

November 3, 2004

The Honorable, Members of the Common Council
City Hall
Room 205

Honorable Members:

Pursuant to the provisions of s. 320-45-6-b of the Milwaukee Code of Ordinances, we submit under this cover the process and procedures that the Youth Council Selection Committee would recommend be used in the selection of the first 15 members of the Milwaukee Youth Council. We trust your honorable body will look with favor on them.

Should you have any further questions, do not hesitate to contact Ms. ReDonna Rodgers, chair of the committee. Ms. Linda Elmer of your staff has all her contact information.

Sincerely,

Members, Youth Council Selection Committee

ReDonna Rodgers, Chair

Brittany Nash

Ramon Candelaria

Steven Ray Robertson

Sarah Hinkfuss

Initial Youth Council Selection Process
Prepared by Youth Council Selection Committee
Last Revised: 10/29/04

1. Pursuant to the requirements of s. 320-45-6-b, the Youth Council Selection Committee will submit this document with attachments to the Common Council for its review and approval at the Common Council's November 3, 2004 meeting. This packet consists of the following parts:
 - a. A letter of introduction and instruction to the applicant from the Selection Committee. (Exhibit A)
 - b. A four-page application to be completed by the prospective member of the Youth Council. Please note that the first page of this form includes a waiver that must be signed by the applicant's parent or guardian. Among other things, it requires the parent or guardian to certify that the applicant is a U.S. citizen or legal resident. (Exhibit B)
 - c. A recommendation form to be completed by an adult unrelated to the prospective member of the Youth Council. (Exhibit C)
 - d. Two nomination petition forms. Each applicant will be required to solicit signatures from 50 of their peers (young people aged 18 or under) who are also residents of the City of Milwaukee. (Exhibit D)
2. It is anticipated that this document with attachments will be reviewed by the Community and Economic Development Committee at its meeting on November 16, 2004.
3. It is anticipated that this document with attachments will be approved by the Common Council at its meeting on November 23, 2004.
4. Following the approval of the Common Council, application materials will be distributed as widely as possible throughout the community. In addition, efforts will be made to publicize this opportunity. This effort will include:
 - a. Posting all application materials on the City of Milwaukee's website.
 - b. The use of press releases from member(s) of the Common Council.
 - c. Advertising the Youth Council application process on the City of Milwaukee's "City Channel 25".
 - d. Contracting with the "Urban Underground" to conduct a public awareness campaign for the Youth Council. The Youth Council Selection Committee will meet with representatives of that organization on November 3, 2004, to work out the details of this arrangement.

5. All application materials – including recommendation forms – must be delivered to the office of the Common Council – City Clerk by 4:45 p.m. on Monday, January 10, 2005. When application forms are received, the following process will be observed:
 - a. Applications will be checked for completeness. Applicants who have submitted complete forms will be notified of this by either e-mail (preferably) or by mail. Applicants who have submitted incomplete forms will be notified of any deficiencies by either e-mail (preferably) or by mail. In either case, all materials must still be submitted by the January 10, 2005, deadline. This paragraph is intended, in part, to satisfy the “correction of deficiencies” requirement of s.320-45-6-b of the Milwaukee Code of Ordinances.
 - b. Applications will have their cover pages removed (as containing identifying information) and will be numbered in the following manner: “(Aldermanic District) – (Ordinal rank of application within that district based on when it was received.)”
 - c. As applications are received and processed, they will be sent out, probably once or twice a week, to Selection Committee members. Shortly after January 10, 2005, packets containing all remaining applications received will be provided to each of the five members of the Selection Committee.
6. Each member of the Selection Committee will review all applications and evaluate them using the attached form (Exhibit E) **with the exception that, should the two youth members of the Selection Committee apply for membership on the Youth Council, they will not review any of the applications from their aldermanic district.** Based on this evaluation, each applicant will receive a score of between 0 and 200 points. This evaluation process should be completed by the end of January 2005.
7. The three applicants receiving the highest scores in each of the City’s aldermanic districts will be contacted for interviews before the Selection Committee. In those cases where more than three applicants share the highest score in their district, the Selection Committee will decide, by consensus or, if necessary, by vote, which of the applicants to invite for interviews based on a review of their recommendation forms. (Exhibit C)
8. By consensus or, if necessary, vote, the Selection Committee will select the candidate from each of the 15 aldermanic districts to recommend to the Common Council for membership on the Milwaukee Youth Council. These recommendations should be submitted to the Common Council in time for its March 16, 2005 meeting.

