



CITY OF PITTSBURGH

“America’s Most Livable City”

Office of Mayor Luke Ravenstahl

April 26, 2011

Dear Neighbors,

Would you like to learn more about local government? This is your chance!

I am pleased to announce the first-ever **Youth Civic Leadership Academy** in the City of Pittsburgh, a free summer program that provides an interactive opportunity for high school students to learn about their local government. Best of all, it’s fun and includes tours, demonstrations, and hands-on activities that give an up-close and personal view of the Mayor’s Office, Fire Bureau, Police Bureau, Emergency Medical Services, Urban Redevelopment Authority, Pittsburgh Water and Sewer Authority, and lots more.

Please take a few minutes and look over the attached application and Frequently Asked Questions; they have helpful information about how you can participate. More information about the program is also available at cla.pittsburghpa.gov. I hope that you choose to take advantage of this exciting opportunity!

Sincerely,

Luke Ravenstahl
Mayor, City of Pittsburgh



**City of Pittsburgh
Youth Civic Leadership Academy
Application**

Applications are due no later than 5:00 p.m. on May 25, 2011.
For additional space, attachments will be accepted.

Please print the following information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Neighborhood: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____

School: _____ Current Grade: _____

Personal Information

In case of emergency, please notify:

Name: _____

Phone: _____

Dietary Needs/Food allergies (*optional*): _____

Physical limitations (*optional*): _____

Why do you want to participate in the Youth Civic Leadership Academy? _____

Continued on next page

What are you hoping to learn from the Youth Civic Leadership Academy?

What activities are you currently involved in (both in and out of school)? _____

How do you hope to take your experience in the Youth Civic Leadership Academy back to your neighborhood and/or school, and use it to make a positive difference? _____

Youth Civic Leadership Academy Expectations

1. Arrive on time for each session.
2. Attend a minimum of 5 of the 6 sessions.
3. Complete and return the recommendation, as well as the release of liability form signed by your parent/legal guardian (attached).
4. Commit to using the experience to make a positive difference in your home, neighborhood and/or school communities through a service project.
5. Interact with classmates, participate in activities, and have fun!

I have read and understand the “Frequently Asked Questions” (attached) and I agree to abide by the expectations set forth in this application.

Student name: _____

Student signature: _____ Date: ____/____/____

Parent/Legal Guardian signature: _____ Date: ____/____/____

Parent/Legal Guardian signature: _____ Date: ____/____/____

Return to: Office of Mayor Luke Ravenstahl, c/o Youth Civic Leadership Academy, 512 City-County Building, 414 Grant Street, Pittsburgh, PA 15219



**City of Pittsburgh
Youth Civic Leadership Academy
Letter of Recommendation**

The applicant should request that an adult from their school, faith community, work, or volunteer experience complete the following recommendation form. The recommendation should not be written by a family member or personal acquaintance. It should be submitted with the youth's application in a sealed envelope. For additional space, attachments will be accepted.

Name (Mr./Ms./Dr. etc): _____

School/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail Address: _____

How long have you known this student and in what context? _____

What words would you use to describe this student? _____

Evaluation: Based on your experience with the student in the classroom, please address the student's ability to participate in the Youth Civic Leadership Academy program. Please provide information about the student's motivation; interest in local government; and commitment to using the experience to make a positive difference in their neighborhood and/or school communities. _____

Signature: _____ **Date:** ____/____/____



City of Pittsburgh
Youth Civic Leadership Academy
Release of Liability and Indemnification

Release of Liability: I hereby request authorization for my child to participate in the City of Pittsburgh's Civic Leadership Academy. I understand that tours and other Academy activities may include a risk of personal injury and/or personal property damage, and I make this request with full knowledge of these risks. I do hereby remise, release, and forever discharge the City of Pittsburgh, all participating City Departments, and all City agents, volunteers, and personnel of and agree to indemnify and defend the same, of and from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, particularly on account of personal injury and property damage, known or unknown, arising from my child's participation in and attendance at the Academy. I have been provided with a copy of and have read and fully understand the activities my child will participate in and have read and fully understand this release and indemnity and I sign freely and voluntarily.

Photographs: By registering for and/or participating in the Civic Leadership Academy, I understand that I am agreeing to allow publication of photos, video, or film taken of my child during any program, class or event subject to the terms stated herein. Photography or filming may be performed by City employees or authorized agents of the City of Pittsburgh.

I hereby grant to the City the right and permission to use my child's photograph, video, or likeness in any and all of its publications, including the City of Pittsburgh's website, without payment or other consideration. I understand and agree that these videos, photographs, or films together with any plates, tapes, negatives, or other storage media from which they are made, are and shall remain the property of the City of Pittsburgh and will not be returned.

