

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE McGUIRE
Deputy Commissioner



YOUTH BUREAU

JANEEN CUNNINGHAM
Executive Director

KIMBERLY REALBUTO
Deputy Director

PUTNAM COUNTY
Youth Forum
PLANNING COMMITTEE

Dear Parent:

Your child has expressed an interest in serving on the **2025 Putnam County Youth Forum Planning Committee**. The Youth Forum is a day-long event organized by and designed for Putnam County High School students. This event is hosted by the **Putnam County Youth Bureau** with support from all of the area High Schools.

**The 2025 Putnam County Youth Forum will be on Friday, April 25,
at Green Chimney's Clearpool Education Center in Carmel, NY.**

During the Forum, approximately 130 students attend various self-selected workshops facilitated by professionals. Workshops focus on issues such as Mental Health, Driving Safety, How to Survive your First Year of College, Teen Addictions, Dealing with Stress & Time Management and more.

Planning Committee Members contribute an **"active youth voice"** by helping to plan, organize, implement and evaluate the Youth Forum. The students who serve on the Planning Committee help identify both the topics of the workshops as well as the facilitators. The committee is made up of approximately 20 to 25 students from all of the Putnam high schools. The group meets regularly under the direction of Janeen Cunningham, Executive Director of the Putnam County Youth Bureau and staff.

It is important that your child attend as many of the planning sessions as possible. Meetings will alternate between an in-person and virtual setting. Below is the anticipated meeting schedule: *(Subject to change)*

- January 14
- January 21
- January 28
- February 11
- February 25
- * March 4
- * March 18
- * April 1
- * April 24 (Event Set-Up)
- * April 25 Event Day

PLEASE NOTE: In order for Planning Committee Members to receive Community Service Credit for their participation, they **MUST KEEP** their CAMERAS ON during all Virtual Meetings.

To allow your child to serve on this committee, please review and sign the Code of Conduct (Below) with your son/daughter and complete and return by scan/email BEFORE the FIRST MEETING.

Thank you for your support of this worthwhile event. We are confident your son/daughter will benefit from this leadership opportunity!

Youth Forum

Planning Committee

Name of Student: _____

School Name: _____ Age: _____ Grade: _____

CODE OF CONDUCT

Each of the Youth Forum Planning Sessions will revolve around the principle of “community honor”. Community honor is based on participants’ mutual respect, courtesy, and integrity. Members of the Youth Forum Planning Committee must commit to follow this Code of Conduct during all planning sessions and at the Youth Forum.

As a Member of the Youth Forum Planning Committee, I agree to:

- ❖ Learn
- ❖ Have fun
- ❖ Work as a team
- ❖ Respect others opinions, thoughts and feelings (**confidentiality**)
- ❖ Work with a diverse group of people
- ❖ Reflect on my experiences
- ❖ Be a positive role model
- ❖ Represent the Putnam County Youth Bureau & Cornell Cooperative Extension in a positive and respectful manner (This includes refraining from the possession or use of alcoholic beverages and/or drugs other than prescription medications; participants are also asked to refrain from smoking during planning sessions).

I have read, understand and agree to uphold this Code of Conduct.

Signature of Planning Committee Member

Date

Signature of Parent/Guardian

Date

I, agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, that all electronic signatures are the legal equivalent of my manual/handwritten signature and I consent to be legally bound to this agreement.

If you have any questions, please feel free to email us at youthforum@putnamcountyny.gov

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YOUTH BUREAU

PHOTO AUTHORIZATION FORM FOR YOUTH FORUM **- DIGITAL & PRINT MARKETING**

I _____ give my permission for the Putnam County Youth Bureau to photograph/videotape my child _____,

(PLEASE PRINT THE CHILD'S NAME)

to be used in future Youth Bureau promotions (newspaper, website, local access television, flyers and social media networks).

Parent/Guardian Signature: _____

Date: _____

I, agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, that all electronic signatures are the legal equivalent of my manual/handwritten signature and I consent to be legally bound to this agreement.