



## **Parks & Recreation Department**

### **Youth Advisory Council Application**

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#### **Mission:**

*To inspire, prepare, and unite youth to take action that changes the world through service while developing leadership skills and learning about the role of Parks & Recreation in city government.*

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#### **Program Description**

Each year, applicants are chosen for the Parks & Recreation Department Youth Council. Their participation helps members develop life and leadership skills and carry out meaningful hands-on service projects at local, national, and global levels. The Youth Council (MYC) members advise the Parks & Recreation Department on key youth issues. They will work on creating policy recommendations and organizing city-wide events that benefit youth in our community. The Youth Council will engage with the community and leave a positive impact on the world.

#### **Requirements**

- Applicants must be at least 14 years old and reside in Harrison County.
- Applicants must have at least a 3.0 grade point average.
- Applicants must provide one (1) letter of recommendation. Please include a letter of recommendation from an adult who knows you well but is not a parent or relative. For example, ask a teacher, youth group leader, club advisor, coach, employer, or neighbor.  
\*\*This letter should tell how long and in what capacity the reference has known you, what contributions you would bring to the City of Marshall – Parks & Recreation Department Youth Council experience, how you might benefit from the experience, and anything else that would give the committee a complete picture of you.
- MYC members must attend the bi-weekly meetings, projects, and/or special events from Oct 1 - July 31.
- MYC members must complete 200 service hours by July 31, 2026.
- MYC members must agree to abide by the City of Marshall Parks & Recreation Department's policies and procedures.

#### **Application process**

1. Applications may be **mailed to PO Box 698, Marshall, Texas 75671, or dropped off at the Parks Office – 401 S. Alamo Blvd, 1<sup>st</sup> Floor or on August 31, 2025, by 5 pm**. Along with the application, the Parks & Recreation Department will hold interviews to help determine our selection process. Dates and times will be scheduled for the week of September 5 - 9, 2025.

2. The Parks & Recreation Department Youth Council Mentor will select approximately 30 participants based on demonstrated leadership skills, community participation, and gender, ethnic, and geographic diversity. Members will be selected through a comprehensive application and interview process. Successful applicants will demonstrate a strong interest in gaining knowledge about city government, civic engagement, and promoting discussion on youth-related issues. They also demonstrate participation in extracurricular activities and volunteering, and possess the ability to work effectively with other young people from diverse cultures and backgrounds.
3. Once final selections have been made, all students who submitted applications will be emailed with their status.

### **Marshall Youth Council Position Descriptions**

**All officer positions will be selected after our 1<sup>st</sup> meeting.**

**CHAIR** - Leads the council; serves as the primary representative and spokesperson for the MYC. The Chair presides over MYC meetings and develops the agenda for meetings. The Chair works with members and advisors to recommend, develop, plan, and implement projects, activities, and events.

**VICE CHAIR** - Assist the Chair in leading the council; presides over meetings or records minutes at in place of the Chair or Secretary in case of absence; recommends items to the Chair for placement on the meeting agenda. The Vice Chair works with the Chair, membership, and advisors to develop, plan, and implement projects, activities, and events. In the event of a vacancy of the Chair, the Vice Chair shall become the Acting Chair until a vote to fill the Chair's position is held.

**CITY SECRETARY** - Calls roll, keeps attendance, records meeting minutes.

**HISTORIAN** - Documents and records activities performed by the MYC.

**DISTRICT AND COUNCIL AIDES** - Works collaboratively with Council Members to address position needs. Researches inquiries or issues raised during MYC meetings

***Please carefully read the application process instructions on page one before completing the application.***

**Applicant Name**

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Last	First	Middle Initial	Preferred Name
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Address	City	State	Zip Code
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Phone Number	Cell Number
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Applicant Email \_\_\_\_\_

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

Parent/Guardian Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

School Name \_\_\_\_\_ GPA \_\_\_\_\_

School Contact/Counselor \_\_\_\_\_

School Contact Email \_\_\_\_\_

T-Shirt Size \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Optional Information:** The City of Marshall Parks Youth Council does not discriminate based on race, ethnicity, sex, creed, national origin, or disability. This information is not required but requested to facilitate our goal of assembling a diverse group.

Gender:  Female  Male

Race/Ethnicity:  American Indian  Asian  African American  Hispanic

White  Other: \_\_\_\_\_

I found out about Marshall Parks Youth Council from: \_\_\_\_\_

Past Youth Council Member, if so, name of member \_\_\_\_\_

City Website  Parks Facebook Page  City Facebook Page

School counselor  Newspaper  Other, please specify \_\_\_\_\_

## **RESPONSE QUESTIONS**

1. What are the top three social issues from the list below that you are passionate about? (Circle three):

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- |                          |                          |                          |                  |                              |
|--------------------------|--------------------------|--------------------------|------------------|------------------------------|
| Animals                  | Community revitalization | Disaster relief          | Domestic abuse   | Education/tutoring/mentoring |
| Environment/Conservation | Healthcare               | Health-related issues    | Homelessness     | Housing                      |
| Human Rights             | Hunger                   | People with disabilities | Poverty          | Recreation/sports            |
| Senior Citizens          | Technology               | Empowerment              | Youth Leadership | Other: _____                 |

2. Are you a member of your school's student council or student government? [YES/NO]

3. Are you a member of another local youth council? [YES/NO]

If 'Yes' to the previous question, what is the name of the group(s) and what is your role:

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4. Are you a member of a national youth council? [YES/NO] If 'Yes' to the previous question, what is the name of the group(s) and what is your role:

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5. Approximately how many hours of community service did you complete in 2025?

