



# Youth Council Development Guide

Compiled by the Florida League of Cities, Inc.

P.O. Box 1757, Tallahassee, FL 32302 • (850) 222-9684 • [www.floridaleagueofcities.com](http://www.floridaleagueofcities.com)

**A** municipal youth council prepares young people to be future civic leaders. These councils are composed of students from schools within the municipality and serve as an advisory board to the commission/council. Our guide for creating a municipal youth council serves as a roadmap. Follow these steps to capitalize on the innovations and charisma that youth offer. We've included links to samples of documents used by cities around the state. The Florida League of Cities would like to thank the following Florida governments for providing information on their youth councils: Belleair, Cutler Bay, Destin, Homestead, Milton, Miramar, Mulberry, Niceville, Sanford, Tampa, Titusville and West Palm Beach. You should adapt the sample documents to meet the needs of your municipality. For more information on forming a youth council, contact [Sharon Berrian](#) or [Eryn Russell](#).

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# Preliminary questions to answer

## What is a youth council?

- ▶ A youth council is an advisory body of local youth who are usually high school students.
- ▶ The youth provide advice to the local governing body and its affiliated advisory and regulatory boards.
- ▶ The youth provide advice to other community organizations.
- ▶ Youth councils can implement and participate in youth-identified community initiatives.

## Why create a youth council?

- ▶ Almost 23 percent of the U.S. population is under age 18.
- ▶ Young people need to be vested with the knowledge and skills to be the next generation of local leaders.
- ▶ Youth councils promote regular and active civic engagement.

## How do youth councils promote civic engagement?

- ▶ Giving students a formal role in local decision-making
- ▶ Offering real-world experiences with elected and advisory bodies
- ▶ Teaching them about councils, boards and commissions
- ▶ Helping them develop leadership skills and learn how local government operates
- ▶ Increasing communication between youth and adults, and among youth
- ▶ Increasing youth volunteerism
- ▶ Enhancing classroom civic education

## Who benefits from a youth council?

### Students

- ▶ They ensure their voices are heard in local government.
- ▶ They will understand the value of public service.
- ▶ Their service is a bonus activity for college and scholarship applications.

### Local councils/commissions

- ▶ Serving is an opportunity to make a difference in the lives of youth.
- ▶ It allows the council/commission to connect with students from across the municipality.
- ▶ It is an opportunity to bring important youth issues to the forefront.

## Is your community ready?

The following are indicators:

- ▶ **Concern:** Local leaders recognize the need for youth insight in public decision-making.
- ▶ **Trust:** Local leaders envision youth in a meaningful, visible advisory role.
- ▶ **Change:** Local leaders are willing to modify codes or adopt ordinances to promote youth involvement on councils, boards and commissions.

# How to get started

## Determine the best overseer

- ▶ Find leaders who have a passion for youth and a willingness to let them lead.
- ▶ Consider placing the youth council with a staff person who can provide long-term sustainability.
- ▶ Some municipalities form a mayor's youth council and have members appointed by council members after they review applications.
- ▶ Other options include your 4-H office, your school district or high school, and/or a municipal department such as parks and recreation, public information, assistant manager or clerk.

## How to align the council within the municipality

- ▶ The youth council should be aligned with the manager's office for the purposes of housing the youth council's meetings and funding initiatives.
- ▶ The youth council should be viewed as an essential part of the local government structure.
- ▶ It should not simply be relegated to one department or extension.

## Step 1: It starts with why

- ▶ The first step is to think through the purpose and role of the youth council.
- ▶ Students can advise your council or commission, implement initiatives and events to reach other youth and bring a different perspective on issues.
- ▶ Students will know that their voices are heard and respected.
- ▶ They become valued participants in your municipality's work.
- ▶ A youth council can introduce information on municipal government and leadership that its members might not receive elsewhere.

## Determine students' needs

- ▶ Talk with a guidance counselor at a local school, a leader at your recreation center and/or a youth pastor.
- ▶ Learn what issues students face, and ask about challenges your municipality might experience in working with local youth.
- ▶ Assemble students to share their ideas.

## Make it official

- ▶ A locality should adopt a resolution or ordinance that establishes a youth council.
- ▶ Seek the advice and counsel of your attorney.

## Items in a resolution/ordinance establishing council

- ▶ Establishment of the youth council
- ▶ Membership composition
- ▶ Explanation of how members are selected
- ▶ Length of terms
- ▶ Responsibilities of members
- ▶ Whether the council will be placed in the government or with an outside agency
- ▶ Organizational and leadership structure, meeting requirements and procedures
- ▶ Budget: How will it be funded and whether you will allow sponsorships and fundraising

*\*See resolution from Cutler Bay and ordinances from Homestead and Miramar.*

# The money side

## Plan your budget

- ▶ Many expenses can be in kind:
  - Email accounts
  - Meeting space
  - Paper copies
  - Placement of a youth council page on the municipality's website
- ▶ Determine if the council will receive funds through any of these or a combination of these or other sources:
  - the budget
  - a line-item allocation
  - donations and sponsorships
  - raised funds

## Expenses to consider

- ▶ **Staff time.**
  - If this is a new venture, is there the capacity to take on the responsibility with existing staff, or will part-time staff or a stipend be required?
- ▶ **Travel opportunities.**
  - Consider how to fund attendance at events such as the Florida League of Cities Annual Youth Council Summit in August or National League of Cities events.
  - Youth Council Civic Education Day activities take place each spring in Tallahassee.
- ▶ **Meetings and special events.**
  - Consider expenses including food, supplies, poster board, markers, nametags and balloons.
  - Even simple events such as a cleanup activity will require trash bags and gloves.
  - A local restaurant might provide meals.



# Membership criteria

## Determine the ages for members

- ▶ Many councils are for high school students only (grades 9-12).
- ▶ A few include some or all ages of middle school students (grades 6-8).
- ▶ Finding activities that interest both 11-year-olds and 18-year-olds can be challenging.
- ▶ High school students may be more mature and committed.

## Who serves on the youth council?

- ▶ Consider whether to include 2-4 representatives from all local high schools.
- ▶ Include representatives from private, charter and home schools.
- ▶ Consider representatives from local youth organizations.
- ▶ Recruit from a variety of geographic areas.
  - For cities, towns and villages, if you recruit through the schools, consider that not all students in the district live inside the city limits.
  - For counties, consider the school district boundaries.

## Consider diversity

- ▶ Consider not only racial, gender and socio-economic balance but also the diversity of interests, activities and academic levels.
- ▶ Student government leaders are great additions, but seek to balance your councils with students from a wide spectrum of background, talents and interests.
- ▶ Several councils allow students to apply rather than asking a principal or guidance counselor to appoint a representative.
- ▶ Consider whether to require students to have a minimum, reasonable grade point average and/or a maximum number of unexcused school absences.

## Determine criteria

The more time you put into selecting a strong group of students, the easier the implementation will be.

- ▶ Who will serve on the selection committee? Consider including youth.
- ▶ Will students be required to come in for an interview?
- ▶ Determine the criteria you will use if more students apply than can be included.

