



JOHN F. TAVAGLIONE
SECOND DISTRICT SUPERVISOR
BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE



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AS of 7/12/11

SECOND DISTRICT YOUTH ADVISORY COUNCIL PARTICIPATION AGREEMENT

Welcome to the Second District Youth Advisory Council! Your regular participation is important to the success of the Second District Youth Advisory Council (YAC). In order to ensure that we have dedicated and responsible council members, we have established standards for participation and would like you to review and agree to them.

Youth Advisory Council Coordinator:

Your Second District Legislative Intern & Youth Advisory Council Coordinator is **Tiffany Estevez**.

Contact Information:

Tiffany Estevez
Legislative Intern & Youth Advisory Council Coordinator to
Supervisor John F. Tavaglione
4080 Lemon Street, Post Office Box 1646
Riverside, CA 92502
(951) 955-1868 Office | (951) 955-2362 Fax | tpestevez@rcbos.org Email Address

Please direct text messages, or last minute phone calls for excusal to Julia Luna, Supervisor’s Board Assistant -- (909) 289-5423

Monthly Council Meetings:

Youth Advisory Council meetings are scheduled twice a month and members are required to attend all scheduled meetings. You will receive a reminder of the next meeting date in advance of each meeting, and you will be provided with a meeting schedule in your Procedures Manual.

Please review the Second District Attendance Policy in order to ensure that you meet our attendance expectations by attending monthly meetings. Unexcused absences from monthly meetings will be subject to enforcement under the attendance policy. Please make sure that you know what qualifies as an unexcused absence and an excused absence from Council meetings. The Second District Attendance Policy can be found in your Procedures Manual.

In the event that meeting dates have been changed or been cancelled, you will be notified via email. Council members are expected to check their registered email address once per week in order to ensure you receive any important council updates. Meetings will begin promptly at 5:30 P.M., and will last approximately 1 hour long. Excusals from council meetings are acceptable in instances of illness, family emergency, transportation issue, or prior engagement (sports, clubs, school event etc.). Please review the council Attendance Policy for further details on attendance expectations.

If you know in advance that you are not able to attend a regularly scheduled meeting, please notify your Legislative Intern in advance of the meeting in order to obtain excusal for your absence. In order to obtain excusal please call your Legislative Intern at the office number listed above, or contact her by email, or fax message. Should you need to request last minute excusal prior to a YAC meeting or via text message, you can direct your phone calls or text messages to Julia Luna, Supervisor’s Board Assistant at (909) 289-5423.

Council Meetings will take place at the following location:
The Riverside County Administrative Center
4080 Lemon Street, 5th Floor, Conference Room C
Riverside, California 92501

Participation at Council Meetings:

Please remember that while in attendance at the council meetings, members are strongly encouraged to be actively engaged in the meetings. Participation in council meetings includes actively contributing to the discussion, providing recommendations and comments. Participation and discussion during meetings is essential for the success of the council.

Involvement Expectations:

In an effort to get council members involved in a variety of projects and activities, each council member is required to meet the minimum Participation Credit (PC) requirement in addition to attending regularly scheduled meetings. Regular participation in council projects and activities is a required component of being a member of the Second District Youth Advisory Council. In order to ensure that council members are actively involved in council business, members will be held accountable to meet the below listed participation standards:

2011-2012 Term Year Participation Requirements

Participation Term Number	Term Start Date	Participation Credit (PC) Requirement	Term End Date
1	July 19, 2011	9	November 1, 2011
2	November 2, 2011	7	February 7, 2012
3	February 8, 2012	9	May 8, 2012
	TOTAL Credits Required	25 Credits	May 8, 2012

Each Volunteer Opportunity, Mandatory Event, or Council Project will be assigned a value of 1-3 Participation Credits.

Participation Credits can be earned in a number of ways including:

1. Volunteering at available community volunteer opportunities
2. Participating in Youth Commission events/activities/meetings
3. Participation in committee led events or projects

Each volunteer opportunity, activity, project, mandatory activity will be assigned a value of 1-3. In order to obtain credit for your volunteer service, you are required to record your volunteer Participation Credits (PCs) on your Second District Youth Advisory Council Participation Tracking Sheet, which is located in your Procedures Manual. If you know in advance that you will be less available to volunteer during a certain term due to school conflicts or sports, you can opt to participate in event advance. Council members are encouraged to participate in events and activities that they are interested in order to obtain the greatest gain out of their participation. Any events that you complete in excess of the required Participation Credits will be "carried over" to the next term. At the end of each term (as designated above) the council member will submit the tracking sheet for review and approval by your Legislative Intern. It is the responsibility of the council member to meet the minimum credit requirements by the term end date for each of the three terms as outlined above. Please refer to the specific Participation Tracking Sheet for detailed directions on how to record your volunteer service. If you feel that you will not be able to meet these requirements because of a conflict, please discuss it with your Legislative Intern.

Please be advised that throughout the year there will be certain activities presented during YAC meetings that are termed "mandatory events." Mandatory events are either Youth Commission led or Council led activities, and are worth a greater Participation Credit value because of their importance. In the event that you cannot participate in a "mandatory event" due to a conflict, you must submit a request for excusal to your Legislative Intern, and if needed, participate in a supplemental activity to meet your Participation Credit requirement for that term.

We understand that medical problems, family emergencies, school responsibilities, club or sport engagements, and extreme circumstances occur. Please be aware that failure to meet the credit requirements by the term date can be excused or the term may be extended by the Legislative Intern. It is your responsibility as a council member to keep your Youth Council Coordinator apprised of your status, and any conflicts you may have.

This agreement is our mutual expectation of your commitment to make the Youth Advisory Council a success. Please indicate your support of and approval of this agreement by completing the required information. We look forward to a successful and enjoyable council year! We appreciate your commitment to make the Second District Youth Advisory Council a success!

I agree to participate in the success of the Second District Youth Advisory Council, and I accept the terms of this agreement.

Date: _____

Printed Name: _____ Signature: _____