

# GUIDELINES FOR THE CITY OF CLEVELAND HEIGHTS OFFICE OF TEEN POET LAUREATE

## PURPOSE

The City of Cleveland Heights, in partnership with the nonprofit organization Lake Erie Ink, desires to elevate the art form of creative writing among the youth of the community. To this end we jointly create the Office of Teen Poet Laureate and annually appoint a young poet to this post.

## TERM OF SERVICE

The Teen Laureate will serve for a twelve month period, beginning at the end of June and concluding at the end of May the following year.

## SELECTION PROCESS

### Eligibility

Any Cleveland Heights resident, aged 13 -18 may apply. Applicants must be in residence in Cleveland Heights through the full year term of service if selected for the Office.

### Application Process

- Lake Erie Ink will issue a broad Call for Applications through its network of public and private school teachers, youth programs and home school associations.
- Applications must be received by midnight June 9<sup>th</sup> 2014.
- Applicants must submit the following:
  1. A sample of work – no more than 5 pages of poetry.
  2. A narrative proposal for a community project the applicant would conduct to bring awareness and participation in the art form of creative writing to other youth in the community.
  3. A cover letter stating why the applicant would wish to serve as Teen Poet Laureate.
  4. Two references from people not related to you. Please include name and contact info.
  5. OPTIONAL: a You Tube or other electronic link to a video of themselves reading their work.
- LEI will assemble a jury of up-to five members to review the applications.
- Members of the Jury will include the current Cleveland Heights Poet Laureate, a member of City Council, and of the Youth Advisory Committee to Council, a representative from the Heights Library, the outgoing Teen Laureate and others who may be deemed appropriate by the Board of LEI.
- The top 2-3 candidates will be interviewed by the jury to determine the applicants' ability to communicate effectively and engage with the public.
- The jury will issue an invitation to serve to the finalist no later than the end of June.

## TEEN POET LAUREATE QUALIFICATIONS

The successful applicant

- will demonstrate superior written and verbal skills and show a high degree of creativity, originality and breadth in their submitted work.
- must be comfortable speaking publicly and working with others

## ROLES AND RESPONSIBILITIES OF THE OFFICE

The Teen Laureate

- will present a creative idea for a community project that has the potential for showcasing not only the applicant's work, but the work of other youth, and include opportunities for the public to engage with the art form. This project must be manageable by the Teen Laureate during the course of her/his term of service, with modest support from LEI.
- must be willing to produce and read in public, occasional poems to celebrate or commemorate key events in the life of the city

## HONORARIUM

Upon the successful completion of her/his term of service, the Teen Poet Laureate will receive a cash honorarium of \$100 and a certificate from City Council and Lake Erie Ink recognizing the Laureate's service to the city and its youth.

**Applications may be submitted either by email: [arosenbluth@lakeerieink.org](mailto:arosenbluth@lakeerieink.org) or dropped off to the Lake Erie Ink office: 2843 Washington Blvd.  
For questions, call 216-320-4757**