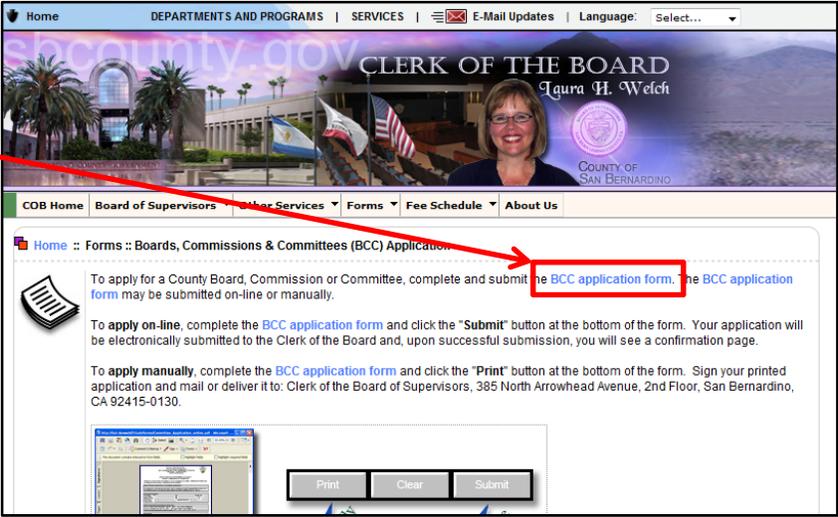




Boards, Commissions & Committees (BCC) Electronic Application Submission Process

The Clerk of the Board (COB) is responsible for the maintenance of membership records and rosters for the County’s Boards, Commissions and Committees (BCC). The County of San Bernardino has more than 150 BCC providing advice and feedback to the County Board of Supervisors on diverse topics. The COB provides the public with an online BCC application and PDF submission form.

This document will provide BCC applicants with step by step instructions on how to complete and submit a BCC application electronically via the San Bernardino County, Clerk of the Board, Boards, Commissions & Committees application website (<http://www.sbcounty.gov/cob/bcc-application-details.asp>).

Process Step	Description
<p>Step 1</p> <p>On the BCC application website, click on the BCC Application form link.</p>	 <p>The screenshot shows the website header with 'CLERK OF THE BOARD Laura H. Welch' and a navigation menu. The main content area has a heading 'Home :: Forms :: Boards, Commissions & Committees (BCC) Application'. Below this, there is a document icon and text: 'To apply for a County Board, Commission or Committee, complete and submit the BCC application form. The BCC application form may be submitted on-line or manually.' The link 'BCC application form' is highlighted with a red box. Below this, there are instructions for 'apply on-line' and 'apply manually'. At the bottom, there is a 'Print' button and a 'Submit' button.</p>



Step 2

Click on the BCC pull down menu down arrow to select the desired application BCC.

Identify property ownership status by clicking on the applicable “YES” or “NO” radio button.

(REQUIRED)

(*Note: Screen will default to “YES” option)

Click on “NEXT” button to proceed to the **Personal Information** screen.

The screenshot shows a web application interface. At the top, there is a message from Adobe Reader: "In order to view & print your application, your PC needs Adobe Acrobat Reader installed; please download and install it now before continuing with the application if your PC does not already have it." Below this is a "Get Acrobat Reader" button. The main form area has a sidebar on the left with labels: "Position applying for:", "Personal Info:", "Citizenship/District Info:", "Convictions:", "Occupation:", "Community/Civic Interests:", "Qualifications:", and "Explain Why:". The main content area has a field "Name of Board, Commission or Committee applying for:" with a dropdown menu showing "Museum Commission". Below this is a question: "For appointment to some boards and commissions, there is a requirement of property ownership within the jurisdiction area. If this requirement applies to your application, please indicate if you meet this requirement." with radio buttons for "Yes" (selected) and "No". At the bottom right is a "Next" button. Red arrows point from the text in the left column to the dropdown menu, the "Yes" radio button, and the "Next" button.



