2017–18 TEEN ADVISORY COUNCIL
EXECUTIVE COMMITTEE APPLICATION

DUE TO YOUTH RESOURCES BY FEBRUARY 17, 2017

YOUTH RESOURCES
Office: 812-421-0030
Fax: 812-422-9143
www.youth-resources.org

TEEN ADVISORY COUNCIL
Jeff Abell
TAC Program Coordinator
jeff@youth-resources.org
812-421-0030 ext. 12

Email applications:
jeff@youth-resources.org

Hand-deliver applications:
Youth Resources
4451 N. First Avenue
Lower level of First Federal Savings Bank
Evansville, IN 47710

Mail applications:
Youth Resources
c/o Jeff Abell
P.O. Box 3635
Evansville, IN 47735
YOUTH RESOURCES' TEEN ADVISORY COUNCIL®
EXECUTIVE COMMITTEE APPLICATION

PLEASE KEEP PAGES 1-4 OF THIS APPLICATION FOR YOUR RECORDS.

THINGS TO THINK ABOUT BEFORE APPLYING
- Executive Committee members (officers & committee co-chairs) attend at least one meeting every week during the school year.
- Executive Committee members do 2-3 hours of work each week outside of TAC meetings.
- Check your sports/extracurricular/work/academic schedule for next school year before committing to a leadership position in TAC. Use the dates listed below as a guideline for your decision.
- If you want to give to TAC and the community in a big way, we want you! If you cannot dedicate your time and energy for the entire school year, we’d prefer that you not apply for a leadership position.

QUALIFICATIONS
1. According to the TAC bylaws, applicants for an officer position must have held an officer or co-chair position the previous year.
2. Every TAC member has leadership ability regardless of age or experience. If you want to make a difference by personally investing in this organization, don’t be shy – do it! No experience is necessary. We will train you for every leadership position offered.

EXPECTATIONS & REQUIREMENTS
1. Be tobacco-, drug- and alcohol-free.
2. Abide by all Teen Advisory Council by-laws.
3. Be a role model to your peers and the community through your actions and words.
4. Complete all TAC service, shadowing & social requirements in full and on time each semester.
5. Attend ALL summer trainings, at-large TAC meetings, officer & co-chair meetings, monthly update meetings with the Program Coordinator, and the TAC retreat.
6. Follow through on TAC responsibilities throughout the entire year no matter what activities you’re involved in outside of TAC at any given time.
7. Help other Executive Committee members whenever possible, and be especially supportive and inclusive of new and less experienced officers & committee co-chairs.
8. Put TAC members first.
   a. Assist and encourage TAC members to participate in games, icebreakers, social activities, service, shadowing, and committee work.
   b. Initiative activities and participate actively with ALL TAC members in ALL activities.
   c. Set a good example for TAC members to follow.
   d. Ensure that TAC members enjoy the TAC experience and that their health, safety, and happiness come above all else.
9. Refrain from swearing and inappropriate conversations at Youth Resources and/or TAC functions.
10. Wear appropriate clothing to all Youth Resources and/or TAC functions.
11. Treat everyone with respect, and be enthusiastic and positive.
12. Communicate with the Teen Advisory Council team, including:
   a. YR staff
      i. Behavior that puts TAC members or Executive Committee members at risk should be reported immediately to the Youth Resources Executive Director or Teen Advisory Council Program Coordinator.
      ii. Any concerns or problems that arise with TAC members, Executive Committee members, agencies that TAC works with, or projects that TAC plans should be discussed with the Teen Advisory Program Coordinator and Youth Resources Executive Director immediately.
   b. Other Executive Committee members
      i. Offer ideas, support and encouragement.
      ii. Ask each other for help and be willing to step in where needed, even if a task is not in the purview of your position.
c. TAC members
   i. Inform members in a timely manner of important TAC policies, events, and responsibilities.
   ii. Develop a communication schedule (email, text, phone calls, etc.) to create fluidity through the semester and year.

13. When an officer or committee co-chair is unsure of what to do or how to handle a particular situation, it is their responsibility to ask the Youth Resources Executive Director or Teen Advisory Council Program Coordinator for assistance.

ABSENCE POLICY
- Officers and committee co-chairs are expected to attend a contract meeting, all summer trainings, and the TAC kick-off event.
- Officers and committee co-chairs are expected to attend EVERY at-large (Friday morning) TAC meeting.
- Officers and committee co-chairs are allowed 2 absences per semester from biweekly Executive Committee meetings.
- Officer and committee co-chair absences from at-large and Executive Committee meetings will be tracked publicly online with the rest of the Council's absence record.
- Officers and committee co-chairs are expected to use the TAC Absence Form for any absence from an at-large or Executive Committee meeting.
- Excessive absences, excused or unexcused, and/or excessive tardiness will necessitate that an officer or committee co-chairs be released from his or her position on the Executive Committee.

