



## Application Deadline: Monday October 1, 2018 at 5:00 p.m.

The Mayor's Youth Advisory Council aims to empower youth from various backgrounds to become active members in their community. By providing an overview of the opportunities available within local government public service, students who complete the program are better-equipped to have an everlasting effect on the future of their city.

### The process for becoming a MYAC Student is as follows:

- ♦ Meet eligibility requirements (See page 1-2)
- ♦ Complete the application process (See pages 1-2)
- ♦ Students that both meet the eligibility requirements and successfully complete the application by the deadline, will be asked to come to City Hall to participate in a group interview.
- ♦ Based on application and interview scores, the Mayor and City Staff will select approximately 25 students for the 2018-2019 MYAC Class.
- ♦ To confirm your spot in the class, selected students must participate in the **mandatory** MYAC Induction Ceremony & Orientation currently scheduled for November 12<sup>th</sup>, 2018 at 4:30 PM.

## Qualifications for Membership

### Eligibility Requirements:

- ♦ Sugar Land Resident\*
- ♦ High School Junior for 2018– 2019 School Year

### Application Requirements:

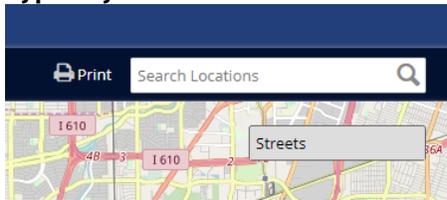
- ♦ Online submittal of application form by visiting [volunteer.sugarlandtx.gov](http://volunteer.sugarlandtx.gov)
  - If you are a new volunteer: select “Get Involved,” and choose the Mayor’s Youth Advisory Council Application.
  - If you are a current volunteer: please sign-in to your volunteer account, and select “Get Involved,” and choose the Mayor’s Youth Advisory Council Application.
- ♦ Submittal of Student and Parent Acknowledgement Form (Pages 3-6), as well as a Letter of Reference. These two documents must be submitted at the same time, and will not be accepted as “complete” if sent separately (Page 6).

*\*Residents of communities within Sugar Land’s Extra Territorial Jurisdiction (ETJ) with whom Sugar Land has entered into a Strategic Partnership Agreement will also be considered eligible for members. As of December 2017, this includes only portions of Riverstone. Please check the following map to confirm whether you meet the residential requirements: [www.sugarlandtx.gov/DistrictsMap](http://www.sugarlandtx.gov/DistrictsMap)*

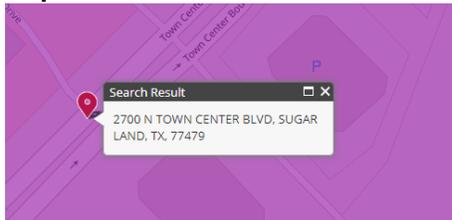


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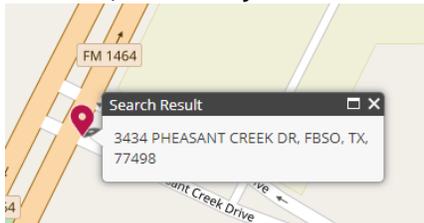
Type in your address into the search box



If you live in Riverstone, and the city says “Sugar Land,” your address fulfills the address requirement for MYAC



If you live in Riverstone, and the city comes back as FBSO (Fort Bend County), Missouri City, Houston, etc. then your address does not fulfill the address requirement:



When in doubt, please contact Kayla Lauhoff with the Office of Community Engagement at the City of Sugar Land at [myac@sugarlandtx.gov](mailto:myac@sugarlandtx.gov), or, 281-275-2329. Please include your full address in any email or voicemail.



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## **Student Participation, Attendance, & Service Commitment**

Participation is essential for MYAC to meet its objectives. By signing, I agree to commit to attending all meetings and various events or programs, in addition to providing input through regular electronic communications. As such, I understand that e-mail is a vital form of communication for the MYAC, and I am acknowledging responsibility for regularly checking and responding to MYAC related emails.

At the conclusion of your MYAC Year, permitting both attendance and service hour requirements are fulfilled, you will receive a recommendation letter from the Mayor. The attendance and service requirements to receive the letter are as follows:

### **Attendance Requirements**

- MYAC Students receive **one excused absence**, and zero unexcused absences throughout the year.
- Examples of excused absences include, but are not limited to: school functions, testing, extracurricular commitments, illness, and family emergencies.
- Family emergencies are an acceptable absence excuse but verification by a parent will be requested.
- Unexcused absences include: being a no-show for a MYAC meeting without any prior notification to the staff liaison.
- For an absence to be excused, staff must be notified prior to the meeting. Otherwise, it will be considered an unexcused absence and the student will be immediately disqualified from receiving a recommendation letter from the Mayor.
- If a student has more than one excused absence during the year, or any unexcused absences, they are no longer eligible to receive a recommendation letter from the Mayor.

