FEMA Youth Preparedness Council
Application Instructions

You may use these instructions as a checklist for completing your Youth Preparedness Council application package. FEMA is offering an online version of the application. You may also download a PDF copy of the application and submit it via email to FEMA-Prepare@fema.dhs.gov. The application submission deadline is March 6, 2022, at 11:59 p.m. PST. Applications received after this deadline will not be considered.

Application

☐ Submit your application online or via email. You can also send video submissions through either option.

☐ Complete all fields in the application. All fields within the application must be completed, except for the optional supplementary materials.

☐ Address all narrative response questions/topics either in writing or video. If responding in writing, please adhere to the character limit (including spaces) provided for each response. Once you have reached the limit, the application will not accept any more characters. You may need to rework your response to fit within the designated character allotment. If responding in a video, you must address all eight (8) questions/topics in the response section. See the 2022 Youth Preparedness Council Frequently Asked Questions (FAQ) document for more information.

Letters of Recommendation

You must include two (2) letters of recommendation with your online or email application. Follow the guidelines below:

☐ Letters of recommendation must be from adults (age 18 or older) who are NOT family members, relatives, guardians, etc.

☐ Letters of recommendation should come from adults who are familiar with your involvement in the community and/or who can speak to your skills and interest in disaster preparedness. Examples of people who may write letters of recommendation include group leaders, teachers, advisors/counselors, school administrators, coaches, employers, and community or faith leaders.
Supplemental Materials (Optional)

Supplemental materials are welcome but not required. Possible supplemental materials include news articles that you have written or in which you were featured, relevant materials you have developed, or pictures/video of a community activity in which you took part. You may submit these online or by email.

Submitting Your Application

Please double-check that your application form is complete and includes the following:

☐ All application materials must be submitted online or in one (1) email.
  - Video submissions may be emailed or a link may be posted in your online application.
  - If you choose to submit your application via email, send the application package to mailto:FEMA-Prepare@fema.dhs.gov.

☐ If you are under the age of 18, your parent/guardian must provide consent for your application. Please have your parent/guardian email FEMA-Prepare@fema.dhs.gov with their name, your name, and the following statement:

  I confirm that I am the parent/guardian of the applicant listed above, and I consent to their application to FEMA’s National Youth Preparedness Council (YPC). This consent includes their submission of the initial application and, if selected as semi-finalist, a video conference interview with FEMA headquarters and regional staff (including contractors).

Once you have submitted your application with a parent/guardian email, we will reach out to your parent/guardian if we have not already received their consent for your application.

☐ Each applicant must apply on their own behalf.

Submission Confirmation

FEMA will email a confirmation of receipt to each applicant upon receiving their submission. If you do not receive a confirmation email within three (3) business days, please re-send your application. Please let FEMA know if you encounter any problems with submitting your application by emailing FEMA-Prepare@fema.dhs.gov.

Please note that if you are under the age of 18, your application is not complete until we receive consent from your parent/guardian.

You may refer to the 2022 Youth Preparedness Council Frequently Asked Questions (FAQ) document for more information and responses to common questions. If you have questions that are not answered in the FAQ, please email FEMA-Prepare@fema.dhs.gov for clarification.