



FEMA Region V Youth Preparedness Council Application Instructions

You may use these instructions as a checklist for completing your FEMA Region V Youth Preparedness Council application package. Please note that the bracketed sections of the file naming conventions should be replaced with your information. **The deadline for application submission is June 30, 2016 at 11:59 pm CDT. Applications received after this deadline will not be considered. Applications that do not conform to the requirements identified below will not be considered.**

Application

- The application form must be submitted with the following file naming convention: “[Applicant’s First Name]_[Applicant’s Last Name]_ApplicationForm”, e.g., Sarah_Smith_ApplicationForm.
- All fields within the application must be completed.
- All narrative response questions/topics must be addressed, either in writing or video. If responding in writing, please adhere to the character limit (including spaces) provided for each response. Once you have reached the limit, the application will not accept any more characters. You may need to rework your response to fit within the designated character allotment. If responding in a video, you must address all five (5) questions/topics in the response section, and must use the file naming convention: “[Applicant’s First Name]_[Applicant’s Last Name]_Video”, e.g., Joe_Jones_Video.

Letters of Recommendation

You must include **two (2)** letters of recommendation from an adult, age 18 or older, who is NOT a family member, relative, guardian, etc.

- At least one (1) letter of recommendation must be from an adult who can speak to your experience with preparedness and/or disasters.
- The second letter of recommendation should come from an adult who is familiar with your involvement in the community.
- Examples of adults who may write letters of recommendation include group leaders, teachers, advisors/counselors, school administrators, coaches, employers, community or faith leaders, local first responders, or Citizen Corps Council or CERT Program members.
- Letters of recommendation must be submitted in PDF format and must use the file naming conventions “[Applicant’s First Name]_[Applicant’s Last Name]_Recommendation1” and “[Applicant’s First Name]_[Applicant’s Last Name]_Recommendation2”, e.g., Joe_Jones_Recommendation2.

Academic Standing

You must include academic records (e.g., report cards, transcripts) that demonstrate your good academic standing for the current (2015-2016) and previous (2014-2015) school years.

- Academic records must be submitted in PDF format, and must use the file naming convention “[Applicant’s First Name]_[Applicant’s Last Name]_Academic”, e.g., Joe_Jones_Academic.

Supplemental Materials (optional)

Supplemental materials are welcome but not required. Possible supplemental materials include news about a preparedness or disaster response activity in which you participated, preparedness materials that you developed, or pictures and video of a preparedness activity in which you participated.



- Each attachment of supplemental materials must use the following file naming convention:
"[Applicant's First Name]_[Applicant's Last Name]_Supplement1",
"[Applicant's First Name]_[Applicant's Last Name]_Supplement2", etc., e.g., Sarah_Smith_Supplement2.

Submitting Your Application

Please double-check that your application form is complete.

- All application materials must be submitted in **one (1)** email.
- The application package must be sent to FEMA-Youth-Preparedness-Council@fema.dhs.gov with the subject line "[Applicant's First Name]_[Applicant's Last Name]_YPCApplication", e.g., Joe_Jones_YPCApplication.
- Only one (1) application package may be submitted per applicant.
- Each applicant must submit the application on his or her own behalf.

Submission Confirmation

A confirmation of receipt will be emailed to each applicant when FEMA receives his or her submission. If you do not receive a confirmation email within three (3) business days, please re-send your application. Please let FEMA know if you encounter any problems with submitting your application, by emailing FEMA-Youth-Preparedness-Council@fema.dhs.gov.