**Eatonton, Georgia**

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**Youth Leadership Council**

**Established 2019**

**The future is bright in Eatonton, but we need to make sure we keep the light on.**

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# NAME

Eatonton Youth Leadership

# ADVISORY BOARD MEMBERS

Ward 1: Laura Gailey

Ward 2: Alexander Banks

Ward 3: Tracy Sumerlin

Ward 4: Dana Hicks

At-Large: Mary Alice Smith

City Representative: Janie Reid

# CONCEPT

We believe that leaders are made not born, that every person possesses leadership potential, that leaders have a responsibility to develop other leaders, that universal leadership skills can be taught, learned, and adapted to specific circumstances, that with leadership training comes the commitment for volunteer action, and that a substantive and well-designed curriculum of leadership development training can benefit our youth within our community from all walks of life.

Eatonton Youth Leadership will provide youth with a foundation of leadership understanding, equip youth with the skills needed to become leaders, cultivate the desire to be community leaders, increase self-efficacy in becoming civically engaged, and assist youth in developing the confidence to act in their schools, neighborhoods, and community in which they live.

# OBJECTIVES:

* To provide local youth with the experience of working with city government while obtaining a sense of civic responsibility as well as the opportunity to develop and demonstrate leadership ability.
* To actively involve youth in planning, developing and implementing social, cultural and recreational activities within the community that will result in a positive Eatonton.
* To assist our youth in understanding effective communication, appreciate differences, and be involved with community issues.
* To unite youth to bring about positive change within the community.
* To promote public awareness of the strengths and abilities of our youth.

# PROCESS

We believe that every person possess the talent and potential to lead an honorable and fulfilling life. We also believe that one’s future and ultimate destiny are directly related to what they do to prepare for it. As leaders in our community, it is imperative that regardless of the current economic status or the current state of mind of all generations, we must forge ahead to **educate,** **prepare,** and **expose** the youth of our community for life.

* **Educate:** We will encourage the students to excel educationally and reach for their individual potential with regards to education and community service activities.
* **Prepare:** We want them to begin to take seriously the preparation that must take place for what they want to do after high school; whether it is to pursue a traditional four-year college, technical or trade school, the armed forces or enter directly into the workforce; we must show them what is necessary and how to make it happen. From studying to preparing an application and seeking reference letters, to rehearsing interview skills and techniques with a teacher or friend; all of these are acts of preparation. When we take this opportunity to prepare them for life after high school, we will give them the tools to answer the “how to” question.
* **Expose:** Through a series of guest speakers, activities and field trip experiences, we will expose the students to options in, around, and outside of Eatonton. In an initial assessment, we will determine their individual goals and aspirations. With that information, we will solicit relevant guest speakers and plan appropriate field-trip experiences.

# BENEFITS

***For the youth:***

* Increased self-esteem
* Development of leadership skills
* Recognition among peers
* A better understanding of local community policies and procedures
* An increased effort to appreciate all citizens regardless of differences and diverse backgrounds
* Personal contributions to the community through community service
* An increased awareness of opportunities in, around and outside Eatonton
* Increased community commitment

***For the school:***

* Increased pool of student leaders
* Increased student engagement
* Opportunities for community collaborations with student involvement
* Positive local media coverage

***For the community:***

* Positive local media coverage
* Opportunities for participation of community volunteers, community leaders, business and civic organizations
* Increased pool of informed, committed, and young emerging leaders

# TARGET AUDIENCE

16 youth (per year) enrolled in grades 9-12 at Putnam County High School, Gatewood School, or home-schooled students in grades 9-12 living within the City limits of Eatonton, Georgia. Four students shall be selected from each of the 4 Wards of the City of Eatonton (when possible).

# SELECTION PROCESS

1. Self-application or nomination from a teacher, counselor, school administrator, parent, community leader.
2. Face-to-Face Interview
3. Orientation
4. Complete Participation Agreements (signed by student and parent or community mentor (the contract will be reviewed during the orientation session and signed).
5. City Council Confirmation

# PROGRAM OUTLINE

The program participants will meet monthly and activities would include the alternating local speakers and various classes/activities, and there will be at least one Saturday meeting. Additional activities associated with Eatonton Youth Leadership will include community service (10 hours accumulated over the school year). Documentation must be provided.

The program will begin in January and continue through the end of December and will conclude with a graduation ceremony and reception. At the service, all students and parents will be recognized. They will each receive a certificate of completion and an opportunity to go on a field experience trip.

The field experience trip would be to a location that will be selected by the participants at the beginning of the program. Throughout the year, the group will be responsible for fundraising efforts to fund a portion of the trip. The trip would include transportation / airfare and room accommodations and three meals per day. The fundraisers would fund any activities (tours, plays, amusement parks etc.), that the group chooses.

