



# Litchfield Park Youth Council Application Form

## APPLICANT'S INFORMATION

Full Name: \_\_\_\_\_

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

Parent's Name: \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_  
*(Youth)*

Cell Phone ( ) \_\_\_\_\_  
*(Parent/Guardian)*

E-mail: \_\_\_\_\_  
*(Youth)*

E-mail : \_\_\_\_\_  
*(Parent/Guardian)*

## SCHOOL INFORMATION

Name \_\_\_\_\_

Grade \_\_\_\_\_

Graduation Year \_\_\_\_\_

### \*WHAT QUALITIES WOULD YOU BRING AS A YOUTH COUNCIL MEMBER?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### \*WHAT GOALS DO YOU HAVE FOR THE YOUTH COUNCIL TO ACCOMPLISH?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### \*WHY ARE YOU INTERESTED IN SERVING ON THE YOUTH COUNCIL?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Applications must be submitted in writing*

**\*LIST ANY CIVIC AND COMMUNITY ACTIVITIES YOU HAVE BEEN INVOLVED IN.**

Activity Name	Dates of Service
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**\*LIST ANY EXTRA CURRICULAR ACTIVITIES, HOBBIES, AND OTHER INTERESTS THAT ARE APPLICABLE TO AN APPOINTMENT TO THE YOUTH COUNCIL**

1.
2.
3.
4.
5.
6.
7.
8.

**\*LIST ANY PREVIOUS BOARD, COMMISSION, OR COMMITTEE EXPERIENCE**

Name of Board/Commission/Committee	Date (s) of Service
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**ACKNOWLEDGEMENT**

I understand and acknowledge that it is the responsibility of myself and/or the above named minor to provide transportation on a timely basis, for the above-named child to and from location(s) in which the Litchfield Park Youth Council event(s) are held, unless prearranged transportation using a City van has been arranged.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guarding Signature



## **Litchfield Park Youth Council Purpose and Bylaws**

### **Mission Statement**

The Litchfield Park Youth Council's (LPYC) objective is to educate Litchfield Park youth about local government and its impact on the community. In addition, the Litchfield Park Youth Council seeks to motivate and empower Litchfield Park youth by supporting youth voice and fostering civic responsibility.

### **Purpose**

The Litchfield Park Youth Council is comprised of freshmen, sophomores, juniors and seniors who work on community service projects, develop leadership skills, and learn about Litchfield Park city government.

The Litchfield Park Youth Council will:

- Have the opportunity to learn about city government through hands-on experiential activities;
- Provide a voice for youth in an effort to help city leaders better understand the needs and concerns of youth,
- Develop a better understanding of community needs in the City of Litchfield Park through community service projects,
- Cultivate an understanding of leadership and acquire skills therein by serving as an active member of the Youth Council,
- Represent Litchfield Park Youth at public functions in which the Youth Council's presence is requested and approved,
- Complete a minimum of one service project each year, which will utilize what has been learned about civic engagement and the community's needs, as well as the passion, interests, and skills of the members.

### **Membership**

Membership in the Litchfield Park Youth Council is open to freshmen, sophomores, juniors, and seniors who either live in the City of Litchfield Park or reside in the 85340 zip code and have been accepted through the application and interview process. Members should be students interested in the city government, politics, and youth issues.

### **Structure**

The LPYC will follow a Horizontal Leadership Model. A Horizontal Leadership Model is a leadership structure with guiding principles and practices that decentralize power to allow all students to step forward or backward in leadership roles in accordance with their passion, capacity, and skill levels.

### **Program Year**

The Litchfield Park Youth Council Program year follows the Agua Fria Unified School District (AFUSD) Calendar. Council terms will be August 1 and will end July 30 the following year. The City understands that senior participants may not be available for summer meetings, but summer months will be used to prepare for the coming program year.

### **Removal of Members**

Any member, with the exception of the Youth Council Advisor, may be removed for disorderly conduct or negligence of his or her specific duties. If a member of the LPYC believes a fellow member has violated the LPYC's policies and procedures, they should bring those concerns to the Youth Council Advisor directly. Any concerns will be addressed with the member in question, the Youth Council Advisor, and the appropriate City Staff.

### **Order of Business**

The Order of Business of the LPYC shall be as follows:

1. Pledge of Allegiance
2. Approval of Minutes
3. Points of Personal Privilege
4. Committee Reports
5. Business
6. Advisor's Corner
7. Adjournment

### **LPYC Advisor**

The LPYC Advisor is the liaison between the LPYC and the City of Litchfield Park, including the Mayor's Office. To avoid a tie, the LPYC advisor will cast a vote when the number of votes is even. The Youth Council Advisor must approve all business and holds veto power over any LPYC matters, which may not be overridden by the Youth Council.

