



Federal Emergency Management Agency (FEMA) Youth Preparedness Council Application Frequently Asked Questions (FAQs)

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Getting Started

When is the deadline to apply?

Applications, letters of recommendation, and supporting materials must be received by March 8, 2020, 11:59 p.m. PST. Application materials must be submitted online or emailed to FEMA-Prepare@fema.dhs.gov.

What options are available for completing an application?

Applicants have three (3) options for completing a Youth Preparedness Council (YPC) application. Applicants may complete an 1) online application; 2) email application; 3) or video application.

Option 1: Online Application

To complete an online application, visit <https://community.fema.gov/applytoYPC>.

Option 2: Email Application

To download the application form, click on the link *FEMA Youth Preparedness Council Application Form* at

https://www.ready.gov/sites/default/files/Youth_Preparedness_Council_2020_Application_Form_508.pdf.

Make sure you have the most recent version of Adobe Reader to view and edit the file. You can download Adobe Reader at <http://get.adobe.com/reader/>. Applicants **must** input responses directly into the application form, which is an editable PDF form. Be sure to save a **downloaded** copy of the PDF to your computer.

Please clearly name your file (e.g., Joe_Jones_ApplicationForm). Email the file as an attachment, along with two (2) letters of recommendation, academic records, and any supplemental materials to FEMA-Prepare@fema.dhs.gov.

Option 3: Video Application

To complete a video application, record yourself answering each narrative question from the application in order. Please note that video submissions must be **20 minutes or less**. Then you may either provide a link to the video in the narrative response section of the application (please adjust privacy settings or password protect your file link before sending) of the online application or complete the first page of the application form and email the video along with two (2) letters of recommendation, academic records, and any supplemental materials to FEMA-Prepare@fema.dhs.gov.

Who will review my application?

Both FEMA Headquarters and Regional Staff will review applications. You can learn more about FEMA's ten (10) regional offices here: <https://www.fema.gov/regional-contact-information>. Finalists will be asked to participate in a virtual (e.g., Skype) or telephone interview.



Who can apply?

Who can apply to join the YPC?

Each applicant must be a current 8th, 9th, 10th, or 11th-grade student who has either:

- Participated in community activities;
- Served in a leadership role;
- Lived through a disaster and shared his or her experiences; and
- Participated in a preparedness activity or training related to emergency preparedness.

I applied last year and was not selected to the YPC—can I apply again?

Yes! Unfortunately, FEMA is unable to accept all qualified applicants in a given year. Spots open every year, and previous applicants are encouraged to reapply. There is a space on the application form to indicate whether you have previously applied.

Can someone who serves on a local preparedness organization (e.g., Citizen Corps Council) apply to serve on the YPC?

Any 8th, 9th, 10th, or 11th-grade student who is engaged in their community may apply to serve on the YPC.

Can I nominate someone for the YPC?

We encourage you to share the application with youth who you think would be a good fit for the YPC! However, FEMA will only consider applications submitted directly by the applicant. If you are 18 years or older, writing a letter of recommendation for an applicant is a great way to show your support and provide input into the application process.

Requirements and Materials

What makes a complete application package?

A complete package includes the following attachments submitted **online** or in **one (1) email**:

One (1) online or PDF application form;

One (1) video response (if applicable in place of written narrative responses on the application form);

Two (2) letters of recommendation;

Academic records (e.g., report card, transcript) from the current (2019-2020) school year;

Academic records from the previous (2018-2019) school year; and

Any optional supplemental materials.

Please clearly label all attachments (e.g., Sarah_Smith_ApplicationForm; Sarah_Smith_Recommendation1).

If the files are too large to send in an email, you may want to consider:



Uploading supporting materials, videos, and information to file-sharing websites (e.g., Google Drive, Dropbox, or YouTube for videos, etc.) and providing the link rather than attaching the files. Applicants can input links directly into the “Description” fields in the “Supplemental Materials” section of the application.

- **Note:** when sharing links, please ensure that you are securing the file link by setting permissions so that only FEMA-Prepare@fema.dhs.gov can access it, or password protect the link.

Compressing pictures or reducing the resolution of pictures.

Converting text and/or images to PDF files.

If you have a problem submitting your application materials, please email FEMA-Prepare@fema.dhs.gov for assistance.

What are the requirements for the narrative responses on the application form?

You may address all eight (8) narrative response questions/topics on the application form by either written or video response.

Written Response

If responding in writing, please adhere to the character limit (including spaces) provided for each response in the application form. Once you have reached the limit, the application will not accept any more characters. You may need to rework your response to fit within the designated character allotment.

Video Response

If responding via video, you must address all eight (8) narrative response questions/topics from the application form in your video recording. To submit your responses, you may include your video file with your application online or via email. You may also upload your video to a video-sharing website (e.g., YouTube) and provide the link in the indicated field on the application. When sharing links, please ensure that you are securing the link by setting permissions so that only FEMA-Prepare@fema.dhs.gov can access it, or password protect the link. Please keep your video **under 20 minutes**.