- [Less than 5]       [5-25]       [25-75]       [More than 75]

6. Can you commit to being an active member (90% participation) of the council through July 31, 2025?  
[YES/NO]

7. Using bullet points, please list any additional national leadership roles/positions you have held or national service awards you have received. (Include dates, names of awards, and your role titles):

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•  
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8. If you have created your own website for your service work, please provide the URL here

**NARRATIVE QUESTIONS** (Please use extra paper if more room is needed.)

1. Describe a project, initiative, service group, or nonprofit organization currently making a difference in our community. Please be specific in describing its mission and how others have been involved in its work. (Maximum 250 words)

2. List 3 skills or traits that an exemplary leader possesses and illustrate how you have demonstrated these skills or traits in your own volunteer work. [250 words maximum]

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3. Choose one social issue that you are passionate about. What inspired your commitment to this issue? [250 words maximum]

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4. Name someone who has been an inspiration to you. What about them inspires you? [250 words maximum]

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5. Given the recreation theme, describe a service project you would like to see in the city. Make sure to demonstrate your creativity and originality. [300 words maximum]

Provide details, such as:

- What organization(s) you could partner with
- Who the service project would benefit?
- Your budget for the event

- Where would you go for volunteers
- What supplies you would need
- How you would promote your service project

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6. How would your family describe you? How would friends describe you?

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7. What are your plans after high school?

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8. What do you consider to be one of your strengths? Weaknesses?

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9. What do you do for fun?

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10. If you could change anything in our city, what would it be and why?

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11. Why should we choose you for the Youth Council? Explain

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***This page is to be filled out by the applicant's parent/guardian.***

Best way to contact you: (Please fill in the information where you can be contacted)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe the applicant in 3 words.

In your opinion, what has been the applicant's most significant accomplishment to date? (Ex: Academics, Volunteering, Personal achievements)

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In your opinion, what has been the applicant's most significant obstacle to date? (Ex, expressing themselves, following directions, attention span)

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What would you like the applicant to gain from this Council? (Ex, leadership skills, communication skills)

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Any comments or questions:

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**City of Marshall – Parks & Recreation Department Youth Council**

**Photography Permission Liability and Hold Harmless Release**

Know all men by these present, that we, \_\_\_\_\_ and \_\_\_\_\_, being the parents and/or legal guardians of \_\_\_\_\_, the City of Marshall Parks and Recreation participant will agree to the below-mentioned terms.

I hereby grant the City of Marshall, Parks, and Recreation Department permission to take pictures of my (son/daughter) \_\_\_\_\_ on any activity or trip performed by the City of Marshall Parks and Recreation Department for the personal use of the department or for non-profit advertising of the same. We hereby release, indemnify, and hold harmless the City of Marshall, its elected and appointed officials, employees, and volunteers assisting on behalf of the City of Marshall from any and all claims, suits, demands, cause of actions, liabilities, including all costs and expenses connected therewith, including reasonable attorney's fees, for personal injury, property or any other harm that may result in the event of an accident or mishap that is not due to the City of Marshall's negligence.

Further, this waiver shall apply to \_\_\_\_\_ (child's name) during the entire period of time of his / her membership of the department or during participation in any Parks and Recreation sponsored event and time forth. Any and all photography is the sole property of the City of Marshall Parks and Recreation Department and may be used for any and all publicity reasons or events that this department sees fit.

We warrant that we have read this full release and fully understand it as a release for the above-described matter. We further warrant that no representation of any kind or character has been made to us by any person as an inducement for executing this release and that the undersigned are of legal age and are legally competent to execute this release.

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**Signature of Parent**

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**Date**

**WAIVER AND RELEASE**

I, the undersigned, do hereby release and agree not to hold liable the City of Marshall, its officers, agents, and employees for any and all actions, cause of actions, claims, demands, costs, and damages as a result of property damage or personal injuries sustained of his or her property, arising from or resulting from any act or omission, negligence or otherwise of the said City of Marshall, Its officers, agents, and employees or any other persons or other participants in the program while participating in the said activities or while traveling to and from the place at which such activities will be conducted.

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**Signature of Parent**

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**Date**

**City of Marshall – Parks & Recreation Department Youth Council  
Code of Responsibility**

**Statement of Purpose**

The purpose of the Youth Council is to prepare Marshall youth to make a positive difference. Participants are selected because of their proven leadership qualities. Their actions reflect on the City of Marshall and affect the program's intended results.

