



APPLICATION INSTRUCTIONS

Application Period Opens: June 18, 2018

Application Deadline: August 31, 2018, at 5:00 PM

On April 23, 2013, The San Mateo County Board of Supervisors approved the establishment of the post of San Mateo County Poet Laureate to elevate poetry into the consciousness of San Mateo County residents and to help celebrate the literary arts.

The Poet Laureate will be a two-year position which includes a \$5000 yearly stipend. During that term, the Poet Laureate will act as ambassador and advocate for poetry, literature and the arts. It is expected that the Poet Laureate will contribute to San Mateo County's poetry and literary legacy through public readings and participation in civic events. The Poet Laureate will also propose and lead a community project.

ELIGIBILITY CRITERIA FOR THE SAN MATEO COUNTY POET LAUREATE

- The Poet Laureate must be 18 years or older.
- The Poet Laureate will be available to serve a two-year term, commencing in January 2017.
- The Poet Laureate will be a San Mateo County resident of at least three years who has been published or recognized for poetry and literary contributions. The number and quality of published works will be taken into account in our selection process.
- The Poet Laureate will have demonstrated a commitment to and passion for poetry and embrace the opportunity to engage in community service to make poetry more accessible and available.
- The Poet Laureate will articulate a willingness to serve as an ambassador for San Mateo County and to engage residents in poetry at public events through public readings, workshops, visiting schools and other means.
- The Poet Laureate will be available to travel throughout San Mateo County.

DUTIES OF THE SAN MATEO COUNTY POET LAUREATE

- The Poet Laureate will represent San Mateo County and the art of poetry through outreach activities related to poetry.
- The Poet Laureate will present appropriate works at a minimum of four selected County-sponsored events during each year, including events involving schools and youth.
- The Poet Laureate will open the San Mateo County Board of Supervisors meetings with a poem every quarter.
- The Poet Laureate will propose and lead a community project throughout their term.

Applications will be considered for the honorary post of San Mateo County Poet Laureate. Please submit the following information, along with supporting documents. The deadline for receipt of the application packet and supporting documents is by 5:00 p.m. on Monday, August 31, 2018.

TO APPLY, PLEASE SUBMIT THE FOLLOWING

Application Cover Page

Complete and submit the **Application Cover Page**, including your signature and date.

Resume and Eligibility

Submit a current resume of professional activities and achievements, including significant awards and training, selected exhibitions, performances, presentations and/or publications. Poets must provide a list of publications indicating a minimum of **five** published works

Project Description

One of the duties (noted on the previous page) of the San Mateo County Poet Laureate is to undertake a project throughout San Mateo County that will make poetry more available and accessible to people in their everyday lives.

The current Poet Laureate Lisa Rosenberg created the "Spoken Art" project for her term. Together with the libraries and San Mateo County, various events were hosted throughout the past two years to highlight the poetry from San Mateo County's vibrant artistic community.

In no more than two pages or 500 words describe what type of project(s) you would like to complete as Poet Laureate. How would the nature and significance of your approach to poetry impact or involve the community? What would be your timeline and what sorts of resources or collaborations would you be seeking?

Artistic Quality and Work Samples

Include with your application a Submission List of up to 10 pages of poetry (not including the Submission List) that represent your best artistic achievements, and include on each page, the title of the poem and your name. **Submit only copies please** - The Poet Laureate Advisory Committee will review but not return your submissions.

APPLICATION CHECKLIST

- Application Form with signature verifying eligibility
- Current Resume
- Project Description
- List of publication credits
- Submission of up to 10 pages of original poetry
- Letter(s) of Recommendation (optional)
- Reviews, articles, publications (optional)

Applications due Friday, August 31, 2018, at 5:00 PM with *no exceptions*. Submit either by mail or email.

Send to: San Mateo County Poet Laureate Advisory Committee c/o
Karina Labrenz
San Mateo County Libraries
125 Lessingia Court
San Mateo, CA 94402 or email to: labrenz@smcl.org

For questions, please email Nicole Cuadra at cuadra@smcl.org.



APPLICATION COVER PAGE

Last Name	First	Middle
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Mailing Address	City	Zip
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Street Address (if different)	City	Zip
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Daytime Phone	Cell Phone
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Email	Website
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Date of Birth	Current Residency in San Mateo County began in (state year)
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Please document your eligibility by circling YES or NO in response to the following questions:

Y N I am at least 18 years of age.

Y N I am actively working in the field of poetry and have been published or recognized for my contributions.

Y N I am the single creator of the work submitted.

Y N I am now a resident of San Mateo County and have been one for the past three years.

If you answered "no" to any of the above criteria, you are NOT eligible to serve as San Mateo County Poet Laureate.

I certify that I meet all eligibility requirements listed in these guidelines, and that all the information in this application and its attachments is true and correct to the best of my knowledge, and that I have submitted a complete application.

Applicant's Signature

Date