Who should I ask to write a letter of recommendation?

Letters of recommendation must come from an adult 18-years-of-age or older who is familiar with the applicant’s involvement in the community. Examples of people who may write letters of recommendation include group leaders, teachers, advisors/counselors, school administrators, coaches, employers, and community or faith leaders. Family members, relatives, or guardians may not write letters of recommendation.



What types of supplemental materials can I submit?

You can submit any materials that you feel will support your application. Possible supplemental materials include news articles that you have written, or in which you were featured, relevant materials you have developed, or pictures or video of a community activity in which you took part. Be creative! Showing your activities and impact will strengthen your application.

All supplemental materials, if provided, must be submitted online with the application or included in the same email as the rest of the application materials. Please clearly label supplemental materials (e.g., Will_Williams_SupplementalDocument1).

Please note that supplemental materials are **not** required.

Selection Notification

Will FEMA notify me when it receives my application?

FEMA will send an email confirming receipt of your application. If you do not receive a confirmation email within three (3) business days, please resend your application or email FEMA-Prepare@fema.dhs.gov.

When will I find out if FEMA selected me for the YPC?

FEMA will announce new YPC members in May 2020. FEMA will also notify applicants that are not selected at that time.

Are there any monetary rewards associated with being selected for the YPC?

There are no cash rewards associated with being selected for the YPC. There is also no financial support for projects associated with the YPC.

Responsibilities

If selected, what will be required of me on the YPC?

Participants are expected to represent the youth perspective on emergency preparedness and share information with their communities. Each new YPC year begins in July with the YPC Summit. Members are expected to serve for two (2) years on the YPC and must fulfill several requirements.

If a member does not fulfill the mandatory requirements during his or her first year, FEMA may excuse the member from participating in a second year. For more information on the requirements, please see the FEMA YPC *Member Roles and Responsibilities* document.

First Year

In the first year, each member works with four (4) or five (5) other YPC members on a team project that promotes and increases preparedness on a national level. Project assignments take members' specific interests and experience into account, as well as preparedness priorities that FEMA has identified.



At the end of the first year, YPC members may apply to become a Co-Chair in their second year. The application includes an essay on why they wish to become a Co-Chair and what they hope to accomplish as the team lead for their project.

Second Year

In the second year, each member continues working on a team project or is assigned a new project. All second-year YPC members also serve as mentors to guide new, first-year members in their projects and activities. Finally, three selected Co-Chairs will lead a project team in their second year.

YPC Summit

YPC members are **required** to attend the annual YPC Summit each year. The 2020 YPC Summit takes place in Washington, DC, on July 21 and 22.

Bimonthly Calls

Members are required to participate in **mandatory** group conference calls every other month. These calls allow members to provide updates on their projects, pose questions to FEMA staff, and provide feedback to other members based on their experiences. Members are permitted to miss one (1) call per year.

Milestone Calls

Members participate in one-on-one calls, as-needed with FEMA staff. During these calls, members provide a project status update, as well as updates about other YPC-related work. This call also gives individual members an opportunity to discuss recent challenges they have faced and to request additional support.

Monthly Activity Logs

Members are expected to submit monthly activity logs that include 1) any progress made over the past month on projects, as well as any challenges they have faced, and 2) any community activities that the YPC member participated.

What is the YPC Summit? When and where does it take place?

The YPC Summit is held annually in Washington, DC. In 2020, it will be held on July 21 and 22. **Attendance is mandatory for all YPC members.** The YPC Summit provides an opportunity for YPC members to meet FEMA representatives and each other.

Sessions during the YPC Summit cover a range of topics. In some sessions, YPC members are given the opportunity to share their ideas and questions with FEMA and community partners. In other sessions, members prepare for the projects they will complete during their time on the YPC.

Each YPC member must have a parent/guardian or parent-approved chaperone to accompany him or her to the YPC Summit.

How much will the YPC Summit cost?

In accordance with federal travel regulations, YPC members and chaperones will be reimbursed for expenses associated with the YPC Summit. Please note that many of these expenses need



to be paid for upfront by the member/chaperone and will be reimbursed by FEMA *after* the YPC Summit. YPC members and their chaperones are reimbursed for:

Travel: Via common carrier—air, rail, or bus transportation. Travel includes transportation to and from the airport, train station, etc. Transportation to and from YPC Summit-related events can also be reimbursed. **Note:** Transportation for personal excursions, such as sightseeing, will not be reimbursed.

Lodging: FEMA will provide a lodging option that is within the daily government rate, which is the maximum rate that can be reimbursed.

Meals and incidental expenses: These are reimbursed at a flat, per diem rate.

There will be a session at the YPC Summit for chaperones to learn about reimbursement.

Additional Questions

Please email additional questions to FEMA-Prepare@fema.dhs.gov.