

YOUTH LEADERSHIP OKLAHOMA

MISSION: *To develop young leaders who feel a hope, pride and a responsibility for Oklahoma's future*

**REFERENCE FORM
DEADLINE – TUESDAY, DECEMBER 3, 2013 at 5:00 p.m.**

This Reference Form is to be submitted with the student's YLOK application or mailed directory to the Leadership Oklahoma office: ATTN: Lee Anne Stone, 5500 N. Western, Suite 142 OKC, OK 73118.

RECOMMENDATION FOR _____ OF _____ HIGH SCHOOL

TO THE APPLICANT: Please type/print your Name and High School in the space above and give this form to your principal or counselor.
TO THE REFERENT: The applicant above will be considered for a six day Youth Leadership Oklahoma journey to select locations across Oklahoma. This program is designed to provide emerging leaders an opportunity to develop a hope, pride and a responsibility for Oklahoma's future. The program will include seminars, hands on opportunities and travel experiences designed to increase knowledge, enhance skills and experience our state's treasures while meeting community and state leaders.

As we are seeking the most outstanding students from across the state, it is important for each applicant's principal or counselor to provide the YLOK Selection Committee with an assessment of the student using the form below. Thank you in advance for taking the time to respond in the most direct and forthcoming manner possible.

How long have you known the above applicant and what has been your relationship? _____

Please assess the applicant using these criteria: 5-Excellent; 4-Good; 3-Satisfactory; 2-Poor; 1-Not Acceptable.

- ___ A) LEADERSHIP INTEGRITY: The degree to which the applicant is recognized and respected by peers, teachers and administration. Includes personal integrity, character and reputation in both personal and school contacts.
- ___ B) NETWORKING/TEAMWORK EFFECTIVENESS: Demonstrated success as a leader working with others to get things done.
- ___ C) ANALYTICAL / PROBLEM SOLVING SKILLS: Mental ability to understand complex issues. Includes depth of insight and desire to seek solutions of issues facing Oklahoma communities.
- ___ D) COMMUNICATION SKILLS: Includes writing, speaking, listening, and willingness to interact with individuals and groups.
- ___ E) POTENTIAL FOR GROWTH: Open to broadening experiences and contacts, especially with those of different cultures or viewpoints.
- ___ F) DEPENDABILITY/CONSISTENCY: Commitment to following through on tasks undertaken.
- ___ G) ASSESSMENT OF CURRENT LEADERSHIP EFFECTIVENESS: Extent to which currently involved and successful in leadership activities.
- ___ H) ASSESSMENT OF LEADERSHIP POTENTIAL: Desire for and commitment to future involvement in leadership positions.

Please MARK the category in which you would place this applicant in comparison to his/her current high school classmates:

- ___ *Excellent & Outstanding* ----- Applicant is rated in the upper 5% of students.
- ___ *Above Average* ----- Applicant is rated in the upper 15% of students.
- ___ *Average* ----- Applicant is rated in the middle percentage of students.
- ___ *Below Average* ----- Applicant is rated in the lower percentage of students.
- ___ *Very Poor*----- Applicant is rated in the bottom percentage of students.

In addition to the above responses, we request additional comments that you might share regarding this individual.

Referent's Name (please print) _____ Title _____

Referent's Signature _____ Date _____

Youth Leadership Oklahoma

Application

Class XIV

Mission

*To develop young leaders who feel hope, pride and a responsibility
for Oklahoma's future*

Program Description

Each year approximately 50 high school juniors from across Oklahoma are selected for Youth Leadership Oklahoma. The class will spend **June 8-June 13, 2014** traveling to selected locations in Oklahoma to learn about and experience our state's treasures, meet adult community and state leaders and develop personal leadership skills. Each student selected will receive a scholarship for program expenses related to transportation, lodging and meals.

Requirements

Applicants must be high school juniors or home-schooled equivalent.

Applicants must live in Oklahoma.

Applicants must have at least a 3.25 grade point average on a 4.0 scale.

Class members must attend the program week in its entirety.

Class members must agree to abide by all Leadership Oklahoma policies and procedures.

Application process

1. Applications must be **RECEIVED in the Leadership Oklahoma office no later than 5:00 p.m. Tuesday, December 3, 2013**. All applications can be submitted by mail, FED EX, UPS or hand delivered to the Leadership Oklahoma office. Faxed applications and email applications **will not** be permitted. **Applications must be RECEIVED in the LOK office BY December 3, 2013.**
2. When mailing the application, please send **three** applications to Youth Leadership Oklahoma: one original and two copies.
3. Other than the one recommendation letter required and the reference form, no attachments are permitted. The recommendation letter and the reference form can be included with the application packet or sent directly to the Leadership Oklahoma office.
4. Applications **must be typed** and complete to be considered. Applicants may download the application from the LOK website at www.leadershipoklahoma.com.
5. Please do not fold applications. They may be mailed in a 9x12 envelope.
6. You may make as many single-sided copies of the application as needed.
7. The Youth Leadership Oklahoma Selection Committee will select approximately 50 participants based upon demonstrated leadership as well as gender, ethnic and geographic diversity.
8. Letters notifying applicants of the selection committee results will be mailed in March of 2014.

