



## FEMA Youth Preparedness Council Application Instructions

You may use these instructions as a checklist for completing your Youth Preparedness Council (YPC) application package. FEMA is offering an [online version of the application](#). You may also [download a PDF copy](#) of the application and submit it via email to [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov). **The application submission deadline is March 31, 2019, at 11:59 p.m. PST. Applications received after this deadline will not be considered.**

### Application

- The application form must be submitted online or via email. Applicants can send video submissions through either option.
- All fields within the application must be completed, except for the optional supplementary materials.
- 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 eight (8) questions/topics** in the response section. See the **2019 YPC Frequently Asked Questions (FAQ)** document for more information.

### Letters of Recommendation

You must include **two (2) letters of recommendation** with your online or email application.

- The letter of recommendation must be from an adult, age 18 or older, who is **not** a family member, relative, guardian, etc.
- The letter of recommendation should come from an adult who is familiar with your involvement in the community.
- Examples of people who may write letters of recommendation include group leaders, teachers, advisors/counselors, school administrators, coaches, employers, and community or faith leaders.

### Academic Standing

- You must include academic records (e.g., report cards or transcripts) that demonstrate your good academic standing for the current (2018-2019) and previous (2017-2018) school years. You may submit these online or via email.



### Supplemental Materials (optional)

Supplemental materials are welcome but not required. Possible supplemental materials include news articles that you have written, or in which you were featured, relevant materials you have developed, or pictures or video of a community activity in which you took part. You may submit these online or by email.

### Submitting Your Application

Please double-check that your application form is complete.

- All application materials must be submitted [online](#) or in **one (1)** email.
- Video submissions may be emailed, or a link may be posted in your online application.
- If you choose to submit your application via email, send the application package to [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).
- Each applicant must apply on his or her behalf.

### Submission Confirmation

FEMA will email a confirmation of receipt to each applicant upon receiving 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-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).

Please refer to the **2019 YPC Frequently Asked Questions (FAQ)** document for more information and responses to common questions. If you have questions that are not answered in the FAQ, please email [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov) for clarification.