DISCIPLINARY PROCEDURE FOR EXEC COMMITTEE MEMBERS
1. It is the aim of the Teen Advisory Council that volunteer leaders will be given the skills, support, and training to perform their tasks satisfactorily. If an Executive Committee member is not performing satisfactorily, the following steps will be taken:
   a. Youth Resources staff will discuss privately with the Executive Committee member the areas in which extra effort is needed and define concerns and identify problems.
   b. If the behavior or attitude is continual, the Teen Advisory Council Program Coordinator may issue required disciplinary action or release the officer or committee co-chair from his or her leadership position.
2. Executive Committee members with excessive absences or those that continuously arrive tardy or leave early are subject to release from their position.
3. Disciplinary action, such as release of an Executive Committee member from service, is implemented as a last resort or to ensure the safety, effectiveness, and cohesiveness of the Teen Advisory Council team.

WHAT EXEC COMMITTEE MEMBERS CAN EXPECT FROM YR
1. You will be regarded as a valued member of the Teen Advisory Council leadership team.
2. You will be given ongoing support, assistance, education, and direction from the Youth Resources staff.
3. You will be treated fairly, equally, and with respect.
4. We'll laugh, we'll have fun, and we'll have the opportunity to make an incredible impact on the community!
IMPORTANT DATES

APPLICANT MEETING – MUST ATTEND ONE OF THE TWO
These meetings are for any TAC member who is interested in learning more about being on Executive Committee. All are welcome to attend & learn, but if you plan to submit an application you MUST attend ONE of the TWO.

Monday, February 6: Applicant meeting #1 @ Youth Resources, 7pm
Wednesday, February 8: Applicant meeting #2 @ Youth Resources, 7:30pm

APPLICATION PROCESS
Friday, February 17: Executive Committee applications due @ TAC meeting, 5:55am
Friday, March 17: Officer speeches and officer elections @ TAC meeting, 5:55am
**Monday, March 20: Co-chair selection by current Executive Committee members @ Youth Resources, 8pm
**Applicants should not attend unless currently holding an Executive Committee position.

SHADOWING FOR NEW EXEC MEMBERS – MUST ATTEND ALL ACCORDING TO EXEC POSITION

Monday, April 3: Officer shadowing @ Youth Resources, 8pm
Monday, April 10: Executive Committee shadowing @ Youth Resources, 8pm
Monday, April 17: Officer shadowing @ Youth Resources, 8pm
Monday, April 21: TAC committee shadowing and 2017-18 officers & co-chairs announced @ TAC meeting, 5:55am
**Monday, April 24: Executive Committee shadowing & summer training date decisions @ Youth Resources, 7pm
**Mandatory meeting for new Executive Committee members. Please bring your calendar and all dates and times over the summer that you are unavailable (vacations, camps, athletics, freshman orientations, etc.)

CONTRACT MEETINGS
These meetings will last 15-20 minutes and must be scheduled in advance with the Program Coordinator.
April 10-14: Executive Committee individual contract meetings @ Youth Resources, TBD according to your schedule

ADVISOR MEET & GREET AND APPEALS MEETING
Breakfast is provided.
Saturday, May 20: Exec/Advisors meet & greet and spring semester appeals @ Youth Resources, 9am-12pm

SUMMER TRAININGS – DATES TBD
These training dates will be decided by the new Executive Committee with the Program Coordinator to ensure majority attendance. Trainings are usually held every other week on alternating weekdays and Saturdays from 9am-1pm and 9am-3pm respectively. Lunch is provided at long Saturday trainings. Snacks and drinks are provided at all trainings.
TBD (June): Executive Committee training #1 @ Youth Resources, TBD
TBD (June): Executive Committee training #2 @ Youth Resources, TBD
TBD (July): Executive Committee training #3 @ Youth Resources, TBD
TBD (July): Executive Committee training #4 @ Youth Resources, TBD

KICK-OFF EVENT ACTIVITIES
Saturday, July 29: Work day @ Youth Resources, 9am-12pm
Week of July 31: All-TAC kick-off event @ TBD

START OF 2017-18 SCHOOL YEAR
Week of August 7: Executive Committee meeting @ Youth Resources, TBD
Friday, August 18: First TAC meeting @ Ivy Tech, 5:55am
TEEN ADVISORY COUNCIL MEETING SCHEDULE

All TAC meetings are held at 5:55am in the Koch Student Commons at Ivy Tech Community College on First Avenue. Come early for donuts, juice & milk!

2017

AUGUST 18 – First meeting of the school year

SEPTEMBER 1

SEPTEMBER 15

SEPTEMBER 29

OCTOBER 13 – Semester midpoint (half of make-up hours due)

OCTOBER 27

NOVEMBER 17

DECEMBER 1

DECEMBER 8 – Last meeting of the semester

*All first semester service hours due December 22 by 5pm to the Youth Resources office.

