



City of Monrovia **YOUTH COMMISSION APPLICATION 2024 - 2025**

Thank you for your interest in the City of Monrovia Youth Commission! Youth Commission works in conjunction with the City of Monrovia Community Services Commission, and other affiliated groups, for the benefit of the Community and our youth.

In order to serve as a Youth Commission the following requirements must be met:

1. Must be a resident of Monrovia, or attend a school in the Monrovia Unified School District and currently enrolled in grade 6th – 12th.
2. Must attend Youth Commission Meetings and activities which will require a minimum of five (5) hours per month.
3. The Youth Commission Program is a year around program with open recruitment during September through December of each year.
4. Youth Commissioners must volunteer at least (40) hours per term, but are encouraged to exceed these hours to gain the full experience of giving back to the community!

MEETINGS WILL BE HELD AT THE MONROVIA COMMUNITY CENTER

Completed application should include:

- | |
|---|
| <ol style="list-style-type: none">1. Youth Commission Application2. "Why Youth Commission" Supplemental Question3. City Waiver signed by applicant and parent/guardian of the applicant |
|---|

For more information about Youth Commission, please call:

- Hailey Villalobos, Recreation Coordinator – (626) 256-8237

Youth Commission Meetings are held on the following Tuesdays for the 2024 - 2025 year. Meetings begin at 4:30 p.m.

- September 17, 2024
- October 15, 2024
- November 19, 2024
- December 17, 2024
- January 21, 2025
- February 18, 2025
- March 18, 2025
- April 15, 2025
- May 20, 2025
- June 17, 2025
- July 15, 2025
- August 19, 2025
- September 16, 2025

- October 21, 2025
- November 18, 2025
- December 16, 2025

Parent Meetings will take place quarterly at 6:00 p.m. at the Monrovia Community Center – 119 W. Palm Avenue

- October 3, 2023
- December 12, 2023
- March 12, 2024
- June 11, 2024

Program Volunteer Opportunities

The opportunities below are to help provide assistance during special community events while meeting the requirements for fulfilling the volunteer hours per month.

- Fall Festival
 - Saturday, October 12
 - Time: 9:00 a.m. - 2:30 p.m.
 - Location: Old Town Monrovia
- Make a Difference Day
 - Saturday, October 26
 - Time: 8:00 a.m. – 12:00 p.m.
 - Location: Monrovia Community Center
- Halloween Bash
 - Thursday, October 31
 - Time: 3:30 p.m. - 6:30 p.m.
 - Location: Library Park
- Thankful & Grateful Holiday Gathering
 - Thursday, November 21
 - Time: 4:30 p.m. – 9:00 p.m.
 - Location: Library Park
- Holiday Parade
 - Thursday, December 5
 - Time: 6:30 p.m. - 8:30 p.m.
 - Location: Old Town Monrovia
- Noon Year's Eve
 - Tuesday, December 31
 - Time: 8:00 a.m. - 1:00 p.m.
 - Location: Library Park
- Valentine's Day Carriage Rides
 - February 14
 - Time: 4:00 p.m. - 9:00 p.m.
 - Location: Library Park
- Spring Egg Hunt
 - April 19
 - Time: 8:00 a.m. - 2:30 p.m.
 - Location: Recreation Park
- Monrovia Days
 - May 16 – May 18
 - Time: Varies
 - Location: Library Park

- Concerts in the Park
 - July - August
 - Time: 5:30 p.m. - 8:30 p.m.
 - Locations: Station Square & Library Park
- Movies in the Park
 - August
 - Time: 6:00 p.m. - 9:30 p.m.
 - Location: Library Park



City of Monrovia YOUTH COMMISSION BOARD MEMBER POSITIONS

Interested in Serving on the Board?

There will be a **MANDATORY** Board Member meeting in addition to the regular meeting of the commission on the second Tuesday of each month from 4:30 p.m. - 5:30 p.m.

Youth Commission Chair: (1 Position) - Must be enrolled in High School

1. Liaison between Youth Commission Members and City Staff.
2. Must assist City Staff with any volunteer opportunities to help lead Youth Commission Members.
3. Must attend one Monrovia Community Services Commission Meeting: 2nd Tuesday of the month, 7:00 p.m. and give an update on Youth Commission activities.
4. Will assist City staff with preparing each month's agenda during the monthly board meeting.
5. Leads monthly meetings.
6. Responsible for assisting City staff with the development, planning and coordination of the end of the year Youth Commission Volunteer Recognition.

