

# Prader-Willi Syndrome Association of Wisconsin Junior Advisory Board



## What is the PWSA of WI, Inc. Junior Advisory Board?

PWSA of WI, Inc. realizes that engaging the growing number of interested youth is a natural step in creating the next generation of philanthropists. In 2017, the Junior Advisory Board of PWSA of WI, Inc. was developed as a way for youth ages 13-17, to learn about philanthropy and gain hands-on experience in event planning, volunteerism, program development, and fundraising within the Prader-Willi Syndrome Community. Youth will develop and lead these initiatives with the support of adult mentors from the PWSA of WI, Inc. Board of Directors.

The Junior Advisory Board will develop personal and professional skills that will prepare them for future board service and careers. The PWSA of WI, Inc. Board of Directors is extraordinarily supportive of the youth and will assist the members of the Junior Advisory Board with learning these skills.

## Junior Advisory Board Program Goal

The Junior Advisory Board's goal is to empower the next generation by engaging our youth in event planning, volunteerism and program development within the Prader-Willi Syndrome community, and assist with fundraising to support the programming of PWSA of WI, Inc.

## Areas of Skill Development

The Junior Advisory Board includes, but is not limited to, four major areas of skill development:

- Volunteerism – Volunteer at one of the yearly events hosted by PWSA of WI, Inc. or actively assist on an event planning committee.
- Education & Outreach – educate the community about Prader-Willi Syndrome and find ways to get others involved in supporting the mission of PWSA of WI, Inc.
- Finance – provides financial oversight and explore ideas for reaching fundraising goals.
- Development /Strategize– brainstorm and develop a plan for new ways PWSA of WI, Inc. can better serve the Prader-Willi Syndrome community.

Each year, the Junior Advisory Board will establish annual goals and form a plan of execution and timelines, keeping the focus in the areas of skill development above.

## Who is eligible?

The Junior Advisory Board of PWSA of WI, Inc. is open to all youth ages 13-17 that have an interest in supporting those living with Prader-Willi syndrome.

## How do I apply?

Interested youth should submit an application or nominees submit a nomination form found on [PWSAofWI.org](http://PWSAofWI.org) for consideration. Each submitted application will be considered by the PWSA of WI, Inc. Board of Directors and voted on. Space on the Junior Advisory Board is limited to 6 members, but PWSA of WI, Inc. welcomes all interested applicants to volunteer at the events held by PWSA of WI, Inc. For more information on volunteering, please go to [PWSAofWI.org](http://PWSAofWI.org). Completed applications should be sent to: PWSA of WI, Inc., 38 S Main Street #226, Oconomowoc, WI 53066

## Terms

Junior Advisory Board members will hold a term of one year. If interested in remaining on the Junior Advisory Board, an application must be re-submitted.

## Meetings

The Junior Advisory Board will meet three times yearly at the same location and time as the PWSA-WI, Inc. board meetings. Meetings are typically held in February, June and October from 8:30– 12:30 am in the Pewaukee area. Additional meetings may be called upon at the request of the majority of the Junior Advisory Board. Meetings will be used as a time to work on the established goals and plan of execution and timelines as discussed in the previous section, “Areas of Skill Development” of this document. Scheduled conference calls may also be necessary throughout the year, as well as a closed Facebook group to communicate between meetings.

## Responsibilities

The expectations and responsibilities as a member of the Junior Advisory Board of PWSA of WI, Inc.:

- Attend at least two Junior Advisory Board meetings throughout the year. Conference calls can be arranged if absolutely necessary if unable to be physically present at the meetings. If you miss more than 2 meetings without notifying the Junior Advisory Board staff, you may be asked to resign from the board.
- Volunteer at one of the yearly events hosted by PWSA of WI, Inc. or actively assist on an event planning committee.
- Communicate regularly and in a timely manner with board members.
- Be active advocates for the mission of PWSA of WI.
- You are a role model and a representative of PWSA of WI and are responsible for demonstrating appropriate conduct and behavior.
- Actively assist and advise the PWSA of WI Board of Directors in the areas of program development and management.
- Work with the PWSA of WI Board of Directors and fellow members to monitor the implementation of our mission, goals and values.

The expectations and responsibilities as a parent of the member of the Junior Advisory Board of PWSA of WI, Inc.:

- Assist in attendance of meetings and events.
- Support communication between the members of the Junior Advisory Board and the Board of Directors of PWSA of WI, Inc.

## For More Information

For questions regarding the Junior Advisory Board of PWSA of WI, Inc. please email [progdir@pwsaofwi.org](mailto:progdir@pwsaofwi.org)

# PWSA of WI, Inc. Junior Advisory Board Member Application

Date of Application \_\_\_\_\_

## Personal Information

Full Name \_\_\_\_\_ Grade Level \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Background Information

Explain your current relationship with PWSA of WI, Inc.?

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How did you hear about the Junior Advisory Board of PWSA of WI, Inc.?

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Why do you want to serve on the Junior Advisory Board?

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Why do you think you that you would be an asset to the Junior Advisory Board (what special volunteer experience, skills or perspective do you bring)?

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What are your interests and hobbies?

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What do you believe the Junior Advisory Board could do to promote PWSA of WI, Inc.'s mission, programs, and events?

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What is the estimated time commitment you could make to the Junior Advisory Board? (eg. Sports, seasonal, weekends)

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Is there anything else you'd like to tell us about yourself that was not discussed in the previous questions?

