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November 6, 2017

To: Youth Leaders in Local Government

From: Clifford M. Johnson, Executive Director  
NLC Institute for Youth, Education, and Families

Re: Youth Appointments to NLC's Council on Youth, Education, and Families

Membership on NLC's Council of Youth, Education, and Families (YEF Council) is an opportunity for youth to have an ongoing voice in the work of NLC and the Institute for Youth, Education, and Families (YEF Institute), including its national efforts to promote youth participation in civic affairs.

"Being a member of the YEF Council is an amazing and unique experience that allows me to work with city councilmembers and mayors from cities across the nation and advocate for issues on behalf of the youth." – *Current YEF Council Youth Member*

**NLC invites any youth leader who serves on a city's youth council, commission, or advisory board and who is also *currently* enrolled as a high school sophomore or junior to nominate himself or herself for appointment to NLC's Council on Youth, Education, and Families. The NLC President will appoint up to four young people from nominees for 12-month terms starting in March 2018. Youth may be reappointed for an additional year based upon successful completion of his or her first term.**

The YEF Council includes youth members, local elected officials, and leaders in fields outside municipal government. More information on the work of the YEF Institute and the current leadership of the YEF Council is available at [www.nlc.org/iyef](http://www.nlc.org/iyef) and <http://nlc.org/council-on-youth-education-and-families>.

### **Meetings**

The YEF Council meets up to four times during each 12-month term. Attendance at these meetings is a crucial component of Council membership.

The Council typically has a mid-summer meeting, which lasts about a day and a half and requires at least one overnight stay. **NLC will pay all necessary travel expenses incurred by the youth members when attending the summer meeting of the Council.**

Three shorter meetings will occur during NLC's national conferences. Two of these meetings will take place during two annual Congressional City Conferences in Washington, D.C., in March 2018 and March 2019. The third meeting will be held during NLC's annual conference in November 2018 in Los Angeles.

Youth members of the YEF Council also serve on the Youth Delegate Planning Committee to plan and lead the youth delegate activities at all three conferences. The Planning Committee meets monthly by phone and plays an active role at each conference.

**NLC does not pay travel expenses for youth to attend NLC conferences and expects that each youth member's hometown (i.e., municipal government or community partners) will cover the costs of his or her participation in the shorter meetings held during NLC's national conferences as part of their continuing support for local youth participation initiatives.**

#### **Application Materials**

If you wish to be considered for appointment to the YEF Council, please send the following information:

1. A personal statement that describes why you believe you would be a good member, your experience with public speaking, and your current involvement in your city's youth council, student government, and/or other civic participation activities. This statement should also address **(A)** how your experiences enable you to represent various youth effectively, **(B)** how involvement in the YEF Council would contribute to your growth and future plans, and **(C)** how you will share the ideas and strategies being discussed by the YEF Council with your hometown youth council or other local groups.
2. A resume and any other statement of qualifications that you have for this position, including your most recent academic transcript and the dates/locations of any NLC national conferences in which you have participated. We accept unofficial transcripts.
3. A brief letter from your parent or guardian indicating that you have permission to serve on the Council if appointed, including permission to travel to the locations where meetings are being held. **This letter must either authorize you to travel on your own or explain what other arrangements will be made to accommodate the travel requirements associated with this position.**
4. A letter of support from an elected or appointed official from your city indicating his/her support for your participation, **including the commitment**

**by the city or its community partners to cover the costs of attending NLC conferences as described above.**

5. A recent photograph (headshot only please).

This information must be sent by e-mail to Laura E. Furr, Program Manager for Justice Reform and Youth Engagement, at [furr@nlc.org](mailto:furr@nlc.org) and received no later than 5:00 PM Eastern on **Monday, December 11, 2017**. Please contact Ms. Furr via email with any questions.

YEF Institute staff may contact you for a telephone interview. The YEF Institute will make recommendations to the NLC President based upon materials submitted, the phone interview, and other considerations including NLC's goal of seeking diverse representation based on experience, race, ethnicity, gender identity, sexual orientation, age, and geography. NLC will announce youth appointments to the YEF Council in early January 2018.