



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassadors Board

Open enrollment for the Lake County State's Attorney's Office
Young Ambassadors Board (LCSAO-YAB)

is sent to the Superintendent of each high school throughout Lake County.
Additionally, the Lake County State's Attorney's Office will release the application
through a press release and post it on the LCSAO website.

Application Process

- You must agree to the requirements of being a LCSAO-YAB Member.
- Application must be filled out in its entirety in order to qualify for review.
- Application must be completed neatly and clearly in order to be considered.
- Application is due no later than **August 30, 2019** – Late entries will not be considered.
- If accepted, you will receive an acceptance letter via mail by September 11, 2019.
- The first Board meeting is September 17th – a calendar of Board dates is attached.

Application can be mailed or dropped off to:

Carrie Wings
123 O'Plaine Rd
Gurnee, IL 60031

**Why fit in
when you were born to
STAND OUT!
--Dr. Seuss**



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassador Board

Application Table of Contents

LCSAO-YAB Member Contact Information.....	p. 3
“Getting to Know You”	p. 4
Communication Policy.....	p. 5
Member Conduct & Attendance Contract.....	p. 6
Board Meeting Calendar and Training Topics.....	p. 7
Community Awareness Program & Project Idea Form.....	p. 8
YAB Chair (optional).....	p. 9-10
Waiver and Release of Liability.....	p. 11
Staff Contact Information.....	p. 12



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassador Board

Member Application (Please PRINT clearly all answers)

Youth Information

Name _____

Address _____

School _____ Grade _____

G-Mail _____ Phone Number _____

- If you do not have a g-mail account, one will have to be created for communication regarding YAB.
- The phone number you provide will be added to a GroupMe application for member communication.

Parent or Guardian Information

Name _____

Phone _____ Email _____

For Facilitators Use Only

___ Getting to Know You Question Interest: _____

___ Communication Policy Notes: _____

___ Member Conduct & Attendance Contract

___ Reviewed Schedule 2019-2020 School Year ___ GroupMe Phone Number

___ Community Awareness Program (CAP) ___ Gmail Address

___ Wavier and Release of Liability



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassador Board

Please fill out the following Questions "Getting to Know You"

- 1) If selected, what do you hope to achieve, by being a member of the Lake County State's Attorney's Office Young Ambassadors Board?

- 2) What assets do you believe you will bring to the YAB as the voice of your peers?

- 3) What events or activities would you like to participate in to bring awareness to your community regarding trending topics? i.e. Anti-Bullying, Teen Dating Violence

- 4) What awareness do you believe needs more education within your community or schools?
How would you best present or share this information?

- 5) What other extracurricular activities (including sports) do you participate in throughout the school year? Will they conflict with the attached meeting schedule? (Please provide a tentative schedule for the additional activities you are involved in.)

- 6) Is there any additional information about yourself you would like to provide for us to know you better?



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassadors Board

Youth Advisory Board Communication Notification & Policy

The Young Ambassadors Board will be run by the Facilitators of the Lake County State's Attorney's Office. It is important that you have the contact number of the facilitators. Confirmation of your attendance is not necessary. However, should you need to miss a meeting, or have a scheduling conflict, it is important that you contact a facilitator no less than 2 days before the meeting, unless it is due to an illness. If continued lack of participation without communication with a facilitator, your continued membership will be placed under review.

Communication will be crucial throughout your membership. Communication regarding the LCSAO-YAB and CAP will primarily be via G-Mail, Google Drive, and REMIND ME app. The phone number you provide will also be added to the GroupMe app. This application will be used for all members to communicate, share ideas, engage members in community activities, and ask questions. We are requiring that members download the GroupMe app to their phone in order to facilitate the conversation and connection between one another.

- You agree to the download of above mentioned applications to improve all communication.

_____ **Participant's Initial**

_____ **Parent/Guardian Initial**

While being a member, you will have to be accountable for your involvement within the LCSAO-YAB and CAP. Therefore, it will be your responsibility not your parent or guardian's to communicate with the Facilitator and Committee Chairs during your participation in the program.

_____ **Participant's Initial**

_____ **Parent/Guardian Initial**

- You will receive emails at least once a week from either the facilitators or YAB Chairs. Please take the time to consistently look through your email for any updates, events, information, or important dates.
- If any emails require a response, please reply NO LATER than two days from the initial sent date.

