



**PARKS AND RECREATION DEPARTMENT**

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**Youth-Led Organization (YLO) Monthly Feature**  
**Process and Next Steps**

*Updated April 2021*

Before Meeting:

1. Staff will coordinate with the nominated groups and invite them to attend the next scheduled Teen Commission meeting.
2. Commissioners will review the YLO nomination forms and prepare questions, if necessary, before the Teen Commission meeting.

During Meeting

3. Commissioners will listen to presentations from organization representatives if there are any representatives present. Evaluations may still continue without a formal presentation or representation from nominated organization.
4. Commissioners will ask questions or gather additional information from organization representative if needed.

*Evaluation process:*

If there are multiple organizations presenting:	If there is only one organization presenting:
<ol style="list-style-type: none"> <li>a. Following the presentation from organization representatives and/or the review of nomination forms, commissioners will use all information to complete the YLO Nomination Form. Evaluations will take no more than <u>two minutes</u> to complete.</li> <li>b. Commissioners will save their completed YLO Forms for use during the selection process.</li> <li>c. The next organization will present and steps 3 through 4a will repeat until all organizations are evaluated.</li> </ol>	<p>Following the presentation from organization representatives and/or the review of nomination forms, commissioners will complete the YLO Nomination Form. Evaluations will take no more than <u>two minutes</u> to complete.</p>

*Selection process:*

5. Public comment will open and will be limited to three minutes per person.
6. If needed, commissioners will make final adjustments to their scores.
7. Commissioners will verbally dictate their scores for the official record.
8. Staff will keep track of the scoring data and announce the grand totals following the evaluations.
9. The Teen Commission will use the numerical grand total data to select the featured Youth-Led Organization for the applicable month.
  - a. Ties will be broken through a vote.

*Next Steps:*

10. Staff will contact the selected YLO to gather information for the social media campaign and execute the campaign with City staff.