

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

**Secretary of the Senate 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 Senate
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 29<sup>th</sup> at 9:00am.

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

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 Senate 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: \_\_\_\_\_