



Virginia National Guard State Teen Panel Application Check List

Application due no later than **October 31, 2018**

Please be sure to review and complete each section of this application packet.
Use the checklist below as a guide.

- Section 1: Applicant Information complete
- Section 2: Parent or Legal Guardian Information complete
- Section 3: School Information complete
- Section 4: State Teen Panel Commitment complete
- Section 5: Applicant Essay complete
- Section 6: Letter of Recommendation complete
- Section 7: Interview Process
- Section 8: Signature Page complete

Submit completed application packet to Joe Duerksen at
joe.m.duerksen.ctr@mail.mil or mail it to:

Virginia National Guard
ATTN: HRO - Youth Programs
8000 Jefferson Davis Hwy, Bldg 430
Richmond, VA 23297

Virginia National Guard Youth Program State Teen Panel

Please complete all sections of the application. **Incomplete applications will not be considered.**

Section 1: Applicant Information

Full Name:		Social Security Number:	
Address:	City:	State:	Zip:
Home Phone (with area code):		Cell Phone (with area code):	
Reliable Email Address:		Date of Birth (mm/dd/yy):	
<input type="checkbox"/> Army NG <input type="checkbox"/> Air NG	Age:	Parents Status: <input type="checkbox"/> Deployed <input type="checkbox"/> Non-Depl.	
Command/Unit:	T-Shirt Size (adult sizes): <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL		

Section 2: Parent or Legal Guardian Information

Name of Father:	Email:
Work Phone:	Cell Phone:
Name of Mother:	Email:
Work Phone:	Cell Phone:

Section 3: School Information

Year in School Fall 2018: 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th <input type="checkbox"/>	Name of School:
Address of School:	State: <input type="text"/> Zip: <input type="text"/>
School Phone Number:	GPA: <input type="text"/>
Name of Principal: <input type="text"/>	

Section 4: State Teen Panel Commitment

Using the space provided below, answer the following questions regarding your ability to commit to participating in the Teen Panel and representing the Virginia National Guard.

1. What activities are you involved in at school that could possibly conflict with your commitment to the Teen Panel? Please be specific. (These activities will not disqualify you from consideration to the Panel)

2. How will your parents support you as a Teen Panel Member?

Section 5: Applicant Essay

Enter your response to the below essay questions on a separate document and submit via email with the remainder of the application. Essay should be typed in 11-12 pt font (Arial, Calibri, Times New Roman) and double spaced.

In a 1000 words or less, answer the following questions:

- Describe your personal strengths and qualities that you would use to improve the Teen Panel, advocate for Virginia National Guard Youth, and be an example for the community.
- Describe your military related, school, or community leadership experiences and how these experiences will serve to strengthen your role on the State Teen Panel.
- Reflecting on your volunteer experience and/or extracurricular experience, what do you believe should be the role of teens in the military and/or civilian community?
- If you were to meet the Virginia National Guard Leadership, what would you tell them about your life as a Virginia Guard Teen?
- If you could do three things to improve life for the National Guard Teens in Virginia, what would they be?
- If accepted as a member of the STP, what impact would you like to have on the National Guard Youth Program?

Section 6: Letter of Recommendation

Each applicant should submit a Letter of Recommendation from at least **one** adult leader such as a principal, teacher, 4-H Agent, military leadership, etc. The adult leader cannot be a Family member of the applicant, nor the state youth coordinator. The letter must include the following:

- The applicant’s strengths and experiences with any Virginia National Guard programs or community events that would qualify him/her to be an State Teen Panel member.
- Why the applicant will be an asset to the State Teen Panel.

Section 7: Interview Process

This year we will be conducting interviews for the roles of our four officer positions. Please see the STP By-Laws for descriptions of each position. All State Teen Panel Applicants are eligible for an officer position. If a STP member is not selected as an officer it does not count against their status as a member or against their ability to participate or be called upon for the Youth Program.

- i. Parliamentarian**
 - a. Calls of order
 - b. Keeper of bylaws (the mission & criteria of the STP)
 - c. Facilitate conversation
 - d. Take primary responsibility for meeting material
 - e. Community Liaison
- ii. Archivist**
 - a. Records minutes
 - b. Shares notes with those absent during meetings
 - c. Sends official notes to STP members after meetings
 - d. Gives brief of previous meeting
- iii. Social Media Specialist**
 - a. Working with the Youth Coordinator to create ideas, posts, and content to promote the VANG Youth Program.
 - b. Posting at least one piece of content (new post, shared content, re-post) at least once a week.
 - c. Checking social media at least once every day.
 - d. Responding/commenting appropriately to messages, comments, or tags.
- iv. Receptor**
 - a. Responsible for facilitating icebreakers
 - b. Introduce new members
 - c. Explain the inner workings, rules, and procedures of the STP
 - d. Ensures new members get connected with other members on the Panel

Please print your name below if you are interested in one of the officer positions.

Printed Name

Position Applying

You will be contacted to set up a time for a phone interview after your application is received.

Section 7: Signature Page

All signatures are required prior to submission of application. Once the applicant and parent signs the Signature Page, please email application, essay, copy of most recent report card, and Letter of Recommendation by **October 31, 2018** to joe.m.duerksen.ctr@mail.mil or mail to:

Virginia National Guard
ATTN: HRO - Youth Programs
8000 Jefferson Davis Hwy, Bldg 430
Richmond, VA 23297

Applicant's Signature

I have read through and understand the State Teen Panel ByLaws (separate document)

I have prepared this application and certify that it accurately reflects my work:

Signature of Applicant: _____ Date: _____

Parent's Signature

I fully support my teen's application to the Virginia National Guard State Teen Panel, and if selected, understand the commitment and responsibilities my teen is expected to fulfill.

Parent/Legal Guardian Signature: _____ Date: _____