

**COLORADO YMCA YOUTH IN GOVERNMENT PROGRAM
NOMINATION FORMS FOR APPOINTED OFFICES**

Secretary of the House Nomination – Candidate Resume

Please address the following items **in resume format** (i.e. bullet points, headings, information should be concise and to-the-point, etc.) and attach it to this form:

1. Participation in YMCA Youth in Government activities
2. Participation in school activities and volunteer work in community organizations
3. Exhibition of leadership abilities and positions held (include clubs/organizations, place of worship, school, work and community positions, both volunteer and paid)
4. What you hope to accomplish during your experience as the Secretary of the House
5. Special notes and circumstances you wish to share
6. A letter of recommendation

--Resume should be no longer than two (2) typed 8 ½ x 11” pages.

--Letter of recommendation should be no longer than one (1) typed 8 ½ x 11” page. The attached reference form may serve in lieu of an actual letter of recommendation. Please advise those writing your reference that they may submit a confidential reference by placing their letter in a sealed envelope and initialing the flap.

Nomination forms should be sent to the address below and must be received by Saturday, September 29th at 9:00am.

YMCA of Metropolitan Denver
Attn: Youth In Government
2625 S. Colorado Blvd
Denver, CO 80222
EMAIL: youthingovernment@denverymca.org

If you need additional forms, please feel free to duplicate.

COLORADO YMCA YOUTH IN GOVERNMENT PROGRAM REFERENCE FORM FOR SECRETARY OF THE HOUSE

REFERENCE FOR: _____
(Name of Applicant)

The young person above has requested that his/her name be considered as a candidate for the position of Secretary of the House during the 2007 YMCA Youth in Government program. Candidates must have outstanding leadership qualities, be able to speak well in public, and have a good knowledge of parliamentary procedures. They should be interested and aware of the processes of government.

The selection committee respectfully requests that you provide a thoughtful and candid appraisal of the applicant. Please circle the appropriate response to the following phrases.

4 – OUTSTANDING 3 – EXCELLENT 2 – GOOD 1 – FAIR

1.	Ability to get along and work with others	4	3	2	1
2.	Leadership abilities	4	3	2	1
3.	Maturity	4	3	2	1
4.	Reliability/Dependability	4	3	2	1
5.	Adherence to rules, procedure	4	3	2	1
6.	Self-confidence	4	3	2	1
7.	Emotional stability/Performance under pressure	4	3	2	1
8.	Respect from peers	4	3	2	1
9.	Respect from those older and younger	4	3	2	1
10.	Communication skills	4	3	2	1
11.	Enthusiasm	4	3	2	1
12.	Verbal expression	4	3	2	1
13.	Initiative and follow through	4	3	2	1
14.	Ability to accept criticism	4	3	2	1
15.	Good judgment	4	3	2	1

In what capacity do you know the applicant? _____

How long have you known the applicant? _____

What is your overall recommendation for the applicant's acceptance as an officer or appointed official to the YMCA Youth in Government program? (Check the appropriate recommendation.)

Very highly recommend _____
 Recommend _____
 Recommend with reservations _____
 Do not recommend _____

Your Name: _____

Position: _____ Phone: _____

Signature: _____ Date: _____