2018

JANUARY 5 – First meeting of the semester

JANUARY 19 – Executive Committee applications available

FEBRUARY 2

FEBRUARY 16 – Executive Committee applications due

MARCH 2 – Semester midpoint (half of make-up hours due)

MARCH 16 – Officer elections

APRIL 6 – Career Fair

APRIL 27

MAY 4 – Last meeting of the school year

*All second semester service hours due May 18 by 5pm to the Youth Resources office.
Personal Information (PLEASE PRINT CLEARLY)

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>M.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Street address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cell phone ( ) Email

School Grade (Fall 2017) T-shirt size

Birth date (mm/dd/yyyy) Current TAC committee or officer position Number of years in TAC (including current year)

<table>
<thead>
<tr>
<th>INSTAGRAM HANDLE</th>
<th>@</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TWITTER HANDLE</th>
<th>@</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FACEBOOK USER</th>
<th>YES ☐ NO ☐</th>
</tr>
</thead>
</table>

TAC Information (PLEASE PRINT CLEARLY)

For which TAC position are you applying? *(Remember, according to the TAC bylaws, applicants for an officer position must have held an officer or co-chair position the previous year.)*

<table>
<thead>
<tr>
<th>Officer</th>
<th>Committee Co-Chair</th>
<th>Committee Co-Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ President</td>
<td>□ Development Co-Chair</td>
<td>□ Outreach Co-Chair</td>
</tr>
<tr>
<td>□ Vice President</td>
<td>□ inReach Co-Chair</td>
<td>□ Service Co-Chair</td>
</tr>
<tr>
<td>□ Secretary</td>
<td>□ Leadership Co-Chair</td>
<td>□ Special Events Co-Chair</td>
</tr>
<tr>
<td>□ Historian</td>
<td>□ MARCOM Co-Chair</td>
<td>□ Teen Court Co-Chair</td>
</tr>
</tbody>
</table>

Please list your second and third choice out of the positions listed above.

Second choice: ____________________________________________

Third choice: ____________________________________________

Please list the previous TAC committees that you have served on, whether you were a co-chair of that committee, and your year in school at the time. Please also list, if applicable, any TAC officer positions that you have held.

*Example: inReach - 9, Development - 9, Service - 10, Service (co-chair) - 11*

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Short Answer Questions (PLEASE PRINT CLEARLY)

Why do you hope to be selected for your first choice position?

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Do you have any activities/responsibilities that would interfere with your ability to perform your Executive Committee duties should you be selected? *Please be honest!* If there is a time of year that will be busy for you, we want to help you and your co-chair or fellow officers work through those times.

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

© Youth Resources of Southwestern Indiana, Inc. 2017. This material is protected by the copyright laws of the United States of America. Any unauthorized reproduction or distribution is strictly prohibited, and punishable under 17USC1, et seq. If reproduction is desired, you may contact Youth Resources for written permission at (812) 421-0030.
What skills do you feel a TAC officer or committee co-chair must have to lead a productive Council year?

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

What experience can you bring to the position for which you are applying? Tell us about some of the leadership positions you have held, any projects or events you have completed as the leader of a group, and/or any changes you initiated within a group that made the group better.

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

**For committee co-chair position applicants:** What changes would you make to your current committee from the 2016-17 school year? Why would you make these changes?

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

**For officer position applicants:** What changes would you make to the Council at large? Why would you make these changes?

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

If selected for the Executive Committee, what personal leadership skills would you like to improve?

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

**Continue to next page.**
How has your life been personally impacted because of your involvement with the Teen Advisory Council? What have you learned and/or what skills have you gained as a TAC member?

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Do you have any additional comments that will help YR know you better?

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
I understand that, should I be selected as a member of the Teen Advisory Council Executive Committee, I am expected to uphold all rules and expectations listed above. I will set a positive example for my peers and always do my best to make good decisions with the ideals of the Teen Advisory Council in mind. I promise to be a cooperative member of the Teen Advisory Council Executive Committee and to find ways to positively help.

Furthermore, I understand that if I should be a part of any activities or situations that would violate the contract of my position or the rules/ideals/philosophy of the Teen Advisory Council, I am at risk to be released from the Teen Advisory Council.

I understand the expectations and policies outlined above and that, should I be selected to the Executive Committee, I will attend and all Teen Advisory Council trainings and meetings with the intent to fulfill my leadership role. Should I be selected and should I be unable to fulfill the responsibilities of my position at any point during the year, I understand that I must notify the Teen Advisory Council Program Coordinator immediately.

I hereby submit my name to the slate of officers and committee co-chairs to be selected for the 2017-18 Teen Advisory Council year. I have read the duties of the Executive Committee in the TAC by-laws and promise to fulfill them and contribute to the leadership of this Council should I be selected to serve.

_____________________________ _______________________________ ________________
Print name  Sign name  Date