



CITY OF SAN RAMON

TEEN COUNCIL APPLICATION

2226 Camino Ramon, San Ramon, CA 94583 925.973.2539

CITY OF SAN RAMON TEEN COUNCIL POSITION

Are you a High School student and interested in providing leadership for Teens in San Ramon? The City of San Ramon invites you to apply for the Teen Council and lead the way for your age group and make a difference for Teens in San Ramon.

The Teen Council is a 17 member committee appointed by the City Council to make recommendations to the City of San Ramon staff, Parks and Community Services Commission and City Council on the delivery of teen programs, facilities, activities, services and policies. In addition the Teen Council advocates for teen issues, volunteers for numerous City events and plans special activities for teens.

DUTIES AND RESPONSIBILITIES

The San Ramon Teen Council is a group of 17 teens appointed by the City Council to:

- Identify areas of improvement for teen programs and teen recreation policies and provide solutions to City of San Ramon staff and the Parks and Community Services Commission.
- Appoint appropriate sub-committees as necessary to further the work of the teen program and the efforts of the Teen Council.
- Receive input from the teen population in San Ramon, including input from other organizations and individuals on issues relevant to the teen population.
- Act as a liaison for teen issues to governmental and private organizations.
- Provide teen feedback to staff on current and future needs of the San Ramon teen population for teen program planning.

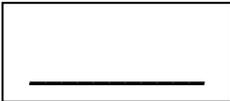
APPLICATION AND SELECTION PROCESS

The Teen Council application must be typed and is available online at www.sanramon.ca.gov. Application packets must be turned in complete at the time of submission, no exceptions. Any additional materials that are not required should not be included in your application and will disqualify your application if submitted. Not following directions (i.e. format, length, required materials) will disqualify your application. Submission of an application does not guarantee an interview.

The following items are required and must be attached to your application at the time of submission;

- 1) **Essay, one page, double spaced, typed in 12 point font, 500 words maximum. Include word count on bottom of essay.**
- 2) **Resume, one page, typed in 12 point font**
- 3) **Only one (1) reference letter from an educator, a community leader (scout leader, coach, cleric, or volunteer leader), an employer, or a personal reference (neighbor, friend). Reference letter cannot be from a family member.**
- 4) **Provide a copy of current student identification card**

Please review the application and turn it into the City Clerk's Office at 2226 Camino Ramon by **February 25, 2016 at 5:00pm**. Applications will only be accepted at the City Clerk's Office during business hours Monday – Friday, 8:30am – 5:00pm. **Late applications will not be accepted under any circumstance.** Applications must be turned in personally by the applicant, along with a copy of your valid student identification card. Do not wait until the last minute to submit your application packet.



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Full Name: _____

Primary Address: _____ City: _____

Home: _____ Cell: _____ Email: _____

School Attending: _____ Current Grade: _____

Are you a returning member of the Teen Council? Yes: _____ No: _____

Are you able to meet the minimum requirement of 8 hours of volunteer work per month and able to attend the monthly Teen Council meetings and activities: Yes: _____ No: _____

The following questions must be answered and typed in the space provided, in 12 point font, 700 characters (including spaces) maximum per question.

1. What do you consider the most critical issue facing teens in San Ramon?

2. How do you think the Teen Council could address these issues?

3. Why are you interested in serving on the Teen Council?

4. List some ways you could get other teens involved in the community and in teen events and activities.

5. What activities will you be involved in during the 2016/2017 school year?

6. If you are a current Teen Council Member, please list your contributions.

7. Please provide any job or community experience you have:

Essay Question: What would make you uniquely valuable as a member of the Teen Council?

Essay must be typed on separate paper, one page long, double-spaced in 12-point font, 500 word maximum. Include word count on bottom of essay.

Application Checklist

Please ensure that your application packet is complete before submitting it to the City Clerk’s Office **by February 25, 2016 at 5:00pm**. Incomplete application packets will not be considered.

- Completed Application**
- Essay, one page, double spaced, typed in 12 point font, 500 words maximum. Include word count on bottom of essay.**
- Resume, one page, typed in 12 point font**
- One reference letter from an educator, a community leader (scout leader, coach, cleric, or volunteer leader), an employer, or a personal reference (neighbor, friend). Reference letter cannot be from a family member.**
- Copy of current student identification card**

The essay, resume, reference letter and a copy of your current student identification card must be attached to the application at the time of submission. Application packet must be complete at the time of submission. If not complete, your submission will be disqualified, no exceptions. Any additional materials that are not required should not be included in your application packet and will disqualify your application if submitted. Not following directions (format, length, required materials) will disqualify your application. Submission of an application does not guarantee an interview.

Signature: _____

Date: _____

**RETURN APPLICATION TO:
CITY CLERK – CITY OF SAN RAMON – 2226 CAMINO RAMON, SAN RAMON, CA 94583
Monday – Friday 8:30am – 5:00pm
Application will not be accepted at any other facility, no exceptions.
PHONE: 925-973-2539 FAX: 925-275-0650
Application Deadline is Thursday, February 25, 2016 by 5:00PM
Late applications will NOT be accepted, no exceptions.**