_____ **Participant's Initial**

_____ **Parents/Guardian initial**



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassadors Board

LCSAO-YAB

Member Conduct & Attendance Contract

Requirements:

1) Participants must hold themselves accountable for their own actions while in the program, in their community, and in school. As a Young Ambassador Board member, the student represents Lake County Youth. **I understand that the Young Ambassadors Board is run by the Lake County State's Attorney's Office, and by participating in the program I am a reflection of the Office and its outreach program efforts.**

_____ (Participant Initial) _____ (Parent/Guardian Initial)

2) Being a Young Ambassador Board member means that participants are dedicating themselves to this program for the entirety of the school year. Participants must understand that their attendance is key to success as a group. **I understand that I must commit to showing up to Board meetings consistently, as they only take place once every month, or else I could lose my privilege to participate in the program. I have been provided a copy of the calendar and can commit to attending the scheduled meetings. If I continuously miss meetings, my ability to participate as a member will be placed under review by the facilitators.**

_____ (Participant Initial) _____ (Parent/Guardian Initial)

3) I understand that I must also participate in a Community Awareness Program (CAP) which will allow the Young Ambassador Board member to raise awareness within myself, my peers, and my community. **I understand that I am committing to showing up to CAP events as much as possible, but must attend at least 3, or else I could lose my privilege to participate in the program. I have been provided a copy of the calendar and can commit to attending the scheduled meetings. If I continuously miss meetings, my ability to participate as a member will be placed under review by the facilitators.**

_____ (Participant Initial) _____ (Parent/Guardian Initial)

Participant Name Signed:

Parent/Guardian Names Signed:

Date:

Date:



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassador Board

Meeting Schedule 2018-2019 School Year

Full board meetings will be held at:

- Lake County Children's Advocacy Center, 123 O'Plaine Rd, Gurnee, unless otherwise noted.
- **FIRST** meeting will take place at the Gurnee Village Hall: 325 O'Plaine Rd, Gurnee IL
- Any changes facilitators will provide one-week notice, unless due to inclement weather.

Board meeting will be the first Tuesday of each month and are scheduled for 5:30-7pm.

- Some dates may reflect different days due to Holidays

2019-2020 Meetings will take place on the following dates:

<u>Dates</u>	<u>Topics</u>
• September 17th	Welcome & Lake County State's Attorney's Office Panel
• October 1st	Healthy Relationships - A Safe Place and Suicide Prevention - Health Dept.
• November 5th	Community Recycling - SWALCO
• December 3rd	College Preparation - "What you need to know" College of Lake County
• January 7th	Human Trafficking - Inv. James Magna
• February 4th	Preventions of drugs/alcohol and Gang Awareness - Jim Neuman
• March 3th	Nutrition and Fad Diets - Kathy Brown
• April 7th	Sexual Assault and Child Abuse Prevention - The Zacharius Center
• May 5th	Mental Health Awareness - Lake County Health Department
• June 5th	Enjoy your summer! Cookout at the Children's Advocacy Center

June through August – Facilitators will send information throughout the summer regarding additional events for those interested.

- Acknowledgement of viewing calendar and ability to attend meetings:

Youth Name

Parent/Guardian



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassador Board

Community Awareness Program (CAP) & Project Planning Form

The Lake County State's Attorney's Office facilitates prevention information on topics such as: bullying, healthy relationships, drug and alcohol prevention, and cyber safety, which are all situations that can affect our youth. Our office's hope is to be able to assist in educating our youth while also providing resources and promoting prevention. The idea behind CAP is to provide the YAB members a platform to raise awareness on topics which they are passionate about, and provide a safe forum for an open dialogue on issues they see trending among their peers and needs further resources.

Throughout the Board's term, it is expected that members participate in the CAP events to benefit the community or the members' schools. These projects will be facilitated by the Co-Facilitators and Chairs of YAB and CAP. This is the best way the Young Ambassadors can make a positive impact in their community.

Event ideas will need to take place in Lake County

- 1) Is there an event you are aware of within your community that you believe YAB members would benefit from?
- 2) Write a brief description of this event:
- 3) Whom does this event serve? What is the expected duration of the event?
(i.e. one day, a week, one month or longer)
- 4) Where and when does the event take place?
- 5) What will be the roles for the other YAB members (committee assignments)?

All events will have to be approved by the Co-Facilitator and reviewed by YAB & CAP Chairs.

