

**Suggestions for using the Advisory Committee Application/Nomination Form Template**

The Advisory Committee Application/Nomination Form and the supplemental questions are designed to give you a starting place to collect information from town residents who are interested in joining the Advisory Committee for your town’s community fund. We recommend that you collect basic information about everyone who is interested. The form on the next page requests the basic information that we expect you will need.

If you have many applicants and have to decide who to choose, you may need to collect more information. You might consider asking the supplemental questions provided after the basic form. For applicants who are under 18, you will need to secure permission from a parent or guardian for their participation.

How should I use these? These documents are provided as word documents so you can adapt these to your needs.

* Personalize these by inserting your town name
* Consider adding some supplemental questions to the basic form, if you think that will be helpful.
* Think about the best way to collect this information:
  + Do you want to share paper copies of the basic form or email this to interested candidates?
  + We also have a version online here: [www.hfpg.org/communityfunds](http://www.hfpg.org/communityfunds) if you want to share the link so people can download and fill in at home.
  + Will you offer to collect the information verbally and write it down yourself?
  + Will you ask people to complete the basic form and then follow up with a phone or in-person interview to talk through some or all of the supplemental questions?

Each town selection committee will decide on a process that works best for its town residents.

[Insert Town] Greater Together Community Fund

|  |  |
| --- | --- |
| Full Name: | |
| Phone Number: | Organizational affiliation (if any): |
| Email Address: | Address: |
| Why are you interested in participating in the Advisory Committee for [Insert Town]’s Greater Together Community Fund? | |
| How do you identify yourself?  *Examples of identity include race, ethnicity, gender, socioeconomic status, sexual orientation, religion, age, country of origin, educational background, work experience.* | |

Advisory Committee Application/Nomination Form

**Supplemental Questions for Potential Advisory Committee Members**

*These questions could be used verbal, in an interview format, or in writing and could be adapted as each selection committee sees fit.*

1. Please explain a little more about why you are interested in applying.
2. Please tell me about yourself.
3. What do you hope to bring to the Advisory Committee?
4. What unique talents or skill sets would you bring as an advisory committee member?
5. How many years have you lived in town?
6. Have you been part of any organizations or groups in town? If so, please list.
7. Advisory Committees will meet on a regular basis. Do you have the time to be an active member of the Advisory Committee?
8. What would be the best times for you to meet (e.g., weekends, evenings, etc.)?

**Youth Specific Questions: (*Consider using instead of question 6 above*)**

What clubs or organizations have you participated in?

What are your interests outside of school?

***(For applicants under 18, you should secure permission from a parent or guardian.)***

Permission: I hereby give permission for my son/daughter \_\_\_\_\_\_\_\_\_ to be a member of the Greater Together Community Fund Advisory Committee, and to participate in all meetings and activities of the same. I understand the Community Fund may wish to make known the success of this venture, and I therefore authorize my child to appear in photographs for publicity purposes.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_