Participation in the Youth Council carries the responsibility of leadership. Participants are expected to observe the highest standards of behavior and to set an example for others to follow. This Code of Responsibility is intended to describe minimum acceptable standards and the consequences of failure to meet these standards. Those who fail to observe these standards will be held accountable for their actions.

**Applicability**

This Code applies to all participants in the Youth Council, including class members, adult volunteers, and staff, at all times. The Youth Council seeks to encourage personal growth and the development of the skills and behavior required of good leaders. By participating in the Youth Council activities, all participants acknowledge that their actions are subject to this Code. By permitting a class member to participate, the member's parent(s) consents to the applicability of this Code.

**Policy on Attendance**

The Youth Council is an integrated series of experiences designed to be completed by a consistent group of members. Attendance and participation at all scheduled events are necessary to obtain the program's full benefits. You must be in attendance at 90% of all meetings and events. You will be removed from the council if you do not meet the requirements.

**Discipline**

Appropriate behavior is expected of all participants within the law and local recreation center policies. The City of Marshall participates in a zero-tolerance environment, and any activity involving harassment, bullying, or narcotics that violate any laws of the State of Texas or any other action that threatens the safety and security of persons or property will result in suspension from participation. Disruption of the program, activity, or project will also result in disciplinary action depending on the nature of the offense and the facts and circumstances in which the violation occurred.

## **Investigation**

The Youth Council mentors or adult leaders may reasonably search the premises on which activities are conducted, buses or other forms of transportation used in activities, and the personal property of participants for contraband if they have reasonable grounds to believe any class participant is in possession of such items. Participation in the Youth Council is considered consent to any such search. Failure to consent if asked will result in suspension from the Youth Council.

*The Code of Responsibility page may be kept by the applicant for reference upon selection for participation. A copy will be provided to each participant.*

### **City of Marshall – Parks & Recreation Department Youth Council Code of Responsibility Agreement Form**

I, \_\_\_\_\_ (Participant), certify that I have read and understand the Policies of Youth Council in the Code of Responsibility and will abide by these Policies.

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Signature of Participant

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Signature of Parent/Guardian

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Date

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Date

Applications may be mailed to PO Box 698, Marshall, Texas 75671, or dropped off at the Parks Office – 401 S. Alamo Blvd, 1<sup>st</sup> Floor or on July 31, 2025, by 5 pm.

**City of Marshall – Parks & Recreation Department Youth Council**

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Applicant Name (please print)

I understand that a student admitted to the City of Marshall Youth Council program is given a space in the program that is not available to other applicants. Consequently, students who apply for the program **MUST** intend to accept admission and participate fully in the City of Marshall Youth Council program.

I have reviewed the completed application packet and support this nomination. I also verified that the applicant's grade point average is \_\_\_\_\_ (a 3.0 minimum is required for participation in the City of Marshall Youth Council) and that the applicant is ranked \_\_\_\_\_ out of \_\_\_\_\_ (#) students in his/her class.

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Applicant

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Date

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Applicant's Parent/Guardian

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Date

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Applicant's School Principal/Counselor

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Date

## Calendar of Events

### **Parent Meeting –TBD – Parents and Youth Council Members**

The Marshall Youth Council will meet twice a month. Once the council members are selected, the specific day and time for the meetings will be decided. One meeting will occur in the evening, and the other will be held on a Saturday for their service project. Listed below are the proposed service projects organized by month. All events are subject to change or may be canceled at any time.

OCTOBER –

Community Service Project – Harvest Festival Project

NOVEMBER –

Community Service Project – Salvation Army Ring the Bell Project

DECEMBER –

Community Service Project - Wall of Cans Challenge (Local Food Bank), Entire  
Power Wheel Parade Project

JANUARY – Community Service Project - Random Act of Kindness Month

FEBRUARY –

Community Service Project - Valentine's Day Cards (Seniors)

MARCH –

Community Service Project – Family Day Project

APRIL-

Community Service Project - Rec. Clean Up (National Volunteer Week) 4/13-19

MAY-

Community Service Project - Mommy & Me Dance

JUNE -

Community Service Project – Summer Bash for Teens

JULY-

Community Service Project – Parks & Recreation Month

## **Benefits of being a Marshall Parks Youth Council Member**

By serving on the Marshall Parks Youth Council, members will learn Robert's Rules of Order and how to interact in Council Meetings, District Meetings, or General Assembly Meetings. Serving on the Youth Council also teaches valuable skills in civic engagement, communication, and leadership effectiveness. Members who serve on the Marshall Youth Council (MYC) have the opportunity to attend state conferences and meet with their elected Council members to discuss issues affecting youth in their district.

In the Summer, the Marshall Youth Council (MYC) will host a free wellness event for young people 12-19. Council members will participate in the first Teen Mental Health First Aid training.

The Marshall Youth Council (MYC) will focus on raising the visibility of youth issues and developing a youth-informed public policy agenda to share with the City Council.

The Marshall Youth Council (MYC) will make recommendations on Teen Mental Health, Gun Violence, Transportation, and Education, and continue to evaluate the city leadership's implementation plans.