



Mayor's Civic Youth Academy Application

Updated April 22, 2025

The vision of the Mayor's Youth Civic Academy is to empower high school students through hands-on learning, leadership development, and a commitment to public service. If you're passionate about making a difference in our community and want to learn how city government really works, we invite you to apply for this unique opportunity. Applicants must currently be high school juniors or seniors and residents of Ponca City. Home school, Private School or Public School students are permitted. Please print out and complete the following application clearly in blue or black ink. You may attach additional pages if needed. All sections must be completed to be considered for the program. *To apply, students must be 16 years old by June 1, 2025, and be either entering or exiting their Junior or Senior year. This ensures they're at the right stage developmentally for the experience while still keeping the door open for younger students who are ready to engage.*

Name: _____ Age: _____
School: _____ Grade: _____ Home
Address: _____ Zip Code: _____
Telephone Number: _____
E-mail: _____
Parent/Guardian: _____

What are the three most important issues concerning our community that you see?

- 1.
- 2.
- 3.

Choose one of the issues above. How could this issue be fixed or changed?

Please list any other activities you are involved in during the school year.

Please include employment, sports, community, school, etc.:

What personal skills and characteristics do you possess that would make you a good Academy member?

If you could bring one thing to Ponca City or change one thing, what would it be?

Are you willing to attend the entire summer Academy (June 16-20, 8am - 4pm) and commit to making a difference in our city? There is no fee to attend this program.

Yes _____ No _____

Are you interested in participating in a community service project?

Yes _____ No _____

Please list 2 adult references (non-relatives) with phone numbers.

I have read and understand the commitment required for the Mayor's Civic Youth Academy. I also realized the importance of teamwork and cooperation and I am willing to make this commitment.

Student Signature: _____

Date: _____

Name of emergency contact and relationship to youth

Name: _____

Emergency phone number: _____

Emergency cell phone number: _____

Checklist:

- Application**
- Student Participation Agreement & Liability Waiver**
- Student Code of Conduct Agreement**

Submit your completed application and signed agreements to:

Mayor's Office

516 E. Grand Avenue, 2nd Floor – Administration Office

Ponca City, OK 74601

**Applications must be received no later than Friday, May 15, 2025 at 4:00 p.m.
Students will be notified of acceptance by Monday, May 19, 2025 at 5:00 p.m.**

Mayor's Youth Civic Academy

Student Participation Agreement & Liability Waiver - City of Ponca City – 2025

SECTION 1: STUDENT INFORMATION

Student Name: _____

Date of Birth: _____ School: _____ Grade: _____

Parent/Guardian Name: _____

Phone Number: _____ Email: _____

SECTION 2: PARENT/GUARDIAN CONSENT & WAIVER

I, the undersigned, am the parent or legal guardian of the student named above and give permission for their participation in the **Mayor's Youth Civic Academy**, a program coordinated by the City of Ponca City. I understand that this is an educational civic engagement program involving site visits to government offices, local businesses, and educational sessions with community leaders.

I acknowledge and agree to the following:

- **Participation is voluntary** and my child may withdraw at any time.
- **Transportation and supervision** will be provided by City of Ponca City staff or approved volunteers.
- My child will follow all **rules of conduct** established by the City.
- In the event of injury or illness during Program activities, I authorize the City of Ponca City to obtain necessary medical treatment. I accept responsibility for any medical expenses not covered by insurance.
- I hereby release and hold harmless the **City of Ponca City**, its staff, officers, volunteers, and partner organizations (including the Ponca City Chamber of Commerce, Foundation for Progress, and Ponca City Development Authority) from any claims, demands, or causes of action arising from participation in the Program.

Signature of Parent/Guardian: _____

Date: _____

SECTION 3: STUDENT PARTICIPATION AGREEMENT

As a participant in the Mayor's Youth Civic Academy, I agree to:

- Attend all sessions and participate fully.
- Respect all speakers, staff, fellow students, and facilities.
- Follow all rules and instructions given by City staff or designated program leaders.
- Represent my school, my city, and myself in a positive and professional manner.
- Refrain from the use of alcohol, drugs, vaping devices, or inappropriate behavior during all program activities.

I understand that failure to follow these guidelines may result in my dismissal from the program.

