



## PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER  
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732  
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305  
CUPERTINO.ORG

Hello,

Thank you for your interest in applying for the Cupertino Teen Commission. The Cupertino community thrives on having civically engaged residents and we are thrilled that you would like to share your talents, knowledge, and experience as a Cupertino Teen Commissioner. Be sure to carefully read all information as this letter captures all essential information on the application process for the Teen Commission.

### **What is the Cupertino Teen Commission?**

Our Cupertino Teen Commission is at the center of Cupertino's future as they counsel City staff and City Council alike on what Cupertino citizens will want to see years down the road. The powers and functions of the Teen Commission are to assist City staff in the development, promotion, and evaluation of teen programs and activities which are meant to enhance the growth and development of teens in the Cupertino community. Pizza and Politics, <hack> Cupertino, collaborating on Bobateeno, and supporting the implementation of various ordinances are just a few of the many projects the Teen Commission has completed.

### **What are the requirements and guidelines of the Teen Commission?**

1. Applicants must be residents of Cupertino throughout their term. This means having a Cupertino address.
2. Appointed members of the Commission must be incoming 8-11 graders. Members may be in 12<sup>th</sup> grade during their term, but seniors may not apply.
3. Commissioners are appointed by the City Council to two-year terms which go from September—May. The Teen Commission meets year-round.
4. Members of the Teen Commission may not hold any paid office or be employed by the City of Cupertino, nor be related by blood or marriage to any official or employee of the City.
5. Meetings are held bimonthly—typically on the second and fourth Wednesday of the month. Regular attendance is required at the meetings. A member of the Commission will be removed if he/she has missed more than three consecutive meetings or misses 25% of the meetings in a calendar year.
6. The Commission shall elect a chair and vice-chair each year.
7. The Commission is comprised of nine members, at least one from each public middle and high school, if possible. Members may attend schools outside City limits, private schools, or be schooled at home.
8. Actions taken by the Teen Commission are by majority vote.
9. The Parks and Recreation Department will provide staff support to the Teen Commission.
10. The City Council shall appoint new Commissioners in May to be seated in September.

## What are the expectations of being on the Teen Commission?

The Teen Commission is the face for youth and teens in Cupertino. As such, the Commission is for students who have a deeply rooted passion for civic and community engagement.

### *Teen Commissioners...*

- Must be informed of City-wide issues, problems, and resources.
- Should have a thorough knowledge of their school's resources and contacts. Being on ASB or student council is beneficial, but not a requirement.
- Must have a **genuine** passion for serving as a representative of the Cupertino community.
- Must promote Teen Commission and relevant City initiatives to their school population.
- Have a desire to make lasting change for the City of Cupertino.
- Must have the bandwidth to dedicate significant time to Teen Commission projects.
- Attend various, assigned City Council and other City Commission meetings.
- Attend all Teen Commission meetings, events, and other assigned meetings. Meetings are on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month unless canceled or a special meeting is called.
- Be able to professionally defend your stance and collaboratively work with fellow commissioners.
- Be easily accessible to respond to staff, constituents, and community.

## I'm ready. How do I apply?

Applications are due via email or physical mail to the City Clerk's office **by 4:30 p.m. on Friday, May 8**. Late applications or postmarks will NOT be accepted.

1. You may find the application by visiting the [Teen Commission website](#). All applicants must meet the requirements outlined above and **must fill out all fields**.
  - a. Remember to sign the 'Statement of Commitment'.
  - b. Complete the answers to the Supplemental Questionnaire on a separate page.
2. Submit your **completed application** to [TeenApplications@cupertino.org](mailto:TeenApplications@cupertino.org) or by physically mailing it to the Cupertino City Clerk's Office.
  - a. **Mailed Submissions:** When submitting your application via mail, be sure to send it to:

Cupertino City Clerk Office  
Attn: Teen Commission Applications  
10300 Torre Ave.  
Cupertino, CA 95014

- b. **Email submissions:** When submitting your application via email, be sure to title the subject line in the following format:

*FirstName LastName Teen Commission 2020-2022 Application.*

See example below:

