



## Office of the City Clerk

One Twin Pines Lane  
Belmont, CA 94002

### YOUTH APPLICATION FOR PARKS AND RECREATION COMMISSION

Date: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ E-mail \_\_\_\_\_  
Cell \_\_\_\_\_

How long have you lived in Belmont? \_\_\_\_\_ Date of Birth \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Educational Background:

Specific knowledge or skills applicable to position:

Have you ever served as a member of a Belmont Board, Commission or Task Force? Yes No

If yes, please specify which Board(s), Commission(s) and/or Task Force(s):

Name Length of Service

_____	_____
_____	_____
_____	_____
_____	_____

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**Youth Application for Parks and Recreation Commission**

Page 2 of 2

How many Commission meetings have you attended? \_\_\_\_\_

Present and Previous Community or Civic Involvement:

Explain briefly why you are applying for this position:

What do you hope to accomplish?

*I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.*

*I authorize you to communicate with references and schools.*

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Date:*

Please mail or submit this application to the Belmont City Clerk's Office (must be RECEIVED by the stated deadline).

Please include a signed copy of the Commission Acknowledgement.

City Clerk  
Belmont City Hall  
One Twin Pines Lane, Suite 375  
Belmont, CA 94002



**PARENT / GUARDIAN CONSENT FORM  
FOR  
PARKS AND RECREATION YOUTH COMMISSION**

I, \_\_\_\_\_, am the parent or guardian of \_\_\_\_\_  
*(Print full name of parent or guardian)* *(Print full name of Applicant)*

who is applying for a one year term on the Belmont Parks and Recreation Commission.

I AGREE WITH AND CONSENT TO THIS APPLICATION.

I understand that the Commission meets on the first Wednesday of every month at Belmont City Hall, One Twin Pines Lane. The meetings start at 7:00pm and usually end by 9:00pm (but may run as long as two hours). I understand that I am responsible for providing or arranging transportation to and from these Parks and Recreation meetings.

I understand that if \_\_\_\_\_ misses three consecutive regular  
*(Applicant's first name)*

Commission meetings that his/her seat may be declared vacant.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Contact information for parent/guardian (parent to be copied on all communications to youth applicant prior to appointment)

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

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Applicant: Please submit this signed and dated form with your Commission application to the Belmont City Clerk's Office, One Twin Pines Lane, Suite 375, Belmont CA 94002.

## Commissioner Acknowledgement

To the Commissioner/Board member: Being appointed by the City Council comes with certain responsibilities. This acknowledgement, which we ask you to sign, outlines some of them.

- I am expected to attend all scheduled meetings to the greatest degree possible.
- I will contact my Commission's department ahead of time if I know I will be absent.
- I may be asked to commit to one or more subcommittee assignments or task forces in conjunction with my commission assignment.
- I may be administered an Oath of Office by the City Clerk's Office (Planning only) in which I will swear to uphold and defend the Constitution.
- I will receive an agenda and meeting packet (containing staff reports and/or other background materials) in advance of the meeting, which I am expected to review prior to the meeting.
- My name will appear on a public list (including posting to the City's website).
- I will be issued a City email address which is to be checked regularly (minimum once per week), and this email address is what I should use in conjunction with my services as a Commissioner.
- I may be issued City business cards which are to be used for City business only.
- I will be required to file an annual Form 700 Economic Disclosure Statement (fines are applicable for late filing) within 30 days of my initial appointment, and annually thereafter. (This does not apply to youth commissioners.)
- I affirm that I have read and understand the City of Belmont Code of Ethics and Conduct for Elected and Appointed Officials. (This does not apply to youth commissioners.)
- I am required to complete two hours of ethics training (in compliance with AB1234 requirements) within one month of my appointment, and biennially thereafter. (This does not apply to youth commissioners.)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

(Print Name)