



2013 Youth Preparedness Council



FEMA

FEMA Individual and Community Preparedness Division Youth Preparedness Council Application/Nomination Process

Application and Guidance

Please complete the following application to be considered for or nominate someone for FEMA's Youth Preparedness Council.

Please note the following when preparing your submission:

- Each applicant may only submit one application package or have one submitted by a nominator.
- Narratives must be three pages or fewer, double-spaced, in Times New Roman, 12 point font.
- If you are applying on your own behalf, you **must** attach a letter of recommendation, or your application will not be reviewed.
- If you are nominating someone else, you are not required to attach a letter of recommendation, though you may choose to do so.
- Once your application is complete, please send it as an attachment to YPC@icfi.com. Please name the file "[Applicant's First Name]_[Applicant's Last Name]_YPCApplication." Be sure to include the first and last name of the applicant in the subject line of the email!
- The narrative and letter of recommendation should be attached to the same email as the application. All attachments, including the narrative and letter of recommendation, must include the applicant's/nominee's first and last names in the file names (specific directions are included in the application, below).
- Supplemental materials are welcome but not required. If included, supplemental materials should not exceed three attachments or five megabytes (5 MB) total. The application form, narrative, and letter of recommendation do NOT count towards the three-attachment limit, though they DO count towards the 5 MB limit. Please send any supporting materials as attachments that are clearly labeled with the applicant's/nominee's first and last names in the file names.
- A notice of receipt will be e-mailed to applicants once FEMA receives the submission. In the case that someone was nominated, rather than applied on his/her own behalf, the email confirming receipt of the application will be sent to the person who completed the nomination, rather than the person who was nominated. As a nominator, it will be your responsibility to share this confirmation receipt with the youth applicant. Please let us know if you encounter any problems with submitting your application/nomination.
- Please see the Frequently Asked Questions document for more information and responses to common questions. If you have questions that are not answered in that document, please email the question(s) to YPC@icfi.com.

All applications and supporting materials must be received **no later than 11:59 E.D.T. on April 19, 2013** in order to be eligible.





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FEMA Individual and Community Preparedness Division Youth Preparedness Council (YPC) Application Form

Biographical Information

Applicant's/Nominee's Information

Name:	
Date of Birth:	
Street Address:	
State:	
ZIP/Postal Code:	
E-mail Address:	
Phone Number:	
Alternate Phone Number:	

Nominator's Information (if applicable)

Name:	
E-mail Address:	
Phone Number:	

Narrative

Please attach a narrative that describes why you/the nominee want to join the YPC, or why you feel your nominee would be a good candidate to join the YPC. What impact could you/they have while serving on the Council, and what do you hope you/they will gain from the experience? Also please describe no more than five examples of your/the nominee's youth preparedness accomplishments and/or experiences. Please use the following outline for all activities, initiatives, and/or events discussed in the narrative:

1. Overview of applicant's/nominee's activity(ies)
2. Discussion of goals, impact, and/or local significance
3. Summary of challenges overcome, lessons learned, and/or best practices discovered

Please name the file "[Applicant's First Name]_[Applicant's Last Name]_Narrative."

Narratives must be three pages or fewer, double-spaced, in Times New Roman, 12 point font.





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Letter of Recommendation

If you are applying on your own behalf, you **must** attach a letter of recommendation or your application will not be reviewed. If you are nominating someone else, you are not required to submit a letter of recommendation, though you may choose to do so.

Please name the file “[Applicant’s First Name]_[Applicant’s Last Name]_RecommendationLetter.”

Supplemental Materials

Supplemental materials are welcome but not required. Below, please identify any other files that you will be submitting with your Youth Preparedness Council Application. Please provide a brief description of each attachment. Each attachment should include the applicant’s/nominee’s name in the file name.

If included, supplemental materials should not exceed three attachments or five megabytes (5 MB) total. **Please note that the Application Form, Narrative, and Letter of Recommendation do NOT count towards the three attachment limit, though they DO count towards the 5 MB limit.**

File Name 1:

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Description 1:

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File Name 2:

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Description 2:

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File Name 3:

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Description 3:

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Once your application is complete, please send it as an attachment (with the file name “[Applicant’s First Name]_[Applicant’s Last Name]_YPCApplication”) to YPC@icfi.com. The following documents should be attached to the same email: narrative, letter of recommendation (if applicable), and any supplemental materials. All files must have the applicant’s/nominee’s name included in the file names, as per the guidance provided in this document.

Thank you for submitting an application to the YPC!