*\* See applications for youth from Destin, Milton and West Palm Beach.*

# Recruitment

## State expectations

- ▶ Create information about the time and involvement that students are expected to give.
- ▶ Explain how often the group will meet.
- ▶ Explain how often members will participate in service and community projects.

*\*See document of expectations from Tampa.*

## Recruit using community leaders

- ▶ Use these people to spread the news that you are recruiting:
  - ▶ School guidance counselors
  - ▶ Local religious leaders
  - ▶ Chamber of commerce leaders
  - ▶ Community center leaders
  - ▶ 4-H club leaders
  - ▶ Leaders of Boys and Girls Clubs
  - ▶ Recreation league volunteers

## Get out the word

- ▶ Use local media to create a buzz through a news release or media event.  
*\*See Publicity Action Plan from Florida League of Cities.*
- ▶ Consider a flyer in your municipality's utility bills.
- ▶ Have students share information via social media tools to reach their peers.
- ▶ Use the hashtag #FICityYouth.

## Work with parents to recruit

- ▶ Send a letter to all parents/guardians describing the purpose and goals of the youth council, the application and selection process, and a contact person for further questions.
- ▶ Use social media to reach parents whose children might want to apply.

## Work with schools to recruit

- ▶ Ask civics and economics teachers to share information about the purpose and importance of youth councils and details on applying with students
- ▶ Ask school counselors to actively solicit applications
- ▶ Request an assembly in which the youth council contact person can discuss specifics with potential candidates
- ▶ Develop posters or flyers for classrooms and counselors' offices
- ▶ Post information on websites that are visited frequently by high school students (e.g. school websites, Facebook, etc.)

## Involve elected officials

- ▶ Council or commission members can attend civics and government classes to talk about the council.
- ▶ They can make morning school announcements including information on the council formation.



# Recruitment

## **Advertise in the community**

- ▶ Contact supervisors of local youth programs/groups, such as Boy Scouts, Girl Scouts, youth groups at religious organizations, recreational sports teams, etc.
- ▶ Partner with local youth outreach programs, such as the YMCA and 4-H.
- ▶ Run an advertisement in local newspapers/publications.
- ▶ Make an announcement at youth conferences or summits.
- ▶ Put flyers up in popular youth spots such as the mall, music store, athletic fields, etc.
- ▶ Ask local radio (perhaps a local NPR affiliate) to make a short plug on air.

## **Select youth council members**

- ▶ Thoroughly evaluate applicants in a competitive process.
- ▶ You may wish to hold interviews, in person or over the phone, to narrow down prospective candidates.
- ▶ You also may want to have a small committee that includes youth to evaluate the finalists.

# Before your first meeting

## **Announce youth council members**

- ▶ The youth council liaison should return to schools to acknowledge the selected members.
- ▶ Send acceptance letters and/or make congratulatory phone calls.
- ▶ The decision should be honored through a formal vote by the council members or commissioners.
- ▶ A polite letter should be sent to all applicants who were not selected that encourages them to apply again in the future.

## **Plan an orientation**

- ▶ Plan activities to allow members to learn about each other and the youth council liaison as well as find out what issues are important to teens.
- ▶ Consider having the mayor or a councilperson/commissioner speak to let students know their input is valued.
- ▶ Have your attorney share information on public meetings and public records law.
- ▶ Consider providing students with municipal email accounts so all communication is captured.

## **Consider transportation**

- ▶ Students in more rural and/or low-income neighborhoods might not have reliable transportation.
- ▶ Consider options such as:
  - free bus passes
  - a van to pick up those needing rides
  - coordination of transportation among parents

# Meeting Agendas

## First meeting: orientation

- ▶ Establish the council as a safe, fun forum.
- ▶ Students can participate in an ice-breaker activity and team-building exercises.
- ▶ Members should learn more about the purpose and mission of the youth council.  
*\*See mission statements from Destin, Mulberry and Niceville.*
- ▶ Members should discuss member/meeting requirements. Members should be able to contribute their ideas.
- ▶ Determine the process for electing officers, and review officer responsibilities.
- ▶ The first meeting should last about two hours, which will set the standard for future meetings.

## Swearing in of council members

- ▶ After the orientation, youth council members should be required to attend the next scheduled city council or commission meeting.
- ▶ At the meeting, the youth council should be welcomed as an official advisory board.
- ▶ Youth council members should be sworn in by the local government officials. Youth council facilitators will need to place this item on the agenda in advance.

## Second meeting: officers and activities

Officers are elected, and activities begin to be formulated.

Let students determine:

- ▶ meeting schedule and best days/time (including whether meetings will take place in the summer)
- ▶ how many special events or community service activities you will aim to accomplish the first year
- ▶ the appropriate dress code
- ▶ expectations on cell phone use during meetings
- ▶ whether attendance is required and the approach to handling unexcused absences
- ▶ meeting flow

*\*See Tampa Attendance Expectations.*

## Third Meeting: Team building and bylaws

- ▶ Begin with some additional icebreaker and team-building exercises.
- ▶ Have members create their own youth council bylaws.
- ▶ The bylaws may require amendments to the city/county resolution/ordinance.

## Topics to consider when discussing and codifying bylaws

- ▶ Purpose/mission/goals
- ▶ Membership and membership requirements
- ▶ Member-at-large requirements
- ▶ Meetings: Structure, length and frequency
- ▶ Attendance requirements
- ▶ Officers/roles: Members probably need to be placed as representatives, such as voting seats on advisory boards
- ▶ Parliamentary authority (the procedural rules for the meeting conduct)
  - You may want to have a member of your locality's governing body present a workshop on parliamentary authority for meetings in your local government.
  - Students can use what they learn to establish their own procedures based on the council's or board of commissioners' procedures.
- ▶ Quorum (the number of members that must be present to conduct the business)
- ▶ Subcommittees
- ▶ Programs and activities

# Meeting agendas

## Fourth meeting: Additional team building and action plan

- ▶ Begin with a team-building activity.
- ▶ Discuss issues they want to address and goals they want the council to accomplish throughout the year.
- ▶ Use the information to create an action plan, which will help in planning topics for future meetings.
- ▶ Coordinate activities and guest speakers accordingly. Examples:
  - If students are interested in discussing teen drug and alcohol use or gang violence, you can schedule a law enforcement officer as a speaker.
  - If students express interest in the locality funding a new park, you can schedule a parks and recreation employee or a local developer to discuss implications and costs.

## Helpful tips for meetings

- ▶ Consider how to address youth council members who might speak too little or too much.
  - One council adopted an approach it called step up and step back. If one person is speaking too much, another can politely suggest a step back to allow others to step up.
- ▶ Ask youth to bring a proposed solution to any problem they share.
  - One youth council member lamented that they needed a stronger social media outreach, and the advisor agreed. The student presented a social media plan and committed to writing a weekly blog.
- ▶ Keep random ideas from surfacing.
  - One youth council requires a member to vet any new project idea with at least three other members.
  - At least three members must agree to support it before it can be shared.

