

**Fairfield Youth Commission
Application Packet Check List**

*Please make sure to complete each of the following.
I'm sorry, but we will not be able to process incomplete packets.*

You may keep this form for your records.

- 2 Recommendation Letters
- Application
- Supplemental questionnaire
- Residency/ School Requirement

**The Youth Commission is a valuable component of the City of Fairfield.
Potential applicants should consider their current schedule and other
responsibilities in applying to serve on the Commission. Youth
Commissions can expect to spend up to three hours per month in
meetings and an additional 8-15 hours per month on projects.**

Date in: _____

Received by: _____

Dear Interested Fairfield Youth:

Thank you for your interest in the City of Fairfield Youth Commission. Please take a moment and review the attached description of the expectations for Youth Commissioners. To ensure your success as a Commissioner and the continuing success of the Youth Commission, it is important to make sure you understand what we expect of you and for you to consider your willingness and ability to perform these duties and responsibilities.

We welcome and encourage you to attend any of the Youth Commission meetings to help you make your decision. I would also encourage you to speak with a current member of the Youth Commission and/or myself to obtain more information or get any of your questions answered. The Youth Commission meets on the first Monday of each month at 7pm. The first meeting is held in the Fairfield City Council Chambers and the other is held at the Fairfield Community Center.

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Again, thank you for your interest in becoming part of the City of Fairfield Youth Commission. Please remember to submit **all** of the required information by the application deadline of **5 p.m. on Friday, September 14, 2018**. Completed application **must be returned to the City Clerk's Office, 1000 Webster Street, 4th floor, or via email at ehoff@fairfield.ca.gov.**

Sincerely,

Meghan Sullivan
Parks & Recreation Supervisor
707.399.5626
msullivan@fairfield.ca.gov

Filing Deadline:

5 p.m.
Friday, September 14, 2018

City of Fairfield Youth Commission Application

Please Print or Type

Name: _____ Date of Birth: _____ Age: _____

Address: _____ Telephone #: _____ Message #: _____

E-mail: _____

Are you a resident of the city of Fairfield or do you attend a FSUSD School? Yes No

(If you have questions about your residency, please contact the City Attorney at 429-7417)

School Attending: _____ Current Grade Level: _____

Please list any extra curricular activities in which you have participated in the past or present (i.e., band, football, etc.)

Please list any volunteer work in which you have participated in the past or present (i.e., Scouts, church work, etc.)

Please complete the attached supplemental questionnaire and attach two reference letters. One must be from a school counselor, teacher, principal, or advisor.

I hereby certify that all statements made in this application are true. I acknowledge that false statements or misrepresentations on this application will be cause for refusal of placement or immediate dismissal at any time during my placement. I know of no physical limitations, which would preclude my accepting this position. I understand this is a non-paid position with no promise, expressed or implied, of consideration for future employment. I further understand my acceptance is contingent upon my maintaining, or striving toward, academic excellence. I, therefore, give permission for periodic grade checks for this purpose.

Signature of applicant _____ Date: _____

Signature of parent or guardian if applicant is a minor _____

Return to:
City Clerk's Office
1000 Webster Street, Fairfield, CA 94533-4883
(Fourth Floor City Hall)

For Office Use Only

Date in: _____ Received by: _____

CITY OF FAIRFIELD
YOUTH COMMISSION SUPPLEMENTAL QUESTIONNAIRE

Name: (print) _____

Please answer the following supplemental questions completely on no more than **two** typed pages. Attach your answers and this page to your application. We will not consider applications submitted after the filing date. The screening committee to make their recommendations to the Fairfield City Council based on the information you provided.

SPECIAL NOTE: Members of the City of Fairfield Youth Commission are required to serve a **two-year** term and attend several meetings per month. Youth Commissioners are responsible for providing their own transportation to and from meetings.

1. Why do you want to serve on the City of Fairfield Youth Commission?
2. Briefly, describe what you see as being the role of the City of Fairfield Youth Commission.
3. If selected to serve on the City of Fairfield Youth Commission, what do you believe you would be able to contribute to the Commission and your community?
4. What do you feel are the three biggest problems facing the youth in our city?
5. What issues would you like to see the City of Fairfield Youth Commission address?
6. Briefly, share your understanding of how municipal government works.
7. Using the following characteristics, please rank yourself on a scale of 1-5, with “5” being the highest. Please limit your “5” responses to three items or less.

- _____ Good communicator
- _____ Open-minded/visionary
- _____ Work well with others
- _____ Responsible and able to follow through on commitments (Doesn't make excuses)
- _____ Organized
- _____ Outgoing
- _____ Confident
- _____ Respectful
- _____ Able to manage time

DUTIES AND RESPONSIBILITIES OF THE FAIRFIELD YOUTH COMMISSION

Composition

The Youth Commission shall consist of fifteen members

Appointment of Members and Terms

The Mayor with the approval of the City Council shall appoint the members of the Youth Commission. The term of office for Youth Commissioners shall be two years beginning on December 31 and ending on December 31. Commissioners shall serve at the pleasure of the Mayor for no more than two terms plus an unexpired term to which they are appointed, but in no event for more than five years. No member of the Youth Commission shall be appointed to the Planning Commission during his or her term of office, but such member may serve on one other City committee or task force.

Advisory Member

The Youth Commission shall appoint one of its members to serve as an advisory, non-voting member of the Planning Commission and the Community Services Commission as provided for in Resolution 95-278.

Failure of Regular Members to Attend Meetings

The failure of a regular member to attend *three* meetings of the Youth Commission *without* the prior consent of the Commission shall be deemed to constitute the retirement of such member and the position declared vacant.

Powers and duties – General

The Youth Commission shall have the powers and duties authorized by Resolution 95-278 as follows:

- (a) Promote community involvement with, for, and by youth.
- (b) Review proposals for programs, projects, and facilities as they pertain to youth
- (c) Assist in the evaluation and planning of arts, recreation, and social service programs with an emphasis on youth.
- (d) Promote an understanding of and participation in the Community Development Block Grant Program with youth emphasis.
- (e) Solicit cooperation from other public and private organizations relate to youth-oriented community service activities to the fullest extent possible.
- (f) Review and make recommendations on matters pertaining to youth programming and/or services referred by the Planning Commission, Community Services Commission, Open Space Commission, or City Council.
- (g) Promote youth involvement in community events, programs, or volunteer projects through public education, the schools, and community organizations.
- (h) Assist in the planning, implementation, and evaluation of the yearly Youth Recognition Awards Program.
- (i) Act in an advisory capacity to the City Council in all other policy matters pertaining to youth.
- (j) Act as representatives of the City when designated by the City Council.

Formulation of Rules for Performance of Duties

The Youth Commission shall be empowered to establish and maintain written policy and rules for the faithful performance of its duties. Such policy and rules shall be consistent with Resolution 95-278 and all other ordinances and regulations of the City and with the laws of the state.

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