

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

**Sergeant-at-Arms 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 Sergeant-at-Arms 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 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 SERGEANT-AT-ARMS 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 Sergeant-at-Arms 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: \_\_\_\_\_