The purpose of the Youth Council Advisor is not to inhibit or stifle the youth voice, but to assist the Youth Council with matters of procedure, protocol, and adherence to City of Litchfield Park policies and regulations.

## **Policies & Guidelines**

### Attendance Policy:

Commitment is a vital component to participation in the LPYC. The LPYC attendance policy is designed to regulate the most basic form of commitment, attendance. Failure to comply with the LPYC attendance policy may result in your dismissal from the LPYC. A LPYC member is:

- Responsible for making the commitment to attend Youth Council meetings and Youth Council events.
- Responsible for contacting either the Youth Council Advisor prior to an absence
- Responsible for obtaining the notes/minutes of the meeting he/she was not in attendance for.
- Required to turn-in an absence request form, either before an expected absence or after an impromptu absence, with all the required fields completed.
- Obligated to be present for scheduled mandatory events.
- Is subject to dismissal from the council should their attendance fall below 75% for all LPYC meetings and events in a single term.
- Required to be present for Roll Call at every meeting he/she attends. Three tardy notices will result in an infraction notice.

In the event that any LPYC member should find themselves in violation of the LPYC Attendance Policy, that member shall be subject to removal from the LPYC.

In the event that a LPYC member should have extraordinary circumstances that prevent their attendance at a LPYC meeting or event, they are to contact the Youth Council Advisor. The Youth Council Advisor will review to situation and determine if the missed meetings or events are to be excused. *(Extraordinary circumstances are meant to cover family crisis or significant health issues; it is not meant to cover for school activities, games, personal vacations, work or any other activities that one may have chosen to be a part of.)*

### **Dress Code**

Litchfield Park Youth Council members may exercise personal choice in matters of dress and grooming. However, LPYC members recognize that they are representing the City of Litchfield Park as well as all the youth who live in the City of Litchfield Park. In general, business casual is a good dress code to follow.

LPYC members are prohibited from dress or grooming that:

- Presents a risk to the health, safety or general welfare of the LPYC, staff, or others;
- Interferes with or disrupts the LPYC environment or process;
- Is counterproductive to curriculum goals or educational objectives;
- Produces disorder or creates an atmosphere of threat, intimidation or undue pressure.

Dress that violates these standards includes, without limitation, apparel that displays or suggests obscene language or symbols, presents undergarments or sleepwear as outerwear, or exposes the

back, chest, abdomen, midriff, genital area, or buttocks. Other areas of particular concern include dress that advocates drugs, alcohol, or tobacco. It is illegal for minors to possess these substances. Clothing or accessories that display these substances or are deemed to advocate or encourage the use of these substances are counterproductive to the LPYC's goals and objectives. These items are, therefore, prohibited.

LPYC shirts will be provided to all members to wear at official City functions. The City will provide the first shirt at no cost to the member. If shirts are damaged or lost, members will be responsible for purchasing a replacement shirt. Shirts are to be returned to the City at the end of the member's term in good condition.

**Consequences for Violation**

Members that arrive at LPYC meetings or events and are not in proper dress may be asked to go home to change. Should a pattern develop or should a LPYC member wear something that is a gross violation of the LPYC dress code, more severe action may be taken, up to and including dismissal from the LPYC.

I, \_\_\_\_\_ (*please print*) have read and understand the Litchfield Park Youth Council (LPYC):

- Constitution and By-laws;
- Attendance Policy;
- Dress Code.

I understand that as a part of the LPYC it is my responsibility to adhere to the structure and guidelines of the policy and procedures set forth in the above named documents.

\_\_\_\_\_  
*Member Signature*

\_\_\_\_\_  
*Member Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Parent Printed Name*

\_\_\_\_\_  
*Date*

*\*Please return this form to the next meeting of the Litchfield Park Youth Council.*



## **Ethical Guidelines**

### **Purpose**

- To identify standards of ethical behavior

### **Applicability**

- Applies to all LPYC members
- Public events
- When wearing LPYC shirts
- When representing LPYC/Litchfield Park at school or with other groups

### **Social Media**

You are responsible for what you post.

- Avoid comments that are abusive, harassing, intimidating, vulgar, obscene and offensive, defame or libel others, or infringe upon the privacy rights of others.
- Avoid disparaging comments or jokes that are based on race, national origin, marital status, sex, sexual orientation, disability, age, religion, or any other characteristic protected under Federal, State, or local law.
- Avoid communication of any copyrighted materials, trade secrets, proprietary information, or any other highly sensitive confidential information.

