



NEC Student Representative Program

February 28, 2020

The Norfolk Environmental Commission (NEC) is inviting Norfolk area high school students to apply for a Student Representative Program (SRP). Students enrolled in Norfolk Schools as sophomores, juniors or seniors who are interested in serving on the NEC during the 2020-21 school year must submit their applications by 5 p.m. April 30, 2020. The program will run for one school year and be evaluated for continuation during March of 2021.

The NEC will select two Student Representatives from among qualified candidates. Preference will be given to high school seniors. Students should anticipate actively participating on the NEC; therefore, consideration should be given to the time commitment required.

Should the program continue to a second year, students who served on the NEC in previous years will need to reapply to be considered again.

The NEC's Student Representative Program gives high school students the opportunity to play an important role in their community by serving on the NEC as a regular non-voting member. Student appointments will run from September 2020 through May 2021. All positions are voluntary and unpaid, and are open to any NPS high-school applicants residing within Norfolk City limits.

"It is great opportunity for students to engage in the affairs of their community," NEC Chair Audrey Webb said. "Participating on the NEC can be an enriching and valuable experience for the students, who get to learn about the environmental issues facing Norfolk and be an advocate to lead citizens to effective environmental stewardship. It's also a great opportunity to learn about many different aspects of local government. And perhaps most valuable is the Commission's exposure to the student's perspective."

Position descriptions and an application form will be available for download from the City of Norfolk website www.norfolk.gov/NEC March 1, 2020.

Purposes of Student Representation and student responsibilities:

- Students bring a new perspective to the NEC.
- Viewpoints and ideas of students are essential because the NEC Commissioners know that we can most effectively influence environmental improvement by influencing our impressionable students.
- Students and adults obtain a better understanding and appreciation of one another by working side by side on goal-related projects.
- Students gain leadership skills, such as goal-setting, decision-making, team building and conflict resolution while enhancing their own personal growth and development.
- Students obtain community service opportunities for high school credit. Active NEC involvement is an excellent addition to any college or job application.
- Students are introduced to the local government process and the importance of advocating for a cause through NEC's involvement in legislative activities.

- Student voices can be heard by elected representatives before the students reach voting age.
- Students provide NEC with information regarding student interests and concerns thereby enhancing relevance and effectiveness of NEC programs.

Student Responsibilities

- Be prompt and participative.
- Make and meet commitments.
- Become a full non-voting member.
- Attend all NEC regular meetings.
- Become a member of one or more sub-committees and attend those meeting.
- Practice effective positive communication skills. Help create an atmosphere of mutual respect between students and adults in order to communicate the needs, desires and concerns of fellow students.
- Communicate with Commission leadership about your other important commitments such as family, schoolwork, household chores and part-time job.
- Represent students and NEC at school board and other civic meetings, wherever student input is needed or requested.
- Show other potential student members how NEC activities relate to special interests such as litter control, recycling, clean water/air, the health of the Chesapeake Bay, conservation and legislation.
- Stress the following basic benefits:
 - Improving your school and community
 - Developing relationships and networks
 - Learning new life skills
 - Participating in a goal-oriented teams; and
 - Having a voice in issues that affect youth
- Membership is "at will" and may be ended at any time for any reason by either party.

Recruiting Student Representatives; Communicating the Opportunity:

- Visit with public school administrators and present the program. Ask for ideas/help.
- Offer meetings at each of the five NPS high schools.
- Ask our NEC teachers to reach out to potential Student Representatives.

Thanking you in advance for your interest and assistance.

Sincerely,

Audrey Webb

Audrey Webb
Norfolk Environmental Commission, Chair

**NEC Student Representative to the Commission
Timeline for student selection process for 2020-21 school year**

February 28, 2020

March 1, 2020	Application posted to NEC website.
April 30	Application deadline for student participation in selection process.
May 14	Two names submitted to NEC Exec. Committee from each high school.
May 18	Semi-finalists notified of interview date/time/location.
Week of May 25	Interviews for each semi-finalist.
June 5, 2020	Selections made and two students notified.

Norfolk Environmental Commission
February 28, 2020

Student Representative Application

Student Name:	Email Address:	Student ID#:
Mailing Address:	Home Phone:	Cell Phone:
High School:	Principal's Name:	School Phone:
Parent (Guardian) Name:	Parent (Guardian) Phone:	

Please be concise as you complete this application. Observe limits of your responses as indicated.

Letters of Recommendation - Please provide three letters of recommendation from the following categories (limit two letters per category). Enter the names of the individuals who are writing letters below.	
High School Principal Name:	
High School Teacher Name:	
Personal Reference – someone who knows you personally, other than a member of your family Name:	
Community Reference – volunteer organization, employer, church activity, extracurricular etc. Name:	
Application – Question/Information: See attachment (A). Please answer all questions and provide information as requested and attach to this page.	

Please submit your application with all supporting materials to the NEC Executive Coordinator, Justin Shafer, at Justin.Shafer@norfolk.gov. Applications and all supporting materials must be received by 5 p.m. on **Thursday, April 30, 2020**. No late applications will be accepted. Online application available at; <https://www.norfolk.gov/4052/Student-Representative-Program>

Statement of Understanding: I have read the information about the Student Representative to the NEC and the description of the selection process. I agree to participate in the selection process. If I am selected to the position of Student Rep. I will perform the responsibilities of the Student Representative to the best of my ability.

Signature of Applicant

Date

Signature of Parent (Guardian)

Date

Attachment (A)

Identify and discuss what you consider to be the most serious environmental issue facing Norfolk. What can you do about it? Please limit your response to 300 words.

Describe what you have done to improve the environment where you live. Please limit your response to 250 words.

Please list the highlights of your experiences, activities, achievements, and honors in each of the following areas. The list should be in reverse chronological order with the most recent entry first. Only list acquired accomplishments since the beginning of grade eight. You may include documentation of the achievements.

- Academic

Comment on your academic achievements and honors. Of which are you most proud? Why? Please limit your response to 150 words.

- Work experience

- Extracurricular, co-curricular and personal activities

Why do you want to serve on the NEC? Please limit your response to 150 words.

Add anything you would like those involved in the selection process to know about you that is not captured in your responses above. Please limit your response to 150 words.