

# M. C. Y. A. B.

## Mill Creek Youth Advisory Board



Application Deadline - May 5th

# Join MCYAB Today!

For questions or more information contact  
Kristen at (425) 921-5779  
[kristenr@cityofmillcreek.com](mailto:kristenr@cityofmillcreek.com)

Applications at [www.cityofmillcreek.com/yab](http://www.cityofmillcreek.com/yab)

**DUE: May 5, 2016**



**MILL CREEK YOUTH ADVISORY BOARD  
NEW MEMBERSHIP APPLICATION 2015 – 2016  
New Members for 9<sup>th</sup> – 12<sup>th</sup> Grade**

*“Strengthen relations between Youth and their community through creating new programs and encouraging opportunities for youth to give back to the community.”*

The Mill Creek Youth Advisory Board is currently recruiting members to serve during the 2016 – 2017 school year beginning June of 2016. All board members must reside within the Everett School District boundaries of Jackson High School, Heatherwood Middle School, Gateway Middle School, or Archbishop Murphy High School. (Membership is not restricted to Mill Creek residents.) Members are selected to represent their peers, school, and community.

The Mill Creek Youth Advisory Board is a group of middle and high school students who are committed to making a difference in their community by creating new programs for teens, organizing special activities, and planning community service projects. The board meets twice a month and is overseen by a member of the City of Mill Creek Parks and Recreation department. During meetings, members are expected to participate in discussions and share ideas.

All students that are interested in getting involved with their community are encouraged to apply. Commitment, reliability, enthusiasm, a desire to serve the community, and leadership skills are strong attributes we seek when selecting new Mill Creek Youth Advisory Board members.

**If you have any questions or are interested in applying to the Mill Creek Youth Advisory Board, please contact or Kristen Rasmussen at (425) 921 – 5779 or [kristenr@cityofmillcreek.com](mailto:kristenr@cityofmillcreek.com)**

\*The Everett School District has neither reviewed nor approved the program, personnel, activities or organizations announced in this flier. The participants agree to protect, indemnify, and hold harmless the district, it's elected and appointed officials, employees, agents, staff and volunteers, from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributed to the activities. Permission to distribute this flier should not be considered a recommendation of the program by the school district. This is not a school district sponsored activity.\*

**DUE: May 5, 2016**



## **Mill Creek Youth Advisory Board Community Involvement**

The Mill Creek Youth Advisory Board has been active in the community for over 10 years. Members have created new programs for teens, organized civic activities, planned and participated in community-service projects. Past projects include: assisting with the Teen Egg Hunt, Eggstravaganza, Kids Fun Run, Mill Creek Festival, Earth Day projects, 3 on 3 Basketball Tournament, Mill Creek Block Party, and volunteering at Food Life Line.

The YAB planned and implemented programs including Scavenger Hunts, Parent's Night Out, and a Prom Fair Event. They have held car washes to fundraise for natural disasters and collected canned food donations during community events. The Youth Advisory Board was a strong supporter of the creation of a skate park at the Mill Creek Sports Park. The impact that this group of teens has had on this community is clear, and it is solely due to the dedication of its members.

The Youth Advisory Board has a voice in city government and was a strong supporter of the skate park at the Mill Creek Sports Park built in 2003 and working with Community Transit to promote citizens in the community coming together and promoting healthy lifestyles.

Each spring the board selects new members to fill vacated positions for the next year. Students who can make a commitment, are enthusiastic, have strong leadership skills, and a desire to serve their community are encouraged to apply.

For more information, contact Kristen Rasmussen at (425) 921-5779.

**DUE: May 5, 2016**



## MILL CREEK YOUTH ADVISORY BOARD MEMBERSHIP APPLICATION & SUPPLEMENTAL QUESTIONS

Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ School Entering: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ Grade Entering: \_\_\_\_\_  
Parent/Guardian's Names: \_\_\_\_\_

### TELL US ABOUT YOURSELF

**Please type your answers in detail to the following questions on a separate piece of paper. If you are unable to submit a typed copy, a hand-written copy using ink pen and using print will do.**

1. What are you involved with both within your school (interest groups, ASB, school sports teams, etc.) and outside of school (interests, work, music, etc.)? List all activities within and outside of school in order of importance (include awards, honors, leadership positions, etc) and how you will balance your time between various activities? What will you do if you have a conflict with a YAB meeting or event?
2. Why are you interested in joining the Youth Advisory Board?
3. What strengths and skills will you be able to contribute to the success of the Mill Creek Youth Advisory Board?
4. If you were asked to make the Mill Creek youth Community better, what event(s) would you add to get teens more involved in the community?
5. What kitchen utensil would you be and why?