# Resources

## Effective activities for your council

- ▶ Participate in Florida League of Cities youth council contests. <http://www.flcities.com/resources/municipal-youth-councils>
- ▶ Ask students to determine topics of interest, and host quarterly forums for students.
  - Consider having a panel.
  - Be prepared for topics ranging from discrimination and bullying to student/law enforcement interaction and drug use.
- ▶ Identify community service projects that students think would be meaningful.
  - Help them learn the value of giving back.  
*\*See Belleair Teen Council Community Service Project.*
- ▶ Tour municipal facilities so students become familiar with the work of government.
  - Ensure these tours provide hands-on activities to engage youth.
- ▶ Provide parties and pizza, which are popular draws.
- ▶ Plan scavenger hunts, team challenges and other opportunities to work together.
- ▶ Attend the FLC Annual Conference as a team in August.
  - Students enjoy learning as well as networking with other youth councils.
  - Post on social media, and use the hashtag #FICityYouth.
- ▶ Weigh in on municipal issues.
  - This step is more significant when elected leaders ask the youth council to research and recommend actions that help the community.

## Organize community service projects

- ▶ Cleaning up streams and/or highways
- ▶ Senior center volunteering
- ▶ Tutoring or mentoring youths, such as Big Brother/Sister programs
- ▶ Organizing drives such as ones for food, clothes, school supplies or holiday gifts
- ▶ Adopt-a-pet
- ▶ Volunteering at a food bank or shelter

## Youth councils can create activities with schools

- ▶ Create a youth council publication to be distributed at local middle and high schools or as a leaflet in the local newspaper.
- ▶ Organize a “Careers in Local Government” career day at local schools.
- ▶ Promote civic involvement of other local youth by spearheading civic-minded clubs/organizations in schools.

## Youth can create activities with municipal officials

- ▶ Youth can conduct interviews of local government officials and city/county staff to be aired on a local public access channel.
- ▶ They can hold a job shadowing day with city/county elected officials and department heads.
- ▶ Youth can act as liaisons between the council/board of commissioners and local youth through school announcements.
- ▶ They can attend city council/board of commissioners meetings.
  - One member can be present at each meeting and report back to the youth council on topics covered.
- ▶ Youth can attend or host city/county forums, conferences or events to represent the youth perspective.

# Resources

## Other activity ideas

- ▶ Lead a citywide or countywide educational or advocacy campaign addressing a youth-identified issue of concern.
  - Examples might include water conservation, global warming, school bullying/violence and reduce, reuse, recycling (RRR).
- ▶ Advocate for particular development projects on behalf of local youth.
  - Examples might include building a skate park or athletic field.
- ▶ Plan and organize fundraising events for youth-related development projects and/or charitable causes.
- ▶ Maintain a local youth council website that provides relevant information to local youth.
- ▶ Sponsor or attend professional development workshops on topics such as leadership, goal-setting and public speaking.

*\*See Titusville Leadership Seminar, Sanford Hiring Event and 51 Youth Council Ideas. Also see Miramar Calendar.*

## Helpful overall tips

- ▶ Determine the best communication tools based on your students' preferences.
  - Texting is a common way for young people to communicate, even if your text simply directs them to read an email.
- ▶ Share photos, videos, stats and outcomes of projects and activities with municipal leaders and the community.
- ▶ Existing council advisors are outstanding resources.
  - \*Click here to obtain names and contact information.*
- ▶ The first year, it is easiest to generate interest for the new program.
  - Plan strong programs and engagement to retain students who will also recommend the council to classmates.
- ▶ Show youth how to learn from mistakes, become resilient and become future community leaders.

## After the first year

Consider having second-year students serve as mentors to new students.



# Appendix 1 Cutler Bay Resolution

## RESOLUTION 12-63

### **A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, CREATING THE YOUTH COUNCIL COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, many municipalities use youth councils to inject fresh ideas and youth perspectives into local decision-making; and

**WHEREAS**, youth councils can promote community service and foster a better understanding among young people of how municipal government works; and

**WHEREAS**, youth councils are an excellent means of promoting regular and active civic engagement among young people, which is vitally important to provide the knowledge, skills and abilities to the next generation of local leaders; and

**WHEREAS**, as such, the Town Council desires to create a Youth Council Committee; and

**WHEREAS**, the Town Council finds that this Resolution is in the best interest and welfare of the residents of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2. Creation of the Youth Council Committee.** The Town Council hereby creates a citizens committee, to be known as the Youth Council Committee to advise and make appropriate recommendations to the Town Council regarding issues of special interest to youths within the Town. Councilmember Bell is hereby appointed Council liaison to the Committee and shall report to the Town Council as to the Committee's activities on a regular basis. In addition, the Miami Dade County School District (the "School District") shall appoint a School District liaison to the Committee. The Council and School District liaisons shall not be considered members of the Committee.

**Section 3. Composition of Committee.** The Committee shall consist of 11 students and shall be appointed as follows: 10 students to be appointed by the Town Council (two per Councilmember) and one (1) student to be appointed by the School District. All students on the Committee shall be a Town resident.

**Section 4. Dissolution of Committee.** The Committee shall automatically dissolve upon delivery of the Committee's final report to the Town Council, unless otherwise extended by the Town Council.

# Appendix 1 Cutler Bay Resolution Continued


**Section 5. Town Committee Ordinance.** This Committee shall be subject to Town Ordinance 10-08, as amended by Ordinance 11-08.

**Section 6. Effective Date.** This Resolution shall take effect immediately upon adoption.

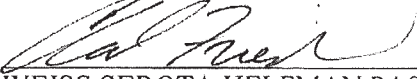
PASSED and ADOPTED this 17<sup>th</sup> day of October, 2012.

  
EDWARD P. MACDOUGALL, Mayor

Attest:

  
Debra E. Eastman, MMC  
Town Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY FOR THE  
SOLE USE OF THE TOWN OF CUTLER BAY:

  
WEISS SEROTA HELFMAN PASTORIZA  
COLE & BONISKE, P.L.  
Town Attorney

Moved By: Council Member Bell  
Seconded By: Council Member Mixon

FINAL VOTE AT ADOPTION:

Mayor Edward P. MacDougall	Yes
Vice Mayor Ernest N. Sochin	Yes
Councilmember Peggy R. Bell	Yes
Councilmember Mary Ann Mixon	Yes
Councilmember Sue Ellen Loyzelle	Yes

# Appendix 1 Homestead Resolution

- **DIVISION 5. - MAYOR'S YOUTH COUNCIL<sup>[8]</sup>**

- **Sec. 2-141. - Creation, composition, and qualifications.**

There is hereby created and established the mayor's youth council ("MYC").

(a)

The MYC will consist of up to fifteen (15) members engaged in study in grades 8 through 12.

(b)

The MYC members shall be representative of the schools serving the city feeder pattern as established by the Miami-Dade County School Board as well as charter and private schools located within the city.

(c)

One (1) city council member shall serve as a liaison to the MYC.

(d)

(Ord. No. 2009-07-18, § 4, 7-20-09; Ord. No. 2012-08-17, § 2, 8-22-12)

- **Sec. 2-142. - Term of office.**

MYC members shall serve for a term of two (2) years, with appointments and reappointments to be made in September or as vacancies arise. An MYC member's final term of office shall end in August following completion of his or her senior year of high school.