November 23, 2004

To All the Applicants for the Milwaukee Youth Council:

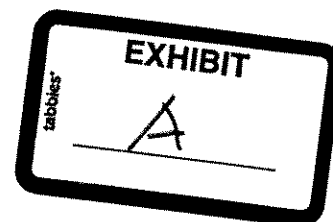
First, on behalf of all of the members of the Youth Council Selection Committee, I want to thank you for your interest in the Youth Council and your desire to serve all the citizens of the City of Milwaukee. Please be advised that there are some requirements for participation as a member of the Youth Council. These are:

1. **You must be 18 years of age or younger at the time your nomination is approved by the Common Council. This is expected to be in March or April 2005.**
2. **You must be a citizen or legal resident of the United States**
3. **You must be a resident of the City of Milwaukee.**
4. **You must have achieved high school status. You do not have to be attending a traditional high school, but, if you're not, you'll have to tell us a bit more about your educational situation and be able to show us that you are pursuing your education.**

Be aware that if you fail to meet any of these qualifications, we cannot consider your application. Attached to this letter you will find an application form. It consists of the following parts:

- Section I: About Yourself (1 page)
- Section II: Describe Yourself (2 pages)
- Section III: Express Yourself (1 page)
- Section IV: Recommendation (1 page)
- Section V: Nomination Papers (2 identical pages)

Make sure you have all five sections listed. The first three sections are for you to fill out. Section IV is to be filled out and returned to the City by an unrelated adult who you think knows you well. Section V requires you to go out among your peers and gather 50 signatures (two sheets, 25 signatures on each) from people 18 years of age and under who are residents of the City of Milwaukee and who support your candidacy for the Youth Council. When you have completed Sections I-III and V, you have two options for delivering them:



1. You can mail them to: Milwaukee Youth Council
c/o Ms. Linda Elmer
Rm. 205, City Hall
200 East Wells St.
Milwaukee, WI 53202-3567

2. You can hand-deliver them to the above-address any time between 8 a.m. and 4:45 p.m., Monday through Friday.

All materials must be received no later than 4: 45 p.m. on January 10, 2005. This applies to your recommendation form as well as the rest of the application.

The Selection Committee hopes to finish its review of completed applications by the end of January 2005 and begin interviewing finalists during the first week of February. The ordinance creating the Youth Council permits us to choose only one Youth Council member from each of the City's 15 aldermanic districts. We will be notifying all candidates of our decisions during the month of March 2005.

Should you have any questions or require further information, feel free to call, write or e-mail Ms. Linda Elmer, Staff Assistant to the Youth Council Selection Committee. Her e-mail address is lclmer@milwaukee.gov. Her telephone number is 286-2232.

Sincerely,

Ms. ReDonna Rodgers
Chair, Youth Council Selection Committee

**Milwaukee Youth Council
Membership Application Form**

Please limit your answers to the space provided.

Section I: About Yourself... Personal Information

Name: Date of Birth:

Address:
 Zip:

E-mail address

Home Phone #: Cellular Phone #:

(It is extremely important that you put down the e-mail address and phone number at which we will be able to reach you.)

(If known) In which Aldermanic District do you live?

High School: a) School Name: Grade:

b) If you are not in school, do you plan to begin or resume your education?

How did you find out about the Youth Council?