Upon successful completion of the class each youth will receive a signed proclamation from the city, a framed certificate of completion, and a $100.00 gift card.

# BY-LAWS

**ARTICLE I.**

## MISSION AND VISION STATEMENT

The mission of the Eatonton Youth Leadership is to help youth build leadership skills, learn about civic responsibility, gain a better understanding and appreciation of municipal government, and prepare for a lifetime of public and community service.

Its vision is to create a visible and viable network of future leaders untied to make our community better.

**ARTICLE II**

## MEMBERSHIP, ELIGIBILITY, TERM, REMOVAL OF MEMBERSHIP

Eatonton Youth Leadership shall consist of up to 16 youth each year.

1. **Eligibility**
2. Youth must be currently enrolled in grades 9-12 at Putnam County High School, Gatewood School, or home-schooled students.
3. Youth must reside within the City limits of Eatonton, Georgia.
4. Youth must commit to attend the scheduled monthly meetings of Eatonton Youth, with two excused absence permitted.
5. Youth must commit to complete 10 hours of community service during the course of the program year. This requirement may be satisfied by participation in the program service project.
6. **Terms**
7. Each member is eligible and may request to serve for more than one year depending on existing appointment criteria and his/her past service, including attendance records.
8. All terms shall expire upon graduation from the program.
9. **Decorum/social networking**

Eatonton Youth Leadership participants shall at all times conduct themselves in a manner consistent with the core values and goals of the council. Members shall never place themselves in compromising positions or situations that will cast a negative image of the City of Eatonton, its Mayor and Council, or the Eatonton Youth Advisory Council.

1. **Removal of Membership**
2. Each member is expected to attend all regularly scheduled and special meetings. Failure to attend a minimum of seventy-five (75) percent of all meetings and workshops of the Eatonton Youth Council during the calendar year or at least three (3) consecutive scheduled meetings or both shall result in automatic removal from membership.
3. Eatonton Youth Leadership, upon majority vote of the membership shall have the authority to request the Eatonton Youth Advisory Board to remove any member for cause, which shall be heard at a public hearing should the member in question request such a hearing.
4. Any member may be immediately removed with written notice for behavior that in the opinion of the Youth Advisory Board is not consistent with the values or intent of Eatonton Youth Leadership.

**ARTICLE III**

## OFFICERS, TERMS OF OFFICE, OATH OF OFFICE, DUTIES

1. **Officers**

Six (6) members of the Eatonton Youth Leadership shall be elected to serve as officers. The Eatonton Youth Leadership shall elect from its members the following officers:

1. Mayor
2. Mayor Pro-Tem
3. Secretary
4. Treasurer
5. Parliamentarian
6. Historian
7. **Duties**
8. **Mayor:** Shall serve as Chief Executive Officer of Eatonton Youth Leadership, presided over all regular and special meetings of Eatonton Youth Leadership, and act as its official spokesperson.
9. **Mayor Pro Tem:** Shall assume all duties of the President in the absence of the President
10. **Secretary:** Shall record all exhibits, petitions, documents or other materials presented to Eatonton Youth Leadership, and shall prepare minutes of the meetings and give notices of all meetings.
11. **Treasurer:** The Treasurer shall collect, receive, deposit, and disburse the funds of the organization with guidance from Eatonton Youth Council Advisory Board, and shall provide financial accounting statements for said council.
12. **Parliamentarian:** The Parliamentarian shall maintain the meeting’s decorum and know Roberts Rules of Orders. The Parliamentarian will also keep time of the meeting and ensure that the meeting starts and ends on time.
13. **Historian:** The Historian shall record in written and digital format all Eatonton Youth Leadership activities. The Historian shall also assist with media communications, and information dissemination.
14. **Oath of Office**
15. Each member will take an Oath of Office and will be sworn in by the Mayor at the first Eatonton Youth Leadership meeting of the program year.
16. **Term of Office**
	1. Officer terms will commence upon election and will conclude upon graduation from the program.

**ARTICLE IV**

## MEETINGS

1. **Regular Meetings**

Regular Eatonton Youth Leadership meeting shall be held at least once a month at a location, day, and time to be determined.

1. **Special Meetings**

Special meetings may be held at the call of the EYC Mayor or at other such times as Eatonton Youth Council deem necessary. Special meetings shall be held within at least twenty-four (24) hours’ notice to each member.

**ARTICLE V**

## ORDER OF BUSINESS

The order of business at meetings shall be:

1. Convene
2. Roll Call
3. Review and approval of minutes
4. Approval of agenda
5. Old Business
6. New Business
7. Committee Reports
8. Other business and comments by members or staff
9. Adjourn

**ARTICLE VI**

## VOTING

All members of Eatonton Youth Council shall be entitled to vote on matters before the council. On all items before the Council, a majority vote of those present and constituting a quorum shall prevail.

