

Application Process

1. Application

- a. Applicant submits their application via Google Forms
 - i. Automated notification sent to Clerk email
- b. Clerk acknowledges receipt and sends template email of next steps/process
 - i. Clerk documents sending of acknowledgement in the application spreadsheet
- c. Clerk creates a .pdf of the application by viewing the individual response and files the .pdf
- d. Clerk forwards the .pdf to
 - i. Committee Chair
 - ii. Staff liaison
 - iii. Board liaison
 - iv. Operational Excellence Committee

2. Review

- a. Committee Chair reviews the application and consults with the staff liaison and Board liaison
- b. Committee Chair reaches out to the applicant and
 - i. Sends relevant information
 1. Committee website (which includes the purpose)
 2. Current Scope of Work and last Annual Report
 3. Meeting dates
 - ii. Invites them to a committee meeting (if they haven't already attended one)
 - iii. Offers to have a conversation about the committee
- c. The committee Chair, staff liaison, and Board liaison discuss the applicant and consense if they recommend appointment
- d. The Board liaison forwards the recommendation to the Operational Excellence Committee.
- e. The Clerk documents the recommendation
- f. The Operational Excellence Committee members reach consensus on appointment
- g. The Operational Excellence Committee informs the Clerk of the consensus recommendation
- h. The Clerk documents the recommendation in the application spreadsheet

3. Action

- a. If the recommendation is appointment
 - i. The Operational Excellence Committee creates a memo with the recommendation which pulls some standard information from the application
 - ii. The Operational Excellence Committee places the memo on the consent calendar for the next Board meeting

- iii. The Board approves the appointment
 - iv. The Clerk documents the approval in the application spreadsheet
 - v. The Board liaison informs the applicant and committee Chair of the appointment
- b. If the recommendation is not to appoint
- i. The Operational Excellence Committee contacts the Board Chair to let them know they are not recommending appointment
 - ii. The Board liaison contact the applicant to inform them they are not being appointed
 - iii. The Clerk documents the denial in the application spreadsheet

Application Questions (not necessarily the exact wording for all questions)

- Advisory Committee for which you are applying:
- Are you reapplying to the same Advisory Committee in which your term recently expired?
- Contact info (name, phone, email, address, etc)
- I am a: (Parent, Community Member (City of Alexandria), Business Owner, ACPS Alumni, Current ACPS Student, Staff Member, Other [check all that apply])
- List the members of your family, including students at home and the schools they are attending
- Supporting Information
 - Summary of work and practical experience
 - Reason for requesting membership on the committee
 - Potential contributions to the committee
 - Past community involvement
- Prior Advisory Committee Experience
 - Have you applied for another School Board committee within the past six months?
 - Have you served in the past on School Board advisory committees?
 - Are you currently a member of any other School Board advisory committees?
- Contact information for three references
- Readiness Check
 - Can you attend at least 75% of the regular meetings of the committee to which you may be appointed?
 - Have you attended at least one advisory committee meeting or met with the Chair of the advisory committee?
 - Have you read the advisory committee's Scope of Work?
 - Have you read the advisory committee's most recent Annual Report?

----- Current WuFoo Application -----

School Board Advisory Committee Application

If you are interested in serving on one of the School Board Advisory Committees, please complete the application form below. You must respond to each required question (indicated with an asterisk*) for your application to be considered. Please be advised that the information you provide in your application may become public information.

Before you begin, please have on hand the names and phone contact info for three people who can provide a reference on your behalf.

Advisory Committee for which you are applying: *

- Athletic Hall of Fame
- Budget
- Career and Technical Education
- School Health
- Special Education
- Advance Academic Services (formerly TAG)
- Amharic Advisory Committee
- Arabic Advisory Committee
- Spanish Advisory Committee

Are you reapplying to the same Advisory Committee in which your term recently expired? *

- Yes
- No

CONTACT INFORMATION

Name *

First

Last

Email *

Home or Cell Phone *

###

-

###

-

####

Work Phone Number

###

-

###

-

####

Mailing Address *

Street Address

City

State / Province / Region

Postal / Zip Code

Country

I am a....(Check all that apply.) *

Parent

Community Member (City of Alexandria)

Business Owner

ACPS Alumni

Current ACPS Student

Staff Member

Other

SUPPORTING INFORMATION

List the members of your family, including students at home and the schools they are attending: *

Summary of work and practical experience: *

Reason for requesting membership on the committee: *

Potential contributions to the committee: *

Past community involvement: *

Have you applied for another School Board committee within the past six months? *

Yes

No

Have you served in the past on School Board advisory committees? *

Yes

No

Are you currently a member of any other School Board advisory committees? *

Yes

No

LIST THREE REFERENCES

1. Name *

First

Last

Phone Number *

###

-

###

-

####

2. Name *

First

Last

Phone Number *

###

-

###

-

###

3. Name *

First

Last

Phone Number *

###

-

###

-

###

Can you attend at least 75% of the regular meetings of the committee to which you may be appointed? *

Yes

No

Have you attended at least one advisory committee meeting or met with the Chair of the advisory committee? *

Yes

No

Have you read the advisory committee's Scope of Work? *

Yes

No

Have you read the advisory committee's most recent Annual Report? *

Yes

No