**(Please describe in detail on an attached sheet)**

Please mail, drop, or fax to:

**City of Mill Creek: 15728 Main Street, Mill Creek, WA 98012  
Phone: (425) 551-7254 Fax: (425) 551-7255**

**DUE: May 5, 2016**



## **MILL CREEK YOUTH ADVISORY BOARD COMMITMENT PLEDGE**

---

**Parent/Guardian:** Your student is applying to become a member of the Mill Creek Youth Advisory Board, a group of Mill Creek students committed to making a difference in the community. This commitment will take dedication and time for the applicant, and support from you, as well. Your student is committing to the following:

### **Youth Advisory Board Requirements:**

- Attend two one-hour Youth Board meetings per month and one additional project (2 to 5 hours), on average, bi-monthly. Fundraisers, social events or volunteer projects will occur monthly.
- **Members are expected to attend at least 80% of meetings and monthly projects.** Each member will be allowed to miss three absences per semester, excused and unexcused (with exception of sports, SAT, class, etc).

Upon missing more than 3 meetings/projects per semester a [letter of references for college applications and scholarships will not be permitted](#)

- Serve as the voice for Mill Creek teens to the City departments and Mill Creek Police
- Represent the interests of my school, my community, and myself.
- Actively participate in meetings and projects (everyone's ideas are important!).
- [Interviews will be scheduled after application has been received](#)

### **Hold Harmless Clause:**

I, the undersigned, assume all risks and hazards incidental to participating in City of Mill Creek Parks and Recreation activities and do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of Mill Creek and its employees, supervisors, participants, and instructors for any claim arising out of any injury, damage, or personal loss incurred to myself or my child(ren) in connection with the activities sponsored or co-sponsored by Mill Creek Parks and Recreation. I, the undersigned, am fully aware of the potential dangers and risk inherent in these activities, including physical injury, death, or other consequences that may arise or result directly or indirectly from participation in these activities.

By participating in Mill Creek Parks and Recreation activities, I agree that any images of myself or my child(ren) may be used by the City of Mill Creek and may be included in promotional or informational brochures, newspaper articles, and/or newsletters relating to Mill Creek Parks and Recreation activities.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**DUE: May 5, 2016**



## MILL CREEK YOUTH ADVISORY BOARD COMMITMENT PLEDGE

**Applicant:** While it is true that being a part of the Mill Creek Youth Advisory Board may “look good” on a resume or a future college application, we strongly discourage anyone who is joining solely for this reason. There is a time and effort commitment involved. We are a group of youth who are committed to making a difference in our community, who want to have fun, learn about local government, and represent the youth of Mill Creek.

**Attendance/Tardiness:** Mill Creek Youth Board members are expected to attend all meetings and YAB Events. In the event that a member knows they will miss a meeting, they must notify the YAB Advisor 3 days beforehand. Each member will be allowed to miss no more than three excused and unexcused absences per semester, for a total of six absences, (with expectation of sports, SAT class, etc). Here are the steps for unexcused absences:

First Un-Excused Absence	No Action Taken
Second Un-Excused Absence	Written Warning from Advisor
Third Un-Excused Absence Advisor (Kristen)	Probation – a meeting will be scheduled with YAB

**Meetings:** The YAB holds meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month, at 4:00PM (subject to change).

Your signature below constitutes a pledge that your responses to the questions in this application are accurate and entirely your work. In addition, you understand and will follow the requirements of the Mill Creek Youth Advisory Board if you are selected to represent your school, social group, community, and the City of Mill Creek. You agree that you have read and agreed to the requirements noted above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please mail, drop, or fax to:

**City of Mill Creek: 15728 Main Street, Mill Creek, WA 98012**  
**Phone: (425) 551-7254 Fax: (425) 551-7255**

**DUE: May 5, 2016**



## MILL CREEK YOUTH ADVISORY BOARD PROFESSIONAL REFERENCE FORM

**Applicant:** Please give this form to any non-family member (adult), who you think knows you really well. This could be a family friend, co-worker, or another acquaintance. Please make sure that they complete the *entire form* clearly and legibly.

