

Sample Recruitment Letters

INCLUDED IN THIS FILE ARE FOUR SAMPLE LETTERS THAT CAN BE USED FOR RECRUITING YOUTH PARTICIPANTS. THEY INCLUDE TWO ADDRESSED TO ADULTS AND TWO COMPANION PIECES ADDRESSED TO STUDENTS. ONE SET DESCRIBES AN OPPORTUNITY FOR YOUTH TO PARTICIPATE AS YOUTH DELEGATES TO A NATIONAL POLICY CONFERENCE, WHILE THE SECOND SET RECRUITS YOUTH FOR REGIONAL PLANNING WORKSHOPS. AS YOU DEVELOP MATERIALS FOR YOUR PROJECT, PLEASE CONSIDER THE TYPES OF INFORMATION INCLUDED IN THESE DOCUMENTS.

Program Type: Youth Delegates to a Policy Conference Recruitment Memo to Adults

TO: Local officials, community organizations, and others who support youth development

FROM: Eduardo Aguilar, California Center for Civic Participation

RE: Invitation to nominate youth to attend national environmental policy conference in New Orleans (*20 scholarships available; application deadline: **November 1, 2008***)

You are invited to nominate up to two teens to serve as Youth Delegates to the upcoming conference, *New Partners for Smart Growth: Building Safe, Healthy and Livable Communities*, in New Orleans, January 30-February 1, 2009. Approximately 30 high school students from across the country are expected to participate. During conference sessions and a special youth track, Youth Delegates will gain information, experience, and skills to help them serve alongside adults to create healthy and livable communities. This opportunity is provided through a partnership of the California Center for Civic Participation, the Local Government Commission, and The Robert Wood Johnson Foundation.

This national policy conference will focus on community planning and environmental issues, and will be attended by policymakers and community leaders nationwide. The Youth Delegation will be given the opportunity to share teen perspectives throughout the conference.

The Role of Youth: Youth delegates will assemble a day before the conference begins (January 29th) for youth-only workshops on local and state governments, one

another's communities, evaluating the priorities of other youth, and community planning concepts and terminology. During the conference, they will participate in sessions alongside adults, and several youth delegates will have the opportunity to be featured presenters in breakout and plenary (general) sessions.

In addition to traveling to New Orleans, each Youth Delegate will complete some modest pre-and post-conference homework. These activities will be coordinated by the California Center with the support of each youth's nominating organization. For the time and effort they invest, each youth will receive a \$100 stipend.

Who Will Be Selected? Youth applicants do not need to have prior experience in environmental or community planning issues. We hope to assemble an ethnic, economic and geographic mix of participants, nominated by a wide range of private and public institutions. We are looking for young people who can work effectively in groups and communicate well. We welcome nominations of proven youth leaders who have been active in their communities; however we strongly encourage you to also consider nominating a youth who has lacked such opportunities or that might be considered struggling. Nominees should be high school students, ages 15 to 19.

Scholarships and Fees: There are 20 youth scholarships available for the conference, covering travel, meals, lodging, conference registration, youth stipend, participation in youth-only workshops and follow-up support. Because youth work and travel better in pairs, scholarship preference will be given to communities that agree to cover the cost of sending a second student (although this is not a prerequisite for scholarship consideration). The program fee, including everything listed above, is \$900 for students from Louisiana and contiguous states and \$1,100 for students from all other states. If this cost is not feasible for your organization, we encourage you to work with partner organizations or agencies to sponsor the participation of a second youth from your community/region.

Next Steps: If you know teens who might be interested, please share with them the enclosed youth memo and application form. To apply, fax or email the enclosed adult nomination form and youth application form to the California Center by November 1, 2008.

If you have questions about this exciting opportunity, please contact Eddie Aguilar or Jim Muldavin at (916) 443-2229 or via e-mail at eaguilar@californiacenter.org. If you'd like more information on the conference, visit www.outreach.psu.edu/C&I/SmartGrowth/.

Recruitment Memo to Potential Youth Delegates

TO: Interested and talented high school students

FROM: Becca Louisell, Program Director, California Center for Civic Participation

RE: All-expenses-paid chance to serve as a Youth Delegate in a national environmental policy conference in New Orleans, January 29-February 1, 2008

Congratulations! You have been asked to consider an all-expense-paid opportunity to be a Youth Delegate to an upcoming conference in New Orleans. Your nominator believes you have the potential to become a leader in efforts to make your community more safe, healthy and livable for all citizens. We think this is a great opportunity, but you need to decide for yourself. Please review this information. If you want to come, complete the application form, and give it to your nominator as soon as possible.

This national policy conference – titled *New Partners for Smart Growth: Creating Safe, Healthy, and Livable Communities* – will focus on community planning and environmental issues, and be attended by policymakers and community leaders nationwide. The Youth Delegation will be a group of about 30 high school students from throughout the county. Like you, these youth will be interested in learning, expressing their concerns and ideas, and finding out ways that they can help their communities.

The Role of Youth: Youth delegates will assemble a day before the conference begins (January 29th) for youth-only workshops on local and state governments, one another's communities, evaluating the priorities of other youth, and community planning concepts and terminology. During the conference, they will participate in sessions alongside adults, and several youth delegates will have the opportunity to be featured presenters in breakouts and plenary (general) sessions. During periodic youth-only meetings, you'll consider the information you've gathered, and develop policy priorities to present to conference participants. In addition, all Youth Delegates will complete a few brief activities before arriving in New Orleans and will participate in a follow-up activity in their home community. Each youth will receive \$100 stipend honoring their participation.

