



FEMA Youth Preparedness Council Application Instructions

Please use these instructions as a checklist for completing your national Youth Preparedness Council (YPC) application package. There are two ways to apply to the YPC. You may apply online through the YPC application [portal](#), or you can download a [PDF](#) of the application and submit it via email.

The application submission deadline is March 4, 2024, at 11:59 p.m. PST. Applications received after this deadline will not be considered.

Application

- ☐ Complete all fields in the application. All fields must be completed except for the optional supplementary materials.
- ☐ Address all narrative response questions. You may do this either in writing or video.
 - If you respond 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 you respond in a video, remember to address all questions in one video. Your video must not be longer than seven (7) minutes. See the [Youth Preparedness Council Frequently Asked Questions \(FAQ\)](#) document for more information.
- ☐ Submit your application either via the YPC application [portal](#) or by emailing your PDF application to FEMA-Prepare@fema.dhs.gov.

Letters of Recommendation

All applications must include two (2) letters of recommendation. Letters may be in either English or Spanish. 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/videos of a community activity in which you took part. You may submit these online or by email.

Submitting Your Application

Please ensure that your application form is complete.

- ☐ All application materials must be submitted through the application [portal](#) or in one (1) email.
 - If you submit your narrative responses as a video, please upload your video to a video-sharing website (e.g. YouTube), ensure that the video is posted as “unlisted,” and provide the link in your application.
- ☐ If you are under the age of 18, your parent/guardian must provide consent for your application.
 - If you are applying via the online portal, please ensure your parent/guardian submits the online consent form they received in their email.
 - If you are applying by email, your parent/guardian must 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).

FEMA will reach out to applicants if we do not receive the appropriate parent/guardian consent.

- ☐ 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 considered complete until we receive consent from your parent/guardian.

You may refer to the [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.

