



# South Suburban Parks & Recreation Youth Commission Charter & Application

Revised January 2020

## Purpose Statement

The purpose of the Youth Commission is to represent South Suburban Park and Recreation District teens in the local government process related to park and recreation services and to support a higher level of civic involvement by youths. To advise the South Suburban Parks and Recreation Staff on what is important to the youth and teens that live and play in the area and to have opportunities to volunteer and give back to the community.

## Goals

- To fundraise for the Youth Summit
- To volunteer for three events in South Suburban Parks and Recreation and include friends and family
- To build relationships within the Youth Commission and community
- To promote Youth Commission and events throughout the community
- To provide opportunities for involvement in the community through a community project

## Commission Structure

This Commission will serve in an advisory role to the Recreation and Community Services Department, who will then advise the Board on issues affecting youth when requested by the Board and/or the Executive Director, by providing a formal youth recommendation concerning the needs of youth.

Membership on the commission includes a minimum of 5, not more than 12 youth representing a cross section of the District. The commission reports directly to an appointed Recreation and Community Services Department senior level staff member. At Large members from other City commissions may be appointed.

All Commission members will be appointed by the SSPP Board of Directors for staggering 1 year terms or until his/her successor is duly qualified and appointed unless a vacancy occurs prior to the expiration of a term, wherein an appointment shall be made by the Board for the remainder of the unexpired term.

The members shall be eligible for re-election to the Commission for up to five (5) terms, as long as he or she remains active on the Commission and continues to meet eligibility requirements.

## Criteria for Participation

Members of the Youth Commission shall be selected through an application and interview process facilitated through the Youth Commission and staff liaison, the candidates shall be appointed by the District Board. Youth commission members may also be employees of the District.

- Youth in Middle and High School students in grades 7-11.
- Must reside in the South Suburban District
- Have and maintain a 2.0 GPA in school.
- Be drug and alcohol free.
- Be willing to share ideas in group setting.
- Be accepting of others and their ideas.

## Responsibility of the Commission Members

In the performance of its function the Commission is to assist at District events in the role of student organizers and volunteers, helping to increase and broaden youth attendance and participation. This is a volunteer commission and no compensation whatsoever will be made.

- To discuss what is important to the youth in our community.
- To serve in a leadership role and assist with assigned community events coordinated primarily by the District.
- To make recommendations toward positive changes for youth in our community.
- To gather information from peers to aid in programming for teens.
- To promote SSPR District Youth programs with peers.
- Be willing to share ideas and participate in the discussions.
- Youth -volunteer for 50% of the volunteer projects
- Members are subject to the attendance policy and procedure and any member who misses three (3) consecutive regular meetings, or whose overall attendance at regular meetings for any twelve (12) month period falls below seventy-five percent (75%), has automatically vacated his or her seat. Vacancies shall be filled by appointment for the remainder of the term.

## Opportunities for Activities & Accomplishments

- Events & Service Projects
- Youth Trip programming
- Citizenship (attend one Board meeting)
- Park improvement projects
- Intergenerational activity (senior, youth event)

## Youth Project Expectation

To annually hold at least one youth project that makes a unique contribution to the community. To annually hold one fundraising event which benefits the Youth Commission or a chosen and approved benefactor.

## Budgetary Authority

The Commission does not have any specific budgetary authority. Budget recommendations are submitted by a Recreation and Community Services Department senior level staff member.

## Timeline

- Staff will solicit and advertise the Commission committee formation and recruitment of members in August of each year. Website, school contacts, announcements, mailing lists.
- Committee application and description of responsibilities to be completed by October 1 and emailed to [TLackey@ssprd.org](mailto:TLackey@ssprd.org) or [SarahN@ssprd.org](mailto:SarahN@ssprd.org)
- Interviews of applicants will be in October.
- Selected applicants will be appointed in November.
- Commission committee will commence meetings in January.
- Commission terms are one calendar year. Members may continue on after one year if appointed.
- Commission will meet once per month in the evenings, a minimum of 9 times in a year.
- Special project groups may meet more often.



## South Suburban Parks and Recreation Youth Commission Application Form

NAME:

ADDRESS:

CITY/STATE/ZIP:

PHONE:

EMAIL:

SCHOOL & GRADE:

1. Why are you interested in joining the Youth Commission?
  
  
  
  
  
  
  
  
  
  
2. What is your Volunteer experience?
  
  
  
  
  
  
  
  
  
  
3. What are some of your hobbies/interests or extracurricular activities?
  
  
  
  
  
  
  
  
  
  
4. What ideas do you have or changes you would like to see in your community?
  
  
  
  
  
  
  
  
  
  
5. Other comments:
  
  
  
  
  
  
  
  
  
  
6. **I am aware that my child is applying to the South Suburban Parks and Recreation Youth Commission**

*Signature of Parent/Guardian:*

*Date:*

## Acknowledgement, Consent & Release

Please read it carefully and sign below. If the volunteer is under 18 years of age, a parent or guardian must sign this consent and release agreement.

I hereby certify that all statements made in this volunteer application are true. I acknowledge that any false statement or misrepresentation on this application will be cause for refusal of placement or immediate dismissal at anytime during my period of placement. I understand that I am working at all times on a voluntary basis without compensation and not as a paid employee, and that this agreement can be cancelled at any time by either myself or a South Suburban Park and Recreation District employee.

I understand that the District may investigate my criminal record and that an investigation consumer report may be prepared whereby information is obtained if I serve the District in a "position of trust" as defined by the District. I hereby release the District and all persons supplying information to the District from all liability, claims for damages, or responsibility whatsoever with respect to information supplied. I further authorize my current employer and references to speak freely to representatives of the District and provide whatever information is required.

I, (please print full name) \_\_\_\_\_, understand that my services are being offered on a volunteer basis without anticipation of financial remuneration and I indemnify and hold harmless the South Suburban Parks and Recreation and its employees, agents, leaders, instructors, contractors or volunteers from, and against all claims, demands, loss or injury to my person or property incurred through negligence, or other acts or omissions, however caused, by an officer, employee agent, leader, instructor, contractor or volunteer of the South Suburban Parks and Recreation as a result of, or during my participation in volunteer service.

Medical Authorization: I understand that I am not covered under Workers' Compensation should I suffer any type of illness or injury while serving at South Suburban Park and Recreation District. I authorize South Suburban Parks and Recreation to obtain emergency transportation and any medical treatment necessary in the event of injury or illness. I understand South Suburban Parks and Recreation does not carry accident insurance for this program and I will be responsible for the payment of my incurred medical/dental expenses. I further understand that any volunteer job-related injury, regardless of severity, must be immediately reported to the supervisor. I acknowledge that I have carefully read and fully understand this agreement and its contents. I am aware that this is a release of liability and a contract between myself and South Suburban Parks and Recreation and/or its officers, employee agents, instructors and volunteers, and I sign it on my own free will.

I give my permission to use my photograph for any official South Suburban Park and Recreation District purposes.

I have read, understand, and by my signature consent to these statements.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian, if Volunteer is a minor: \_\_\_\_\_

Email completed applications no later than October 1, 2020 to [TLackey@ssprd.org](mailto:TLackey@ssprd.org) or [SarahN@ssprd.org](mailto:SarahN@ssprd.org)