

YOUTH LEADERSHIP PROGRAM

Chester County Chamber Foundation

Program Sponsored By: Pennsylvania American Water

Chester County Chamber Foundation  
1600 Paoli Pike  
Malvern, PA 19355

March 1, 2024

To Whom It May Concern:

I would like to invite your students to participate in the Chester County Chamber's 2024/2025 Youth Leadership Program (YLP).

YLP is a yearlong journey that addresses the PA Department of Education CEW requirements. It helps students create professional networks with industry and community leaders as well as form lasting friendships with other Chester County students. In addition to forming these worthwhile networks, the participants learn valuable skills for future careers and leadership positions. As our objective is career readiness, we not only concentrate on necessary skills such as resume/cover letter writing and communication, we also address the vital "soft skills" needed for future success. This Program is open to 10th, 11th and 12th grade students.

As you know, the Pennsylvania Department of Education requires schools to address the Career Education and Work Standards they have identified as:

- Career Awareness and Preparation
- Career Acquisition (Getting a Job)
- Career Retention and Advancement
- Entrepreneurship

YLP goals and objectives align with each of these! We are excited to work with your school district to help you achieve all of these standards for your students.

Enclosed please find:

- An application for the 2024-2025 school year, due back to the Chamber by **Friday, May 3, 2024**
- A Frequently Asked Questions page regarding the Program
- A flyer to post in the Guidance Department or around your school to advertise the Youth Leadership Program

The mission of the Chester County Chamber Foundation's Youth Leadership Program is to create exceptional opportunities for all students in Chester County to prepare them for future careers and to groom our next generation of community and business leaders.

Overall, the Program is an excellent way for students to explore different career paths, explore the jobs of the future, learn leadership skills, prepare for and practice interviewing skills, as well as interact with community and business leaders and students from all over the region. It affords students the chance to not only be college ready but job ready as well.


Students from your school have actively participated and represented you in the Chester County Chamber's Youth Leadership Program for many years. We hope you will continue to offer this unique opportunity to your students by supporting our Program for the 2024-2025 school year.

Please feel free to contact us at (610) 725-9100 if you have any questions. Thank you again for your ongoing support!

Sincerely,



Laura Manion  
President & CEO  
Chester County Chamber of Business & Industry



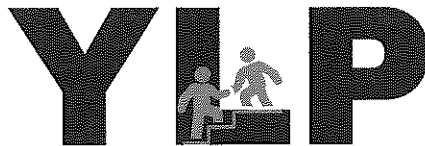
Marianne Martelli  
Director of Community Partnerships  
Chester County Chamber of Business & Industry

Youth Leadership Program Director  
Chester County Chamber Foundation



1600 Paoli Pike, Malvern, PA 19355  
Phone: 610-725-9100  
[www.chescochamber.org](http://www.chescochamber.org)





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**APPLICATION REQUIREMENTS**

Parent or student guardian signatures are required for the application completion process. (\*)

Deadline: Friday, May 3, 2024

Please type or neatly print this application. **MUST** be legible to be considered.

Please email or mail the completed application along with a reference letter to:

Chester County Chamber Foundation YLP

1600 Paoli Pike, Malvern, PA 19355

Email: [marianne@chescochamber.org](mailto:marianne@chescochamber.org)

\*\*\*YLP App in Subject Line

**APPLICATION COMPLETION PROCESS**

Complete Sections I (this form) and II (short answer), including all required signatures (\*).

Please type or neatly print the requested information.

**SECTION I: PERSONAL INFORMATION (MANDATORY)**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Graduation Year: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Email: (YOUR MAIN EMAIL): \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_  
\_\_\_\_\_



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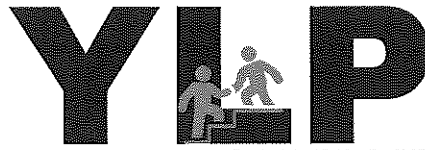
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**REFERENCES**

Please provide a one-character reference letter from someone other than a relative (i.e., teacher, coach, employer, minister). Indicate the reference below and if available, attach the letter to this application. If you do not have the letter, please send the letter via email to: marianne@chescochamber.org with your name and YLP in the subject line.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**STUDENT COMMITMENT**

If selected for the YLP, I will participate to the best of my ability and meet all Program requirements. This includes:

- All-day attendance to at least six sessions
- Completion of related assignments
- Participation in Community Service Project
- A positive attitude and respect for others
- Timely RSVP for the Program days

\$100 administration fee DUE 8/1/2024: (scholarships available)

I also understand that it is my responsibility to notify YLP representatives of any session absenteeism. My school attendance officer will be called for unexcused absences. I will also complete any school assignments missed due to my participation in the Program.

\_\_\_\_\_  
(\* Applicant's Signature or E-Signature

**PARENT/GUARDIAN COMMITMENT**

I (we) fully endorse our youth's participation in the YLP and fully understand the Program participation requirements.

\_\_\_\_\_  
(\* Parent/Guardian or E- Signature



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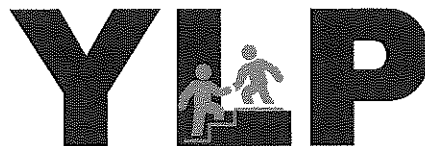
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**SECTION II: NARRATIVE – Deadline: Friday, May 3, 2024**

Please type your response to the following questions on a separate sheet in 50 words or less per question.