I further hereby authorize the City to publish or distribute this photograph/video/or likeness for purposes of publicizing the City of Pittsburgh and/or future Civic Leadership Academies programs. In addition, I hereby waive my right to inspect or approve the finished product in any media format wherein my child's photo or likeness appears. I also waive any right to royalties or other compensation relating in any way to the use or release of such photograph, video, or finished product.

Child's Name: _____

Parent/Legal Guardian Signature: _____ **Date:** ____/____/____

Parent/Legal Guardian Signature: _____ **Date:** ____/____/____



**City of Pittsburgh
Youth Civic Leadership Academy
Frequently Asked Questions**

#1: What is the Youth Civic Leadership Academy?

A free program created and organized by Mayor Luke Ravenstahl to give high school students a “behind-the-scenes” view of City government.

#2: Why was the Youth Civic Leadership Academy created?

To provide a hands-on, interactive opportunity for high school students to learn about the City so that Pittsburgh’s young residents become informed, effective, and inspired community and civic leaders.

#3: Who can participate in the program?

Applicants must be a high school student (9th – 12th grade) residing within Pittsburgh City limits at the time of application.

#4: How will participants be selected?

Up to 20 applicants will be selected to participate. Special consideration will be given to applicants who are highly motivated; interested in local government; and committed to using the experience to make a positive difference in their neighborhood and/or school communities through a service project.

Applications are due, and must be received, no later than 5:00 p.m. on May 25, 2011; late applications will not be accepted. Applicants will be notified of their status by mid-June 2011.

#5: When is the Youth Civic Leadership Academy scheduled?

The program will take place on six consecutive Wednesday evenings between July 6 and August 10, 2011 from 5:00–7:00 p.m. Transportation to sessions held at non-Downtown locations will be provided to and from the City-County Building; participants should arrive no later than 4:30 p.m. and will be dropped off by 7:30 p.m.

Light refreshments will be available at the sessions. If you wish to inform the City ahead of time of any dietary restrictions, please feel free to include them on the application, or to contact 412-255-4765; however, students will be expected to determine for themselves if meals are appropriate based on individual restrictions.

#6: What should I wear?

The sessions are informal. You are encouraged to wear comfortable shoes and pants, as there may be walking tours and other activities.

#7: Where are the sessions held?

The sessions will be held at various City and non-City locations throughout Pittsburgh. A full schedule, including information about the location of the sessions, will be provided with each participant's acceptance letter. For each session, participants will be provided with Port Authority bus tickets for transportation to and from the City-County building. Optional bus/van transportation to sessions held at non-Downtown locations will be provided to and from the City-County Building; participants should arrive no later than 4:30 p.m. and will be dropped off by 7:30 p.m.

All facilities will be ADA accessible; however, vehicles will be used to transport students between sites. Please feel free to indicate on your application if you have specific concerns regarding the accessibility of the program. You may also contact the Mayor's Office at 412-255-4765 or the City's ADA Coordinator at 412-255-2102 prior to or during the Civic Leadership Academy if you have any difficulties while attending.

#8: What topics will be addressed in the sessions?

The Youth Civic Leadership Academy provides an overview of City operations, including the Mayor's Office, public safety departments, operations, and more! Please check out cla.pittsburghpa.gov, which provides additional information about former Civic Leadership Academy courses; please note that prior sessions were only open to adult participants, and had a slightly different format and curriculum.

#9: May I bring a guest or relative to the sessions?

Because of space limitations, participants may not bring guests to the sessions. However, participants will be encouraged to bring 1-2 guests to their graduation ceremony at the City-County Building on Wednesday, August 10, 2011.

#10: What do I do if I need to miss a session?

Participants are expected to attend a minimum of 5 out of the 6 scheduled sessions, and are strongly encouraged not to miss the graduation ceremony. Handouts are sometimes available for missed sessions.

#11: What do I do after I complete the program and graduate?

Throughout the course, participants will reflect on their experience and will be provided with the opportunity to develop group- or self-directed service projects that are based on their experience in the program and can be implemented in their neighborhood and/or school communities. City representatives will be available to assist and will remain as resources after the conclusion of the course as the projects are implemented. In addition, an opportunity for participants to share their service projects and receive recognition will be provided in Fall 2011. (NOTE: Participation in the program and the completion of the service project can be counted toward community service requirements.)

#12: What if I still have more questions?

For more details, please call 412-255-4765 or send an e-mail to civicleaders@city.pittsburgh.pa.us.