



Youth Preparedness Council



FEMA

# FEMA Youth Preparedness Council

## Application Form

### PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1 hour and 25 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is voluntary. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472-3100, Paperwork Reduction Project (1660-NW94) NOTE: Do not send your completed form to this address.

*Your information is being collected solely for use by FEMA with regards to the Youth Preparedness Council open applications. Your information will not be shared with or used by any external entity unless prior permission is given.*

## APPLICANT INFORMATION

PERSONAL INFORMATION	
Name	
Date of Birth	Age <input type="text"/> Current Grade in School <input type="text"/>
Street Address	
City	State <input type="text"/> Zip/Postal Code <input type="text"/>
Email Address	Phone Number <input type="text"/>
Gender/Sex	
Parent's/Guardian's Name and Phone Number	
Race or Ethnicity (select all that apply)	American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other/choose not to report <input type="checkbox"/>
Have you previously applied to the Youth Preparedness Council? If yes, what year did you apply?	Yes <input type="text"/> No <input type="text"/>
How did you hear about the Council?	
Would you like to receive information from FEMA about other preparedness opportunities?	Yes <input type="text"/> No <input type="text"/>

## TWO (2) LETTERS OF RECOMMENDATION

You must attach two (2) letters of recommendation as part of a complete, eligible application. At least one (1) letter of recommendation must be from an adult who can speak to your experience with preparedness and/or disaster(s). The second letter of recommendation should be from an adult who is familiar with your involvement in the community. Examples of adults who may write letters of recommendation include group leaders, teachers, advisors/counselors, school administrators, coaches, employers, community or faith leaders, local first responders, or Citizen Corps Council or CERT Program members. You may not submit letters written by family members, relatives, guardians, etc.

LETTERS OF RECOMMENDATION	
Written By (Last name, First name)	
Relationship to applicant	
Written By (Last name, First name)	
Relationship to applicant	

## ACADEMIC STANDING

Being a Youth Preparedness Council member is a rewarding and exciting experience, but it is also time-intensive. It is important that Council members use time management skills to balance school, extracurricular activities, and their involvement in the Council. Please submit academic records (e.g., report cards, transcripts) that demonstrate your good academic standing for the current and last school years.





5. Please describe up to three (3) examples of your preparedness-related and/or disaster-related experiences. Preparedness-related experience may include participation in preparedness activities and ways you have prepared yourself, your family, and your community for future disasters. Disaster-related experience may include actions taken to respond or recover and lessons learned for future disasters. (Max 700 characters each)

6. Please describe any volunteer or extracurricular activities/projects you currently participate in that you would use as a platform to promote disaster preparedness. Examples may include incorporating preparedness education into school sports teams, Scout groups, etc. (Max 700 characters)

7. Please describe any experience you have in public speaking, outreach, and publishing and how you would use this experience to promote preparedness while serving on the Council. (Max 700 characters )

8. Each Council member is required to complete youth preparedness projects during his or her term.

**Part A:** Please propose a local or regional project that you might complete independently as a member of the Youth Preparedness Council. Please note that if you are selected for the Council, you will have the opportunity to revise your proposed project, if desired. For examples of the types of projects that current Council members are completing, please visit [www.ready.gov/youth-preparedness-council](http://www.ready.gov/youth-preparedness-council). (Max 700 characters)

**Part B:** Please propose a national project that you might complete with fellow Council members during your second year on the Youth Preparedness Council. (Max 700 characters)

## SUPPLEMENTAL MATERIALS

Supplemental materials are welcome but not required. Possible supplemental materials include news about a preparedness or disaster response activity in which you participated, preparedness materials that you developed, or pictures and video of a preparedness activity in which you participated. Videos uploaded to video-sharing websites (e.g., YouTube) may be included by providing direct links. Below, please identify any other files or links that you are submitting with your Youth Preparedness Council application. Please provide a brief description of each file or link.

File Name 1:	
Description:	

File Name 2:	
Description:	

File Name 3:	
Description:	

## SUBMITTING YOUR APPLICATION

The complete application—one (1) application form, one (1) video response (if applicable), two (2) letters of recommendation, academic records (current and last school years), and any optional supplemental materials—should be sent in one (1) email to [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).