(Ord. No. 2009-07-18, § 4, 7-20-09; Ord. No. 2012-08-17, § 2, 8-22-12)

- **Sec. 2-143. - Jurisdiction.**

The following matters shall be within the advisory jurisdiction of the MYC:

To make recommendations to the city council on matters affecting youth in the community.

(a)

To increase youth participation and involvement in local government.

(b)

To seek and recommend ways to improve communication with students in area schools.

(c)

To organize and perform service projects or functions that benefit the Homestead community, subject to approval of the city manager.

(d)

To recommend the creation of recognition programs for youth.

(e)

Any other matters assigned by the mayor, city council or city manager

(f)

(Ord. No. 2009-07-18, § 4, 7-20-09)

# Appendix 1 Miramar Resolution

Sec. 2-105.4. - Established.

The teen council advisory board, created by Resolution No. 98-260, is hereby re-established.

(Ord. No. 08-11, § 2, 2-20-08)

Sec. 2-105.5. - Membership; application; term of office.

The board shall consist of ten (10) members and each member of the city commission shall be responsible for appointing two (2) members. Whenever possible, the city commission shall appoint equal members of middle school and high school age students, who shall be representative of the youth of Miramar with respect to age, gender, ethnicity and residency.

Any middle school to high school aged student living in the City of Miramar will be eligible to serve on the board.

Applicants for appointment to the board shall submit an application form as provided by the director of community services, accompanied by written permission from a parent or legal guardian authorizing the applicant to attend the prescribed meetings and participate in the activities of the board.

The term of office for each member shall be one (1) year. Reappointments shall be made in September of each year, and shall remain effective until the end of May of each year. Any vacancy arising prior to completion of a term shall be filled by appointment made by the mayor or city commissioner responsible for the appointment of the vacant member for the remainder of the term.

(Ord. No. 08-11, § 3, 2-20-08; Ord. No. 12-11, § 3, 4-4-12)

Sec. 2-105.6. - Meetings.

The teen council shall meet a minimum of one (1) time per month.

(Ord. No. 08-11, § 4, 2-20-08; Ord. No. 12-11, § 4, 4-4-12)

Sec. 2-105.7. - Duties.

That the teen council shall:

- (1) Research, review, plan and recommend to the director of community services the establishment of social and recreational programs to be made available to the teen-aged youth of Miramar.
- (2) Assist with the planning and implementation of general family, social and recreational programs to be provided by the Miramar Community Services Department.
- (3) Volunteer to plan, support, attend, and encourage youth participation in the youth activities recommended by the board.

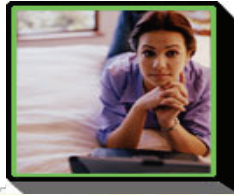
(Ord. No. 08-11, § 5, 2-20-08)

Sec. 2-105.8. - Exemption from the qualified elector requirements.

The board members shall be exempted from the qualified elector requirements of subsections 2-53 and 2-54 of the Code of Ordinances of the City of Miramar, Florida.

(Ord. No. 08-11, § 6, 2-20-08)

# Destin Youth Council



## Application for Membership

*The youth council is a city funded council composed of high school aged-youth from Destin. The youth council is an opportunity for youth to have a formal role in the city's planning and decision-making process.*

### Youth Council Members:

- ❖ Represent Destin youth on issues important to them.
- ❖ Identify ways to improve Destin for its youth.
- ❖ Appropriate funds for youth related activities.
- ❖ Act as an advisory board to Destin City Council.

### Membership Criteria

- ❖ Applicants must live within the city limits of Destin.
- ❖ Applicants must be between the grades of 9 and 12 with at least a 2.25 GPA.
- ❖ Terms shall be for one year
- ❖ There will be no smoking, drinking alcoholic beverages or using illegal drugs by any member of the Destin Youth Council.
- ❖ Applicants must be willing to attend at least one meeting a month.
- ❖ All applicants will be considered regardless of race, color, gender, national origin, or disability.



## Appendix 2 Destin Youth Council Application Continued

4200 Indian Bayou Trail  
Destin, FL 32541  
(Attn: Office of the City Clerk)

### Applicant Information:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

### Applicant Experience:

Please list activities in which you have participated. Include organizations, school-related activities, and community activities.

Name of Organization: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Period of Involvement: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Period of Involvement: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Period of Involvement: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Employment:



## Appendix 2 Destin Youth Council Application Continued

*Beginning with your present or most recent job, please list your employment history.*

Type of Work: \_\_\_\_\_

Period of Work: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Period of Work: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Period of Work: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor and Personal References

Name	Address	Phone number

*Additional Information:*

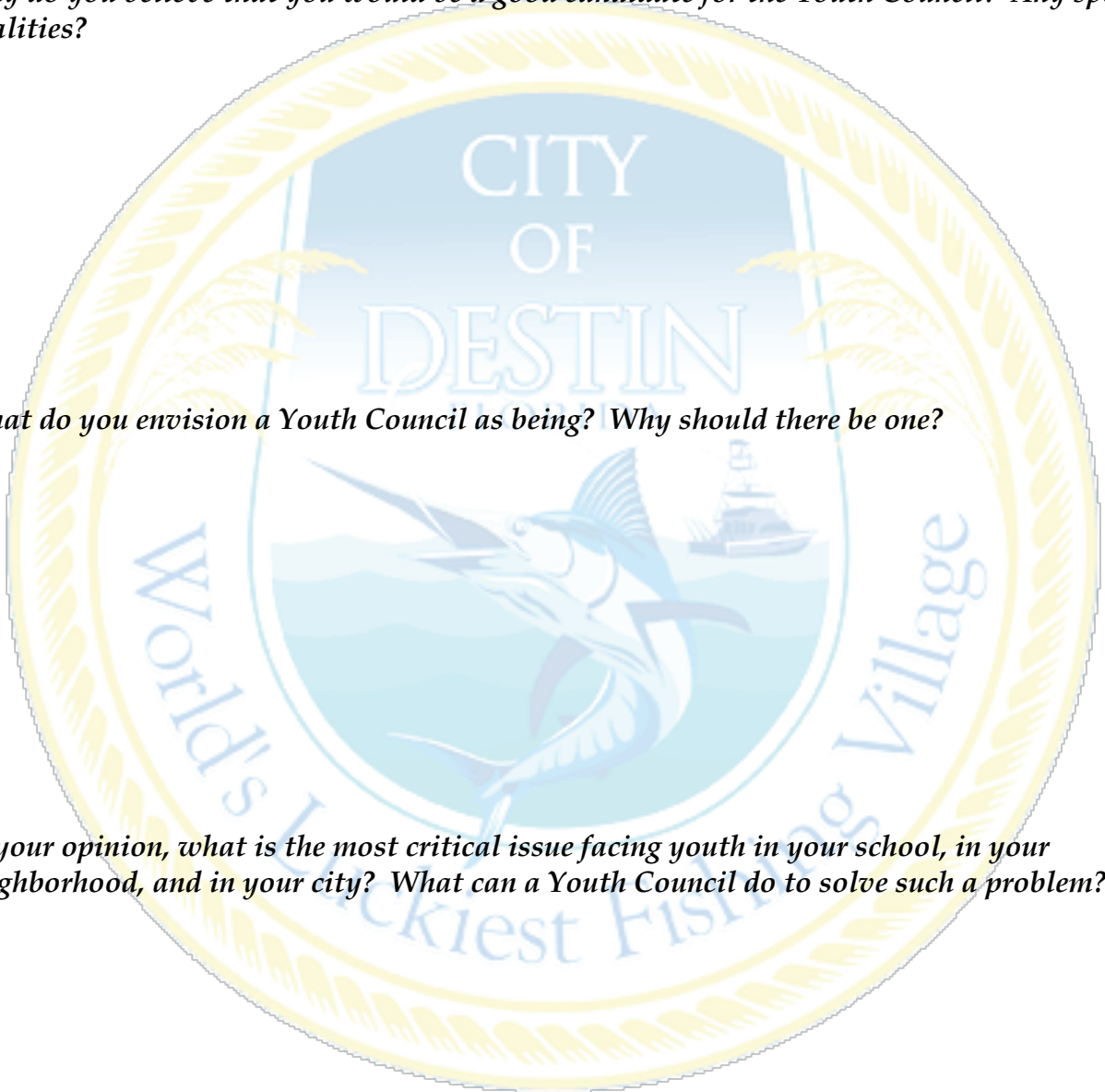
## Appendix 2 Destin Youth Council Application Continued

