



2024-2025

# Lake Jackson Youth Advisory Commission Application Packet

**Apply to become a member of the Lake Jackson Youth Advisory Commission**



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## **Application & Selection Process**

The application period for Lake Jackson Youth Advisory Commission members is an open process where individuals can send applications throughout the year.

Application packets will be distributed to Lake Jackson public schools, private schools, home school associations, as well as non-profit, civic organizations, Lake Jackson Library, at City Hall and the Recreation Center.

Applications submitted are reviewed and qualified, selected candidates will be contacted to set up an interview.

The best candidates will be presented to the Lake Jackson City Council for their review and approval. City Council may accept the recommendations as made or may make any changes they deem appropriate.

Upon Council approval, letters are mailed to all interviewed candidates informing them of the membership appointments to the Lake Jackson Youth Advisory Commission.



## Checklist, Contacts & Questions

Please complete, include, and submit the following documents to the  
City of Lake Jackson Parks and Recreation Department

-To submit electronically, send to [jjanis@lakejacksontx.gov](mailto:jjanis@lakejacksontx.gov)

-To submit in person, bring to the Lake Jackson Recreation Center at 91 Lake Road, Lake Jackson, TX 77566

### COMPLETE SUBMISSIONS MUST INCLUDE:

- 2024-2025 Youth Commission Application Form
- Short Answer – TYPED response to two (2) questions – one paragraph per question.
- Teacher / Counselor Recommendation
- \*Students participating in home school may submit an additional Open Recommendation in lieu of this form
- Parent / Guardian Recommendation
- Open Recommendation
- Student & Parent / Guardian Agreements
- Student & Parent / Guardian Honor Code

Questions? contact Marketing and Youth Programs Coordinator, Justin Janis via email at [jjanis@lakejacksontx.gov](mailto:jjanis@lakejacksontx.gov) or by phone at (979) 297-4553



## **Mission**

The mission of the YAC is to provide local youth an active voice for the City of Lake Jackson and to improve youth involvement in the community.

## **Purpose**

- Serve as the liaison between the youth of Lake Jackson and the City of Lake Jackson.
- Provide guidance and support for youth-focused programs and events.
- Provide input on youth services and programming to City Council and City Staff.
- Advocate for the needs of youth.
- Identify and carryout events that are important to youth.

## **Qualifications**

The qualifications to join the Lake Jackson Youth Advisory Commission are as follows:

- Reside inside of Lake Jackson City Limits
- Be between the ages of 12-19 (as long as they are still enrolled in school)
- Able to consistently attend regular meetings and events for the Lake Jackson Youth Advisory Commission
- Commitment to accomplishing the purpose of the Lake Jackson Youth Advisory Commission
- Ability to serve as an ambassador and voice for the Lake Jackson Youth Advisory Council



## Governance

Officers of the Lake Jackson Youth Advisory Commission will be nominated and elected during the first meeting of May and will serve from May – April.

## Officers

Lake Jackson Youth Advisory Commission Officers are as follows:

- President
  - The President shall be responsible for facilitating meetings and ensuring that the Youth Advisory Commission is working together towards its mission and purpose. He/she/they are responsible for creating agendas based on current issues in the community and topics from previous meetings.
- Vice-President
  - The Vice-President shall assist the President and fulfil the responsibilities of the President if necessary.
- Secretary
  - The Secretary shall keep meeting minutes, record attendance, and assist the President in setting the agenda.
- Treasurer
  - The Treasurer shall see that the accounts of the Youth Advisory Commission are kept and maintained. This includes providing a monthly report of expenditures at each meeting.
- Historian
  - The Historian will oversee maintaining records of what the Youth Advisory Commission has done. This includes taking photographs at events and meetings, creating a scrapbook of the Youth Advisory Commission, and collecting and maintaining any documents for the future of the Commission.



- Sergeant at Arms
  - The Sergeant at Arms will ensure all bylaws and traditions are respected by everyone. It is the Sergeant at Arms responsibility to enforce the rules, meaning any infractions or violations of the organization's policies must be reported to them.
- Energizer
  - The Energizers role is to start out every meeting with a fun and exciting icebreaker as well as greeting every member on the way in and out of meetings.
- Recruiter
  - The Recruiters role is to actively search for new members for the Youth Advisory Commission.
- Philanthropy Chair
  - The Philanthropy Chairs role is to reach out to different organizations and groups and see where the Youth Advisory Committee can assist.
- Social Media Chair
  - The Social Media Chairs role is to actively post and promote the Youth Advisory Council through different social media channels including but not limited to: Facebook, Instagram, Snapchat and TikTok. The Social Media Chair and Historian will work side and side together to ensure that photos are being taken and posted upon approval of City Liaison.
- Public Relations Chair
  - The Public Relations Chairs role is to serve as a liaison to Lake Jackson City Council along with serving as the point of contact for media who wish to know more about the Youth Advisory Commission.
- All officers will represent the Youth Advisory Commission to the public when called upon to do so.



## **Conduct Guidelines**

As a role model and ambassador for the City of Lake Jackson, each Youth Advisory Commission member must conduct themselves in a positive, friendly, and law-abiding manner always.

All Youth Advisory Commission members, as well as their parent/guardian, will review and attest to the “Lake Jackson Youth Advisory Commission Honor Code/Role Model Responsibility” included in this packet as part of the application process.

Youth Advisory Commission members must attend 75% of all meetings and 50% of all events. If a member is unable to meet these requirements, the member may be removed from his/her/their office or membership by Lake Jackson Parks and Recreation.

