

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)
- Optional: Letter of recommendation from a teacher, mentor, or community leader

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.**