Please carefully read the application process instructions on page one before completing the application.

Applicant Name _____
Last First Middle Initial Preferred Name

Mailing Address _____
Address City State Zip Code

Cell Phone () _____ Applicant Email _____

Parent/Guardian _____ Cell Phone () _____

Parent/Guardian Email _____

High School Name _____ High School GPA _____

School Contact Person/Counselor _____ School Contact Email _____

Name of Hometown Newspaper _____ T-Shirt Size _____

Optional Information: Leadership Oklahoma does not discriminate based on race, ethnicity, sex, creed, national origin or disability. This information is not required. It is requested to facilitate our goal of assembling a diverse class.

Gender: Female Male

Race/Ethnicity: American Indian Asian African American
 Hispanic White Other: _____

I found out about Youth Leadership Oklahoma: YLOK/LOK graduate, if so name of graduate _____ school counselor
 newspaper other, please specify

If applicant is a relative of an YLOK or LOK graduate please list name of person and relation(s):

Please let us know the leadership roles you have held while involved in organizations or activities both in your school and/or community. These should be in order of importance, listing up to five school, social, athletic, religious, community service, scouting or other activities and organizations in which you have participated during the last two years.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Applications must be received in the Leadership Oklahoma office no later than 5:00 p.m. December 3, 2013.

How would your principal describe you? _____

How would your family describe you? _____

How would your friends describe you? _____

List any accomplishments, awards, honors or recognitions for academic, school, religious or community activities you have achieved or received in the last two years. (Grades 9-10 and current year)

List any community service or volunteer work experience and briefly tell what was involved.

List any work experience in which you were compensated for and briefly tell what was involved.

What are your plans after high school? _____

What do you consider to be one of your strengths? _____

What do you consider to be one of your weaknesses? _____

Who is someone you admire? Why? _____

What do you do for fun? _____

If you could change anything in our state, what would it be and why? _____

Why are you applying for Youth Leadership Oklahoma? _____

Pride, leadership, service: What do these mean to you and to the future of Oklahoma? _____

**Youth Leadership Oklahoma
Covenant and Indemnification**

This Covenant and Indemnification is executed by _____ (Participant) to Leadership Oklahoma, its directors, officers, agents, volunteers and employees, including the directors, officers, agents, volunteers and employees in the Youth Leadership Oklahoma program.

Recitals

- A. Participant has applied for admission to Class XIV of Youth Leadership Oklahoma and has been permitted voluntarily to participate in the activities associated therewith.
- B. Participant is participating in Youth Leadership Oklahoma activities solely on Participant's own initiative, risk and responsibility.

NOW, THEREFORE, for the consideration set forth above, Participant agrees as follows:

- 1. Participant shall not ever institute suit, action at law or any claim against Leadership Oklahoma or Youth Leadership Oklahoma for or by any reason of any damage, loss or injury that may occur, result from or arise out of participation in the above described activities.
- 2. Participant hereby indemnifies and holds Leadership Oklahoma and Youth Leadership Oklahoma harmless from and against any claims, liabilities or causes of action for damages, compensation or otherwise and shall reimburse or make good any loss, damages or costs that may result from or arise out of Participant's participation in the above described activities.

Consent for Reproduction of Photographs and Voice

In the course of the program, newsletters, public service announcements, newspaper and magazine articles, web site features and videos may be used. Participant gives to Leadership Oklahoma, its nominees, agents and assigns unlimited permission to use, publish and republish for purposes of advertising and trade for such use as it may determine, information and reproduction of Participant's likeness (photographic and otherwise) and voice related to participation in Youth Leadership Oklahoma.

Consent for Medical Treatment

In the event that medical treatment is necessary, Participant gives to Leadership Oklahoma, its nominees, agents and assigns permission to obtain treatment at a medical facility.

Signature of Participant

Signature of Parent or Legal Guardian of Participant

Youth Leadership Oklahoma Code of Responsibility

Statement of Purpose

The purpose of Youth Leadership Oklahoma is to prepare Oklahoma youth to make a positive difference. Participants are selected because of their proven leadership qualities. The actions of program participants reflect on Leadership Oklahoma and affect the results the program is intended to achieve.