_____ (Participant Initials)

_____ (Parents/Guardian Initials)



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassadors Board

Chair Interest

(If you are interested in being a Chair, will you need to complete this form)

There will be 10 Chair position

YAB Chair

Responsibilities:

- 3 - YAB members will be chosen.
 - At least 1 will be from a previous year
- Create an agenda for board meetings
- Partner with a CAP Chair to work as a team for assigned monthly meetings
- Run and organize monthly mandatory board meetings
 - Check in with members during the meeting - "Highs and Lows"
 - Assist with speakers for each board meeting

CAP Chair

Responsibilities:

- 3 - YAB members will be chosen
 - At least 1 will be from a previous year
- Organize monthly events
- Partner with a YAB Chair to work as a team for assigned monthly meetings
- For each event, organize and take note of who is coming, where & when the event takes place
 - Gauge interest of who'd like to participate in the events at each board meeting
- Communicate who is attending with Carrie, Melissa, & Ediza

Secretary

Responsibilities:

- 2 - YAB members will be chosen
 - 1 will be from a previous year
- Keep an updated list of all board member's email/phone number
 - All contact information is confidential and is not to be shared outside of YAB Members

- Receive notifications from members who cannot attend Board meetings, make note, and relay to Carrie, Melissa & Ediza
- Take attendance at each board meeting
- Consistently update and create the meeting minutes on Google Drive
- Update event calendar
- Send Remind Me 4 days prior to each meeting/event

YAB Communications Chair

Responsibilities:

- 2 - YAB members will be chosen
 - 1 will be from a previous year
- Promote all Lake County State’s Attorney's events to YAB
- Promote all Children’s Advocacy Center (CAC) fundraisers & events to YAB
- Take pictures at events
- Create and maintain a monthly newsletter
- Collaborate with Jackie Quinn for State Attorney’s Office website/newsletter

If interested in being a Chair please indicate which one:_____

- If chosen to be a Chair, you understand that you may need to attend additional meetings
- You understand that a Chair is REQUIRED to attend each meeting
- A schedule will be established for Chair participation for each month

Interested Participant Signature:_____

Parent/Guardian Signature:_____



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassador Board

WAIVER AND RELEASE OF LIABILITY

As a ____ participant over the age of 18 or ____ parent/legal guardian on behalf of a participant under the age of 18, and relating to my participation in the Lake County State's Attorney's Young Ambassador Board, and on behalf of myself and/or on behalf of the undersigned minor(s), as well as my/minor's personal representatives, parents, guardians, assigns, heirs and next of kin, I hereby:

Assume all risk for any and all claims arising from my/the minor participation in the Lake County State's Attorney's Young Ambassador Board.

Release, waive, discharge and covenant not to sue the organizers, supervisors, volunteers, participants, employees and any and all personnel involved in the operation, organization, sponsorship, supervision, training or participation of the Lake County State's Attorney's Young Ambassador Board, including, without limitation, the County of Lake, The Lake County State's Attorney's Office, (hereinafter, the "Releases") from and against any and all liability, losses, claims, demands, suits, damages and or/causes of action for bodily injury (including, but not limited to, mental and emotional distress and death) and/or property damage I and/or the minor(s) may have, suffer or sustain during my/the minor(s) participation in the Lake County State's Attorney's Young Ambassador Board, whether arising from my/the minor(s) own acts, actions, activities, and/or omissions of others, whether caused by the negligence or gross negligence of the Releases or otherwise.

Agree to indemnify and save and hold harmless the Releases and each of them for any and all claims which may be brought against it/them by me and/or by the minor(s) or on our behalf for any such bodily injury, property damages, loss, liability, damage, claims, demands, suits, causes of action or cost the Undersigned may incur during the my/the minor's participation in the Lake County State's Attorney's Young Ambassador Board.

Agree that by participating in the Young Ambassador Board, I am also agreeing that I/the minor can being photographed and or video recorded. I further agree that any resulting images may be used for educational, advertising and promotional purposes on behalf of the Lake County State's Attorney's office.

Agree that Illinois Law will govern any and all legal disputes arising from this Release and further agree that any and all litigation arising from said dispute(s) will be filed and litigated exclusively in the 19th Judicial Circuit of Lake County, Illinois.

Printed name Parent/Guardian for Participants under the age of 18

Printed name of Participant

_____ Date _____
Signature of Parent/Guardian for Participants under the age of 18

_____ Date _____
Signature of Participant



State's Attorney's Office

LAKE COUNTY, IL

Young Ambassadors Board

Contact Information

Lake County State's Attorney: Michael G. Nerheim
Phone Number: 847-377-3000
Email: mnerheim@lakecountyil.gov

Facilitator: Carrie Wings
Cell Phone: 847-508-6539
Work Phone: 847-377-7824
Email: cwings@lakecountyil.gov

Facilitator: Melissa Burke
Work Phone: 847-377-3098
Email: mburke@lakecountyil.gov

Mentor: Ediza Hernandez
Phone Number: 847-377-3076
Email: ehernandez2@lakecountyil.gov

Mentor: Jacqueline Quinn
CAP Mentor: YAB Communications
Phone Number: 847-377-3034
Email: jquinn@lakecountyil.gov