*To give each applicant the opportunity to demonstrate his or her eligibility for the Youth Council, answer the following questions limiting each response to 100 words or less. Use separate sheet of paper if necessary and attach response sheet to the application and submit together.*

1. *Why do you believe that you would be a good candidate for the Youth Council? Any special qualities?*

2. *What do you envision a Youth Council as being? Why should there be one?*

3. *In your opinion, what is the most critical issue facing youth in your school, in your neighborhood, and in your city? What can a Youth Council do to solve such a problem?*



Applicant Statement

## Appendix 2 Destin Youth Council Application Continued

*I hereby certify that the information I have given is true and correct to the best of my knowledge. I understand that provision of false information may disqualify my consideration. I authorize the release of this information for verification purposes and understand it will be used only to process my application. I also understand that by submitting this form, I am submitting an application to participate as a member of the Destin Youth Council and that said application is only complete upon receipt of the Parental/Guardian Consent and Liability Release form and receipt of GPA certification form and class rank verification form signed by my school counselor. Upon submission of the application, I understand that I will be considered for membership with all other applicants and that I may or may not be selected for membership. If selected, I agree to attend all meetings and events and understand that I will be removed from membership for failure to do so.*

---

Signature

Date

### Parental Consent

*I, the undersigned, do hereby consent to my child's participation in the Destin Youth Council. I acknowledge that I have read and understand the Destin Youth Council By-Laws and allow my child to attend all meetings and events relative to this program; and that I understand that my child will be removed from membership for failure to do so. I also acknowledge that upon submission of the application, my child will be considered for membership with all other applicants and that my child may or may not be selected for membership. I further acknowledge that my child's participation in this program is voluntary and I agree to release the City of Destin and all of their employees, officials, and any and all individuals and organizations assisting or participating in the program from any and all claims for personal injuries and property damage which my child may suffer while participating as a member of the Destin Youth Council.*

---

Signature of Parent or Guardian

Date

**2017-2018 Destin Youth Council Program**

## Appendix 2 Destin Youth Council Application Continued

### GPA Verification Form

#### To Be Completed by the Student

*This form must be signed by your counselor or other school official, verifying your weighted GPA on a 4.00 scale. Please complete the information below and sign and date the release of information section. Ask your high school counselor to complete the remainder of the form and return it to you to include with your application.*

*Applicant's full name:* \_\_\_\_\_ *Grade* \_\_\_\_\_

*High School name:* \_\_\_\_\_

#### *Release of Information*

*I grant permission to release all information regarding my GPA to the City of Destin, as deemed necessary for consideration for membership to the Destin Youth Council.*

*Signature of Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

#### To Be Completed by your High School Counselor

*Please provide requested information below and return the form to the student so that he or she may submit it with the application.*

*High School name* \_\_\_\_\_

*The above named student has a cumulative weighted GPA on a 4.00 scale of* \_\_\_\_\_

*Student's current grade level* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Authorized Official*

\_\_\_\_\_  
*School Official's Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone*

# Appendix 2 Milton Youth Council Application

## APPLICATION FOR THE CITY OF MILTON YOUTH COUNCIL

**Please Return to:**  
The City of Milton Planning and  
Development Department:  
*Mailing* - P.O. Box 909, Milton, FL 32572 or;  
*Physical* - 6738 Dixon Street  
Milton, Florida 32570

\*Please print neatly in blue or black ink.

Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_

Home Phone # \_\_\_\_\_ Other Phone Line \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

---

School Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

List the extra-curricular activities that you currently take part in: \_\_\_\_\_

\_\_\_\_\_

List any other organizations or clubs you are currently a member of: \_\_\_\_\_

\_\_\_\_\_

Why do you want to be involved in the City of Milton Youth Council? \_\_\_\_\_

\_\_\_\_\_

Describe your ideas and goals for this Council and how they can benefit the Community. \_\_\_\_\_

\_\_\_\_\_

If you could change one thing about this City, what would that be and why? \_\_\_\_\_

\_\_\_\_\_

What are you passionate about? \_\_\_\_\_

\_\_\_\_\_

## Appendix 2 Milton Youth Council Application Continued

### APPLICATION FOR THE CITY OF MILTON YOUTH COUNCIL

**Commitment Statement:**

*I understand that being a member of the City of Milton Youth Council carries certain responsibilities. I agree to conduct myself as properly befitting a representative of my City and abide by all guidelines of the Council. I understand that four or more consecutive absences from Youth Council meetings is grounds for dismissal.*

\*Please see the attached *List of Offices and Duties* document.

**Student Signature:** I have read and understand the above commitments required for the Council.

---

Student Signature

---

Date

**Parent/Legal Guardian Signature:** I give my permission for the above named applicant to seek a position on the City of Milton Youth Council and I have read and understand the commitments required for the Council.

---

Parent Signature

---

Date

\*Completing this application does not guarantee a seat on the Youth Council. If you have any questions please call the City of Milton Department of Planning and Development: 1(850) 983-5440



## Appendix 2 West Palm Beach Youth Council Application

### City of West Palm Beach

### Mayor's Youth Council Application

The vision for the Mayor's Youth Council is to empower caring youth dedicated to personal development and servant leadership. If you are interested in applying for membership to the council, please complete the following application. Applicants MUST be a city resident and be in grades 9 through 11. Please type or print clearly in blue or black ink. You may attach additional sheets if necessary: ALL information must be completed to be considered for the Mayor's Youth Council.

Name: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Optional Information: \_\_\_\_\_

The City of West Palm Beach does not discriminate based on race, ethnicity, sex, creed, national origin or disability. This information need not be provided. It is requested to facilitate the City of West Palm Beach's goal of assembling a diverse group. Omitting this information will not affect your application.

Race or ethnic group: \_\_\_ American Indian \_\_\_ African American \_\_\_ Asian  
\_\_\_ White \_\_\_ Middle Eastern \_\_\_ Hispanic

Other, please specify: \_\_\_\_\_

Gender: \_\_\_ Female \_\_\_ Male Birth Date \_\_\_\_\_

Please check all that apply:

\_\_\_ I have transportation to get to Youth Council meetings/events.

