



YOUTH
MAYOR
Candidate Pack
2020



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

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Youth Mayor election candidate pack

Thank you for showing an interest in the Youth Mayor election. In this pack you will find everything you need to stand as a candidate for Youth Mayor.

In this pack you will find:

1. A '10 Steps to Being a Successful Candidate' guide.
2. A candidate's Registration Form which you need to complete.
3. A Consent Form which a parent or carer and a teacher, lecturer or trainer needs to complete if you are under 18.
4. A 'My Election Statement' form for you to complete. This will be 200 words that tells voters why you want to stand and what you would do for young people in Kensington and Chelsea if you were elected.
5. A Nomination Form that 50 supporters need to sign. If you study outside the borough, have an Education, Health & Care Plan, are in the care of the Council or are a Young Carer known to the RBKC Early Help Team, you need 25 supporters to sign.

What do you have to do now?

First, read this pack.

If you think you might want to stand but want to know more, contact the Youth Participation Team at youthparticipation@rbkc.gov.uk or on **07875 878859**.

If you know you want to stand, complete the registration and consent forms and return them by 7 February 2020.

Stay up to date

Follow @RBKCyouth on Instagram to keep up to date with the Youth Council and other activities and events for young people in Kensington and Chelsea.

www.instagram.com/rbkcyouth

You can also follow the Council on Twitter for general updates and information from Kensington and Chelsea Council.

www.twitter.com/rbkc

How to submit your form

There are three ways you can submit your completed forms. Do this as soon as you have completed them. Don't leave it until the last minute!

- 1.** Send an email with a scanned copy of your forms to Youthparticipation@rbkc.gov.uk
- 2.** Drop them off at the Town Hall, Hornton Street, W8 7NX. Go to reception and ask for it to be sent to the Youth Participation Team.
- 3.** Post them to Youth Participation Team, Town Hall, Hornton Street, W8 7NX. Please email us when you've posted it so we know it's on its way. If it doesn't arrive by the deadline, we'll get in touch.

Remember the deadline for completed registration and consent forms is 5pm on Friday 7 February 2020.

The deadline for completed nomination and candidate statement forms is 5pm on Friday 14 February 2020.

Any questions?

You can always call us or email us and we'll help you with any queries: youthparticipation@rbkc.gov.uk or on **07875 878859**.

There is also more information on the Youth Mayor and Youth Council at www.rbkc.gov.uk/youth-council

10 Steps to being a successful candidate

Follow this guide for help becoming a successful candidate for this year's Youth Mayor elections.

STEP 1: Read this guide very carefully!

STEP 2: You need to meet these rules to stand as Youth Mayor:

Rule 1: You must have been aged between 11 and 19 years old on 1st September 2019.

Rule 2: You must live in Kensington and Chelsea.

- If you are not sure whether you live in Kensington and Chelsea, you can check by entering your postcode on the Council website
www.rbkc.gov.uk/yourcouncil/yourcouncillor/postcodesearch
- or call us or get in touch and we'll help you find out:
youthparticipation@rbkc.gov.uk or on **07875 878859**.

STEP 3: Complete the candidate registration form

- Fill out every section carefully
- Enter all your contact details so we can let you know we've received your forms
- Don't forget to sign the declaration.

STEP 4: Make sure your consent form is signed if you are under 18

- Get a parent or carer to read the form, fill in their contact details and sign it and give it back to you
- Get a teacher or lecturer to read the form, sign it and give it back to you
- If you are not in education, training or employment you will need to consent to being contacted by our NEET Team, who can support you in progressing your application.

Remember, please email, drop off or post the forms to us by 5pm on Friday 7 February 2020.

You're nearly halfway there. Six more steps!

STEP 5: Keep the momentum going

- You've completed the forms and sent them in, so there's nothing else to do for a while – right? Wrong!
- We will contact you to let you know all your forms have been completed properly and check any details we need to. We'll also let you know more details about the candidate training on Tuesday 17 and Wednesday 18 February.
- If you haven't heard from us by Tuesday 11 February, please get in touch in case your form has got lost.
- Switch into 'campaign mode'. This means collecting your nominations and preparing your message to voters.

STEP 6: Get your nominations collected

- You will need to get 50 young people aged 11 to 19 years old to nominate you
- This can be anyone who lives or studies in Kensington and Chelsea. We also need their school and signature. We will not pass their details to anyone else
- You only need 25 supporters to sign if you:
 - study outside the borough
 - have a Kensington and Chelsea Education, Health & Care Plan
 - are in the care of the Council or are a Young Carer known to the Council's Early Help Team. We will contact you after the deadline to find out who can confirm this for you.

You'll need to email, drop off or post the completed nomination form to us by 5pm on Friday 14 February 2020.

STEP 7: Start building your campaign

- You've convinced your supporters you'd be a good candidate, but how will you convince the voters?
- Think about your message - why are you standing in this election? Why should people vote for you?
- You might want to build a campaign team with some friends. These will be people who can help you get your message out there and who will help you persuade as many people as possible to vote for you.
- Start telling people you're standing and let them know they will need to vote for you at school, college or by post before Friday 20 March.
- Don't worry too much about campaigning. We're going to help you prepare publicity and film a video manifesto at candidate training on Tuesday 17 and Wednesday 18 February. Make sure you come prepared with some good ideas for your manifesto.

Only three more steps to go...