Waiver by Parent or Guardian

I, the undersigned, as the parent or legal guardian of the young person named in this application, do give my full consent and approval for him or her to participate as a member of the Milwaukee Youth Council. I certify that he or she is a citizen or legal resident of the United States. I further grant permission to the staff of the Common Council – City Clerk’s office to use his or her name and photograph for the purpose of identifying Youth Council members in official documents and on the City of Milwaukee’s website.

Parent or Guardian

Date

Relationship to Applicant

Daytime Phone Number

E-mail Address



Section II: Describe yourself ...Ready, Willing and Able to Serve the City's Youth

1. What are your interests? For example, what do you do in your free time? Or, what after school activities do you participate in?

2. What sort of challenges have you faced in your life and how did you overcome them?

3. Have you had any recent volunteer experience?

4. What are your career aspirations?

5. The Youth Council is an official government body serving the City of Milwaukee. Its members will be expected to attend regular meetings of both the full Council and its committees. Describe the commitment you are prepared to dedicate to the Youth Council.

Section III: Express Yourself

In order of importance, please list five important issues that you believe Milwaukee's teens face today, and that you would address as a member of the Youth Council.

- 1.
- 2.
- 3.
- 4.
- 5.

In one paragraph explain why the first of your five issues is most important to you and any suggestions you have to address the matter.

Section IV: Recommendation – To Be Filled Out By An Unrelated Adult

To the person completing this form: Thank you for your willingness to evaluate one of the candidates for the Milwaukee Youth Council. Please be sure to fill out this form completely.

Youth Council Applicant:

Your Name:

How do you know the applicant?

Part I: Below, you will see a list of statements. By placing a mark in the appropriate box, please indicate how much you would agree or disagree with the statement.

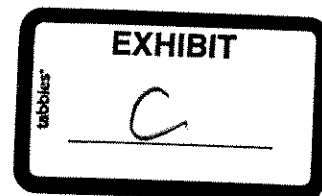
Statement	Strongly Disagree	Somewhat Disagree	Not Sure	Somewhat Agree	Strongly Agree
The applicant demonstrates leadership					
The applicant works well with others					
The applicant demonstrates a willingness to try new things					
The applicant finishes what he/she starts.					
The applicant is a good listener.					
The applicant is well-organized.					

Part II: Short Answer. In a few words, please answer the following questions:

1. What is the applicant's strongest attribute? _____
2. In what area has the applicant shown the most need for improvement? _____

When you have completed this form, please mail it to:

Milwaukee Youth Council
 C/o Ms. Linda Elmer
 Room 205, City Hall
 200 East Wells Street
 Milwaukee, WI 53202-3570



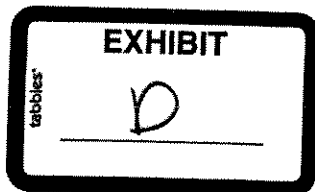
NOMINATION PAPERS FOR MILWAUKEE YOUTH COUNCIL

Name of Candidate:	Aldermanic District:
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I, the undersigned, request that the individual whose name is listed above be accepted as a candidate for the Milwaukee Youth Council. By signing this document, I certify that I am a resident of the City of Milwaukee and that I am 18 years of age or under.

Signature	Address	Date of Signature
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Page #:



Youth Council Selection Committee Application Evaluation Form

Number of Application Being Evaluated: _____

Evaluator: _____

Statement	Strongly Disagree (1)	Somewhat Disagree (2)	Not Sure (3)	Somewhat Agree (4)	Strongly Agree (5)	Points Assigned
The applicant answered the questions asked.						
The applicant encountered challenges and overcame them in a positive way.						
The applicant provided a balance of different activities						
The applicant demonstrated a spirit of volunteerism.						
The applicant has worked with others.						
The applicant is goal-oriented.						
The applicant demonstrated problem-solving skills.						
The applicant demonstrated a strong commitment level.						
TOTAL POINTS:						

