



CITY OF SARATOGA CITY CLERK'S OFFICE

APPLICATION & INTERVIEW PROCESS FOR YOUTH COMMISSION

The City of Saratoga is recruiting for 6 positions on the Youth Commission with terms ending June 30, 2018. Applications for the vacancies on the Youth Commission must be submitted to the Office of the City Clerk by **5:00 P.M. ON WEDNESDAY, APRIL 20, 2016**. Applications submitted after the deadline will not be considered.

Applications can be submitted via mail, email, or in person. Please submit applications to:

Mail or In Person: _____

City Clerk
City of Saratoga
13777 Fruitvale Avenue
Saratoga, CA 95070

Email: _____

cbothelio@saratoga.ca.us

Candidate interviews will be held the late afternoon and evening of May 2, 2016 in the Administrative Conference Room in the City Manager's Office at Saratoga City Hall. Applicants should plan to be available during this time. Interviews cannot be rescheduled. Applicants will be notified of their interview date and time after the application deadline. All candidates will be notified of the outcome within one to two weeks of candidate interviews. Not all applicants will be appointed.

To qualify for the Youth Commission vacancy, applicants must:

1. Be a resident of the City of Saratoga in the 7th – 12th grades during the 2016/17 school year.
2. Attend at least one meeting of the Youth Commission during the 2015/16 term prior to the interview with the City Council.
3. Submit a completed application form with all required signatures.
4. Applicants are strongly encouraged to attend at least 1 Youth Commission special event during the 2015/16 school year.

Please note: Applicants are required to attend a Youth Commission meeting prior to being interviewed. Regular meetings are held at 7:00 p.m. on the second Tuesday of the month in the Warner Hutton House, located at 13777 Fruitvale Avenue in Saratoga, CA. The meeting schedule is subject to change. For more information about the Commission, visit www.saratoga.ca.us/youth.

For additional information about the application process, please contact City Clerk Crystal Bothelio at 408.868.1269 or cbothelio@saratoga.ca.us.

City of Saratoga Youth Commission

The City of Saratoga established the Youth Commission in 1970 to involve teenagers in communicating teen issues to the City Council and to provide programs for the youth & teens of the community.

The Youth Commission goals are:

- To plan, promote and participate in community service, educational and recreational activities for and with Saratoga's youth and teens.
- To serve as youth leaders and role models for the community.
- To communicate current youth issues to the City Council.

Youth Commission Purpose

1. Provide an opportunity for youth and teens to serve as positive role models in the community.
2. Provide education, community involvement and recreation for all youth and teens in Saratoga regardless of school or district.
3. Develop leadership skills as training for future community leaders.
4. Present teenage/youth concerns to the City Council and the community.
5. Take action in community projects enhancing the quality of life in the Saratoga community.

Youth Commissioner Responsibilities

1. Commissioners must attend regular Youth Commission meetings scheduled for the second Tuesday of every month, 7:00 p.m. to 9:00 p.m., September through May. **TWO absences in a single school year will result in automatic termination unless the absence is approved by the City Council.**
2. Commissioners typically vote to have a second monthly meeting on the fourth Tuesday of every month. Commissioners are expected to attend these meetings in addition to the regular meetings.
3. Commissioners must attend **Youth Commissioner Training on September 6, 2016 from 4:00 p.m. to 9:00 p.m.** at the Warner Hutton House at 13777 Fruitvale Avenue.
4. Commissioners must establish communication lines between their school administration and ASB: keeping their school informed of all Commission activities and vice versa.
5. ***Each commissioner is required to participate in Youth Commission sponsored activities and programs beyond monthly meetings.*** This may include but is not limited to city-sponsored events, teen concert, youth conference, special events, or midweek meetings with other organizations and/or schools.

Questions

For more information, contact Saratoga Youth Commission Advisor, Bridget Eddings at 408.868.1251 or beddings@saratoga.ca.us. For questions about the application process or interviews, please contact City Clerk Crystal Bothelio at 408.868.1269 or cbothelio@saratoga.ca.us.

City of Saratoga Youth Commission Application

Last Name	First Name	Phone Number
-----------	------------	--------------

Address	City	Zip	Email
---------	------	-----	-------

School Attending During 2016/17 School Year	Grade Level in Sept. 2016
---	---------------------------

Please list the dates of Youth Commission meetings that you have attended or will attend.

Please list Youth Commission events that you have attended or will attend.

QUESTIONNAIRE: Students, please answer the questions below as truthfully and accurately as possible. Please attach additional sheets as needed to answer the questions.

1. Are you available to attend regular Commission meetings (including the second monthly meeting typically scheduled) and Commissioner training on September 6, 2016?

2. ***In 100 words or less, tell us why you should be appointed to the Saratoga Youth Commission?***

3. ***Besides school, what other activities (e.g. sports, theater, church, etc.) will you be involved in during the 2015/16 school year?***

Applicant Signature

Date

I understand the commitment involved with the Youth Commission and approve of my son/daughter's application.

Parent/Guardian Signature

Date