---

**Reference:** You were given this form because the applicant below is applying to join the Mill Creek Youth Advisory Board (MCYAB). Your input and support of this person can help them in their efforts to join the MCYAB.

Reference Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

Please comment below on why you think this person should be a member of the MCYAB. Consider what unique qualities and talents this person can bring to MCYAB.

---

---

---

---

---

---

---

---

---

---

Please list an experience or situation of the applicant that stands out to you which reflects an aspect of their character.

---

---

---

---

Signature of Reference \_\_\_\_\_

Date \_\_\_\_\_

Phone Number of Reference \_\_\_\_\_

Feel free to write additional comments on the back!

**Please return this form in an envelope.**

Return to: **Mill Creek City Hall, Attn: Kristen, 15728 Main Street, Mill Creek, WA 98012**

**Questions?** Call Kristen Rasmussen at (425) 921-5779 or [kristenr@cityofmillcreek.com](mailto:kristenr@cityofmillcreek.com)

**DUE: May 5, 2016**



## MILL CREEK YOUTH ADVISORY BOARD PROFESSIONAL REFERENCE FORM

**Applicant:** Please give this form to any non-family member (adult), who you think knows you really well. This could be a family friend, co-worker, or another acquaintance. Please make sure that they complete the *entire form* clearly and legibly.

---

**Reference:** You were given this form because the applicant below is applying to join the Mill Creek Youth Advisory Board (MCYAB). Your input and support of this person can help them in their efforts to join the MCYAB.

Reference Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

Please comment below on why you think this person should be a member of the MCYAB. Consider what unique qualities and talents this person can bring to MCYAB.

---

---

---

---

---

---

---

---

---

---

Please list an experience or situation of the applicant that stands out to you which reflects an aspect of their character.

---

---

---

---

Signature of Reference \_\_\_\_\_

Date \_\_\_\_\_

Phone Number of Reference \_\_\_\_\_

Feel free to write additional comments on the back!

**Please return this form in an envelope.**

Return to: **Mill Creek City Hall, Attn: Kristen, 15728 Main Street, Mill Creek, WA 98012**

**Questions?** Call Kristen Rasmussen at (425) 921-5779 or [kristenr@cityofmillcreek.com](mailto:kristenr@cityofmillcreek.com)



**DUE: May 5, 2016**

## **Mill Creek Youth Board Objectives**

- Create and encourage opportunities for youth to give back to the community.
- Create new programs for teens to participate in during non-school hours
- Strengthen relationships between youth/community through events and programs
- Serve as the voice for Mill Creek teens to the City departments and Mill Creek Police

## **Membership**

The Youth Advisory Board will consist of regular members, as well as an Officer Group. Officer responsibilities include:

### **Co-Chairs**

- Conduct all YAB Regular Meetings
- Plan activities for ice breakers, social games for YAB meetings
- Create event job/task lists for YAB members and prepare feedback post-event
- Keep members on task during meetings and events
- Participate in all YAB Activities

### **Secretary**

- Take Meeting Minutes at all Officer and Regular Meetings
- Track Meeting Attendance (copy to Kristen)
- Email Meeting Minutes and Attendance to YAB Advisor (within 3 days of meeting)
- Participate in all YAB Activities

### **Liaison & Treasurer**

- Attend monthly Park Board Meetings the 1<sup>st</sup> Wed of every month at 5pm in Council Chambers
- Report information from YAB meetings to Park Board
- Take minutes during Park Board meetings
- Maintain a record of expense and revenue activity
- Post all transactions in YAB budget
- Participate in all YAB Activities

### **Photo Journalist**

- Responsible for taking pictures at events of participants, sponsors, and YAB
- Keep well organized file of pictures
- Work on photo album of the year's events and end-of-year Power Point to present to City Council highlighting its activities for the previous year.
- Lead design of flyers/T-Shirts, etc. with YAB Advisor
- Participate in all YAB Activities

### **Social Coordinator/Public Relations**

- Promote various YAB/Teen Activities at school/clubs/and other areas
- Lead and organize various sub-committees of YAB Members as necessary
- Document sub-committee members and notes from meetings
- Contact sub-committee members to organize meetings, keep meetings focused to stay on task and accomplish sub-committee goals
- Coordinate and co-lead with Committee Coordinator for events/programs
- Participate in all YAB Activities

**OFFICER APPLICANTS: Returning Members ONLY and Interview Required**