### **Service Requirements**

- All Students must volunteer for a total of eight hours during their MYAC Year
- Four of these hours must be obtained through a Serve Sugar Land Event (e.g. Tree Lighting, Kite Festival, Sugar Land Animal Shelter<sup>1</sup>, T.E Harman Center, etc.)
- The other four hours can be obtained through other organizations, but can also be obtained through other Serve Sugar Land Events

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<sup>1</sup> Additional training is required to volunteer at Sugar Land Animal Shelter. Orientations are offered the first Saturday of every month from 2:00-3:30 PM on-site at the shelter. Prior registration is required. Contact Kayla Lauhoff at [myac@sugarlandtx.gov](mailto:myac@sugarlandtx.gov) for more information.



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- Students must participate in MYAC Service Day – tentatively scheduled for February 18<sup>th</sup> (President’s Day). This does not count towards their required eight hours of service. If a student is absent from MYAC Service Day, they will need to coordinate with the staff liaison on a potential solution.
- At least four hours must be performed by **February 28<sup>th</sup>, 2019**
- The remaining four hours must be complete by **April 26<sup>th</sup>, 2019**

**Cell Phone Policy**

Cell phone use during MYAC Meetings has become a frequent occurrence in past years, and has become a hindrance to city staff, fellow MYAC students, and the Mayor of Sugar Land who have taken their time to plan/attend these meetings. Therefore:

- **Cell phone use is not permitted during regular MYAC meetings.**
- If a student is seen on their cell phone, city staff will take up the phone for the remainder of the meeting.
- If a student is caught with their cell phone out more than three times, the student will not receive a recommendation letter from the Mayor.
- If a family emergency occurs, and the student’s cell phone has been taken up, parents will be able to call the staff liaison. The liaison’s phone number will be distributed to parents during the MYAC Induction Ceremony.
- If cell phone use is a continued issue during MYAC meetings, all cell phones will be collected at the beginning of each meeting at the discretion of the staff liaison.
- Any exceptions to this rule need to be discussed directly with the staff liaison.

I am aware of meeting dates and times (see page 7 for the meeting schedule) of the Mayor’s Youth Advisory Council (MYAC). I am also aware of the attendance and service hour requirements, as well as the Cell Phone Policy. I am aware that not meeting these requirements will result in the denial of a recommendation letter from the Mayor.

Signature of Student Applicant: \_\_\_\_\_

Print Name of Student Signature Above: \_\_\_\_\_

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

**Parental Acknowledgment**



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I understand that my child is pursuing involvement in the City of Sugar Land’s Mayor’s Youth Advisory Council and has my full permission and consent to participate in all related activities. I understand the attendance and service hour requirements stated above, and will reinforce their importance to my child. I am aware of meeting dates and times of MYAC (see page 7 for the meeting schedule). Accordingly, I also understand that it is vital that my child check and respond to MYAC emails in order to be aware of all MYAC meetings and news.

I am aware that my child must submit the online application, this parent/student acknowledgement form, and ONE signed letter of reference to the City of Sugar Land by no later than Monday, October 1, 2018, at 5:00pm. I also understand that the letter of reference and the agreement form must be turned in together to be considered complete. If the complete application is not submitted by the deadline, the application will not be considered for MYAC.

Signature of Parent or Legal Guardian: \_\_\_\_\_

Print Name of Signature Above: \_\_\_\_\_

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

*By signing this application you agree to allow the use of your child’s photograph and release of the above information for promotional purposes of the program (as required by the Public Information Act).*

**In consideration of being allowed to participate in MYAC, I agree on behalf of myself and/or my child to the following:**

I acknowledge that I am the parent or legal guardian of the child named above and consent to my child’s participation in MYAC. This waiver of liability, release and indemnity agreement (agreement) is a contract with legal and binding consequences that will bind me, my child, and our heirs, legal representatives and assignees. By signing this agreement I am agreeing to indemnify, not to sue, and release from liability the city of sugar land, its officers, employees, agents, volunteers, and other participants, (collectively “releasees”). I acknowledge that I am giving up substantial legal rights for myself and my child by signing this agreement. I have read this agreement carefully before signing, understand what it means and what I am agreeing to by signing it, and have signed it without any inducement or assurances of any kind, and intend it to be a complete and unconditional release of liability. If a court finds or rules that any part of this agreement is invalid or unlawful, the remainder of the agreement continues to be binding and enforceable. This agreement is governed by the laws of the State of Texas and lawsuit may only be prosecuted on this agreement in a court of competent jurisdiction located in or having jurisdiction in Fort Bend County, Texas.

