Acceptance Draft
Dear 2015 Summer In City Hall/Civic Engagement Program Applicant,

Congratulations!  We are pleased to let you know that you have been accepted into the Summer At City Hall /Civic Engagement program! The program runs from July 20-July 31st , 2015 from 8:00am-3pm Monday-Friday. The school district will provide lunch and breakfast each day. If needed, we will also provide bus passes on a case by case basis.

What you will learn

* A variety of skills needed to be successful on a job
* Research, interview and presentation skills
* How local government operates, who is in charge of local government, the history of Elk Grove City government
* How city government works with state and federal government
* What careers are offered in local government
* Key issues facing Elk Grove City and the partner agencies
* How the city council operates and what a city council meeting is like
* How to advocate for an issue you care about
* How to present an issue to the city council

What you will do:

* Job shadow a city or partner agency representative
* Attend a real city council meeting
* Play a role in a mock city council meeting
* Meet, network with and Interview various city staff and community leaders
* Go on a field trip to a city agency
* Meet students from other schools in EGUSD
* Have fun and learn a lot!
* Attend an orientation about the program on June????

The program will meet at the Elk Grove USD offices \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the first week and at city hall, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the second week. **You must be able to attend each day of the program.**

Please email the attached confirmation by June 12th to \_\_\_\_\_\_\_\_\_\_\_\_\_\_that states your agreement to participate with the understanding that you cannot miss any of the program days, that you can attend the orientation, and also indicate if you have transportation to the two meeting locations, or if you will need a bus pass.

At the orientation you will learn about dress and behavior expectations, curriculum, receive parent permission forms, and also get a chance to meet and get to know your fellow students.

We cannot wait to see you at orientation on \_\_\_\_\_\_\_\_\_\_\_\_\_and also want to congratulate you in being part of our inaugural Summer At City Hall/Civic Engagement program!

Carlos Garcia

Lead Teacher

Email and Phone number

**Acceptance by student into Inaugural Summer At City Hall/Civic Engagement Program**

\_\_\_\_\_\_\_\_\_I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am agreeing to attend all two weeks of the inaugural Summer At City Hall/Civic Engagement program hosted by the EGUSD and the City of Elk Grove. I understand that I cannot miss any days of the program.

\_\_\_\_\_\_\_\_ I do not need assistance in getting to the program which will meet during the first week at EGUSD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and the second week at City Hall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_I need a bus pass to get to the program

\_\_\_\_\_\_I will be in attendance at the Orientation on June\_\_\_\_\_\_\_\_\_\_\_\_(Location to be determined)

\_\_\_\_\_\_My parents or caregiver will also be in attendance at the Orientation

\_\_\_\_\_ Parent/Caregiver Review and approval of this commitment

To be emailed to Carlos Garcia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by June 12th

Dear 2015 Summer In City Hall Applicant,
After completing the application and interview for the Summer At City Hall internship, you have been waitlisted for the program.  Priority is given to Elk Grove residents, then non-Elk Grove residents will be chosen by a committee.  You should hear back from us by June 20th.

The program runs from July 20-July 31st , 2015 from 8:00am-3pm Monday-Friday. The school district will provide lunch and breakfast each day. If needed, we will also provide bus passes on a case by case basis.

What you will learn

* A variety of skills needed to be successful on a job
* Research, interview and presentation skills
* How local government operates, who is in charge of local government, the history of Elk Grove City government
* How city government works with state and federal government
* What careers are offered in local government
* Key issues facing Elk Grove City and the partner agencies
* How the city council operates and what a city council meeting is like
* How to advocate for an issue you care about
* How to present an issue to the city council

What you will do:

* Job shadow a city or partner agency representative
* Attend a real city council meeting
* Play a role in a mock city council meeting
* Meet, network with and Interview various city staff and community leaders
* Go on a field trip to a city agency
* Meet students from other schools in EGUSD
* Have fun and learn a lot!
* Attend an orientation about the program on June????

The program will meet at the Elk Grove USD offices \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the first week and at city hall, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the second week. **You must be able to attend each day of the program.**

**There will also be an orientation on June \_\_\_\_\_\_\_\_\_ for all students who will be participating in Summer At City Hall/Civic Engagement program. Please plan on attending this orientation, even if you are on the wait list.**

Please let us know ASAP if you cannot attend all 10 days of the program, should you be accepted, or if you take another opportunity and wish to be removed from the wait list.

Carlos Garcia

Email
Cell

Rejection Draft
Dear 2015 Summer In City Hall Applicant,
After completing the application and interview for the Summer At City Hall internship, it has been determined that you are not accepted into the program this year.  Based upon the number of applicants and the limited number of spaces, we are unable to accept all applicants.  We appreciate your interest and encourage you to apply again next year.