Step 3

On the **Personal Information** screen you will need to:

Type in **First and Last Name** .
(REQUIRED)

Type in Home Address **Street, City, Zip Code**.
(REQUIRED)

Type in Mailing Address **Street, City, Zip Code**.
(OPTIONAL)

Type in **Home Phone** and **Alternate Phone** numbers.
(OPTIONAL)

Type in **Email Address**.
(OPTIONAL)

Click on the **“NEXT”** button to proceed to the **Citizenship/District info** screen.

The screenshot shows a web form titled "Personal Information:". The form includes the following fields:

- Your Name:** First (Sample), Last (Applicant), Middle Initial (A)
- Home Address:** Street (123 Main Street), City (Your City), Zip Code (99999)
- Mailing Address:** Street, City, Zip Code (all empty)
- Home Phone:** (empty), **Alternate Phone No.:** (empty)
- Email Address:** (empty)

At the bottom right of the form, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red box. Red arrows from the text on the left point to the "Your Name" and "Home Address" sections, and another red arrow points to the "Next" button.

**Note: To return to the “Position applying for” screen, click on the PREVIOUS button.*



Step 4

On the **Citizenship/Supervisory District Information** screen, you will need to:

Select pertinent **Citizenship** status radio button. **(REQUIRED)***

Select pertinent **Voter Registration** status radio button. **(REQUIRED)****

Select pertinent **Supervisory District** in which you reside. **(OPTIONAL)**

Click on the “**NEXT**” button to proceed to the **Convictions** screen.

The screenshot shows a web form titled "Citizenship/Supervisory District Information". It includes a sidebar with navigation links: "Personal Info:", "Citizenship/District Info:", "Convictions:", "Occupation:", "Community/Civic Interests:", "Qualifications:", and "Explain Why:". The main form area contains the following fields:

- "Are you a citizen of the United States?" with radio buttons for "Yes" (selected) and "No".
- "If no, country of citizenship:" with a text input field.
- "Are you a registered voter?" with radio buttons for "Yes" (selected) and "No".
- "If yes, county where you are registered:" with a dropdown menu showing "San Bernardino".
- "Check the supervisory district in which you reside:" with radio buttons for "1st", "2nd", "3rd", "4th", and "5th".

At the bottom right of the form, there are "Previous" and "Next" buttons. Red arrows from the text on the left point to the "Yes" radio buttons and the "Next" button.

Note 1: If you are not a US citizen, the **Country of Citizenship field will be required.*

***Note 2: If you are a Registered Voter, the **County of voter registration** field will be required.*



Step 5

On the **Convictions** screen, you will need to:

Identify if you have any convictions by selecting the pertinent **radio button**.
(REQUIRED)

5a) No Convictions

Select the “**NO**” radio button and then click on the “**NEXT**” button to go to the **Occupation** information screen.

5b) Convictions

Select the “**YES**” radio button. The screen will dynamically display the following **REQUIRED** conviction information fields:

- **Date of Conviction**
- **Location**
- **Penal Code Section**
- **Explanation**

Once the conviction information has been entered, click on the “**NEXT**” button to go to the **Occupation** screen.

No Convictions Screen View

Position applying for:
Personal Info:
Citizenship/District Info:
Convictions:
Occupation:
Community/Civic Interests:
Qualifications:
Explain Why:

Convictions:
As an adult (age 18) have you ever been convicted of, or pled guilty or no contest to, a misdemeanor or felony? Do not include: (1) any convictions for possession of marijuana (except for convictions for possession of marijuana on school grounds or possession of concentrated cannabis) that are more than two years old; or (2) any information concerning a referral to, and participation in, any pretrial or post trial diversion program.

Yes **No** If yes, please provide the following for each incident:

Previous **Next**

Convictions Screen View

Position applying for:
Personal Info:
Citizenship/District Info:
Convictions:
Occupation:
Community/Civic Interests:
Qualifications:
Explain Why:

Convictions:
As an adult (age 18) have you ever been convicted of, or pled guilty or no contest to, a misdemeanor or felony? Do not include: (1) any convictions for possession of marijuana (except for convictions for possession of marijuana on school grounds or possession of concentrated cannabis) that are more than two years old; or (2) any information concerning a referral to, and participation in, any pretrial or post trial diversion program.