### **Policy**

- LPYC members are expected to obey all laws
- Maintain personal integrity
- Avoid misconduct or the appearance of misconduct
- Treat others fairly and equitably

### **Procedures**

- Any LPYC member who has an ethical concern regarding another LPYC member should consult the LPYC advisor and not discuss the incident with other LPYC members.
- LPYC members who are found to be in violation of the Ethical Guidelines can expect to have the issue addressed and will either be given a warning or removed from the youth council.
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### **Responsible party**

- The LPYC Advisor will address any ethical issues with the person who is suspected of unethical behavior.



## **Anti-Discrimination and Non-Harassment Policy**

### **Purpose**

- To provide LPYC members with an environment free from unlawful discrimination
- To inform LPYC members of prohibited acts and inappropriate conduct, which constitute or contribute to unlawful discrimination or harassment, or otherwise conflict with LPYC values.
- To provide LPYC members with a complaint procedure that will allow the LPYC Advisor to:
  1. promptly and thoroughly investigate alleged acts of discrimination and/or harassment, or inappropriate conduct or behavior;
  2. take any appropriate disciplinary action, based on the investigation;
  3. engage in preventative or corrective measures; and
  4. protect members from retaliation for bringing the complaint or participating in the process.

### **Applicability**

- Applies to all LPYC members
- Questions or concerns regarding any issues of suspected harassment or discrimination should be directed to the LPYC Advisor.

### **Policy**

- This policy is intended to comply with the City's policy which in turn is intended to apply to all federal guidelines regarding anti-discrimination and harassment.

### **Procedures**

- Same procedure as Ethical Guidelines

### **Responsible Party**

- Same as Ethical Guidelines





**Litchfield Park Youth Council  
Participation Permission Slip**

**RELEASE OF LIABILITY FOR TRANSPORTATION, PUBLICITY RELEASE, & HOLD HARMLESS AND INDEMNITY AGREEMENT**

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Allergies/Medications \_\_\_\_\_

**HOLD HARMLESS AND INDEMNITY AGREEMENT BY PARENT OR LEGAL GUARDIAN**

In consideration of the City of Litchfield Park allowing the above-named child to participate as a member of the Litchfield Park Youth Council, I hereby agree on behalf of the minor child named above and his/her parents, legal guardian and survivors, as applicable, to defend, indemnify and hold harmless the City of Litchfield Park its agents, officers, officials and employees, from and against any claims, damages, losses and expenses, including attorney fees and court costs, resulting from, relating to, or arising out of the minor child's participation in all Litchfield Park Youth Council meetings, events, activities, projects, programs, service work, etc.

\_\_\_\_\_  
Initial

**TRANSPORTATION NOTICE OF NON-LIABILITY**

*In the instance that transportation is needed, it will be provided by a City van. The driver of the van will be a City of Litchfield Park Employee. City of Litchfield Park Employees are not professional drivers. They are part-time or full-time employees.*

I hereby give permission for the above-named child to be transported by a van owned or leased by the City of Litchfield Park and driven by a full or part time City of Litchfield Park Employee to and from the sites of the programs and activities of the Litchfield Park Youth Council.

I have read and understand that City vans will be driven by City of Litchfield Park Employees, who are not professional drivers. I understand that transportation by City van involves all the risks associated with car or vehicle travel, including collision, rollover, and vehicle-pedestrian accidents. I also understand that transportation in a City van could result in physical injury or death of my child. By signing below, I hereby release and agree to hold harmless the City of Litchfield Park and its representatives to the fullest extent allowed by law from any and all

claims for personal or bodily injury and property damages that may occur or result from being transported in a City van driven by a City Employee.

\_\_\_\_\_  
Initial

**CITY OF LITCHFIELD PARK PHOTO/IMAGE RELEASE**

I hereby grant permission to the City of Litchfield Park to use the above-named minor child's likeness (i.e. image, picture, etc), while participating in a City of Litchfield Park Youth Council on informational and promotional materials and reports, in printed, filmed and electronic (web) form, without any obligation or liability to the City, the minor child, or his or her parent or guardian.

\_\_\_\_\_  
Initial

**RESPONSIBILITY OF LITCHFIELD PARK YOUTH COUNCIL MEMBERS**

I understand and acknowledge that it is the responsibility of myself and/or the above-named minor to provide transportation, on a timely basis, for the above-named child to and from the location(s) in which the Litchfield Park Youth Council event/s are held, unless prearranged transportation using a City van has been arranged.

\_\_\_\_\_  
Initial

**SIGNATURE OF PARENT OR LEGAL GUARDIAN**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_