## FEMA Youth Preparedness Council Application Instructions

You may use these instructions as a checklist for completing your Youth Preparedness Council application package. This year, FEMA is offering an [online version of the application](#). You may also [download a PDF copy](#) of the application and submit it via email to [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov). **The application submission deadline is March 18, 2018 at 11:59 p.m. PDT. Applications received after this deadline will not be considered.**

### Application

- The application form must be submitted online or via email.
- All fields within the application must be completed, except for the optional supplementary materials.
- All narrative response questions/topics must be addressed, either in writing or video. If responding in writing, please adhere to the character limit (including spaces) provided for each response. Once you have reached the limit, the application will not accept any more characters. You may need to rework your response to fit within the designated character allotment. If responding in a video, you must address all eight (8) questions/topics in the response section.

### Letters of Recommendation

You must include **two (2)** letters of recommendation with your online or email application.

- The letter of recommendation must be from an adult, age 18 or older, who is NOT a family member, relative, guardian, etc.
- The letters of recommendation should come from an adult who is familiar with your involvement with preparedness or disasters, or in the community.
- Examples of adults who may write letters of recommendation include group leaders, teachers, advisors/counselors, school administrators, coaches, employers, community or faith leaders, local first responders, or Citizen Corps Council or CERT Program members.

### Academic Standing

- You must include academic records (e.g., report cards, transcripts) that demonstrate your good academic standing for the current (2017–2018) and previous (2016–2017) school years. You may submit these online or via email.

### Supplemental Materials (optional)

Supplemental materials are welcome but not required. Potential supplemental materials include news about a preparedness or disaster response activity in which you participated, preparedness materials that you developed, or pictures or video of a community activity in which you participated. You may submit these online or by email with your application package.

### Submitting Your Application

Please double-check that your application form is complete.

- All application documents including supplemental materials must be submitted [online](#) OR in **one (1)** email.
- If you choose to submit your application via email, the application package must be sent to [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov). Please clearly name your file, e.g., Joe\_Jones\_ApplicationForm.
- Each applicant must submit the application on his or her own behalf.

### Submission Confirmation

FEMA will email a confirmation of receipt to each applicant when FEMA receives his or her submission. If you do not receive a confirmation email within three (3) business days, please re-send your application. Please let FEMA know if you encounter any problems with submitting your application, by emailing [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).

Please refer to the Frequently Asked Questions (FAQ) document for more information and responses to commonly asked questions. If you have questions that are not answered in the FAQ, please email your questions to [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).



## Member Roles and Responsibilities

The Federal Emergency Management Agency (FEMA) Youth Preparedness Council (YPC) is a unique opportunity for youth leaders to serve on a highly distinguished national council, to complete youth preparedness projects, to voice their opinions on youth disaster preparedness with FEMA leadership and national organizations, and to participate in the YPC Summit. Being selected to serve on the YPC is an honor, but it is also a significant responsibility that requires dedication and time-management skills.

This document outlines the roles and responsibilities of YPC members. Although we expect a lot from you, the National Youth Preparedness Program Lead, your Community Preparedness Officer (CPO), and other members of the FEMA team are available to support you. Do not hesitate to reach out to us anytime by emailing [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).

### Time Commitment

Being a YPC member is a rewarding and exciting experience but it is also time-intensive. It is important that YPC members use time management skills to balance school, extracurricular activities, and their involvement in the Council.

Each Council year begins in July.

### Roles

Youth Preparedness Council members are expected to fill the following roles:

#### **Project Implementers**

Each YPC member works with other YPC members, as well as regional, state, or local organizations and partners to complete a youth preparedness project. Projects require a considerable time commitment and dedication in order to be successful.

#### **Youth Preparedness Ambassadors**

Youth Preparedness Council members spread the word about the importance of youth preparedness in their local communities and on a national scale through conferences, public events, small-group discussions, social media, news stories and articles, etc.

#### **Liaisons on the Youth Perspective**

Youth Preparedness Council members regularly meet with FEMA and its partner organizations to share their insights and opinions on youth preparedness efforts and initiatives.



