



## Teen Council Policy and Procedures

### CA National Guard Teen Service Leadership Program

**Objective:** To provide CNG Teens in grades 9 – 12 with an opportunity to come together with their military peer group in order to build self confidence, teambuilding and leadership skills. This council also focuses on giving back to the military community through a variety of service projects. This council will be a teen driven program. They will create a student body, and run the program on their own with the oversight of the State Youth Coordinator.

**Application Process:** Initially all National Guard dependent teens between grade levels 9-12 will have the opportunity to apply. The applications will be reviewed; the teens selected will be determined by the Outreach Assistant in their region, as well as the State Youth Coordinator and the SFPD. Once the teens have been selected for each region, they will stay in the council until they are aged out or relieved from their position for unforeseen circumstances by the State Youth Coordinator. As the teens age out of the Council new positions will become available at the beginning of each school year.

**Training:** In keeping with NGB guidelines the Council will determine what kind of training schedule they would like to participate in. They will choose the guest speakers and locations with the oversight of their Regional Outreach Assistants. Some possible training topics or points of interest are:

- Public speaking skills
- Life skills: financial management, resume building
- Giving back to the community
- Computer based training (ex: word, excel)
- Certification in CPR and First Aid
- Physical fitness activities (ex: Running a Marathon 5k)

**Time Commitment:**

- 12 Hours of training per quarter which will consist most likely a full Saturday and a half day on Sunday. If Councils lives more than 50 miles away from training site they will be put on ITA's meaning they will be reimbursed for travel, and a hotel stay.

- Parent involvement is crucial because you will need to commit to driving teens that do not have their license and also staying in a hotel if need be.

**Service Work:**

- Teens may work as a group complete their 8 hours of service work
- With the oversight of their Regional Outreach Assistants the Council will be given an opportunity to complete their community service work. These types of functions will include but are not limited to:
  - We Care Meetings
  - Family Day Events
  - Yellow Ribbon Events
  - Events or Activities Hosted by Community Partners

**Current Locations in Development:** Each Outreach assistant will be in charge of set up their council in their regions.

- Sacramento
- Fresno
- Azusa

\* All Applications Due by NOV 15!!!



## Teen Council Application

### California National Guard – Child & Youth Program

Please type or print legibly in ink.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

School (if applicable): \_\_\_\_\_

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Unit: \_\_\_\_\_ Air  Army

- 
1. Tell us what activities, groups and organizations you've been involved with in school and within your community during the last two years:

2. Briefly describe why you want to be a part of the Council:

3. Choose three words that best describe you and explain why:



The California National Guard Youth Council is a group dedicated to making a difference in the National Guard community. There is a time and effort commitment involved. Your signature below constitutes a pledge that this application is accurate. In addition, you understand and will follow the requirements of the Youth Council which include but are not limited to:

- ◆ Attendance at regularly scheduled Youth Council meetings
- ◆ Participation in Youth Council sponsored events and fundraisers
- ◆ Active involvement in identifying issues facing Guard youth
- ◆ Agreement to follow the Code of Conduct

\_\_\_\_\_  
**Applicant's Signature**

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



To ensure that the California National Guard Youth Council is a positive and enjoyable experience for all participants, it is necessary to establish and enforce high standards of behavior. Please read the following information and sign below.

I, a representative of the California National Guard Youth Council, will uphold the following conduct and behavior standards:

- I will be courteous and respectful towards others.
- I agree to value and respect others' ideas regardless whether they are the same as my own.
- I will actively participate in all activities during training sessions.
- I will conduct myself in a professional manner at all times.
- I will dress appropriately at all times. Revealing clothing or apparel featuring alcohol, tobacco, and other drug messages is prohibited. The State Youth Program Coordinator reserves the right to assess the meaning of appropriate.
- I will conform to prescribed curfews during overnight sessions unless scheduled activities extend beyond this time.
- I will not use any alcohol, tobacco, or other drugs or engage in any behavior of a sexual or violent nature at any time during the training/meetings.
- I understand that I will forfeit my position as a Youth Council member for any misconduct or repeated behavior and be required to leave.

As a representative of the California National Guard Youth Council, I represent not only myself, but National Guard teens throughout the nation and I pledge to uphold this commitment. I understand that if I am not able to remain in good standing during training sessions and with the commitments set forth above, I will be asked to resign:

\_\_\_\_\_  
Youth Representative Signature

\_\_\_\_\_  
Date

I have witnessed the pledge made by my son/daughter and will support him/her in carrying out the Youth Council delegate duties. I understand that if my son/daughter breaks any of the commitments stated in this code of conduct they will be dismissed from the program, without recourse:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
State Child and Youth Coordinator Signature

\_\_\_\_\_  
Date



Applicant: Please give this form to any adult not related to you, who you think can speak to your strengths (teacher, coach, principal, or counselor)

Recommender: Please make sure everything is filled out clearly and legibly in ink.

Use additional paper if necessary. Return to the Youth Program Office 10620

Mather Blvd Mather, CA 95655, or Youth applicant.

Recommender's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

Please comment on why you think this person should be a member of the California National Guard Youth Council. Consider what unique qualities and talents this person can bring to the Council.