\_\_\_ I initiated my interested in this program.

\_\_\_ I was asked to apply for this position.

By whom? \_\_\_\_\_ Position: \_\_\_\_\_

Organization: \_\_\_\_\_

## Appendix 2 West Palm Beach Youth Council Application Continued

Why do you want to serve as a member of the Mayor's Youth Council? (feel free to add a sheet of paper)

---

---

What are the three most important issues to you, your friends and your family concerning your neighborhood?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please list any other activities you will be involved in during the school year. Include employment, sports, community, school and religious groups.

---

---

---

What personal skills and characteristics do you possess that would make you a good representative?

---

---

---

If you could bring one thing to this city or change one thing, what would it be?

---

---

Are you willing to attend the meetings, events and activities of the Youth Council for one year and commit to making a difference in our city?

Yes \_\_\_ No \_\_\_

Are you interested in community service points for this project?

Yes \_\_\_ No \_\_\_

## Appendix 2 West Palm Beach Youth Council Application Continued

Please list two adult references (non-relatives) with phone numbers. You must also attach letters of recommendation from these individuals. The letters must be no more than one page in length and typed. Please include one letter from your school principal or other school based personnel and one letter from a community member who is familiar with you.

1. \_\_\_\_\_
2. \_\_\_\_\_

*I have read and understand the commitment required for the Mayor's Youth Council. I also realize the importance of teamwork and cooperation and I am willing to make this commitment.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Permission: I give my permission for \_\_\_\_\_ to seek the position of representative on the Mayor's Youth Council.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship to Youth: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

Emergency Cell Number: \_\_\_\_\_

Deadline to Apply:

Mail to:

**Thank you!**

## Appendix 3 Tampa Expectations

### Tampa's Mayor's Youth Council Class of \_\_\_\_\_ Expectations

1. That you will make Mayor's Youth Corps a top priority and take advantage of as many opportunities as possible. **PLEASE** check your MYC calendar before making plans.
2. That you will keep an activity calendar which includes MYC activities as well as other activities so you are fully aware of your schedule of commitments.
3. That you will check and respond to MYC email every day, noting on your calendar MYC activities and the details of each activity. That you will print and file in date order all MYC emails and other correspondence. This will allow you to track what you have and have not responded to.
4. That you will inform me of any change in address, phone number or email address. If your computer blows up you need to call me and tell me, if you unplug it for 2 weeks to paint your room you need to call me and tell me.
5. That you will fully participate in all events and projects as a member of "the team".
6. That you will be on time for events. If you are running late please call or text me on my cell phone.
7. That you will always be honest when expressing your opinions and that you will always listen respectfully and with an open mind to others, even when you disagree.
8. That if you subscribe to a newspaper, you will skim the front and metro sections of every edition. If you don't subscribe to a newspaper you will read one of the local papers online every day.
9. That you will act at all times as a representative of the Mayor's office. No drinking, smoking or drugs. If you have a MySpace/Facebook account no inappropriate images or text is allowed. We have a MYC Group on Facebook. Please friend me (Rebecca Becnel Heimstead) & I will add you to the MYC FB page. I also expect you to have both Twitter and Instagram accounts and to follow us on both.
10. That you will take the initiative and be creative when asked for your input. THINK!
11. That you will seek opportunities to learn, to serve and to lead.
12. That you will not engage in physical or verbal aggression towards anyone.
13. That you will be mindful of your language.
14. That you will read everything in this notebook and file Leadership 101 handouts for future reference.
15. That you will bring your MYC notebook and something to write with to every MYC function except community service and office work.



# PUBLICITY ACTION PLAN

There are several steps that can be taken to promote and publicize your youth council:

- Get the local media involved from the beginning!
- Be sure to designate a contact person for your youth council who can be reached by the media (ideally this would be your Youth Council Coordinator—someone who works for the city).
- Write a guest editorial that talks about your Youth Council and its activities and submit it to your newspaper(s) opinion page editor. (*Check with your newspaper on deadlines.*)
- Schedule an editorial board meeting with your local newspaper(s) to formally discuss your city's youth council—be sure to include city and school representatives.
- Notify the education reporter or one that covers city activities for your local newspaper. Invite the reporter to sit in on or be a part of any meetings or activities you have.
- Keep reporters informed of your activities. Send the local newspaper(s), television and radio station(s) a media advisory to alert them to upcoming activities and a press release(s) to publicize your activities.
- As you coordinate with school officials and other groups, encourage them to assist you in generating publicity.
- Consider scheduling an interview about your projects/activities on the local television or radio talk show and/or your cable-access channel.
- Highlight your activities on your city website or social media sites, with a link to FLC's website. Be sure to put your website address on ALL communications with the media.
- If you conduct an event during *Florida City Government Week*, you can publicize the significance of hosting your project during this week, which focuses on citizen participation and pride in city government. Your event can be coordinated with other Florida City Government Week activities.
- Be sure to send thank you letters to the newspaper reporter/editor if you receive favorable press on the event.
- Don't forget to plan for and take good quality photos for reprint in local publications and for dissemination. The Florida League of Cities would be interested in these photos for possible use in their publications.

## Appendix 5 Destin, Mulberry & Niceville Mission Statements

### Appendix E

#### Mission/Purpose Statement Examples

##### Mulberry Civic Teen Advisory Board

City of Mulberry, Population: 3,828

The purpose of the Teen Advisory Board is twofold. Firstly, it is to gather an accurate opinion of what teenagers attending school in the City of Mulberry area would like to see happen in the City. Secondly, it is to equip teenagers with an understanding of local government, building practical leadership skills and techniques, and project planning, organizing, and completing.

##### Destin Youth Council

City of Destin, Population: 12,898

To provide Destin's youth with the opportunity to participate in the City's decision-making process, through recommendations to the City Council that address youth issues, promote existing positive programs, and develop programs, projects and activities for the young people in the City of Destin; thereby promoting and encouraging the youth to become effective leaders in the community by helping shape the future of Destin.

##### Niceville Youth Council

City of Niceville, Population: 14,122

Provide a voice for youth in the City of Niceville and establish a direct medium for civic involvement among this group. The council is meant to represent the diverse youth population in Niceville.



## Appendix 6 Tampa Attendance Expectations

### Mayor's Youth Corps Attendance/Response Rules

That you will, over the course of 12 months, do at least the following:

- Attend the Opening Retreat (9 hours) **MANDATORY**
- Attend 2 Open Forums with the mayor (1 hour each)
- Attend 6 Community service projects (2–6 hours each)
- Attend 6 Leadership 101 sessions (3-4 hours each)
- Attend 2 of the 4 Mayor's Youth Leadership Council Quarterly Special Presentations (2 hours each)
- Participate in at least 1 *From the Corps* event (Corps Spotlight, Corps Commentary, FTC Forum Show, Public Service Announcement, etc.) (1 – 3 hours)
- Attend City Council (2 hours)
- Attend Introduction to City Government (1 hour) **MANDATORY**
- Provide 8 hours (2 hours per quarter) of work in Ms. Heimstead's office. Failure to complete 2 hours in a quarter will result in a warning. NOTE: Failure to schedule and work your quarterly office hours will mean you will not be included in the closing luncheon. Working all 4 quarters is a requirement.
- Respond to all emails that require a response. Meet all deadlines. Late responses to 5 events will result in a warning. Failure to respond to 2 emails will result in a warning. 24 hours after the email deadline late responses will be considered a "No Response."
- Be on time for all events. Arriving late for 2 events will result in a warning.
- Call or email if you are unable to attend an event that you have indicated you will attend. Failure to attend an event without a call or email will result in a warning.
- To receive an invitation to attend the closing luncheon, you must have accumulated at least 60 hours and met all the individual event requirements.