Student Signature: _____

Date: _____

SECTION 4: EMERGENCY & MEDICAL INFORMATION

Emergency Contact Name: _____

Relationship to Student: _____

Phone Number: _____

Allergies or Medical Conditions:

Primary Physician: _____ **Phone:** _____

Insurance Carrier (if applicable): _____

Policy Number: _____

Mayor's Youth Civic Academy

Student Code of Conduct Agreement

City of Ponca City – 2025

As a participant in the **Mayor's Youth Civic Academy**, you are representing not only yourself, but also your school, your family, and the City of Ponca City. This Code of Conduct outlines expectations to ensure a respectful, safe, and productive learning environment.

All participants are expected to:

1. **Show Respect**
 - Treat fellow students, City staff, speakers, and community members with courtesy and respect at all times.
 - Respect public and private property, facilities, and program spaces.
2. **Be Engaged and Professional**
 - Participate fully in all activities, discussions, and events.
 - Be on time and dress appropriately for each day's scheduled activities (business casual unless otherwise instructed).
 - Use appropriate language and behavior at all times.
3. **Follow Instructions**
 - Adhere to all instructions given by City staff or program leaders.
 - Remain with the group during all scheduled events unless permission is given.
4. **Maintain Integrity**
 - Refrain from dishonest behavior, including lying, cheating, or misrepresenting the program or others.
 - Represent the Mayor's Youth Civic Academy and the City of Ponca City with pride and integrity.
5. **Stay Substance-Free**
 - The use or possession of alcohol, tobacco, vaping devices, or illegal substances is strictly prohibited.
 - Any violations will result in immediate removal from the program.
6. **Use Technology Responsibly**
 - Cell phones should be silenced and put away during sessions unless use is specifically allowed.
 - No photos or recordings should be taken without permission.

Violations of this Code of Conduct may result in:

- A verbal or written warning
- Notification to parents/guardians
- Removal from specific activities

- Dismissal from the program without refund or certificate of completion

I, the undersigned student, have read and understand the expectations outlined above. I agree to follow this Code of Conduct during my participation in the Mayor's Youth Civic Academy. I understand that failure to comply may result in disciplinary action or removal from the program.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Mayor's Youth Civic Academy

Student Selection Procedure – 2025 Cohort

The **Mayor's Youth Civic Academy** is an immersive civic education experience for high school students in Ponca City. This program is designed to inspire the next generation of leaders by offering hands-on exposure to local government, economic development, and public service.

To ensure fairness, transparency, and diversity in the selection process, the following procedure will be followed:

1. Eligibility Requirements

Applicants must meet **all** of the following criteria:

- Entering or exiting their junior or senior year in Fall 2025
- Be **16 years of age or older by June 1, 2025**
- Live in and attend school in **Ponca City, Oklahoma (Public/Private/Home)**
- Have an interest in civic leadership, community service, or public affairs
- Be available to attend **all scheduled program sessions (June 16 – 20)**

2. Application Components

Interested students must complete and submit the official application, available here: [Mayor's Youth Civic Academy Application \(PDF\)](#)

A complete application includes:

- The completed and signed application form
- Short-answer responses to 3 questions about leadership, civic interest, and community goals
- Parent/guardian signature and emergency contact info
- A signed **Student Code of Conduct** and **Liability Waiver** (provided separately)

3. Selection Committee Composition

Applications will be reviewed by a **Selection Committee** made up of:

- One representative from the **City of Ponca City**
- One representative from the **Ponca City Development Authority (PCDA)**
- One representative from the **Ponca City Chamber of Commerce**
- One community member unaffiliated with any partner organizations
- The **Mayor or designee** (non-voting, advisory role only)

4. Selection Criteria

The committee will evaluate applicants using the following rubric:

- Thoughtfulness and originality in application responses
- Demonstrated interest in civic engagement or leadership
- Diversity of backgrounds, schools, and experiences
- Availability and commitment to attend all program dates

Academic performance, GPA, or class rank will not be a factor.

5. Selection Timeline

- **Application Deadline:** May 16, 2025 – 5pm
- **Selection Committee Review:** May 19, 2025
- **Notification of Accepted Students:** May 21, 2025
- **Mandatory Orientation Session:** June 16, 2025

Up to **18 students** will be selected for the 2025 cohort. **2–3 alternates** may be chosen in case a selected student withdraws before the program begins.

6. Inquiries and Appeals

This is a competitive program with limited space. While we welcome inquiries and are happy to provide general feedback, **all final decisions of the selection committee are final and not subject to appeal.**