To	Teen Applications;
Cc	
Subject	Jane Doe Teen Commission 2020-2022 Application

EXAMPLE

3. Get a 'Letter of Recommendation' from a teacher, coach, scout troop leader, etc.
- a. We recommend giving your letter writer enough time to write and submit your letter. Letters must be on official letterhead or from an organization email (e.g., [email@school.edu](mailto:email@school.edu), [email@organization.org](mailto:email@organization.org))
- b. When submitting your letter, be sure your letter writer types the subject line in the following format:

*FirstName LastName Teen Commission 2020-2022 LOR.* See example below:

To	Teen Applications;
Cc	
Subject	Jane Doe Teen Commission 2020-2022 LOR

EXAMPLE

4. Save the interview dates on your calendar! Interviews will be held on **Tuesday, May 26<sup>th</sup>** and **Wednesday, May 27<sup>th</sup>**. Individual interview times will be sent by email or phone by the City Clerk's Office. Make sure your contact information is accurate and legible!

### What should I do if I have more questions?

- For questions on the application process, such as interviews and status, be sure to email the City Clerk's Office at [cityclerk@cupertino.org](mailto:cityclerk@cupertino.org).
- For questions on Teen Commission daily operations, projects, and meetings, please contact the Teen Commission Staff Liaison, Daniel Mestizo, at [danielm@cupertino.org](mailto:danielm@cupertino.org) or 408-777-3134.

Thank you and good luck!



**OFFICE OF THE CITY CLERK**

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366  
CUPERTINO.ORG

**TEEN COMMISSION APPLICATION**

**2020-2022 TERM**

(Please type, or use blue or black ink)

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Applicant's Phone #: \_\_\_\_\_  
\_\_\_\_\_ Parent's Phone #: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_ Gender: M F Other

How long have you been a resident of the City of Cupertino? \_\_\_\_\_

What grade are you currently in:  
7 8 9 10

	Name of school you attend
Middle School	
High School	

What school will you attend in September? \_\_\_\_\_

What school will you attend the following year? \_\_\_\_\_

What grade will you be in September? \_\_\_\_\_

Do you live within the corporate limits of Cupertino? \_\_\_\_\_ (The Creston area is not within the corporate limits. Please contact the City Clerk's Office if you are unsure).

How old are you today? \_\_\_\_\_ (If under 18 parent or guardian must sign below)

Are you related to anyone currently serving on a Cupertino commission? \_\_\_\_\_

Have you served on the Teen Commission before? \_\_\_\_\_ List dates: \_\_\_\_\_

Have you applied to the Teen Commission before? \_\_\_\_\_

Have you been to a Teen Commission meeting? \_\_\_\_\_ If so, when, and what was discussed?  
\_\_\_\_\_

Where/How did you hear about the commission vacancy? \_\_\_\_\_

In case of emergency please contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Letter of Recommendation

A letter of recommendation from a non-family member is required. This can be from a teacher, coach, scout troop leader, etc. Be sure to give your letter writer advanced notice of the application deadline. Letters may be submitted via email by your letter writer at TeenApplications@cupertino.org. To ensure legitimacy, please ensure your letter writer sends the letter on official letterhead and from an organization email. Applications will be rejected if any component is missing. When emailing the letter, please have your letter writer format the subject line of the email in the following format: FirstName LastName Teen Commission 2020-2022 LOR. This will ensure quick processing by our City Clerk office.

➤ **Example:** Subject: Jane Doe Teen Commission 2020-2022 LOR

Statement of Commitment

I, \_\_\_\_\_, agree to attend and participate in Cupertino Teen Commission meetings, projects, and outings which include but are not limited to the YAC Attack, the YAC Social, Teen Commission Retreat . I understand that I will be removed from the Teen Commission if the above are not met, I miss more than 3 consecutive meetings or miss 25% of the meetings in a calendar year. I certify that I am not an official or employee of the City of Cupertino, nor related by blood or marriage to any official or employee of the City of Cupertino.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/guardian signature if applicant is under 18 years of age

\_\_\_\_\_  
Date

If you are not selected at this time, we will keep your application on file for a one (1) year period for consideration should a commission vacancy occur.

All information provided on this form becomes a public record. Applicants appointed to all commissions and committees (except for the Teen Commission) will be required to file statements of Economic Interest, which are also a public record.

### Supplemental Questions

Please answer the following questions on a separate sheet of paper. Answers to each question should not exceed more than 300 words.

