



2013 Youth Preparedness Council



FEMA

FEMA Individual and Community Preparedness Division Youth Preparedness Council FREQUENTLY ASKED QUESTIONS

Who can apply/be nominated to serve on the Youth Preparedness Council?

Each applicant/nominee must be between the ages of 12 and 17 and have done one or more of the following:

- Contributed to disaster preparedness in his/her community
- Lived through a disaster and shared his/her experiences
- Participated in a local Citizen Corps Council, Teen CERT program, or other youth preparedness program

When are applications due?

Applications/nominations and supporting materials must be received by April 19, 2013, 11:59 p.m. EDT.

Is a nomination required to be eligible for the Council, or can I apply on my own?

You can apply on your own, but if you do, you **must** attach a letter of recommendation (from a teacher, parent, neighbor, etc.) to your application, or it will not be reviewed. If you are nominating someone else, a letter of support would be a great addition to the application, but is not mandatory.

Can anyone write a letter of recommendation for a Youth Preparedness Council nomination?

Letters of recommendation can come from anyone 18 years of age or older—a parent, guardian, teacher, school administrator, local first responder, Citizen Corps Council or CERT Program member, neighbor, or anyone who is familiar with the youth and can vouch for his/her preparedness activities.

What are the requirements for the narrative?

The narrative must be three pages or fewer, double-spaced, in Times New Roman, 12 point font.

The narrative should describe why you/the nominee want to join the YPC, or why you feel your nominee would be a good candidate to join the YPC. What impact could you/they have while serving on the Council, and what do you hope you/they will gain from the experience? Also please describe no more than five examples of your/the nominee's youth preparedness accomplishments and/or experiences. Please use the following outline for all activities, initiatives, and/or events discussed in the narrative:

1. Overview of applicant's/nominee's activity(ies)
2. Discussion of goals, impact, and/or local significance
3. Summary of challenges overcome, lessons learned, and/or best practices discovered

Please name the file "[Applicant's First Name]_[Applicant's Last Name]_Narrative."

How should the application be submitted?

All materials should be sent to YPC@icfi.com with the applicant's/nominee's name and "Youth Preparedness Council Application" in the subject line. Please submit your application and supporting materials electronically only, via e-mail. All attachments must have the applicant's name in the file name. The application form provides detailed information about the required file naming conventions.

Should you encounter any problems or difficulty in submitting your application materials in an electronic format, please contact us at YPC@icfi.com.

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 or be nominated to serve on the Council?

Any individual between the ages of 12 and 17 who is engaged in individual and community preparedness may apply or be nominated to serve on the Youth Preparedness Council.





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Do applications need to address a specific type of youth disaster preparedness activity?

Applicants/nominators are asked to submit any examples of disaster preparedness activities that would qualify them/the nominee to serve on the Council. Applicants/nominators should limit themselves to describing no more than five examples. Applicants/nominators are encouraged to describe, in detail, one aspect of their/the nominee's activities, rather than providing general information about multiple activities. Sample preparedness activities include, but are not limited to:

- Teen CERT training
- Citizen Corps Council activities
- After school activities
- Youth preparedness activities through a faith-based group
- Camp activities
- Youth club activities (e.g., Boy Scouts, Girl Scouts)
- National Preparedness Month participation
- Increasing local disaster awareness
- Rural area preparedness activities
- Using social media to further disaster preparedness
- Pet/service animal preparedness
- Underrepresented communities programs

What types of supplemental materials can I submit?

You can submit any materials that you feel would strengthen or support your application/nomination. Possible supplemental materials include newspaper articles about a preparedness or disaster response activity in which you/the nominee participated; preparedness materials that you/the nominee developed; or video of a preparedness activity in which you/the nominee participated. Be creative! Showing your/the nominee's activities and impact will strengthen the application.

How will an applicant know his/her application was received by FEMA?

An email will be sent to all applicants confirming receipt of their applications. In the case that someone was nominated, rather than applied on his/her own behalf, the email confirming receipt of the application will be sent to the person who completed the nomination, rather than the person who was nominated. FEMA will begin reviewing submissions after April 19, 2013. FEMA will send an email in May 2013 with a response to all applicants. In the case that someone was nominated and is selected, the determination email will be sent to both the nominee and the person who completed the nomination.

How will the nominations be reviewed?

