
Sample Recruitment Forms

Below are pair of sample forms you can revise to recruit teens for youth engagement projects. The forms are based on a nomination method in which:

- Adults identify students they believe would be good candidates for a program, and they submit nomination forms on the students' behalf.
 - The nominated youth also submit application forms, confirming their interest in the project.
-

SAMPLE ADULT NOMINATION FORM

The form is typically no more than one page. It should include contact information for the nominator, for the student, and some questions addressing their reasons for nominating the student. If it is relevant to your project, questions regarding the nominee's ethnic and socio-economic background may be included for "optional" response. Sample Student Application Form Like the adult form, the student application should be no more than one page. It should include contact information for the student, the name of the nominating adult or organization, and some questions addressing the reasons she/he wants to be considered for the project. It is also helpful to include a checklist, listing the specific requirements for the project. Asking youth to initial these requirements ensures they have given thought to the scope of the commitment, ultimately improving retention. A modified version of this form can be used for projects in which youth apply without being nominated by an adult.

Sample Nomination Form

(To be completed by adult nominator)

[Event/Program Title Here]

[Event/Program Date]

Applications due [date]

Name of Adult: _____ Title: _____

Agency/Organization: _____

City/State/Zip: _____ County: _____

Phone _____ Fax _____ E-Mail: _____

Other Affiliations (such as other organizations, churches, schools, etc): _____

ABOUT THE YOUTH I AM NOMINATING

Name of Youth: _____

School: _____ Age/Grade: _____

Other Affiliations: _____

Home Address: _____

City/State/Zip: _____ County: _____

Home Phone: _____ Fax: _____ E-Mail: _____

STATEMENT OF SUPPORT - Please attach a one-page (or less) statement telling us why you are nominating this youth. Please note we hope to recruit a range of youth including existing student leaders as well as those who may have struggled and/or have unrealized leadership potential. Issues you can address include: *What makes you believe this youth would benefit from and contribute to the Summer Institute and later to her/his school, community, or society? What is unique that stands out about the youth's personality, background or activities? Do you think this young person has, or could develop, the ability to work well with others to improve conditions in his/her community? What makes you think she/he would be willing to make the commitment to attend this session, and to contribute to a project like this? In what ways are you able to continue to support this student after her/his participation in this program?*

PROFILE INFORMATION (Optional): This information will help us achieve our goal of selecting a cross-section of youth. Because our goal is to recruit a mix of youth, your answers will not help or hurt your nominee's chances. Please help us reach this goal by assessing your nominee as honestly as possible. If appropriate, check more than one.

My nominee: Is struggling, but ready to overcome obstacles and develop needed skills
 Has the potential to be a good leader, but has not fully applied her/his talents
 Is already a strong student leader

My nominee lives: In an urban community In a rural community In a suburban community

My nominee is: Affluent Middle class Poor Very economically distressed

My nominee is: Female Male

My nominee is: African-American Latino or Hispanic Asian or a Pacific Islander

Caucasian/White Native American Middle Eastern

Other or Specify: _____.

Please return this form with your Statement of Support and the Youth Application Form by fax or mail by [date]

California Center, 1220 H Street, #102, Sacramento, California 95814, Phone: (916) 443-2229 Fax: (916) 443-2297

Youth Application Form
(To be completed by student)

[Event/Program Title Here]
[Event/Program Date]
Applications due [date]

Youth Name: _____

Home Address: _____ City-State-Zip _____

Phone: _____ Fax: _____ E-Mail: _____

School: _____

Grade: _____ Name and Organization of Adult Nominator _____

Other Affiliations: _____

Yes, I have read the announcement memorandum about the conference, and I would like to submit my name to be considered as a [youth role here such as youth delegate, participant, etc.] for the [program or event] to be held [dates].

[If applicable] Yes, I have talked to my parents, teachers, employers, and I have made the decision that if selected, I can afford to miss work and/or school to attend this [program or event].

Yes, I understand that if selected, whether I am a minor or over eighteen, I must obey California Center rules at all times while at the conference due to safety and liability issues. I will sign an agreement to that effect if I am selected.

[If applicable] Yes, I understand if selected, I will be required complete some preparatory activities in advance of the [event] in order to be a more effective and knowledgeable participant. I also agree to complete a brief follow-up project with adults and/or other youth, after the program is over. In return I will earn a [\$xxx] stipend.

Please make a brief statement about yourself and why you think you would be a valuable contributor to the [even/program] and how you and your community would benefit. If you want, you may attach a more lengthy statement (one page maximum).

