



ARAPAHOE COUNTY  
COLORADO'S FIRST

# Board of County Commissioners

5334 South Prince Street, Littleton, Colorado 80120-1136  
Phone: 303-795-4630 Fax: 303-738-7894

[www.arapahoegov.com](http://www.arapahoegov.com)

## Application for Appointment CITIZEN ADVISORY BOARDS AND COMMITTEES

Return completed application to the Arapahoe County Commissioners' Office at the address on the other side of this form, or you may complete and submit your application on the County's website at [www.arapahoegov.com](http://www.arapahoegov.com).

### IMPORTANT NOTICE - PLEASE COMPLETE BOTH SIDES OF THIS FORM.

Information submitted as part of this application is available and shall be considered public information as it pertains to the Open Records Act. If you do not wish to have personal information (such as addresses and phone numbers) released to the public, please check the "CONFIDENTIAL" box below.

**CONFIDENTIAL** (I do not want my personal information made public.)

**Please provide a resume. Email to [chogan@arapahoegov.com](mailto:chogan@arapahoegov.com)**

**NOTE:** A separate application is required for each board or committee for which you are applying. You may photocopy this form if needed.

FOR OFFICE USE ONLY

### PLEASE TYPE OR PRINT CLEARLY

Board or committee for which you are applying \_\_\_\_\_

Name (Last, First, Middle) \_\_\_\_\_

In which Commissioner District do you reside? Please circle: 1 2 3 4 5

Street Address \_\_\_\_\_ City, State ZIP \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City, State ZIP \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Business Address \_\_\_\_\_ City, State ZIP \_\_\_\_\_

How did you hear about the County's Boards and Committees? Please check:  Newspaper  Word of Mouth  County's Web Site  Social Media

Other (please explain): \_\_\_\_\_

### ARAPAHOE COUNTY POLICIES

- Citizen advisory members must be residents or business owners of real property in Arapahoe County, except as specifically provided by County resolution.
- In an attempt to provide broad county representation, applicants may serve on only one board or committee at a time, unless an exception is granted by the Board of County Commissioners, or as specifically provided by County resolution.
- Information submitted on the application for appointment is considered public information as it pertains to the Open Records Act, and shall be available for public inspection. If you do not wish to have your personal information (such as addresses and phone numbers) released to the public, you must check the CONFIDENTIAL box on the application form.
- A member serving in a citizen-at-large position would be eligible to serve two consecutive terms. This would mean a total of six consecutive years for committees with a three-year term length. At-large positions on committees with four and five year terms would serve eight to ten consecutive years respectively. A full term served is only counted if a new member completing an expired term serves more than half of the term length.
- Citizens serving on the Planning Commission or Board of Adjustment must reside in, or own real property in, unincorporated Arapahoe County.
- As a matter of general policy, the Commissioner are codifying a requirement that appointees to an advisory group or other entity may not personally profit from, or gain a financial benefit from the activities of the group or entity to which they have been appointed.
- County employees may not serve on advisory groups or other entities with the exception of advisory groups or entities that are at least partially comprised of County staff members.
- Appointees will be required to submit to appropriate background checks as part of the application process, including, potentially, a criminal background check.
- It is the policy of the Board of County Commissioners that Arapahoe County employees cannot serve on Citizen Advisory Boards and Committees unless the Commissioners appoint them to a board, commission or committee as part of their job duties.
- Reappointments to advisory boards or committees are not automatic and are subject to Board approval. Each November, Consideration for Reappointment letters and forms are sent to those individuals whose terms will be expiring in February. Letters and forms are sent to Cultural Council members to correspond with their terms expiring in November and to the Open Space and Trails Advisory Board members to correspond with their terms expiring in June. The positions expiring are available to new applicants. The Board of County Commissioners makes all advisory committee appointments.
- Citizen advisory committee members that resign or do not wish to be considered for reappointment are asked to notify the Commissioners' Office in writing of their intent. Resignation letters can be sent to The Board of County Commissioners, 5334 S. Prince St., Littleton, CO 80120-1136.

### VOLUNTEER NOTIFICATION

The purpose of this notification is to make you aware that the County will not provide or pay for medical treatment for physical injuries to volunteers which occur within the scope and course of their volunteer activities. Further, because volunteers do not work for the County as employees, they are not covered under the County's Worker's Compensation Insurance. The County therefore, cannot provide lost wages or permanent disability benefits for the volunteer's regular employment.

*I fully understand and agree to provide my services to Arapahoe County as a volunteer in a voluntary capacity. I fully understand that I will not be entitled to Worker's Compensation Benefits in my capacity as a **volunteer** with Arapahoe County. I fully understand that the County will not provide or pay for medical treatment for injuries which occur within the scope and course of my volunteer activities.*

**I acknowledge that I have read and fully understand the Terms and Conditions of the foregoing Application and Notification.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

CONTINUED

# Application for Appointment

## CITIZEN ADVISORY BOARDS AND COMMITTEES

**PLEASE TYPE OR PRINT CLEARLY AND PROVIDE A RESUME. EMAIL TO [CHOGAN@ARAPAHOEGOV.COM](mailto:CHOGAN@ARAPAHOEGOV.COM)**

Board or Committee for which you are applying \_\_\_\_\_

1. What experience/training/qualifications do you have for this particular Board or Committee?

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2. What specific contributions do you hope to make?

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3. Briefly describe your involvement in relevant community groups and activities.

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4. What community topics concern you that relate to this Board or Committee?

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5. Why do you want to become a member?

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6. Are you currently a member, or have you previously served on a county board or Committee? If so, which one, and when did you serve?

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