The President shall send any member with two consecutive absences a written notice of attendance status.

Members shall immediately report instances of poor conduct to the Sergeant at Arms and the Lake Jackson Parks and Recreation Advisor.



## **Meeting Location**

The regular meeting location of the Lake Jackson Youth Advisory Commission will be determined at the first meeting of the Youth Advisory Commission

If by any reason meetings need to be held at a different location, prior notification will be given to members and the public as to the change.

Meeting time shall be determined via vote at the first meeting of the Youth Advisory Commission.

Meeting locations and times are subject to change if voted on by the Officers of the Lake Jackson Youth Advisory Commission.



## Application Form

### Student Section (Please fill out completely including best/most current contact information)

Name:	DOB:	Age:
School:	GPA:	
Grade in 2024-2025:		
Home Address:		Zip Code:
Mailing Address (if different):		Zip Code:
Home Phone Number:		Cell Phone Number:
Email Address:		

### Parent / Guardian Section

Name(s):		
Home Address:		Zip Code:
Mailing Address (if different):		Zip Code:
Home Phone Number:		Cell Phone Number:
Email Address:		
Emergency Contact:		Relationship:
Home Phone Number:		Cell Phone Number:

### Student Involvement

List school activities / organizations, including any leadership positions:

List community service and activities / organizations outside of school:

List any commitments that may preclude / interfere with regular meeting attendance / participation:



## Short Answer Questions

Please TYPE short answer submissions. **Handwritten submissions will not be considered.** Please respond to all of the prompts below. Submit a one paragraph response to each (3-5 sentences.)

1. Tell us about a time you were challenged by a perspective that differed from your own. How did you respond?
2. What is one event you would like to see happen specifically for the youth of Lake Jackson?
3. Describe what you believe to be the fundamental qualities of a good leader?
4. What is one of the biggest issues you feel the youth in Lake Jackson and specifically your neighborhood face? How would you improve?



## Teacher/Counselor Recommendation

I hereby recommend \_\_\_\_\_ (Students Name) to be a member of the Lake Jackson Youth Advisory Commission. As a teacher / counselor at \_\_\_\_\_ (School Name), I have known and/or worked with this student for \_\_\_\_\_ (Period of Time).

Please list three qualities this student possesses that will benefit the Lake Jackson Youth Advisory Commission:

- 
- 
- 

Please provide any further remarks that may assist the Lake Jackson Youth Advisory Commission in evaluating this candidate for membership. (Please limit remarks to space provided)



## Parent/Guardian Recommendation

I hereby recommend \_\_\_\_\_ (Student Name) to be a member of the Lake Jackson Youth Advisory Commission. I pledge to support my child with transportation, when necessary, and with their involvement as a Lake Jackson Youth Advisory Commission member if selected.

Please list three qualities this student possesses that will benefit the Lake Jackson Youth Advisory Commission:

- 
- 
- 

Please provide any further remarks that may assist the Lake Jackson Youth Advisory Commission in evaluating this candidate for membership. (Please limit remarks to space provided)



## Open Recommendation

I hereby recommend \_\_\_\_\_ (Students Name) to be a member of the Lake Jackson Youth Advisory Commission.

Relationship to Candidate: \_\_\_\_\_

Length of time I've known the Candidate: \_\_\_\_\_

Please list three qualities this student possesses that will benefit the Lake Jackson Youth Advisory Commission:

- 
- 
- 

Please provide any further remarks that may assist the Lake Jackson Youth Advisory Commission in evaluating this candidate for membership. (Please limit remarks to space provided)



## Student & Parent/Guardian Agreement

Responsibilities of Lake Jackson Youth Advisory Commission Members:

- Adhere to the Mission and the Purpose of the Lake Jackson Youth Advisory Commission.
- Attend and actively participate in Youth Advisory Commission meetings and events.
- Actively participate in establishing and accomplishing annual Youth Advisory Commission goals and objectives.
- Adhere to the Lake Jackson Youth Advisory Commission Conduct Guidelines and Honor Code.
- Conduct oneself in a positive, friendly, and law-abiding manner always.
- Actively demonstrate a commitment to making a positive difference to the Lake Jackson community.

### **Student Agreement**

I, \_\_\_\_\_, pledge to faithfully fulfill the duties, responsibilities, and role of a Lake Jackson Youth Advisory Commission member to the best of my ability and in accordance with the rules, requirements, and responsibilities outlined within this 2023-2024 Application Packet.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent / Guardian Agreement**

As the parent / guardian of \_\_\_\_\_, I pledge to support my child with their involvement as a Lake Jackson Youth Advisory Commission member.

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



## Student & Parent/Guardian Honor Code

I, \_\_\_\_\_, understand and will abide by the Bylaws and Conduct Guidelines of the Lake Jackson Youth Advisory Commission and the City of Lake Jackson's policies. I further promise to uphold the standards and ideals of the Lake Jackson Youth Advisory Commission by conducting myself in a manner becoming of a public official at all times. I know that as a member of the Lake Jackson Youth Advisory Commission, I am a role model to other youth and take that responsibility seriously and will act accordingly. As a member of the Lake Jackson Youth Advisory Commission, I will be a youth ambassador for the City of Lake Jackson and as such, I will act appropriately at all times. Membership on the Lake Jackson Youth Advisory Commission is a privilege that can be revoked if conduct requires. I agree to report any instances of my own poor personal conduct, as well as that of other members of the Lake Jackson Youth Advisory Commission, in order to protect the integrity of the Commission and the City of Lake Jackson.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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