**Release and Indemnity**



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I release, discharge, indemnify, and hold harmless the releasees from, and covenant not to sue the releasees for, all liability, claims, demands, losses, damages, or costs, including attorney’s fees, caused or alleged to be caused by the sole, joint or concurrent negligence of the releasees arising out of my child’s participation in or association with MYAC.

## Medical Authorization

I authorize the City of Sugar Land and/or any of its authorized personnel to call for medical care for my child or to transport my child to a medical facility or hospital if, in their opinion, medical attention is necessary. Further, I agree to pay all costs associated with the medical care and related transportation.

I attest that am eighteen (18) years of age or older or if I am younger my parent or legal guardian has signed this agreement.

\_\_\_\_\_  
Signature of participant or parent/legal guardian

\_\_\_\_\_  
Printed name of parent/legal guardian

\_\_\_\_\_  
Printed name of participant

\_\_\_\_\_  
Today’s date

Completed form must be received by 10/1/18 at 5pm. Email to [myac@sugarlandtx.gov](mailto:myac@sugarlandtx.gov), deliver to Community Engagement, City Hall 2700 Town Center Blvd N, Sugar Land 77478 or mail to City of Sugar Land-Volunteer, PO Box 110, Sugar Land, TX 77487. 0110

## Application Instructions

1. Complete the entire MYAC application by:
  - a. Filling out the application form at [volunteer.sugarlandtx.gov](http://volunteer.sugarlandtx.gov)
    - i. If you are an existing volunteer, please sign-in to your Serve Sugar Land account, select “Get Involved,” and then “Mayor’s Youth Advisory Council.”
    - ii. If you are not an existing volunteer, visit [volunteer.sugarlandtx.gov](http://volunteer.sugarlandtx.gov), select “Get Involved,” and then “Mayor’s Youth Advisory Council.”
  - b. Submittal of the Student Participation Commitment and Parental Acknowledgment forms and **ONE signed letter of reference. These two forms must be submitted at the same time to be considered complete.**



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- 2. Incomplete or ineligible applications will not be considered. The acknowledgement form and letter of reference must be turned in together; forms submitted separately will not be accepted. Please submit your letter and form to the City of Sugar Land Monday, October 1, 2018, at 5:00 by one of the following methods:

**US. Postal Mail:**

Attn: Community Engagement  
 City of Sugar Land  
 PO Box 110  
 Sugar Land, Texas 77487-0110

**Drop-Off:**

Community Engagement  
 City Hall  
 2700 Town Center Blvd. N  
 Sugar Land, Texas 77479

**Email:**

myac@sugarlandtx.gov<sup>2</sup>

**Mayor’s Youth Advisory Council**  
**Class of 2018 – 2019**

Date	Event
August 15 <sup>th</sup>	Applications Open
October 1 <sup>st</sup>	Applications Close
October 29 <sup>th</sup> (4:30 PM)	Pre-Selection Interviews
November 12 <sup>th</sup> (4:30 PM)	Induction, Orientation (MANDATORY), teambuilding <b>(To Continue with MYAC, All Members MUST Attend)</b>
December 3 (4:30 PM)	Meet the Fire Chief
January 7 (4:30 PM)	Meet the Police Chief
February 4 (4:30 PM)	Meet the City Manager – Overview of the City
February 18 (1PM to 5PM)	MYAC Service Day (MANDATORY)
March 4 (4:30 PM)	Overview of Public Works, Environmental & Neighborhood Services
March 19 (5:30)	Attend a Sugar Land City Council Meeting (MANDATORY)
April 1 (4:30 PM)	Mock Council

<sup>2</sup> Please note: scanning and emailing the documents is the quickest way to have your application processed



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May 6 (4:30 PM)	Wrap-Up/City Council Recognition
Summer TBD	MYAC Social: Sugar Land Skeeters Game

**All Dates are Subject to Change**

Please note, members of the Mayor's Youth Advisory Council are eligible to receive letters of recommendation from the Mayor, pending successful completion of the MYAC program with no more than one excused absence.

- At least four service hours must be performed by February 28<sup>th</sup>, 2019
- The remaining four hours must be complete by April 26<sup>th</sup>, 2019