

YOUTH ADVISORY COMMITTEE APPLICATION PROCEDURE

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2501



Program information

The Youth Advisory Committee (YAC) advises the Parks & Recreation Commission on matters relating to the youth and teen population within the City of Menlo Park. This may include programs relating to safety, community involvement, special interests, recreation, sports, socialization, socio-economic and environmental concerns.

The Youth Advisory Committee is also designed to be a learning experience for teens to become more familiar with local government. As a member of the Youth Advisory Committee, members will learn best practices in order to:

- Research and identify needs, assets, and interests in your community and possible service projects needed.
- Work effectively with youth from unique perspectives and backgrounds.
- Budget, address an audience, and delegate responsibilities.
- Engage youth and their peers effectively.

Eligibility

Students enrolling in Grades 9–12 and who live within Menlo Park city limits or attending a Menlo Park high school are eligible to apply. Approved applications will be appointed a term of one-year, from September through May. Committee members may stay on for up to four terms, however a new application must be submitted each year. Applications are open April through June.

Interested students should:

- Demonstrate leadership in school and/or community activities.
 - Express an interest in advising City Council and Staff on teen issues and representing your fellow teens.
 - Be willing to commit about 8 hours per month.
- Be able to commit to at least a one year term.

Expectations

The Youth Advisory Committee (YAC) meets twice a month to discuss current events and plan future projects and hosts a number of events throughout the academic year. Additional hours are accounted for meetings, events, and assignments (about 8 hours per month).

All members of the Youth Advisory Committee are required to do the following:

- Attend at least 75% of all scheduled meetings.
- Play a leadership role in the planning and implementation of a service project in your community.
- Provide feedback on program efficacy and goals upon completion of the program.
- Complete written work as assigned.
- Serve as an overall ambassador of the Menlo Park Youth Advisory Committee mission.
- Represent the City of Menlo Park.

Meetings

The Youth Advisory Committee meetings are held every first and third Wednesday of the month from 6:15 to 7:45 p.m. Meetings are held in person at the Belle Haven Community Campus.

Selection Process

All completed application packets are due by Friday, June 13th, 2025. No exceptions will be made.

City staff will review all applications for eligibility and completeness. We will also review the responses to the supplemental questions for the candidate's commitment to community, service, and connecting with fellow teens to advise City Council on their issues. Applicants will be contacted via email (1) after the application is received and (2) to let the applicant know if they have been chosen to participate in an interview.

Interviews will be held in person at Belle Haven Community Campus, 100 Terminal Avenue, Menlo Park. All applicants will be notified of their final application status via email by Friday, August 1st, 2025.

Questions

For more information, visit the Youth Advisory Committee webpage at menlopark.gov/yac. For additional questions, contact dlwilliams@menlopark.gov or evhadrovic@menlopark.gov.

Youth Advisory Committee Application Process

Library and Community Services
701 Laurel St., Menlo Park, CA 94025
tel 650-330-2200



Youth Advisory Committee (YAC) Application Packet Checklist

- Completed Application
- Completed Supplemental Questionnaire
- 1 Letter of Recommendation (e.g. teacher, coach, employer, youth leader, etc.), excluding your family members. <https://www.coursera.org/articles/how-to-ask-for-a-letter-of-recommendation-template-tips>
- To apply for the Youth Advisory Committee, submit this Application, Supplemental Questionnaire, and one Letter of Recommendation by Friday, June 13th, 2025.

Please submit completed application packets by

Email

Please email application packet to dlwilliams@menlopark.gov or evhadrovic@menlopark.gov.

Mail

City of Menlo Park
Library and Community Services
Attn: Da'Shawn Williams or Ella Hadrovic
100 Terminal Avenue
Menlo Park, CA 94025

Drop-off

Belle Haven Community Campus
100 Terminal Avenue
Menlo Park, CA 94025

Youth advisory committee application packet

Library and Community Services



Youth advisory committee application	
First and Last Name:	Date of birth:
Address:	
City:	ZIP:
Cell Phone:	Email:
School	Current Grade:
Pronouns: He/Him/His She/Her/Hers They/Them/Theirs Prefer not to answer	
T-Shirt Size: Adult Small Adult Medium Adult Large Adult X-Large	
Youth Advisory Committee Supplemental Questionnaire	
<p>Please answer the following questions on a separate sheet of paper. Your answers can be written or typed. Answers should be 250 to 500 words. Please be prepared to expand upon your answers during your in-person interview.</p> <ol style="list-style-type: none"> 1. What does success look like for you? What steps do you need to take to achieve it? How is this different for an individual or a group? What talents and skills would you bring to the Youth Advisory Committee? 2. Tell us about a time you worked with your peers to create something you couldn't have achieved on your own. What did you learn about yourself and working in a group? 3. What class or activity (past or present) has presented the greatest challenge for you and how have you been able to make the best of it? 4. What kinds of positive changes would you like to see in the Menlo Park community? How would you achieve it? 5. Why do you want to be a member of the City of Menlo Park's Youth Advisory Committee? 	
Parent/guardian information	
Parent/Guardian name:	
Primary contact number:	Email:
Commitment Statement	
Parent/Guardian Signature	