Applicant: Please give this form to any adult not related to you, who you think can speak to your strengths (teacher, coach, principal, or counselor)

Recommender: Please make sure everything is filled out clearly and legibly in ink. Use additional paper if necessary. Return to the Youth Program 10620 Mather Blvd, Mather CA 95655, or Youth applicant.

Recommender's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

Please comment on why you think this person should be a member of the California National Guard Youth Council. Consider what unique qualities and talents this person can bring to the Council.



I, \_\_\_\_\_, hereby give my consent for  
(Parent/guardian name)

\_\_\_\_\_ to seek the voluntary position  
(Applicant name)

of representative on the California National Guard Youth Council.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Note: Transportation to and from events will be the responsibility of the delegate or guardian.

For information regarding the Youth Council, please contact:

Jerica Lovett, State Youth Coordinator  
10620 Mather Blvd  
Mather CA 95655  
(C) 916-223-5045  
(W) 916-369-4326  
Jerica.e.lovett.ctr@us.army.mil



**Teen Council Medical Release Forms**  
**California National Guard – Child & Youth Program**

**MEDICAL INFORMATION**

If your child has allergies, medication needs, or any other medical condition we need to be aware of please complete the information below. Include all prescription and/or over-the-counter medication. When your youth attends the meeting all listed material must be in its original container and you must include any items (inhalers, spoons, cups, etc.) needed to properly dispense the medication. An on-site representative will dispense all medication while youth representatives are participating in the meetings (*See exception below*)\*.

\*\*\*\*\*

Youth Representative's Name: \_\_\_\_\_ State: \_\_\_\_\_

Medical Information/Needs that require Monitoring: \_\_\_\_\_

Allergies to food/medicine: \_\_\_\_\_

In order to dispense this medication we need to know:

1. Condition for which it is given: \_\_\_\_\_
2. Exact name of medication: \_\_\_\_\_
3. Dosage: \_\_\_\_\_
4. When it should be given: \_\_\_\_\_

*\*If your child typically self-medicates, please indicate your permission for him/her to do so while attending 2011 Youth Advisory Council Events.*

*My child \_\_\_\_\_ has permission to administer his/her own medication during the 2011 Youth Advisory Council Events*

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

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

**AUTHORIZATION/CONSENT TO TREAT:**

I, \_\_\_\_\_, the parent/legal guardian of \_\_\_\_\_, authorize and consent to medical, surgical, hospital care, treatment and procedures to be deemed immediately necessary or advisable by the physician to safeguard my child's health during *2012 Youth Advisory Council Events*. I waive my rights of informed consent to such treatment. I also authorize a copy of this consent to be treated with the same authority as the original one.

**Parent/Guardian**

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

**HOLD HARMLESS:**

By signing this form, I agree to release the Florida National Guard, any National Guard Affiliates, and/or their employees and/or contractors from any responsibility or liability regarding any possible injury/death that might occur during *2012 Youth Advisory Council Events* .

**Parent/Guardian**

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

**PHOTO AND NON-CONFIDENTIAL INFORMATION RELEASE**

I understand the California National Guard is developing photographic and multimedia materials, which will illustrate activities of the California National Guard Youth Advisory Council. I grant the California National Guard and its associated staff and subordinate entities, the right to take, use, reproduce, assign, and/or distribute photographs, films, non-confidential information, videotapes, and sound recordings of the California National Guard Youth Advisory Council youth representatives, for use in any such materials as the California National Guard or its associated entities may create, without any payment to or future approval by me. I concur that there shall be no payment for such use.

**Signature of Youth Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Legal Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All items must be complete and returned your Child and Youth Regional representative. After review of all returned application packets, the selection committee will conduct interviews and applicants will be notified by email or phone whether or not they were selected to participate. Please be sure that all items on the list below are included in your packet in order to be eligible for selection. Please contact the Youth Program Coordinator with any questions regarding the application packet or the selection process.

- Completed Application
- Signed Commitment Pledge
- Signed Code of Conduct
- 2 Recommendation Forms – (these will be mailed directly to our office by the recommender)
- Completed and Signed Parent/ Guardian Consent, and Medical Release Forms

Please turn in Teen Council Applications to your Regional Representative

**NORTHERN:** Jerica Lovett, State Youth Coordinator  
10620 Mather Blvd  
Mather CA 95655  
(C) 916-223-5045  
(W) 916-369-4326  
[Jerica.e.lovett.ctr@us.army.mil](mailto:Jerica.e.lovett.ctr@us.army.mil)

**CENTRAL:** Melanie Diaz  
5575 E Airways Blvd Rm 152  
Fresno, CA  
[Jerica.e.lovett.ctr@us.army.mil](mailto:Jerica.e.lovett.ctr@us.army.mil)

**Melanie is our newest member and is still awaiting a phone number and email address, if you're in the Central region and have questions or want to turn in your application please contact email address above.**

**SOUTHERN:** Rhonda Sparks  
1351 W Sierra Madre Ave  
Azusa CA 91702  
818-402-3296  
[Rhonda.sparks@us.army.mil](mailto:Rhonda.sparks@us.army.mil)