Council members will be selected based on vacancies in the Council. National and regional FEMA representatives will review applications/nominations. Each state and territory falls into one of ten FEMA regions, and each region has a Community Preparedness Officer (CPO); the CPOs report to FEMA Headquarters. Applications will be reviewed by both Headquarters staff and the CPO of the region from which the application originated. Depending on the volume of applications/nominations, regions may choose to establish their own Youth Preparedness Councils as well. National YPC members will be announced in May 2013.

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.

What is required of Youth Preparedness Council members?

Participants are expected to represent the youth perspective on emergency preparedness and take information back to their communities to share. Each YPC member is expected to develop and complete one preparedness-related project specific to his/her region and interests. In addition to attending the Youth Preparedness Council Summit in the summer of 2013, Council members will potentially participate in national, regional, state, and local preparedness meetings and present their work. It is expected that members will meet with FEMA on a regular basis via conference call to provide ongoing input on strategies, initiatives, and projects throughout the duration of their term. Please see the "FEMA YPC Roles and Responsibilities" document for more information.



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What is the Youth Preparedness Council Summit?

The Youth Preparedness Council Summit is an opportunity for Council members to meet one another and FEMA representatives, including their Regional Community Preparedness Officers (CPOs), who will be their ongoing FEMA support contacts and mentors. Council members will be able to share their experiences, ideas, solutions, and questions on youth disaster preparedness with FEMA, national partners engaged in youth preparedness work, other Council members, and selected federal officials. Council members also will receive their official certificates of membership during a ceremony at the YPC Summit. FEMA will provide free travel, lodging, and expenses for each Council member and a parent or guardian to attend the YPC Summit.

How long is the term of a member?

Once selected, members serve on the council for one year, with the option to extend for an additional year, based on a formal request by FEMA.

How can an applicant/nominator reduce the file sizes of application materials to align with the recommended file size guidelines?

The narrative that accompanies the application must be three pages or fewer, double-spaced, in Times New Roman, 12 point font. Supplemental materials are welcome but not required. If included, supplemental materials should not exceed three attachments or a total of five megabytes (5 MB). (Please note that the application form, narrative, and letter of recommendation do NOT count towards the three attachment limit, but they DO count towards the 5 MB limit.) Zip files count as single attachments, but please keep in mind that the inbox has a limited amount of space. Large attachments may cause the inbox to shut down.

The following are a few recommendations for condensing files and instructions on how to do so:

Sending links to websites with supporting materials, videos, and information, rather than attaching the files themselves, may significantly reduce the size of your email.

*Compressing pictures may reduce file size (Instructions based on Microsoft Office 2007 on a PC):

1. Click the picture that you want to compress.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.
3. To compress the selected picture only and not all of the pictures in the document, select the **Apply to Selected Pictures Only** check box.
4. Click **Options** and then, under **Compression Options**, select the **Automatically Perform Basic Compression on Save** check box.

*Reducing the resolution of pictures may reduce file size (Instructions based on Microsoft Office 2007 on a PC):

1. Click the picture for which you want to change the resolution.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.
3. To change the resolution for the selected picture only and not all of the pictures in the document, select the **Apply to Selected Pictures Only** check box.
4. Click **Options** and then, under **Target Output**, click the resolution that you want.

*Instructions are from Microsoft Office Support, at <http://office.microsoft.com/en-us/powerpoint-help/reduce-the-file-size-of-a-picture-HA010192200.aspx>

**Converting files to PDF may reduce file size (Instructions based on Microsoft Office 2007 on a PC):

1. Click the **Microsoft Office Button** in the top left corner, point to the arrow next to **Save As**, and then click **PDF or XPS**.
2. In the **File Name** list, type or select a name for the file.
3. In the **Save as Type** list, click **PDF**.
4. If you want to open the file immediately after saving it, select the **Open File After Publishing** check box. This check box is available only if you have a PDF reader installed on your computer.
5. Next to **Optimize for**, click **Minimum Size** to reduce the file size.
6. To specify various options for the file, click **Options**. Once you are finished, click **OK**.





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7. Click **Publish**.
 8. If you want to make changes to the PDF after saving it, return to your original Microsoft Office 2007 file, make the changes, and save the file as a PDF again.

** Instructions are from <http://www.wpi.edu/Academics/ATC/Collaboratory/HowTo/Acrobat9/convert.html>

Please e-mail additional questions to YPC@icfi.com. Thank you.