**ARTICLE VII**

## COMMITTEES

**Formation of Committees and Purpose:**

Committees will be formed as needed to accomplish community service projects and other established goals of Eatonton Youth Council. Formation of any and all committees shall be by majority vote of Eatonton Youth Council members, subject to approval or ratification of the Youth Council Advisory Council or Mayor and City Council.

**ARTICLE VIII**

## CONFLICTS OF INTEREST

Any member of Eatonton Youth Council having a personal or financial interest in the outcome of any question before the body shall disclose the nature of the interest and shall disqualify themselves from voting on the question, and shall not be counted toward the purpose of a quorum of the matter.

 **ARTICLE IX**

##  AMENDMENTS

These by-laws may be amended upon a majority vote of the entire membership of Eatonton Youth Council subject to the approval of Mayor and City Council of Eatonton, Georgia.

ADOPTED ON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Secretary

EATONTON YOUTH LEADERSHIP PARTICIPANT APPLICATION



1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What city ward do you reside? 🞏1 🞏2 🞏 3 🞏4
4. Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_
5. Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. High School: 🞏Putnam County Charter School 🞏Gatewood

 🞏Home Schooled 🞏Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Present Grade: 🞏 9th 🞏 10th 🞏 11th 🞏 12th
2. What personal characteristics/qualities do you possess that enable you to be and/or create a good leader and peer role model?
3. What do you hope to learn or achieve from the Eatonton Youth Leadership Program?
4. T-Shirt/Sweatshirt Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give the City of Eatonton permission to use my photo and any written statements that I have made regarding the Eatonton Youth Leadership Program for the sole purpose of advertising and promoting Eatonton Youth Leadership.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Applicant) (Date)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent or Guardian) (Date)

# PARTICIPANTS’ CODE OF ETHICS AND CONDUCT

Welcome to Eatonton Youth Leadership. As a participant you represent yourself, your family, your school, and your community. We have every expectation that you will be a model member of this inaugural group.

In order to ensure that this year’s program runs smoothly, the Eatonton Youth Leadership Board has created this Code of Conduct to outline our expectation for behavior and dress, however the essential elements of character-building and ethics in the Eatonton Youth Leadership are embodied in the concept of integrity and the following core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship.

**By signing below, I agree to the following:**

* I will be prompt and present at all meetings, I will always dress appropriately for all meetings and events of Eatonton Youth Leadership.
* I will be courteous and respectful in the treatment of and the interaction with other people, always refraining from actions that can result in injury to a person and/or damage to property.
* I will refrain from inappropriate touching and verbal harassment.
* I will not engage in disruptive conversations while others are addressing the group.
* I will refrain from use of cell phones or other electronic devices during Eatonton Youth Leadership’s activities or events (unless used for emergency purposes or with permission from program leaders).
* I will ensure that all personal social networking accounts including, but not limited to Facebook, Twitter, Instagram, Myspace posts, pictures, music, blogs, and associations be in good taste and representative of membership as a member of the Eatonton Youth Leadership.
* I understand that failure to agree to or abide by the Eatonton Youth Leadership’s Code of Conduct is grounds for immediate removal from participation in an activity of event, and/or possible removal from the program.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Applicant) (Date)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent or Guardian) (Date)

# PARENTAL AGREEMENT TO PARTICIPATE and HOLD HARMLESS CLAUSE

Dear Parent/Guardian,

Thank you for allowing your child to participate in the inaugural Eatonton Youth Leadership. Please review the documents within this package and complete the following information giving your permission for your child to participate.

I understand there are inherent risks involved with any activity, and therefore agree that the City of Eatonton, together with its employees, representatives, agents, and volunteers shall not be responsible for and are hereby release from any liability for any personal injury, death, or property loss incurred in connection with any event occurring within the time period noted and/or during any program sponsored activity. I also authorize the city of Eatonton to seek emergency medical treatment on behalf of me and/or my child in the event that such treatment is deemed necessary or appropriate, and I release the City of Eatonton from any liability related to that decision or treatment.

I understand that participation is voluntary and further understand that transportation for any activity or event may be provided in vehicles driven by the City of Eatonton employees or by third-party commercial contractors.

By signing my signature below, I release and hold the City of Eatonton, Georgia, Mayor and Council, Eatonton Youth Leadership Members, officers, and employees of the city of Eatonton, Georgia, harmless from any and all liability, damages, claims, suits, demands, and judgements of whatever nature for injuries to my child or damage to property arising out of any and all events; including but not limited to traveling to and from Eatonton Youth Leadership events or activities. I assume the risk for any and all injuries occurring to my child.

My child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has my permission to participate in the Eatonton Youth Leadership program and activities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent or Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Parent or Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# EMERGENCY CONTACT INFORMATION

Name of parent or guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent/Guardian Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include and SPECIAL CARE INSTRUCTIONS for your child, including medical conditions, allergies, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Insurance Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_