



**OFFICE OF THE CITY CLERK**

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366  
CUPERTINO.ORG

**TEEN COMMISSION APPLICATION**

(Please type, or use blue or black ink)

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Applicant's Phone #: \_\_\_\_\_

\_\_\_\_\_ Parent's Phone #: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_ Gender: M F Other

How long have you been a resident of the City of Cupertino? \_\_\_\_\_

What grade are you currently in:

7 8 9 10

	Name of school you attend
Middle School	
High School	

What school will you attend in September? \_\_\_\_\_

What school will you attend the following year? \_\_\_\_\_

What grade will you be in September? \_\_\_\_\_

Do you live within the corporate limits of Cupertino? \_\_\_\_\_ (The Creston area is not within the corporate limits. Please contact the City Clerk's Office if you are unsure).

How old are you today? \_\_\_\_\_ (If under 18 parent or guardian must sign below)

Are you related to anyone currently serving on a Cupertino commission? \_\_\_\_\_

Have you served on the Teen Commission before? \_\_\_\_\_ List dates: \_\_\_\_\_

Have you applied to the Teen Commission before? \_\_\_\_\_

Have you been to a Teen Commission meeting? \_\_\_\_\_ If so, when, and what was discussed?

\_\_\_\_\_

Where/How did you hear about the commission vacancy? \_\_\_\_\_

In case of emergency please contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Letter of Recommendation

A letter of recommendation from a non-family member is required. This can be from a teacher, coach, scout troop leader, etc. Be sure to give your letter writer advanced notice of the application deadline. Letters may be submitted by your letter writer by having him/her email the City Clerk at [cityclerk@cupertino.org](mailto:cityclerk@cupertino.org) or by faxing the letter to 408-777-3366. You may also physically submit the letter in an enveloped **SEALED by your letter writer**. Applications will be rejected if any component is missing. If emailing the letter, please have your letter writer format the subject line of the email in the following format: FirstName LastName Teen Commission 2019 -2021 LOR.

➤ **Example:** Jane Doe Teen Commission 2019-2021 LOR

Statement of Commitment

I, \_\_\_\_\_, agree to attend and participate in Cupertino Teen Commission meetings, projects, and outings. I understand that I will be removed from the Teen Commission if the above are not met, I miss more than 3 consecutive meetings, or miss 25% of the meetings in a calendar year. I certify that I am not an official or employee of the City of Cupertino, nor related by blood or marriage to any official or employee of the City of Cupertino.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/guardian signature if applicant is under 18 years of age

\_\_\_\_\_  
Date

If you are not selected at this time, we will keep your application on file for a one (1) year period for consideration should a commission vacancy occur.

All information provided on this form becomes a public record. Applicants appointed to all commissions and committees (except for the Teen Commission) will be required to file statements of Economic Interest, which are also a public record.

### Supplemental Questions

Please answer the following questions on a separate sheet of paper. Individual answers should not be more than 1 paragraph each.

1. Why do you want to be become a member of the Cupertino Teen Commission?
2. What skills, talents, or strengths would you bring to the Teen Commission?
3. What after school activities do you plan to be engaged in? Please include clubs, organizations, bands, sports, etc.
4. What do you think is a current major issue facing Cupertino teens?
5. If you were selected to be a Teen Commissioner, what one project would you like to see the commission accomplish?

### Cupertino Teen Commission Application Checklist:

- Completed Teen Commission Application, (pg.1-2)
- Signed Statement of Commitment (pg. 2)
- Teen Commission Supplemental Questionnaire (pg. 3 – submit typed answers onto a separate sheet)
- 1 Letter of Recommendation from a **non-family member** (e.g., teacher, coach, employer, organizational leader).

**APPLICATIONS WILL BE REJECTED IF THEY ARE LATE OR ANY OF THE ABOVE COMPONENTS ARE MISSING.**

#### **Applications may be submitted in the following 3 ways:**

1. Digitally, by emailing complete packet to the City Clerk at [cityclerk@cupertino.org](mailto:cityclerk@cupertino.org)
2. Faxing in your application to 408-777-3366
3. Physically at The City Clerk's Office at City Hall, 10300 Torre Avenue, Cupertino, CA 95014

*Postmarks are not accepted.*

Remember to follow-up with your letter writer if he or she will be submitting the letter via email or fax.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO ESTABLISHING A POLICY EMBRACING THE CITY'S DEMOGRAPHIC DIVERSITY (ADVISORY COMMISSIONS AND COMMITTEES)

WHEREAS, the City intends to provide efficient, effective and equitable governmental services to all of Cupertino, and

WHEREAS, respect for all cultures, and other demographic differences is the foundation of Cupertino's future, and

WHEREAS Cupertino's residents are its most important resource, their cultural and economic diversity provides the living fabric that binds Cupertino together, and

WHEREAS, the involvement and commitment of the entire Cupertino community produces a better quality of life with residents and city government working in partnership, and

WHEREAS, it is vital in maintaining a high performing, productive city government in which each resident and each city employee is valued for his or her unique gifts and talents, that the city capitalize on the innovation inherent within the community and within city government, and

WHEREAS, the City of Cupertino recognize that diversity includes culture, gender, age and other important demographic differences within the City and that valuing each diversity is fundamental in the way the City provides services to its residents, and

WHEREAS, the City believes that diverse city commissions and committees provide advantages offered by a variety of diverse perspectives and in increasing the City's ability to serve its diverse population.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

**Commissions and Committees**

- A. To foster comprehensive representation within advisory commissions and committees, it would be advantageous for new members to represent the community by such factors as culture, gender, age, and location of residency within the city.
- B. In the conduct of their business, commission and committee members shall pursue the benefit of a variety of perspectives in making decisions.
- C. Commissions and committees increase the city's potential, effectiveness and creativity as an organization by offering a wide range of approaches and perspectives to addressing issues and solving problems.

**Other means of communicating this policy to the general public**

The City of Cupertino's embracing of diversity will also be communicated and reflected through such means as festivals and events, recreation and education programs, public art, city publications and media programming.

**Dissemination and enforcement of this policy**

This policy shall be incorporated into the following:

- 1) All notices seeking commission and committee applications;
- 2) Shall be adopted by the City Manager as an administrative procedure, who shall be responsible for the implementation of this policy. From time to time, the City Manager will report the status of such implementation to the City Council;
- 3) Shall be posted at both the City Clerk's Office and at the City's Department of Human Resources.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 3<sup>rd</sup> day of November 2003, by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
AYES:	Chang, James, Lowenthal, Kwok, Sandoval
NOES:	None
ABSENT: None	
ABSTAIN: None	

ATTEST:  
/s/ Kimberly Smith  
\_\_\_\_\_  
City Clerk

APPROVED:  
/s/ Michael Chang  
\_\_\_\_\_  
Mayor, City of Cupertino