



Youth Preparedness Council



FEMA

FEMA Youth Preparedness Council Frequently Asked Questions (FAQs)

When is the deadline to submit an application?

Applications, letters of recommendation, and supporting materials must be received by March 31, 2017 11:59 p.m. PST.

Who can apply to join the Youth Preparedness Council?

Each applicant must be a current 8th, 9th, 10th, or 11th grade student and have done one or more of the following:

- Participated in community activities
- Served in a leadership role
- Lived through a disaster and shared his or her experiences
- Participated in a preparedness activity or training related to emergency preparedness

How do I submit an application?

Application materials must be [submitted online](#) or emailed to FEMA-Youth-Preparedness-Council@fema.dhs.gov.

Option 1: Complete and submit an online application

Visit <https://www.community.fema.gov/applytoYPC>.

Option 2: Download and email your application form

Click on the link "FEMA Youth Preparedness Council Application Form" at www.ready.gov/youth-preparedness-council. To view and edit the file, make sure you have the most recent version of Adobe Reader. You can download Adobe Reader at <http://get.adobe.com/reader/>. All responses **must** be input directly into the application form, which is an editable PDF form. Be sure to save a **downloaded** copy of the PDF to your computer.

Please clearly name your file, e.g., Joe_Jones_ApplicationForm. Email the file as an attachment, along with one (1) video response (if applicable in place of written application form); two (2) letters of recommendation, academic records, and any supplemental materials to FEMA-Youth-Preparedness-Council@fema.dhs.gov.

What are the requirements for the narrative responses?

All narrative response questions/topics must be addressed, either by written or video response. 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 video, you must address all eight (8) questions/topics in the narrative response section.

What makes a complete application package?

A complete package includes the following attachments submitted **online** or in **one (1) email**:

- One (1) application form;
- One (1) video response (if applicable in place of written application form);
- Two (2) letters of recommendation;
- Academic records (e.g., report card, transcript) from the current (2016–2017) school year;
- Academic records from the previous (2015–2016) school year; and
- Any optional supplemental materials.

Please do your best to clearly label attachments, e.g., Sarah_Smith_ApplicationForm; Sarah_Smith_Recommendation1.

If email size constraints limit the size of attachments you can send, you may want to consider the following for reducing file sizes:

- Send links to websites with supporting materials, videos, and information, rather than attaching the files. Links can be input directly into the “Description” fields in the “Supplemental Materials” section of the application.
- Compress pictures or reduce the resolution of pictures.
- Convert text and/or images to PDF files.

If you have a problem submitting your application materials, please contact

FEMA-Youth-Preparedness-Council@fema.dhs.gov.

Can I nominate someone for the Council?

We encourage you to share the application with youth you think would be a good fit for the Council! However, FEMA will only consider applications submitted directly by the applicant. Each application **must include** two (2) letters of recommendation, so writing a letter of recommendation is a great way to show your support and provide input into the application process.

I applied last year and was not selected to the Council—can I apply again?

Yes! Unfortunately, FEMA is unable to accept all of the qualified applicants in a given year. Spots open up every year and previous applicants are encouraged to reapply. There is a space on the application form to indicate whether you have previously applied.



Do I have to submit a letter of recommendation?

Yes. You must submit **two (2)** letters of recommendation from two (2) adults with your application. Applications received without two (2) letters of recommendation will not be reviewed.

Who should I ask to write a letter of recommendation?

Letters of recommendation must come from an adult 18 years of age or older who is familiar with the applicant's experience with preparedness or disasters or their involvement in the community. Examples of people 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. Family members, relatives, guardians, etc. may not write letters of recommendation.

Do I have to submit my academic records?

Yes. You must submit academic records (i.e., report cards, transcripts) that demonstrate your good academic standing for the current (2016–2017) and previous (2015–2016) school years.

Can I submit a video response to the application questions?

Yes. You may address the eight (8) Narrative Response questions/topics in a video recording. To submit your responses, you may include your video file with your application online or via email. You may also upload your video to a video-sharing website (e.g., YouTube) and provide the link in the indicated field on the application.

Can someone who serves on a local Citizen Corps Council or Partner Program or Affiliate (e.g., Teen CERT, Medical Reserve Corps, Fire Corps, Volunteers in Police Service, Neighborhood Watch) apply to serve on the Council?

Any 8th, 9th, 10th, or 11th grade student who is engaged in individual and community preparedness activities may apply to serve on the Youth Preparedness Council.

What types of supplemental materials can I submit?