STEP 8: Complete your My Election Statement form

- As a candidate for Youth Mayor you're going to have to produce an election statement and a video manifesto. These will be made available to everyone who can vote in the elections, in schools and colleges and on our website. That's thousands of young people living and studying in the borough who you need to convince.
- To be able to stand, you need to send us a 200-word statement telling us what you would do for young people if you are elected as Youth Mayor and as a member of the Youth Council. This will be the basis of your final Election Statement and help you make your video.
- Read the Ideal Election Statement briefing sheet on page 14 of this pack. This will give you tips on what to write. You can also call or email us if you want some more help.

You'll need to email, drop in or post the completed election statement form, plus the nomination form to us by 5pm on Friday 14 February 2020.

STEP 9: Candidate Training

- It's really important that you can come to the Candidate Training on Tuesday 17 and Wednesday 18 February
- As well as helping you to complete your Election Statement and helping you out with ideas for campaigning, this is when we'll film your video manifesto.
- If you know you are going to be away in the week commencing 17 February but you really want to stand for election, please get in touch with us ASAP and we'll see if we can find a way to help you take part.

STEP 10: Don't Delay!

- What are you waiting for? Start filling in the forms now.

Good luck!

Registration for election of Youth Mayor 2020

My name is: _____ and I am standing for election as Youth Mayor of Kensington and Chelsea.

I confirm that:

a) I was between the ages of 11 and 19 on 1 September 2019 and my date of birth is _____

My address is _____

_____ Postcode _____

My contact details are as follows:

Mobile phone: _____ Home telephone: _____

Email address: _____

My school/college is:

_____ (state N/A if you are not in education)

Nominations: (please tick the appropriate box or boxes)

I will be getting 50 of my peers to nominate me

I will be getting 25 of my peers to nominate me because:

- I am in the care of Kensington and Chelsea
- I have an Education Health and Care Plan
- I am a Young Carer known to Kensington and Chelsea Children's Services

Candidate Declaration

I declare that the information that I have given on this form is true and that I meet the conditions for being Youth Mayor of Kensington and Chelsea.

Signed: _____ Date: _____

Data Protection Notice

Any personal identifying data collected by the Youth Participation Team during the process will be used only during the election process and for a short period afterwards. It will be held only until April 30th 2020. During the period we hold it, it will be managed in line with the principals outlined in the Council's Fair Processing Notice: www.rbkc.gov.uk/footer-links/data-protection/fair-processing-notice

RBKC Youth Mayor 2020 consent form

Parent or Carer consent

I have read the Candidate Pack and support the registration of _____

I can confirm that _____ was aged between 11 and 19 years old

NB: Candidates who are in the care of RBKC but do not live in the borough may also stand for election. If applicable, please give the extra information at the bottom of this page.

I provide my consent for _____ to stand as a candidate for the Youth Mayor of Kensington and Chelsea 2020.

I also consent that photographs and videos of the candidate may be taken and may be used in current and future council publications (both print and online) and may be sent to news media for production.

Signed: _____

Name (in capitals): _____

Address is _____

_____ Postcode _____

My contact details are as follows:

Mobile phone: _____ Home telephone: _____

Email address: _____

For candidates who are in the care of RBKC, but do not live in the borough, please give us contact details of a Social Worker who can confirm this:

Name: _____

Telephone number: _____

Email address: _____

Data Protection Notice

Any personal identifying data collected by the Youth Participation Team during the process will be used only during the election process and for a short period afterwards. It will be held only until April 30th 2020. During the period we hold it, it will be managed in line with the principals outlined in the Council's Fair Processing Notice: www.rbkc.gov.uk/footer-links/data-protection/fair-processing-notice

Medical conditions and special requirements

Does your dependent have any medical conditions we should know about? If yes, please describe.

Are they on any medication, or do they require any treatment or response in case of emergency?

Do they have any allergies? If yes, please state what they are.

What is the name and address of their GP?

Does your child or dependent have any other special needs or requirements we can help them with? If so, please give details

Signed: _____ Date: _____

Kensington and Chelsea Youth Mayor nomination form

I agree to nominate _____ to be a candidate for the RBKC Youth Mayor elections 2020 and to become a member of the RBKC Youth Council.

I can confirm that on 1 September 2019 I was aged between 11 and 19 years and that I live in and/or study in Kensington and Chelsea.

Name	School/Colledge	Signature
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____

Kensington and Chelsea Youth Mayor nomination form (continued)

Name	School/Colledge	Signature
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Kensington and Chelsea Youth Mayor nomination form (continued)

Name	School/Colledge	Signature
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The ideal election statement

Your election statement needs to spell out your reasons for standing. We suggest you explain the three things you would like to work on as Youth Mayor of RBKC if you get elected.

Your statement should also tell voters:

- Why you are standing
- Why you are the best person for the job
- How you will feedback progress to local young people if you are elected

Your statement should be written in simple language so everyone can understand it.

Use examples and anecdotes to explain why you want to achieve your aims. For example, you may want to campaign for a skate park because you know someone who has been knocked over in the street because there was nowhere else to skate.

Be positive – don't just identify things you don't like, suggest solutions and celebrate good things.

Be creative but realistic - don't make promises about things you are not likely to be able to do.

Be honest - If you want to help young people, but you also want to help your career, that's okay.

Be different – stand out from other candidates with new and positive ideas.

You cannot use more than **200 words** in your completed statement. It will be shared in a candidate manifesto booklet and all candidates must use the same number of words.

You can write your statement on the next page and add extra sheets if needed. Or, you can type your statement, then print it or attach it as a separate document.

Call or email us if you want help. Remember, at candidate training you will get help finalising your election statement.