## Mentors

Second year YPC members serve as mentors to guide new first year YPC members in their projects and activities. Based on YPC members' performance in the first year, they may be selected to serve as co-chairpersons during their second year. The co-chairpersons serve as a main source of guidance for other members and therefore must reserve time to answer questions, provide support, and stay in touch with all YPC members.

## Co-Chairpersons

The YPC co-chairpersons have additional responsibility and are expected to attend separate meetings with FEMA representatives. As needed, the co-chairpersons communicate with the entire YPC as well as specific members to offer support and assistance. The co-chairpersons must be able to accommodate the additional time commitment.

## Logistics and Other Responsibilities

### Email Communication

Email is the primary method of communication used for the YPC. Each YPC member must have access to an email account and be committed to checking it regularly.

### Conference Calls

Members are required to participate in **mandatory** calls. However, communication is not limited to these calls. Members are encouraged to communicate with FEMA and their fellow YPC members as needed.

- **Bimonthly All Council Calls (All members):** YPC members attend calls to provide updates on their projects, pose questions to FEMA staff, and provide feedback to other members based on their experiences. Members will also, at times, lead and present during calls.
- **Twice Yearly Milestone Calls (All members):** YPC members are required to participate in two one-on-one calls per year, in September and March, with the National Youth Preparedness Program Lead to check-in on the status of their projects.
- **Team Project Calls (Team members):** YPC members are expected to participate in calls with fellow team members, the National Youth Preparedness Program Lead, and other project mentors. These calls provide an opportunity for members to plan and implement their project. Calls will take place as needed.

You are permitted to miss one All Council call per year. If you need to miss a call, you must send an email to the FEMA Youth Preparedness Program Lead, your CPO, and the Council inbox ([FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov)) beforehand. Calls are hosted on a webinar platform and recorded. In the event you miss a call, listen to the recording and schedule a makeup call with your team lead within two weeks.



## Monthly Activity Logs

Members are required to submit monthly logs to the Youth Preparedness Program Lead, their CPO, and the Council inbox ([FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov)) that describe the progress they have made on their projects over the past month and any challenges they have faced. These logs should also capture any preparedness or disaster related activities completed in addition to the project. Logs are due no later than the 5th of the following month (e.g., the March log is due April 5).

## YPC Summit

The YPC Summit is held annually in Washington, DC during the third week of July. **Attendance is mandatory for all YPC members.** The Summit provides an opportunity for YPC members to meet FEMA representatives and one another. Sessions during the Summit cover a range of topics. In some sessions, YPC members are given the opportunity to share their experiences and ideas with FEMA leadership and FEMA's partners. In other sessions, YPC members prepare for the activities they will do during their term on the YPC. Each YPC member must have a parent/guardian/parent-approved chaperone accompany him or her to the Summit. FEMA will reimburse transportation, lodging, and meals for each YPC member and his or her parent/guardian/chaperone.

## Core Values

Youth Preparedness Council members are expected to uphold FEMA's core values of Compassion, Fairness, Integrity, and Respect while serving on the YPC. FEMA may ask YPC members to leave the YPC at any time for inappropriate behavior.



## FEMA Youth Preparedness Council Frequently Asked Questions (FAQs)

### When is the deadline to submit an application?

Applications, letters of recommendation, and supporting materials must be received by March 18, 2018 11:59 p.m. PDT.

### Who can apply to join the Youth Preparedness Council?

Applicants must be a current 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade student and have done one or more of the following:

- Participated in community activities
- Served in a leadership role
- Experienced an emergency or disaster and willing to share his or her lessons learned
- Participated in a preparedness activity or training related to emergency preparedness

### How do I submit an application?

Application materials must be submitted [online](#) or emailed to [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).

### Option 1: Complete and submit an online application

Visit <https://www.community.fema.gov/applytoYPC>.

### Option 2: Download and email your application form

Click on the link "FEMA Youth Preparedness Council Application Form" at [www.ready.gov/youth-preparedness-council](http://www.ready.gov/youth-preparedness-council). To view and edit the file, make sure you have the most recent version of Adobe Reader. You can download Adobe Reader at <http://get.adobe.com/reader/>. All responses **must** be input directly into the application form, which is an editable PDF form. Be sure to save a **downloaded** copy of the PDF to your computer.

