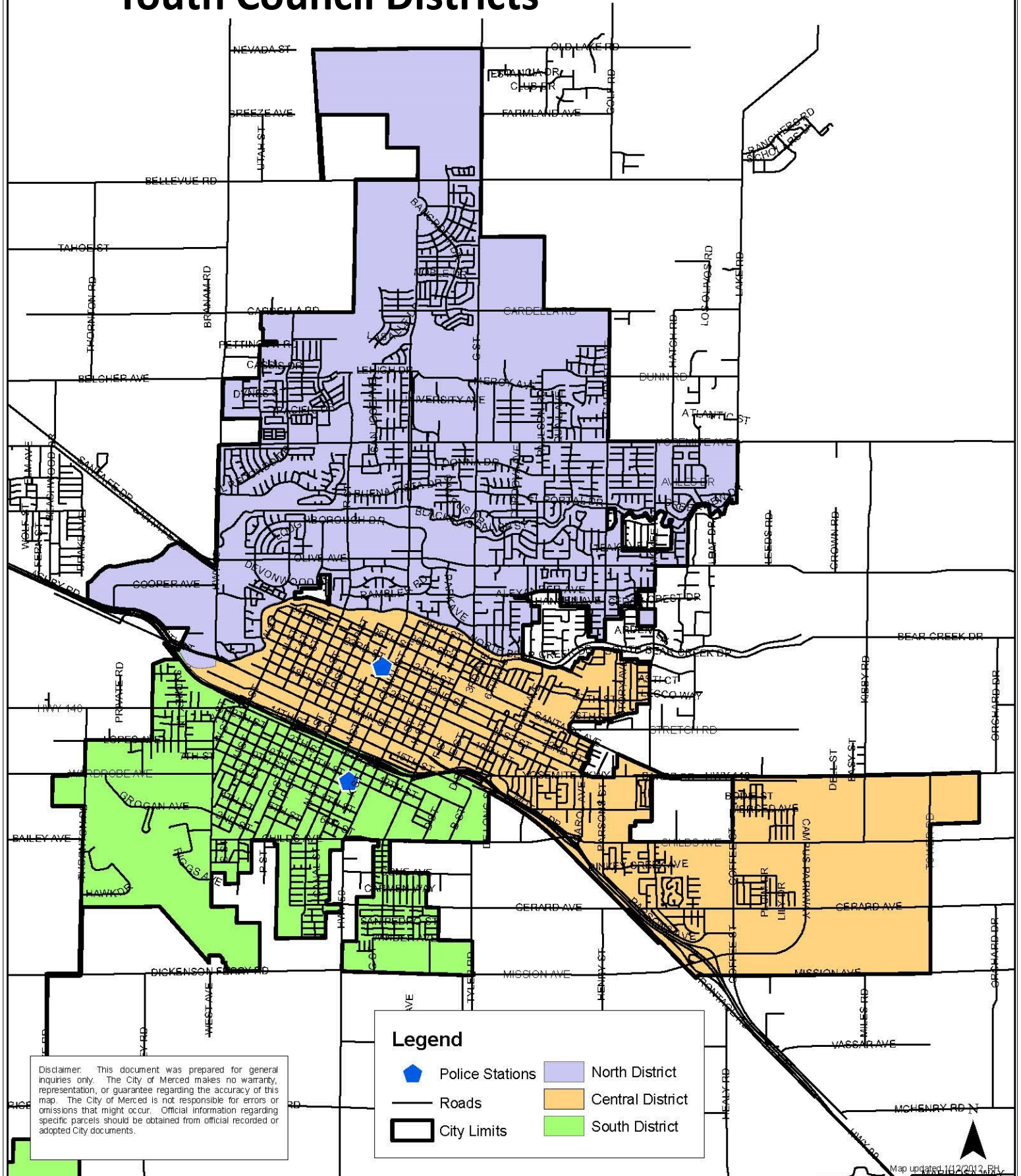
Parent/Guardian Signature

I certify that we have read the above guidelines and consequences regarding my performance as a member of the City of Merced Youth Council.

_____ Date: _____

Council Member Signature

City of Merced Youth Council Districts



Disclaimer: This document was prepared for general inquiries only. The City of Merced makes no warranty, representation, or guarantee regarding the accuracy of this map. The City of Merced is not responsible for errors or omissions that might occur. Official information regarding specific parcels should be obtained from official recorded or adopted City documents.

Legend

- Police Stations
- Roads
- City Limits
- North District
- Central District
- South District