Who's Behind This? The California Center for Civic Participation is a nonprofit organization dedicated to involving youth in the democratic process. Youth scholarships will be funded by the Robert Wood Johnson Foundation and Local Government Commission.

Next Steps: To apply, complete the youth application form, return it to your nominator, and make sure they submit it and the adult nomination form to the California Center by fax or email no later than November 1, 2008. We look forward to hearing from you.

Program Type: Youth Participation at Regional Workshops

Recruitment Memo to Adults

To: Local officials, community organizations, and others who support youth development

From: Eduardo Aguilar, Program Director, California Center for Civic Participation (916-443-2229)

RE: Invitation to nominate youth for community planning workshops (Deadline: August 21)

SANDAG (San Diego Association of Governments) and the California Center for Civic Participation are seeking six San Diego high school students to participate in a unique leadership opportunity. We invite you to nominate one or two young people from your community to serve as Youth Ambassadors to a series of September community workshops addressing the future of the San Diego region and the Regional Comprehensive Plan. Each youth ambassador will receive a \$50 stipend.

If selected, your nominee will participate in a student orientation session on August 30 and then attend SANDAG workshops during the first three weeks of September. By participating, youth will contribute valuable perspectives while gaining knowledge, experience and skills that will help them more effectively serve alongside adults to create more livable communities in the San Diego region.

About the Workshops: The workshops will be hosted by SANDAG, an association of San Diego county local governments that addresses regional planning issues. SANDAG is currently developing a regional comprehensive plan (RCP) to serve as the foundation for integrating land uses, transportation systems, infrastructure needs, and public investment strategies for the San Diego region. SANDAG is kicking off a second round of community workshops to gather input from citizens on their vision for San Diego. This time around, they want to make sure youth are included!

The Role of Youth: Students selected will assemble on Saturday, August 30 for an orientation session to learn about regional planning and consider youth priorities for San Diego. The students will also develop a short presentation. Each youth will be assigned one or two workshops to attend, where she/he will be responsible for making that presentation. After the presentation, youth will join other community stakeholders in further discussions of regional issues.

Who Will Be Selected? Youth applicants do not need to have prior experience in community planning issues. We hope to assemble an ethnic, economic and geographic mix of participants. We seek young people who can work effectively in groups and communicate well. We welcome nominations of proven youth leaders who have been active in their communities; however we strongly encourage you to also consider nominating a youth who has lacked such opportunities or that might be considered struggling. Nominees should be high school students, ages 15 to 19.

Next Steps: If you know teens who might be interested, please share with them the enclosed youth memo and application form. To apply, fax or email the enclosed adult nomination form and youth application form to the California Center by AUGUST 21, 2008. Please contact Eduardo Aguilar at (916) 443-2229 or via e-mail at eaguilar@californiacenter.org with any questions. For more information on the SANDAG workshops visit www.sandag.org.

Recruitment Memo to Youth for Regional Workshops

TO: Interested and talented high school students

FROM: Candace Chwierut, Program Director, California Center for Civic Participation (916 443-2229)

RE: Invitation to help shape the future of San Diego, speak out about youth views, and earn \$50!

Congratulations! You have been asked to consider being a Youth Ambassador to upcoming SANDAG (the San Diego Association of Governments) workshops where community members will help develop a plan for the future of the San Diego region. SANDAG wants to make sure teens have a voice in shaping this regional plan that will impact growth, transportation, land use, the economy, the environment, and criminal justice. You'll be one of six students to attend a special youth orientation session, then participate in one or two community workshops during the first few weeks of September. We think this is a great opportunity, but you need to decide for yourself. Please review this information. If you want to be a youth ambassador, complete the application form, and give it to your adult nominator as soon as possible.

About the Workshops: The workshops will be hosted by SANDAG, an association of San Diego county local governments that addresses regional planning issues. SANDAG is currently developing a regional comprehensive plan (RCP) to serve as the foundation for integrating land uses, transportation systems, infrastructure needs, and public investment strategies for the San Diego region. SANDAG is kicking off a second round of community workshops to gather input from citizens on their vision for San Diego. This time around, they want to make sure youth are included!

In September they will hold five workshops in different San Diego county cities: El Cajon, National City, San Marcos, Encinitas, and San Diego.

What is the job of Youth Ambassadors? Our team of six youth ambassadors will assemble on Saturday, August 30 from noon to 5 pm at the SANDAG office in downtown San Diego for an orientation session on regional planning processes and youth priorities for the future of San Diego. (To be a youth ambassador, you must attend this session.) You will also work with other ambassadors to develop a short presentation that will be given at each of the community workshops. That presentation will give you the opportunity to share your vision, concerns, and recommendations about the future of San Diego. Each youth ambassador will be assigned one or two of the community workshops to attend, present at, and then participate alongside other community stakeholders in discussions about issues facing the region. Each youth ambassador will receive a \$50 stipend as a thank you for his or her participation!

Next Steps: To apply, complete the youth application form, return it to your nominator, and make sure they submit it and the adult nomination form to the California Center by fax or email no later than August 21, 2008. We look forward to hearing from you