1. Why do you want to become a member of the Cupertino Teen Commission?
2. What skills, talents, or strengths would you bring to the Teen Commission?
3. What after school activities do you plan to be engaged in? Please include clubs, organizations, bands, sports, etc.
4. What do you think is a current major issue facing Cupertino youth and teens?
5. If you were selected to be a Teen Commissioner, what one project would you like to see the commission accomplish? Please note that Teen Commissioners work on civic projects, not events.

### **Cupertino Teen Commission Application Checklist:**

**Be sure to read the cover letter for submission instructions.**

- Completed Teen Commission Application, (pg.1-2)
- Signed Statement of Commitment (pg. 2)
- Teen Commission Supplemental Questionnaire (pg. 3 – submit typed answers onto a separate sheet).
- 1 Letter of Recommendation from a **non-family member** (e.g., teacher, coach, employer, organizational leader). Letter is to be separately submitted by your letter writer. See cover letter for more details.

**APPLICATIONS WILL BE REJECTED IF THEY ARE LATE OR ANY OF THE ABOVE COMPONENTS ARE MISSING.**

#### **Applications may be submitted in the following ways:**

1. Digitally, by emailing complete application packet to the City Clerk at [TeenApplications@cupertino.org](mailto:TeenApplications@cupertino.org).
2. Physically at The City Clerk's Office at City Hall, 10300 Torre Avenue, Cupertino, CA 95014

***Postmarks are not accepted.***

**APPLICATIONS DUE: in the City Clerk's office by 4:30 p.m. on Friday, May 8**

**INTERVIEWS: held beginning at 5:30 p.m. on Tuesday, May 26 and Wednesday, May 27 (as needed).**

*Interview times will be assigned by the City Clerk's Office after Friday, May 8<sup>th</sup>.*

Remember to follow-up with your letter writer if he or she will be submitting the letter via email.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO ESTABLISHING A POLICY EMBRACING THE CITY'S DEMOGRAPHIC DIVERSITY (ADVISORY COMMISSIONS AND COMMITTEES)

WHEREAS, the City intends to provide efficient, effective and equitable governmental services to all of Cupertino, and

WHEREAS, respect for all cultures, and other demographic differences is the foundation of Cupertino's future, and

WHEREAS Cupertino's residents are its most important resource, their cultural and economic diversity provides the living fabric that binds Cupertino together, and

WHEREAS, the involvement and commitment of the entire Cupertino community produces a better quality of life with residents and city government working in partnership, and

WHEREAS, it is vital in maintaining a high performing, productive city government in which each resident and each city employee is valued for his or her unique gifts and talents, that the city capitalize on the innovation inherent within the community and within city government, and

WHEREAS, the City of Cupertino recognize that diversity includes culture, gender, age and other important demographic differences within the City and that valuing each diversity is fundamental in the way the City provides services to its residents, and

WHEREAS, the City believes that diverse city commissions and committees provide advantages offered by a variety of diverse perspectives and in increasing the City's ability to serve its diverse population.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

**Commissions and Committees**

- A. To foster comprehensive representation within advisory commissions and committees, it would be advantageous for new members to represent the community by such factors as culture, gender, age, and location of residency within the city.
- B. In the conduct of their business, commission and committee members shall pursue the benefit of a variety of perspectives in making decisions.
- C. Commissions and committees increase the city's potential, effectiveness and creativity as an organization by offering a wide range of approaches and perspectives to addressing issues and solving problems.

**Other means of communicating this policy to the general public**

The City of Cupertino's embracing of diversity will also be communicated and reflected through such means as festivals and events, recreation and education programs, public art, city publications and media programming.

**Dissemination and enforcement of this policy**

This policy shall be incorporated into the following:

- 1) All notices seeking commission and committee applications;
- 2) Shall be adopted by the City Manager as an administrative procedure, who shall be responsible for the implementation of this policy. From time to time, the City Manager will report the status of such implementation to the City Council;
- 3) Shall be posted at both the City Clerk's Office and at the City's Department of Human Resources.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 3<sup>rd</sup> day of November 2003, by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
AYES:	Chang, James, Lowenthal, Kwok, Sandoval
NOES:	None
ABSENT: None	
ABSTAIN: None	

ATTEST:  
/s/ Kimberly Smith  
\_\_\_\_\_  
City Clerk

APPROVED:  
/s/ Michael Chang  
\_\_\_\_\_  
Mayor, City of Cupertino