First Warning – You and your parents will receive a letter indicting what you have done or not done which has triggered warning. Your mentor will also receive this information and will contact you with suggestions to make sure it doesn't happen again. If you think it would be helpful you can request a meeting with the MYC Coordinator and your MYLC mentor. We will ALWAYS be here to help. All you need to do is ask.

## Appendix 6 Tampa Attendance Expectations Continued

Second Warning – If you have already received a 1<sup>st</sup> warning and you again fail to meet 1 or more of the stated expectations you will be given a 2<sup>nd</sup> warning. You will be required to meet with the MYC Coordinator, your mentor and a member of the MYC Advisory Council.

Final Warning - If you have been on both 1<sup>st</sup> and 2<sup>nd</sup> warnings and again fail to meet 1 or more of the stated expectations you will be placed on final warning. You and your parents will be required to meet with the MYC Coordinator and members of the MYLC. You will be allowed to state why you should not be removed from the MYC. The decision of group will be final.

If you are removed from the MYC you will not be allowed to list the Mayor's Youth Corps on your resume, college applications, scholarship applications, etc.

Once a warning meeting has been held, the slate is wiped clean and you start over. If you have been on 1<sup>st</sup> Warning and again trigger a warning status you will be on 2<sup>nd</sup> Warning. Likewise if you have been on 2<sup>nd</sup> Warning and again trigger a warning status you will be on Final Warning.

# SOCKSGIVING

Help the Belleair Teen Council collect over 500 pairs of new socks for the Thanksgiving season! We are collecting socks for all ages and genders to donate to RCS.

Collections: November 1-30

For more info, contact Rachel at 727-518-3728 or email [rhobbs@townofbelleair.net](mailto:rhobbs@townofbelleair.net)

The 2017-2018 Belleair Teen Council is comprised of 31 teenagers ranging in age from 13 to 18 years old, who are dedicated to making a positive difference in our community. While Belleair is a small town near much-larger cities including Clearwater and Largo, our Teen Council does big things.

Each year, the Council chooses a charitable cause or organization to partner with, which have previously included UPARC, The Arc Tampa Bay Foundation, and the Belleair Community Foundation.

This past year; however, the Council partnered with two non-profit organizations: Religious Community Services (RCS) and Hands Across the Bay, whose focus is one providing help and hope for those facing homelessness, domestic violence, and hunger. The Belleair Teen Council chose to support these organizations because of their strong message to give back to the local community and people in need.

To further this mission, the Belleair Teen Council started "Socksgiving" in the month of November. Socksgiving was a sock collection event for all ages and genders that delivered all varieties of new socks to local persons in need. These donations provided a level of comfort for recipients to help them stay warm during the upcoming winter season.

With the help of the Belleair Community Foundation (a local civic group) and countless Belleair residents, the Teen Council exceeded its goal of 500 pairs of socks, and ultimately collected 683 pairs. These socks were then donated to the RCS and Hands Across the Bay, where they could directly help those in need.

Projects such as Socksgiving are an important tenant for the Belleair Teen Council, whose members are learning to appreciate serving others in these types of capacities. Belleair Teen Council Vice President, Jennifer Spencer says "The people that benefited from our Socksgiving drive have a lot to worry about, especially during the holiday season. Even though it is something simple as clean socks, I feel it is important to help relieve the struggles of people in our community in need by any means possible."



## Appendix 7 1st Belleair Teen Council Project Coninued



Belleair Teen Council gather with their bin of socks.



Belleair Teen Council Secretary, Miss Madison Vaughan (bottom); Mrs. Florida and representative for Hands Across the Bay and RCS, Ms. Devin Pappas (left), and Belleair Teen Council Liaison, Ms. Rachel Hobbs (right)

# TOWN OF BELLEAIR

MAYOR:  
GARY H. KATICA

COMMISSIONERS:  
KARLA RETTSTATT  
MICHAEL WILKINSON  
TOM SHELLY  
TOM KUREY

TOWN MANAGER:  
JP MURPHY



901 PONCE DE LEON BOULEVARD  
BELLEAIR, FLORIDA 33756-1096

PHONE (727) 588-3769

WWW.TOWNOFBELLEAIR.COM

INC. 1925

To Whom It May Concern,

Please accept this nomination for the Florida League of Cities “Youth Council Community Service Project Contest” on behalf of the Town of Belleair’s Teen Council.

Belleair’s Teen Council began around five years ago, and was founded for two main reasons: (1) to empower our local teenagers to learn more about their government and to be active in it, and (2) to encourage our teens to give back to their community. Each year, the Teen Council sits in on guest lectures from Town officials, attends public meetings, and assists the Parks and Recreation Department with special events and programs.

On top of this, our Teen Council takes on philanthropic project each year. This year, that project was “Socksgiving,” an initiative to donate new socks of all kinds to victims of homelessness, domestic violence, and hunger. As Teen Council embraced this project, so did our community, and it was my privilege to watch the passion of these kids make a difference in the lives of others.

That being said, I highly recommend that the Florida League of Cities consider the Belleair Teen Council’s “Socksgiving” project for the “Youth Council Community Service Project Contest” this year. Thank you, and please feel free to contact me with any questions.

Sincerely,

JP Murphy  
Town Manager

## Appendix 7 1st Belleair Teen Council Project Coninued

March 30, 2018

To Whom It May Concern,

My name is Devin Pappas and I am a Domestic Violence Advocate for RCS and Hands Across the Bay. I am also involved with helping the homeless families through Pinellas Hope, HEP and RCS.

The community support, for these programs, could not be successful with out the organization, team work, effortless hours and dedication from Rachel Hobbs and her Teen Council Team.

I have had the pleasure of working with this group on many events such as collecting canned food for the food bank and raising awareness of domestic violence through the presence at the Belleair Rec Concerts but most recently, Rachel and her Teen Council Team held a "Socksgiving" drive to collect socks during the cold months.

This team collected 680 pairs of socks through their community outreach efforts and services. Because of this heartfelt event we were able to provide warm socks to women, children and men at the following non-profit organizations: The Haven of RCS, Hands Across the Bay, HEP and Pinellas Hope.

It truly is a blessing to have such a group of young teens care so much about the families facing crisis and are so selfless to dedicate their time and efforts in making a difference in our community.

Please recognize Rachel Hobbs and her extraordinary group of teens as outstanding role models in our area. We are very fortunate to have them.