Youth Commission Vice-Chair: (1 Position)

1. If Chair cannot attend a City event, the Vice-Chair must attend in his/her place.
2. Responsible for signing up volunteers for all events.
3. Must attend one Monrovia Community Services Commission Meeting: 2nd Tuesday of the month, 7:00 p.m. and give an update on Youth Commission activities.
4. Must report on upcoming City events/programs and who has signed up to volunteer.
5. Responsible for logging Youth Commission member's volunteer hours.
6. Assist Chair and City staff with the development, planning and coordination of the end of the year Youth Commission Volunteer Recognition.

Youth Commission Secretary: (1 Position)

1. Keeps track of minutes at monthly meetings.
2. Coordinates and schedules Commission meeting attendance.
3. Must attend one Monrovia Community Services Commission Meeting: 2nd Tuesday of the month, 7:00 p.m. and give an update on Youth Commission activities.
4. Report at monthly meetings on sign-ups for Commission meetings.
5. Assist Chair and City staff with the development, planning and coordination of the end of the year Youth Commission Volunteer Recognition.

Youth Commission Treasurer: (1 Position)

1. Responsible for monitoring Youth Commission finances.
2. Responsible for maintaining a monthly financial spreadsheet.
3. Must attend one Monrovia Community Services Commission Meeting: 2nd Tuesday of the month, 7:00 p.m. and give an update on Youth Commission activities.
4. Must report expenses and revenue at the monthly Youth Commission Meetings.

5. Must assist where Youth Commission is responsible for selling items to the public, and must assist staff with managing the money.
6. Assist Chair and City staff with the development, planning and coordination of the end of the year Youth Commission Volunteer Recognition.

Youth Commission Member-At-Large: (1 Position)

1. Responsible for collecting pamphlets regarding schools, athletics, job opportunities, etc. to distribute at each meeting.
2. Responsible for collecting important announcements from Youth Commission members, which they will share at every meeting.
3. Must attend one Monrovia Community Services Commission Meeting: 2nd Tuesday of the month, 7:00 p.m. and give an update on Youth Commission activities.
4. Assist Chair and City staff with the development, planning and coordination of the end of the year Youth Commission Volunteer Recognition.



**City of Monrovia 2024 - 2025
YOUTH COMMISSION APPLICATION & SUPPEMENTAL QUESTIONS**

Name		Date of Birth
Address		City
Phone #		Zip
	School	Grade
Email Address		
In case of emergency please notify the following:		
Name	Address	
Relationship	Phone #	
Are you able to attend monthly Youth Commission meetings held every third Tuesday of the month? Circle one: Yes No		
List any groups or organizations you belong to or have assisted with:		
List any experience you may have which could help Youth Commission plan and organize events:		
List two ideas/skills you have and why you would like to be on Youth Commission:		
References: Please provide us with the names & phone numbers of two references (may include relatives or teachers)		
Reference 1:	Name:	Phone #:
Reference 2:	Name:	Phone #:

**Return Application to the Monrovia Community Center, 119 W. Palm Avenue –
Hailey Villalobos, Recreation Coordinator – (626) 256 - 8237**



WAIVER, RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE

I, _____ (FULL NAME), fully understand that my/my child's/children's participation in the _____ (hereinafter "event/class") exposes me/my child/children to the risk of personal injury, death or property damage. I hereby acknowledge that I/my child/children am/are voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue the City of Monrovia for any injury, death or damage to or loss of personal property arising out of, or in connection with, my/my child's/children's participation in the event/class from whatever cause, including the active or passive negligence of the City or any other participants in the event/class. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify, defend, and hold harmless the City of Monrovia from any and all claims, demands actions or suits arising out of or in connection with my/my child's/children's participation in the event/class.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Signature/ Parent or Legal Guardian (if under age 18)/Date

Names of all minor participants for whom I am the Parent/Legal Guardian:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

DECLARATION

I, _____, declare under penalty of perjury under the laws of the State of California that I am the parent or legal guardian of Minor(s). I further declare that I shall indemnify, defend, and hold harmless the City of Monrovia from and against any and all Claims resulting from, incident to, or arising out of Minor(s) participation in the event/class, any and all risks assumed by Minor(s) and me above, and/or the breach of any promises, covenants, and/or representations made by me herein and/or in the above Release.

By: _____
Signature of Parent/Legal Guardian

Name: _____
Printed Name of Parent/Legal Guardian