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Nominated by: \_\_\_\_\_

Board Approval Given on: \_\_\_\_\_

Completed applications can be emailed to [ProgDir@pwsaofwi.org](mailto:ProgDir@pwsaofwi.org) or can be mailed to:

**PWSA of WI, Inc., 38 S Main Street #226, Oconomowoc, WI 53066**

Announcements of acceptance and declination will be send to applicants via postal letter or email once final decision is made by the Board of directors of PWSA of WI, Inc.

# Junior Advisory Board of PWSA of WI, Inc. - Release Form

*Please read this carefully before signing*

*The applicant should initial the following statement upon agreement:*

\_\_\_\_\_ I understand the requirements of the Junior Advisory Board of the Prader-Willi Syndrome Association of WI, Inc., and if I am selected I will devote the time and resources necessary to participate in project activities and to attend program events. I understand the above commitments and agree to them by signing this application.

*The applicant's parent/guardian should initial each of the following statements upon agreement:*

\_\_\_\_\_ I give my informed consent and permission for \_\_\_\_\_ to participate in the Junior Advisory Board and its related activities, which may also include activities held at other locations.

\_\_\_\_\_ I hereby grant permission for any members of the PWSA of WI, Inc. Board of Directors to make contact with the youth regarding scheduling and project activities.

\_\_\_\_\_ I grant permission for any members of the PWSA of WI, Inc. Board of Directors and the Junior Advisory Board of PWSA of WI, Inc. to share contact information of \_\_\_\_\_ (Junior Advisory Board Member) for purposes of communication in regards to the activities/events/planning of the Junior Advisory Committee.

\_\_\_\_\_ On behalf of the \_\_\_\_\_ and myself, I acknowledge that \_\_\_\_\_ will be participating at his/her own risk and I, on his/her and my own behalf, hereby release, discharge and indemnify PWSA of WI, Inc. and its subsidiaries from all liability for injury to person or damage to property of myself and the Member arising out of participation in the PWSA of WI, Inc. Junior Advisory Board.

\_\_\_\_\_ In permitting \_\_\_\_\_ to participate, I am specifically granting permission to PWSA of WI, Inc. to use the likeness, photos, voice and words of the Member in television, radio, films, newspapers, magazines and other media, and in any form not heretofore described, for the purpose of advertising or communicating the purposes and activities of the Junior Advisory Board and appealing for funds to support such activities.

\_\_\_\_\_ In the event of an accident or illness during the Junior Advisory Board activities, I understand that reasonable effort will be made to contact the parent/guardian or emergency contact immediately. However, I am aware that if the injury or illness appears serious and the parent/guardian or emergency contact cannot be reached, the adult in charge will secure emergency medical care as needed.

\_\_\_\_\_ I will assist in the attendance of meetings and events.

\_\_\_\_\_ I will support communication between the members of the Junior Advisory Board and the Board of Directors of PWSA of WI, Inc.

By signing below, I attest to the truthfulness of all information listed on this application and agree to all the above terms and conditions.

Youth Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Junior Advisory Board of PWSA of WI, Inc. - Letter of Agreement

*Please read this carefully before signing*

As a Junior Advisory Member, you are a representative of your home community as well as PWSA of WI, Inc. You have been selected because your ideas and hard work embody the mission of PWSA of WI, Inc. As a result, it is also important to be aware that your actions also reflect on PWSA of WI, Inc.

The development and success of the organization's programs and initiatives is affected by your performance in completing duties. As a result, it is extremely important to attend meetings, to let us know in advance if you are unable to attend and to be punctual. Your fellow Junior Advisory Board members will also rely on you to provide help and support.

As a Junior Advisory Board member, you are a role model to other youth who want to be leaders in their communities, just like you. This is an opportunity and a challenge to practice important leadership skills, and to guide and inspire other future leaders. The example that you set, through your motivation, your energy, and your commitment, will affect not only our fellow Junior Advisory Board members, but also our engagement with others in our communities.

## ***PWSA of WI, Inc. expects the following from you as a Junior Advisory Board Member:***

- Attend at least Junior Advisory Board meetings throughout the year. Conference calls can be arranged if absolutely necessary if unable to be physically present at the meetings. If you miss more than 2 meetings without contacting Junior Advisory Board staff, you may be asked to resign from the board.
- Volunteer at one of the yearly events hosted by PWSA of WI, Inc. or actively assist on an event planning committee.
- Communicate regularly and timely with board members.
- Be active advocates for the mission of PWSA of WI.
- Actively assist and advise the PWSA of WI Board of Directors in the areas of program development and management.
- Work with the PWSA of WI Board of Directors and fellow members to define and monitor the implementation of our mission, goals and values.

## ***PWSA of WI, Inc. expects the following from you as a parent/guardian of the Junior Advisory Board Member:***

- Assist in attendance of meetings and events.
- Support communication between the members of the Junior Advisory Board and the Board of Directors of PWSA of WI, Inc.

## ***What the Junior Advisory Board members may expect from the Board of Directors of PWSA-WI, Inc.:***

- Respectful use of your time. The asset of time is one of the most critical resources busy people like you have. We commit to using your time in a manner that will return value to your personal contribution.
- Supply appropriate mentoring to you to become an active leader and team player in our community.
- Offer you community service credit when appropriate.
- Offer you a letter of recommendation when appropriate for any new opportunities you are seeking.
- Get important information to you in a timely manner.
- An interesting, exciting and valuable experience.

The Junior Advisory Board of PWSA of WI, Inc. is at-will and participants may be dismissed at the President's discretion due to failure to meet responsibilities.

By signing below you affirm that you have read the above expectations, and agree to work toward achieving these expectations for the duration of your participation in the Junior Advisory Board of PWSA of WI, Inc.

Youth Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_