



KEEP OAKLAND BEAUTIFUL YOUTH ADVISORY COMMITTEE INTERN APPLICATION

Thank you for your interest in applying for a position as an intern with Keep Oakland Beautiful! We are a volunteer run, nonprofit organization, and an affiliate of Keep America Beautiful. Our mission is to create and sustain a beautiful, clean, green, litter-free Oakland through education, community engagement and volunteer action. Please note due to COVID-19 and in compliance with CDC guidelines, all KOB committee meetings will be held virtually, and social distancing will be required for all community events, for the foreseeable future.

QUALIFYING CRITERIA & YOUTH ADVISORY INTERN RESPONSIBILITIES

- Applicant must be a high school Sophomore, Junior, or Senior in Oakland
- must be interested in becoming more involved in the mission of KOB and their community
- must be committed to serving for one term (June 2021 to May 2022)
- must attend at least 3 board meetings, 2 consecutive meetings (meetings are held on the 4th Wednesday of each month from 6:00 P.M. to 8:00 P.M.)
- must attend and actively participate in at least 2 KOB events
- must attend and participate in subcommittee meetings as requested. There are 4 subcommittees. Each applicant will need to pick one (1) subcommittee to work with:
 1. Fundraising – manages KOB donations and grants.
 - The duties of the Fundraising Committee include developing all fundraising strategies, grant prospecting and applications, soliciting financial and in-kind donations from individuals and organizations, and recognizing donors to KOB appropriately. In addition, the committee works closely with the Treasurer to ensure that funds raised are accounted for, reported on, and distributed in accordance with the donor's wishes.
 2. Programs – manages annual Daffodil Days and Small Grants Program.
 - The Programs Committee is responsible for the direct administration of all KOB's projects, including Small Grants, Daffodil Days, and any new projects. This committee will establish an annual calendar for all programs with timelines for all necessary tasks.
 3. Community Engagement & Events - manages local clean up events, corporate volunteer days, etc.
 - The Community Events and Engagement Committee is responsible for conducting all KOB community engagement events, including beautification projects, cleanups, tabling, and the Small Grants mixer. This committee will recruit and engage volunteers and collect volunteer contact information. This committee will collect event information required by Keep America Beautiful and provide it to the Chair and Vice Chair who will report it to KOB.
 4. Marketing & Communications - manages KOB Newsletter and Website.
 - The duties of the Marketing Committee include administration of all KOB communication strategies, such as the website, blog, newsletter, and social media. This committee may use photos from KOB events for these purposes and create KOB promotional materials.

When signing this application, you are also acknowledging the qualifying criteria and youth advisory intern responsibilities.

Student Applicant Name (Print): _____ Signature: _____ Date: _____

PARENT/GUARDIAN RELEASE OF CONSENT AND LIABILITY

I give permission for KOB to enter my child's application information in a database and for KOB to use this information for administration and program evaluation. I authorize KOB or any third party KOB has approved to photograph or videotape my child during the program's activities and to edit or use any photographs or recordings at the sole discretion of KOB for purposes that support KOB's mission. I understand that I shall have no legal right or interest arising from the recording, including economic interest. I also agree to release and hold harmless KOB and any third party it has approved from and against all claims, demands, damages, and liabilities arising out of or use of the recording. I understand the nature of KOB's Youth Advisory Committee activities and that participation is voluntary. I understand that KOB is not responsible for loss, damage, illness, or injury to person or property as a result of participation in these activities. I hereby release and discharge KOB and its, agents, and volunteers from any and all claims for injury, illness, death, loss or damage as a result of KOB facilitated activities. I understand the Youth Advisory Committee activities, and authorize my child to participate and agree to the release of consent and liability as listed above.

Parent/Guardian Name (Print): _____ Signature: _____ Date: _____



All sections must be completed. If sections are not applicable, please write "N/A" in the space. Please note we will also accept letters of recommendation in lieu of contacting your prior supervisors. **The deadline to submit an application is May 15th. Please email your applications to info@keepoaklandbeautiful.org.** Approved applicants will receive a follow up email by May 23rd and will proceed to the next step in the interview process. We look forward to hearing from you. Good Luck!

Last Name:		First Name:		Home Phone:	Cell/Other Phone(s):
Driver's License #:	DL State:	High School & Grade:		Email Address:	
Present Address:			City:	State:	Zip:

Prior or current volunteer work or relevant coursework:		Employer Name:	
How long with this volunteer project or course?	Supervisor's Phone #	Project Location:	
Name of your supervisor:		Additional information you would like us to know:	

Prior or current volunteer work or relevant coursework:		Employer Name:	
How long with this volunteer project or course?	Supervisor's Phone #	Project Location:	
Name of your supervisor:		Additional information you would like us to know:	

Please include a brief essay along with your application that answers the following questions. These questions do not need to be answered in any particular order.

1. How did you learn about the KOB Youth Advisory Committee position? What do you hope to get out of the experience?
2. Are you aware of KOB's mission and work in the community?
3. What are some of your ideas for activities or projects you would like to work on? Which subcommittee (fundraising, programs, community events and engagement, marketing) would you be most interested in working with?
4. What talents and strengths can you bring to Keep Oakland Beautiful?
5. Please explain your past and current involvement in Community Service/Volunteer Projects.
6. What are your extracurricular commitments during the week and on weekends (sports, choir/band, work, etc.)?
7. What else would you like us to know about you?

Applicant represents that all of the above statements and attachments to this application are true and correct and hereby authorizes verification of the above items including contacting parent/guardian(s), prior teachers, and/or supervisors.

Student Applicant Name (Print): _____ Signature: _____ Date: _____