You can submit any materials that you feel will support your application. 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 community activity in which you participated. Be creative! Showing your activities and impact will strengthen your application. All supplemental materials, if provided, must be submitted online with the application or included in the same email as the rest of the application materials. Please do your best to clearly label supplemental materials.

Please note that supplemental materials are **not** required.



Will FEMA notify me when it receives my application?

FEMA will send an email confirming receipt of your application. If you do not receive a confirmation email within three (3) business days, please re-send your application or email FEMA-Youth-Preparedness-Council@fema.dhs.gov.

Who will review my application?

National and regional FEMA representatives will review applications. Each state and territory falls into one (1) of ten (10) FEMA regions (the states and territories in each region can be seen here: <https://www.fema.gov/regional-contact-information>) and each region has a Community Preparedness Officer (CPO). Applications will be reviewed by both headquarters staff and the CPO of the region in which the applicant lives. Finalists will be asked to participate in a virtual (e.g., Skype) or telephone interview.

When will I find out if FEMA selected me for the Council?

FEMA will announce new Youth Preparedness Council members in May 2017. FEMA will also notify applicants that are not selected at that time.

Are there any monetary rewards associated with being selected for the Youth Preparedness Council?

There is no cash reward associated with being selected for the Youth Preparedness Council. There is also no financial support for projects associated with the Council.

If selected, what will be required of me on the Youth Preparedness Council?

Participants are expected to represent the youth perspective on emergency preparedness and share information with their communities. Members are expected to serve for two (2) years on the Council. Each new Council year begins in July with the Youth Preparedness Council Summit.

In his or her first year, each Council member is expected to develop and complete at least one (1) preparedness-related project specific to his or her region and interests, as well as to pursue other preparedness-related opportunities in his or her community. In his or her second year, each Council member is expected to complete at least (1) national level youth preparedness-related project in collaboration with other second year Council members. In addition to the national project, Council members are expected to serve as mentors to guide new, first year Council members in their projects and activities.

Council members are also **required** to attend two Youth Preparedness Council Summits, which are held in July in Washington, DC.

Members are required to participate in **mandatory** group conference calls every other month. These calls allow members to provide updates on their projects, pose questions to FEMA staff, and provide feedback to other members based on their experiences. Members are permitted to miss one (1) call per year. Members are also required to participate in two one-on-one calls per year with the FEMA Youth Preparedness Lead to check-in on the status of their projects.



Additionally, members are expected to submit monthly activity logs that describe the progress they have made on their projects over the past month and any challenges they have faced.

Please see the *FEMA Youth Preparedness Council Member Roles and Responsibilities* document for more information.

If selected, how long would I serve on the Council?

Members are asked to commit to the Council for two (2) years. Each new Council year starts in July with the Youth Preparedness Council Summit. If members have not completed the mandatory requirements during their first year, FEMA may excuse the member from participating in a second year.

What is the Youth Preparedness Council Summit? When does it take place?

The Youth Preparedness Council Summit is an opportunity for Council members to meet one another and FEMA representatives, including their Regional CPOs, who will be their ongoing FEMA support contacts and mentors. Council members will be able to share their ideas and questions on disaster preparedness with FEMA, other federal officials, national partners engaged in youth preparedness work, and other Council members. Council members also receive their official certificates of membership during a ceremony at the Summit. Please note that attendance at the Summit is **required** for those selected to the Council. The next Summit will be held towards the end of July 2017.

A parent/guardian or parent-authorized chaperone must attend with each Council member. The Summit includes sessions for parents/guardians/chaperones. FEMA will reimburse travel, lodging, and meals and incidental expenses for each Council member and his or her parent/guardian/chaperone to attend the Summit.

How much will the Summit cost?

Council members and chaperones will be reimbursed for expenses associated with the Summit; however, please note that many of these expenses need to be paid for up front by the Council member/chaperone and will be reimbursed by FEMA *after* the Summit. Council members and their chaperones are reimbursed for:

- **Travel** via common carrier—air, rail, or bus transportation. This includes transportation to and from the airport, train station, etc. Transportation to and from Summit-related events (e.g., a taxi to a field trip that is part of the Summit, or to the mandatory dinner held as part of the Summit) can also be reimbursed. Parking is not included. Transportation for personal excursions, such as sightseeing, will not be reimbursed.
- **Lodging**. FEMA will provide a lodging option that is within the government daily rate, which is the maximum rate that can be reimbursed.
- **Meals & incidental expenses**. These are reimbursed at a flat, per diem rate.

There will be a session at the Summit for parents/guardians/chaperones to learn about reimbursement.



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Additional Questions

Please email additional questions to FEMA-Youth-Preparedness-Council@fema.dhs.gov.