Participation in Youth Leadership Oklahoma carries the responsibility of leadership. Participants are expected to observe the highest standards of behavior and to set an example for others to follow.

This Code of Responsibility is intended to describe minimum acceptable standards and the consequences of failure to meet these standards. Those who fail to observe these standards will be held accountable for their actions.

Applicability

This Code is applicable to all participants in Youth Leadership Oklahoma including class members, adult volunteers and staff. This Code is applicable at all times.

Leadership Oklahoma seeks to encourage personal growth and development of the skills and behavior required of good leaders. By participating in Youth Leadership Oklahoma activities, all participants acknowledge that their actions are subject to this Code. By permitting a class member to participate, the class member's parent(s) gives their consent to the applicability of this Code.

Policy on Attendance

Youth Leadership Oklahoma is an integrated series of experiences designed to be completed as a whole by a consistent group of class members. Attendance and participation at all scheduled events is necessary to obtain the full benefits of the program. **Class members must attend the program week in its entirety. The dates for the YLOK Class XIV program are: Sunday, June 8-Friday, June 13, 2014.**

Discipline

Appropriate behavior is expected of all participants within the parameters of law and local school policies. A participant may be suspended from participation if such action is determined by the Leadership Oklahoma staff to be necessary to protect the safety and security of persons or property or to avoid disruption of a class event. The disciplinary action selected will depend on the nature of the offense and the facts and circumstances in which the violation occurred.

Policy of Smoking and Tobacco Use

Youth Leadership Oklahoma is smoke and tobacco free. Participants are expected to refrain from smoking or other use of tobacco during Youth Leadership Oklahoma activities and events.

Policy on Sexual Harassment and Improper Sexual Activity

It is the policy of Youth Leadership Oklahoma to provide a program free from sexual harassment and improper sexual activity between participants. Unwelcome or inappropriate sexual advances, requests for sexual favors and other inappropriate physical or verbal actions are prohibited.

Investigation

The Youth Leadership Oklahoma staff or adult leaders may conduct a reasonable search of the premises on which activities are conducted, buses or other forms of transportation used in activities and the personal property of participants for contraband if they have reasonable grounds to believe any class participant is in possession of such items. Participation in Youth Leadership Oklahoma is considered consent to any such search.

Documentation

If you are accepted into YLOK, you will be required to show proof of documented residency. This includes a copy of your driver's license, social security card or other form of approved documentation.

The Code of Responsibility page may be kept by the applicant for reference upon selection for participation.

**Youth Leadership Oklahoma
Code of Responsibility
Agreement Form**

I, _____, (Participant) certify that I have read and understand the Policies of Youth Leadership Oklahoma in the Code of Responsibility and that I will abide by these Policies.

Signature of Participant

Signature of Parent/Guardian

Date

Date

Applications must be received in the Leadership Oklahoma office no later than 5:00 p.m. December 3, 2013.

Youth Leadership Oklahoma Commitment Form

This form must be signed by all three parties as indicated and returned with the application by the 5:00 p.m. December 3, 2013 deadline.

Applicant Name (please print)

I understand that a student who is admitted to the Youth Leadership Oklahoma program is given a space in the program that is then not available to other applicants. Consequently, students who apply for the program **MUST** intend to accept admission and participate fully in the Youth Leadership Oklahoma program.

I have reviewed the completed application packet and support this nomination. I also verify that the applicant's grade point average is _____ (a 3.25 minimum is required for participation in Youth Leadership Oklahoma) and the applicant is ranked _____ out of _____ (#) students in his/her junior class.

Applicant

Date

Applicant's Parent/Guardian

Date

Applicant's School Principal

Date

Recommendation Letter

Please include a letter of recommendation from an adult who knows you well but is not a parent or relative. For example: ask a teacher, youth group leader, club advisor, coach, employer or neighbor. This letter can be mailed with the application or sent in separately by the December 3, 2013 deadline.

This letter should tell how long and in what capacity the reference has known you, what contributions you would bring to the Youth Leadership Oklahoma experience, how you might benefit from the experience and anything else that would give the committee a more complete picture of you.

Reference Form

In addition to the above letter of recommendation please have your principal or counselor complete the attached reference form. This form should be sent the LOK office or attached to your application.

YLOK Application Check-List

Please make sure to have your application complete. Applications that are not complete will not be considered for inclusion in the class. Any applications received after the 5 p.m., December 3, 2013 deadline will not be considered.

1. **Three Copies of Application-One Original and Two Copies** _____
2. **Signed Medical Release Form** _____
3. **Signed Code of Responsibility Form** _____
4. **Signed Commitment Form** _____
5. **Recommendation Letter** _____
6. **Reference Form** _____