Thank you,

Devin Pappas

727-657-9615



## Appendix 8 Titusville Leadership Seminar

### Hold a Leadership Seminar

The Student Advisory Council Leadership Seminar is held every other year. This year it was held on Friday, March 2, 2018, at the Parrish Medical Center, from eight to three fifteen. The guests and students that attended are from Astronaut High School, Titusville High School, and The North Brevard Home School Association.

The seminar started with a light breakfast followed by an ice breaker game, where the student shared fun facts about themselves to their peers. Next, the students listened to a speech from guest speaker Sheriff Wayne Ivey. He spoke about leadership and the role it played in getting his position, and how he manages the Brevard County Sheriff's Department. Afterwards, our guests worked on a project in small groups, making legitimate designs for a Titusville Civic Center. Their challenges were using good use of the space they were given, and following all the correct city codes.

Next, the students were released to eat lunch provided by Parrish Medical Center, and after, presented their designs for the Civic Center to the rest of the groups.

During the remainder of the afternoon, our guests enjoyed a speech from City Council Member Mr. Dan Diesel. Mr. Diesel had the guests play a leadership game and spoke of the effects of leadership, and how it can be achieved.

Lastly, the students participated in a raffle and were released for the rest of the day. The Student Advisory Council did a fantastic job making a well-constructed seminar that was successfully achieved. This program should continue to be executed every other year.

Recommendations: Hold the Leadership seminar during 2019/2020.

## Leadership Day



*Written by Member Milbert and presented by Jason Garrett*

## Build your ideal team.



The Sanford Mayor's Youth Council and CareerSource Central Florida **invite you to exhibit** at the **2nd Annual Sanford Hiring Event**

**Saturday, March 4, 2017**  
**8:00 a.m. – 12:00 p.m.**

at the Sanford Civic Center  
401 E Seminole Blvd. | Sanford, FL 32771

Career seekers of all ages from Sanford and Seminole County are expecting to meet with area businesses to discuss employment opportunities. Businesses that need to fill open positions have the opportunity to meet face-to-face with career seekers at no cost!

*Exhibitors will be provided a space with a table and chairs at the event.*

To **register** for an exhibitor space, please **visit**:  
[https://cscfit.formstack.com/forms/2nd\\_annual\\_sanford\\_hiring\\_event\\_c4\\_2](https://cscfit.formstack.com/forms/2nd_annual_sanford_hiring_event_c4_2)



**Tailored From Every Angle.**

**1.800.757.4598 | [careersourcecentralflorida.com](http://careersourcecentralflorida.com)**

CareerSource Central Florida is an equal opportunity employer/program. Call 407.531.1222 for more information. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Disponible en Español.



### 51 Ideas for New and Existing Youth Councils

#### Getting Started/First-Year Councils:

1. Get to know your youth council members. Learn each member's skills and interests.
2. Hold meetings and focus groups with community members to receive ideas on what the community needs from the council. (*Reach out to all groups in your city to make sure that you are representing the broadest possible base.*)
3. Compile data for decision-making. (*Examples: demographics, existing resources and services, and effectiveness of current services*)
4. Teach new members how city government works. (*See steps 43-51.*)
5. Create a mission statement.
6. Enter the Florida League of Cities Municipal Youth Council Video Competition or Community Service Project Contest.
7. Create a youth council logo.
8. Design a shirt to wear for special events.
9. Plan fundraisers to provide funds for council programs.
10. Establish youth council duties and positions. If interested, hold an election process.
11. Report regularly to the city council or commission.
12. Provide additional training to council members in areas such as college prep, leadership, teamwork, diversity, healthy habits or professional image.

#### Community Service Projects:

13. Create a "shop squad" to pick up groceries or medicine for the elderly or disabled.
14. Host a 5K run to support a charity.
15. Make gifts for kids in the hospital. (*Examples: Distribute valentines, Halloween candy or holiday toys.*)
16. Sponsor food and clothing drives.
17. Start a recycling program in your schools.
18. Donate food to families in need for the holidays.
19. Sponsor trash cleanup days for parks, highways, beaches, etc. (*Examples: Hold a citywide cleanup day, or have the council adopt a road.*)

## Appendix 8 51 Youth Council Ideas Continued

20. Build a community or school garden.
21. Create a website or social media campaign for a cause.
22. Partner with a local homeless shelter.
23. Host social and recreational activities that are drug- and alcohol-free, such as educational lock-ins.
24. Hold recycling collection dates for hazardous items, technology, etc.
25. Help with local events such as parades or festivals.
26. Connect low-income children or youth with local members of law enforcement to shop for holidays at “Shop with a Cop.”
27. Establish a “buddy program” to hang out with youth who have special needs.
28. Create a mural that depicts values of your community.

### **Education/Outreach to Community:**

29. Promote civic involvement with other youth through social media platforms. *(Example: Create a social media site that provides relevant information to youth.)*
30. Promote voting among youth.
31. Establish relationships with businesses and non-profit organizations. *(Example: Work with a local newspaper or radio or television station to promote and educate citizens on the work of your youth council.)*
32. Lobby for issues important to youth.
33. Hold workshops on peer pressure, bullying or other problems facing teens.
34. Teach other interested groups about government via articles, seminars, videos, etc.
35. Create a brochure about your council to give to local schools.
36. Reach out to younger youth to encourage them to join the youth council. *(Example: Invite them to a youth council meeting.)*
37. Hold citywide study sessions for specific subjects or general exams.
38. Help your city promote and participate in Florida City Government Week.
39. Create a photo or “selfie” contest to promote city landmarks and city appreciation.
40. Host an online scavenger hunt that promotes city services or your city’s history.
41. Create videos about your city, government, staff, etc.

## Appendix 8 51 Youth Council Ideas Continued

42. Host a competition to find the best solution to a municipal problem.

### Getting to Know Your Government

43. Hold mock city council meetings and elections.

44. Hold a meet and greet with city staff.

45. Attend youth council conferences including the one held at Florida League of Cities Annual Conference.

46. Have a “City Day” when municipal leaders meet with the youth in the community to speak on what municipal leaders do or to discuss issues in the community.

47. Create a shadow council. (*Spend the day with a city council member, board member or city administrator.*)

48. Bring in speakers to talk about government, voting, mentoring, leadership, etc.

49. Spend a day touring the capital, city departments or local history museums.



50. Attend the Florida League of Cities Civic Education Program during Legislative Action Days.

51. Attend city council meetings or open houses.



# JANUARY 2018

## TEEN COUNCIL ADVISORY BOARD

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Happy New Year	2	3	4	5	6
7	8	9	10	11 Teen Council Advisory Board Meeting 6pm Sunset Lakes Com Ctr.	12	13  Special Olympics Basketball @ FMU 7am-4pm
14	15 <u>Volunteer Opportunity</u> MLK Celebration Lakeshore Park 12pm-4pm	16	17	18	19	20
21	22 	23	24 Commission Meeting @ 7pm Commission Chambers	25 Miami Heat BBall Game 7:30pm	26	27
28	29	30 <i>League of Cities</i>	31 <i>League of Cities</i>			

Elizabeth Valera, Assistant Director  
Antoinette Bellinger, Parks and Recreation Administrator  
Tiffany Davis, Customer Service Specialist I

954-602-3175  
954-602-3343  
954-602-3173