Please clearly name your file, e.g., Joe\_Jones\_ApplicationForm. Email the file as an attachment, along with one (1) video response (if applicable in place of written application form); two (2) letters of recommendation, academic records, and any supplemental materials to [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).

### What are the requirements for the narrative responses?

All narrative response questions/topics must be addressed, either by written or video response. If responding in writing, please adhere to the character limit provided for each response. Once you have reached the limit, the application will not accept any more characters. You may need to rework your response to fit within the designated character allotment. If responding in video, you must address all eight (8) questions/topics in the narrative response section.



## What makes a complete application package?

A complete package includes the following attachments submitted **online** or in **one (1) email**:

- One (1) application form;
- One (1) video response (if applicable in place of written application form);
- Two (2) letters of recommendation;
- Academic records (e.g., report card, transcript) from the current (2017–2018) school year;
- Academic records from the previous (2016–2017) school year; and
- Any optional supplemental materials.

Please do your best to clearly label attachments, e.g., Sarah\_Smith\_ApplicationForm; Sarah\_Smith\_Recommendation1.

If email size constraints limit the size of attachments you can send, you may want to consider the following for reducing file sizes:

- Send links to websites with supporting materials, videos, and information, rather than attaching the files. Links can be input directly into the “Description” fields in the “Supplemental Materials” section of the application.
- Compress pictures or reduce the resolution of pictures.
- Convert text and/or images to PDF files.

If you have a problem submitting your application materials, please contact

[FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov) .

## Will FEMA accept nominations for the Council?

We encourage individuals and organizations to share the application with outstanding youth that are interested in making a difference in their community. However, FEMA will only consider applications submitted directly by the applicant. Each application **must include** two (2) letters of recommendation, so writing a letter of recommendation is a great way to show support and provide input into the application process.

## I applied last year and was not selected to the Council—can I apply again?

Yes! Unfortunately, FEMA is unable to accept all of the qualified applicants in a given year. Spots open up every year and previous applicants are encouraged to reapply. There is a space on the application form to indicate whether you have previously applied.

## Do I have to submit a letter of recommendation?

Yes. You must submit **two (2)** letters of recommendation from two (2) adults with your application. Applications received without two (2) letters of recommendation will not be considered complete, and will therefore be disqualified.



## **Who should I ask to write a letter of recommendation?**

Letters of recommendation must come from an adult 18 years of age or older who is familiar with the applicant's experience with preparedness or disasters or their involvement in the community. Examples of people who may write letters of recommendation include group leaders, teachers, advisors/counselors, school administrators, coaches, employers, community or faith leaders, local first responders, or Citizen Corps Council or CERT Program members. Family members, relatives, guardians, etc. may not write letters of recommendation.

## **Do I have to submit my academic records?**

Yes. You must submit academic records (i.e., report cards, transcripts) that demonstrate your good academic standing for the current (2017–2018) and previous (2016–2017) school years.

## **Can I submit a video response to the application questions?**

Yes. You may address the eight (8) Narrative Response questions/topics in a video recording. To submit your responses, you may include your video file with your application online or via email. You may also upload your video to a video-sharing website (e.g., YouTube) and provide the link in the indicated field on the application.

## **Can someone who serves on a local Citizen Corps Council or Partner Program or Affiliate (e.g., Teen CERT, Medical Reserve Corps, Fire Corps, Volunteers in Police Service, Neighborhood Watch) apply to serve on the Council?**

Any 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade student who is engaged in individual and community preparedness activities may apply to serve on the Youth Preparedness Council.

## **What types of supplemental materials can I submit?**

You can submit any materials that you feel will support your application. Possible supplemental materials include news about a preparedness or disaster response activity in which you participated, preparedness materials that you developed, or pictures and video of a community activity in which you participated. Be creative! Showing your activities and impact will strengthen your application. All supplemental materials, if provided, must be submitted online with the application or included in the same email as the rest of the application materials. Please do your best to clearly label supplemental materials.

Please note that supplemental materials are **not** required.

## **Will FEMA notify me when it receives my application?**

FEMA will send an email confirming receipt of your application. If you do not receive a confirmation email within three (3) business days, please re-send your application or email [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).