Yes No If yes, please provide the following for each incident:

Date of Conviction	Location	Penal Code Section	Explanation (Attach a Separate Sheet if Necessary)

Previous **Next**



Step 6

On the **Occupation** screen, you will need to:

Provide the following occupation information:

- **Occupation/Title**
- **Name of Employer**
- **Address**
- **City**
- **State**
- **Zip Code**
- **Business Phone No**

(OPTIONAL)

Click on the “**NEXT**” button to proceed to the **Community/Civic Interests** screen.

get Adobe Reader ** In order to view & print your application, your PC needs Adobe Acrobat Reader installed; please download and install it now before continuing with the application if your PC does not already have it.

Position applying for: Occupation: ?

Personal Info: Occupation/Title:

Citizenship/District Info: Name of Employer:

Convictions: Address: City:

Occupation: State: Zip Code:

Community/Civic Interests: Business Phone No.

Qualifications:

Explain Why:

Previous Next

Step 7

On the **Community and Civic Interests/Activities** screen, you will need to:

Type in any community and civic interests/activities in the free text window area.

(OPTIONAL)

Click on the “**NEXT**” button to proceed to the **Qualifications** screen.

get Adobe Reader ** In order to view & print your application, your PC needs Adobe Acrobat Reader installed; please download and install it now before continuing with the application if your PC does not already have it.

Position applying for: Community and Civic Interests/Activities: ?

Personal Info: This is where you would type any applicant community and civic interests/activities.

Citizenship/District Info:

Convictions:

Occupation:

Community/Civic Interests:

Qualifications:

Explain Why:

Previous Next

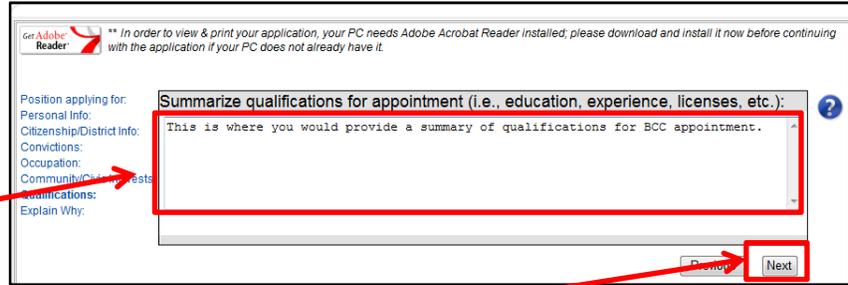


Step 8

On the **Qualifications** screen, you will need to:

Type in a summary of qualifications for BCC appointment in the free text window area.
(*OPTIONAL*)

Click on the “**NEXT**” button to proceed to the **Explanation** screen.

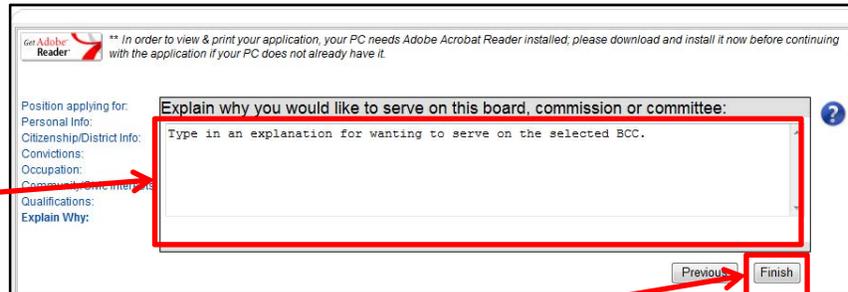


Step 9

On the **Explain Why** screen, you will need to:

Type an explanation for wanting to serve on the selected BCC in the free text window area.
(*OPTIONAL*)

Click on the “**FINISH**” button to finalize the electronic BCC application process.





Step 10

The system will display the final **Committee Application Submittal Status** screen.

The BCC Electronic Application process is **COMPLETE**.

A PDF version of the completed application will display in the lower half of the screen.

Step 11 (OPTIONAL)

Applicants may print out a copy of the PDF application to their local printer/s by clicking on the Adobe Acrobat Reader **“PRINT”** button.

**Note: If you identify any errors and need to amend the application, or if the application fails to print, please contact the Clerk of the Board at (909) 387-3841.*