1. Why do you want to participate in the Youth Leadership Program?
2. What are your top 3 career fields of interest? Would you be interested in a shadowing or internship experience in one of these top three fields?
3. What are your plans post high school? What industry/field of study are you interested in pursuing and why?
4. What do you expect to get out of the YLP program?
5. What do you believe you could contribute to the Youth Leadership Program to ensure that it is a success?
6. Who do you believe to be a “great” leader, and why?
7. Do you have any suggestions for speakers you would like to hear from this year?
8. Please list any school or non-school related activities in which you are currently involved.
9. Please list any community service in which you are involved, and why.
10. Are you able to commit to attending 6 full programs days? YLP days typically run from approximately 8:30 am – 2:30 pm various days of the week. You will need to provide your own transportation.

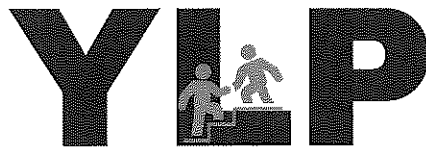


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**2024 - 2025 Youth Leadership Program Rules & Guidelines**

- Students **MUST RSVP** for program days on or before the RSVP deadline. *We will **NOT** accept any RSVPs from parents or past the deadline. Students will not be able to attend if they do not RSVP by the deadline. Therefore, the program day will not count towards graduation.*
- YLP has a **ZERO TOLERANCE** policy. Zero tolerance means that certain actions will absolutely not be tolerated under any circumstances including: bullying in any form, possession of weapons or illegal substances.
- Students are expected to have **all day attendance** to **at least 6 sessions** in order to graduate from the Youth Leadership Program. Students will not be allowed to leave early from any program day.
- Students need to provide their own transportation to and from Program Days. The Chamber will not be responsible for student's transportation.
- Students are required to dress respectfully to all program days. Please remember that we are entering places of business. Students will be reminded as to proper dress each program day. In addition, when appropriate we will inform students to dress down.
- Students are required to put away and silence cell phones and electronic devices during program days.
- Students are required to maintain a positive attitude and respect for each other and all speakers, committee and Chamber staff.
- Light breakfast and lunch will be provided on program days. Please notify Chamber staff if you have a food allergy or dietary restriction and need accommodations. We will try our best to accommodate your food allergy. However, if you have any food allergies, we **highly recommend** that you bring your own breakfast and lunch to avoid any issues.

*I have read, understand, and agree to abide by the terms of the 2024/2025 Youth Leadership Program Rules & Guidelines as they are listed above. **\$100.00 administration fee MUST be sent by 08/01/2024.** ( Please make the payment to the Chester County Chamber Foundation AND mail to Marianne Martelli at 1600 Paoli Pike, Malvern, PA 19355 )*

**Print Name:** \_\_\_\_\_

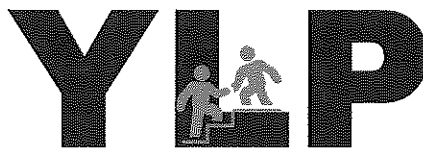
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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### Frequently Asked Questions

▶ **How will I know where and when the sessions are held?**

Program schedules will be provided to each student. It will also be posted on the Youth Leadership website. If any changes are made, the Chamber will notify you of the date and location of the change as soon as possible. Program time is approximately 8:30 a.m. – 2:30 p.m.

▶ **How many sessions will I attend?**

Students are expected to attend a minimum of 6 of the 8 sessions, plus the Kick-off Dinner and Graduation. School districts do not count attendance at these sessions as an absence.

▶ **What if I cannot attend a session?**

It is imperative that Chamber staff be contacted in advance if absence is anticipated. In case of an emergency absence, call the Chamber or Ms. Martelli. Each school will be called in case of absence.

▶ **What is the Dress Code?**

Dress is business casual for all programs. Jeans and flip flops are not permitted.

Standard dress code is followed: Men – nice pants and collared shirt.

Women – nice pants or skirt and full coverage tops or dresses.

▶ **What do I do if it snows?**

Check your email inbox first. Then if you have any questions please call the Chamber or Ms. Martelli.

▶ **Is transportation provided?**

Students are responsible for their own transportation to and from our monthly meeting places. Locations will be announced at the end of each session for the following session and also on our website.

▶ **What is the Chester County Chamber Foundation's contact information?**

The Foundation is housed in the Chamber Headquarters building which is located at 1600 Paoli Pike, Malvern, PA 19355. Our main number is 610.725.9100. Our website is [www.chescochamber.org](http://www.chescochamber.org). The YLP staff contact is Ms. Marianne Martelli, Director of Community Partnerships, Ext. 20, email address [marianne@chescochamber.org](mailto:marianne@chescochamber.org), cell phone number 484-620-3858.

▶ **How to conduct communication?**

Students are responsible for all contacts with Ms. Martelli. If parents have any problems, questions or concerns they are free to contact Ms. Martelli. Any scheduling questions or conflicts the students have they must make the contact themselves.



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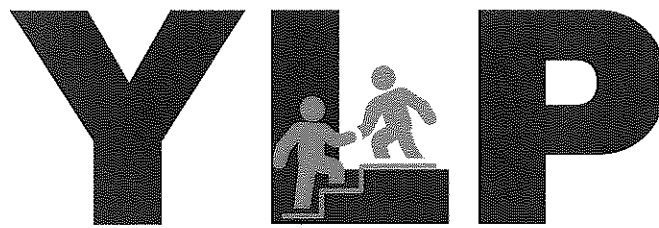
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**Build leadership skills, develop a professional and personal network, and gain career awareness and preparation!**

**Applications for the 2024-2025 Program Year are now available! Get the application online at [www.chescochamber.org](http://www.chescochamber.org) or simply ask your guidance counselor.**

**Application Deadline: Friday, May 3, 2024**

### **Eligibility Requirements:**

- **Student must be a sophomore, junior or senior in high school.**
- **Student must be able to arrange transportation to and from the event session days.**
- **Student must be able to attend at least six of the full-day events throughout the school year.**

**Contact the Chester County Chamber of Business & Industry  
(610) 725-9100 for more information.**



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