



Ketchikan Youth Court Volunteer Application

Qualifications: Must be a student in Ketchikan enrolled in grade 6 through 12 (or ages 11 to 18) and willing to commit to preparation for cases as well give 50 hours of service to a variety of community service events during the year. KYC also requires each member to sell \$200.00 in raffle sales or raise the equivalent through other fundraising as a commitment to the sustainability of the program. Must also be willing to attend the 8-week Ketchikan Youth Court training class and take the Ketchikan Youth Court Bar Exam.

Directions: Complete registration form and return to KYC Office. Please complete all required signatures and questions in blue or black ink. Forms requiring a parent/guardian signature may be handed in at the first class. Registration is on a first come, first serve basis due to classroom space availability. Please call the office at 225-2293 if you have any questions.

Contact Information

Name	
Mailing Address	
City, ST ZIP Code	
Home Phone	
Mobile Phone	
E-Mail Address	

Parent/Guardian 1 Information

Name	
Street Address	
City, ST ZIP Code	
Home Phone	
Mobile Phone	
Work Phone	
E-Mail Address	

Parent/Guardian 2 Information

Name	
Street Address	
City, ST ZIP Code	
Home Phone	
Mobile Phone	
Work Phone	
E-Mail Address	



Personal Information

Date of Birth	
School	
Grade	
Gender	
Ethnicity	

Interests

Tell us in which areas you are most interested in volunteering

- Case Work
- Office Work
- Community Service
- Fundraising
- Newsletters/Flyers/etc.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies and sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.



Emergency Contact Info

Name	
Street Address	
City, ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Student Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I agree to make my best efforts to participate in all youth court sponsored activities including case preparation, fundraising, community service events, etc.

Student Name (Print)	
Student Signature	
Date	

Parent Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if my child is accepted as a volunteer, any false statements, omissions, or other misrepresentations made on this application may result in my child's immediate dismissal.

I agree to make my best efforts to help my child participate in all youth court sponsored activities including case preparation, fundraising, community service events, etc.

I, as the parent/guardian of this applicant, hereby agree to allow him/her to participate in the Ketchikan Youth Court program. I acknowledge that he/she is a volunteer of the program, and agree to the fullest extent allowable under the laws of Alaska that I absolve of all liability and waive all claims against Ketchikan Youth Court, Inc. or any of its directors, officers, executive director, or volunteers for any reason that may arise in any way from her/her participation in the Ketchikan Youth court events or meetings.

I authorize KYC to use any and all photographs, audio, and/or video that may contain my child's voice, image, and/or likeness for promotional purposes. I hereby waive any right to inspect or approve the finished photograph, audio, video, advertising copy or printed matter that may be used in conjunction therewith or the eventual use that it may be applied. KYC will only use the aforementioned photograph, audio, and/or video for promotional purposes (i.e. brochures, flyers, website design, etc.)

Name of Parent/Guardian	
Parent/Guardian Signature	
Date	



Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Members' Ethics Agreement

Please have both the parent and child read the following agreement for members' code of conduct. Both must also sign in agreement with the code.

Ketchikan Youth Court Members must be able to abide by the same professional ethics standards as regular attorneys at law when they take the oath. Ketchikan Youth Court Members are therefore required to sign this agreement stating that each will abide by our code of ethics.

If you receive any violations such as Tobacco, Curfew, Minor Consuming or even a misdemeanor (i.e. Theft, Criminal Trespass, etc.) you must do the following:

- ✓ *Notify KYC Director or Youth Assistant immediately. KYC will give you only 3 days to contact us, just as we expect from clients.*
- ✓ ***DO NOT** discuss your case with other members or friends; however, please fully inform your parents of the situation.*
- ✓ *Gossip and spreading rumors are unacceptable in this program—this is for the protection of both members and clients. Please do not feel embarrassed about your situation; take responsibility for your own actions just as you would have your own clients do.*

Preparation for Meetings, Hearings, and Interviews:

All attorneys must be prepared with pens and paper. No gum, candy, or food is allowed when meeting with clients, parents, or during hearings. All bags and jackets must be stored in the back of the courtroom. No one should be swinging or leaning in chairs.

Dress may consist of plain, neat, and professional dress that you would be proud to wear to your graduation. Judges must wear the robes provided to them.

It is **mandatory** to be 15 minutes earlier than your clients, introduce yourself, and make them feel comfortable. Do not show up late or inappropriately dressed expecting to handle a case. Keep clients informed at all times of what is taking place. If you do not prepare for a case, KYC staff reserves the right to cancel or postpone the hearing. If you need to cancel a meeting or your assignment on a case, you must notify KYC beforehand, or a one-month suspension from cases will take place. KYC is a real court and clients depend on us to process their cases with professionalism and respect.

Reporting Ethical Infractions

Failure to Report an Infraction

- a. An attorney commits 'Failure to Report an Infraction' if he or she learns of an offense against the State of Alaska or Ketchikan Youth Court committed by another attorney and negligently fails to make a report to the Ethics Committee in a timely manner.
- b. Failure to Report an Infraction is taken seriously by KYC. Consequences may include suspension or dismissal from the program.

Parent/Guardian Signature	
Date	
Student Signature	
Date	