## Who will review my application?

National and regional FEMA representatives will review YPC applications. Each state and territory falls into one (1) of ten (10) FEMA regions (the breakdown of states and territories in each region can be seen here: <https://www.fema.gov/fema-regional-contacts>), and each region has a Community Preparedness Officer (CPO). Applications will be reviewed by both headquarters staff and the CPO of the region in which the applicant lives. Finalists will be asked to participate in a virtual (e.g., Google Hangouts, Skype, etc.) or telephone interview.

## When will I find out if FEMA selected me for the Council?

FEMA will announce new Youth Preparedness Council members in late May 2018. FEMA will also notify applicants that are not selected at that time.

## Are there any monetary rewards associated with being selected for the Youth Preparedness Council?

There is no cash award associated with being selected for the Youth Preparedness Council. There is also no financial support for projects associated with the Council.

## If selected, what will be required of me on the Youth Preparedness Council?

Participants are expected to represent the youth perspective on emergency preparedness and share information with their communities. Members are expected to serve for two (2) years on the Council. Each new Council year begins in July with the Youth Preparedness Council Summit.

Each Council member is expected to complete at least (1) national level youth preparedness-related project in collaboration with other YPC Members. In addition to the national project, second year Council members are expected to serve as mentors to guide new first year Council members in their respective projects and activities.

Council members are also **required** to attend two Youth Preparedness Council Summits, which are held in July in Washington, DC. FEMA will reimburse travel, lodging, and meals and incidental expenses for each Council member and his or her parent/guardian/chaperone to attend the Summit.

Members are required to participate in **mandatory** group conference calls every other month. These calls allow members to provide updates on their projects, pose questions to FEMA staff, and provide feedback to other members based on their experiences. Members are permitted to miss one (1) call per year. Members are also required to participate in one-on-one calls with the FEMA Youth Preparedness Lead to check-in on the status of their projects.

Additionally, members are expected to submit monthly activity logs that describe the progress they have made on their projects over the past month and any challenges they have faced.

Please see the *FEMA Youth Preparedness Council Member Roles and Responsibilities* document for more information.





## If selected, how long would I serve on the Council?

Members are asked to commit to the Council for two (2) years. Each new Council year starts in July with the Youth Preparedness Council Summit in Washington, DC. If members have not completed the mandatory requirements during their first year, FEMA may excuse the member from participating in a second year.

## What is the Youth Preparedness Council Summit? When does it take place?

The Youth Preparedness Council Summit is an opportunity for Council members to meet one another and FEMA representatives, including their Regional Community Preparedness Officers (CPOs), who will be their ongoing FEMA support contacts and mentors. Council members will be able to share their ideas and questions on disaster preparedness with FEMA leadership, other federal officials, national partners engaged in youth preparedness work, and other Council members. Council members also receive their official certificates of membership during a ceremony at the Summit. Please note that attendance at the Summit is **required** for those selected to the Council. The next Summit will be held July 17<sup>th</sup> – 18<sup>th</sup> 2018, in Washington, DC.

A parent/guardian or parent-authorized chaperone must attend with each Council member. The Summit includes sessions for parents/guardians/chaperones. FEMA will reimburse travel, lodging, and meals and incidental expenses for each Council member and his or her parent/guardian/chaperone to attend the Summit.

## How much will the Summit cost?

Council members and chaperones will be reimbursed for expenses associated with the Summit; however, please note that many of these expenses need to be paid for up front by the Council member/chaperone and will be reimbursed by FEMA *after* the Summit. Council members and their chaperones are reimbursed for:

- **Travel** via common carrier—air, rail, or bus transportation. This includes transportation to and from the airport, train station, etc. Transportation to and from Summit-related events (e.g., a taxi to a field trip that is part of the Summit, or to the mandatory dinner held as part of the Summit) can also be reimbursed. Parking is not included. Transportation for personal excursions, such as sightseeing, will not be reimbursed.
- **Lodging**. FEMA will provide a lodging option that is within the government daily rate, which is the maximum rate that can be reimbursed.
- **Meals & incidental expenses**. These are reimbursed at a flat, per diem rate.

There will be a session at the Summit for parents/guardians/chaperones to learn about reimbursement.

## Additional Questions

Please email additional questions to [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).