

**DRAFT**

June 22, 2005



**Washtenaw  
Area  
Teens for  
Tomorrow**



# **ACTION TEAM PARTICIPANT GUIDE**



**Washtenaw  
Area  
Teens for  
Tomorrow**

## **OUR VISION**

Ensure the youth of Washtenaw County will become our citizens of tomorrow, leading lives of meaning and contribution.

## **OUR FOCUS**

The essentials:

- Caring Adults
- Safe Places
- Healthy Start
- Marketable Skills
- Opportunities to Give Back/Youth As Resources

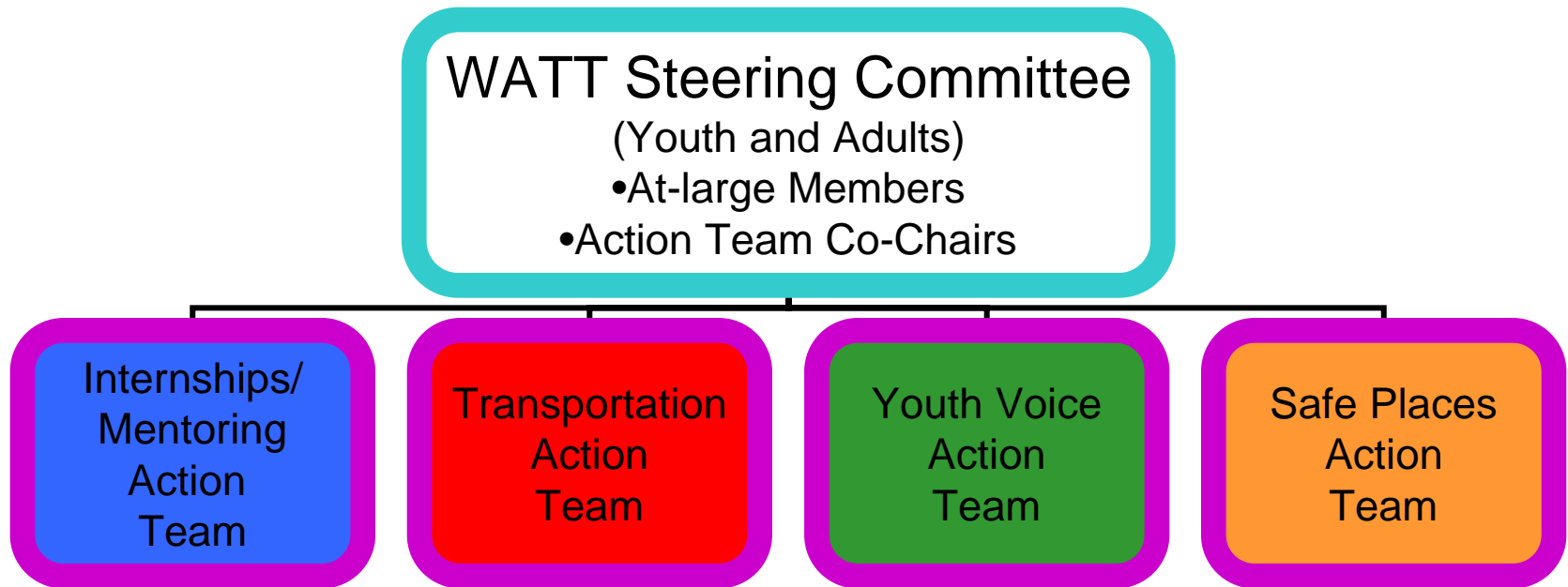
## **OUR PROCESS**

Engage a broad base of youth and community members to work creatively within their missions and across traditional boundaries to accomplish shared goals.

*This project has been funded in part by the Ann Arbor Area Community Foundation and its Youth Council, Ypsilanti Youth Empowered to Act, Pfizer Foundation, and the James A. and Faith Knight Foundation.*



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## WATT ROLE DESCRIPTIONS

**Role of Steering Committee:** **Oversee the Action Teams and keep the initiative aligned with the five essentials**

- Ensure Action Teams stay on track and within the project scope
- Support the Action Teams with any issues or challenges they may face
- Keep the Five Essentials in the forefront of the initiative
- Provide connection to other related community initiatives

**Role of Action Team Co-Chairs:** **Lead their specific project and Action Team (Mentoring/Internships, Transportation, Youth Voice, Safe Places)**

- Facilitate meetings
- Guide the team in developing a proposal(s)
- Serve as a member of the Steering Committee and liaison to the Action Team

**Role of Staff Support:** **Support the Steering Committee and Action Teams**

- Help develop agendas and keep the team work on track
- Record meeting minutes
- Help with meeting room arrangements
- Provide research support as needed

**Role of Champion:** **Bring community support and attention to the specific project**

- Garner financial support and offer resources necessary to move the project forward, to help the project through to implementation
- Champion the concept of youth development in the community and specifically the need for this particular service/project

## TIME FRAMES as of June 24, 2005

Event	Jun	Jul	Aug	Sep	Oct	Nov
Monthly updates sent to stakeholders	•	•	•	•	•	•
<b>Steering Committee</b> Meeting <ul style="list-style-type: none"> <li>Reviews <b>priorities</b> from the Community Forum and Youth Summit,               <ul style="list-style-type: none"> <li>See the priority summaries on <b>pages 13-14</b></li> </ul> </li> <li><b>Action Team Charges</b> are developed               <ul style="list-style-type: none"> <li>See the summary chart of the charges <b>on page 5</b></li> <li>See the individual Action Team charges on <b>pages 6 - 9</b></li> </ul> </li> <li>Action Team Co-Chairs are recruited</li> </ul>	X					
<b>Action Teams</b> meet to develop <b>program proposal(s)</b> , see <b>page 10</b>		◆	◆	◆		
<b>Steering Committee</b> Meeting <ul style="list-style-type: none"> <li>Reviews Action Team progress</li> <li>Reviews first draft of WATT Executive Summary</li> </ul>				X		
<b>Action Teams</b> submit program proposal(s)					◆	
<b>Steering Committee</b> Meeting <ul style="list-style-type: none"> <li>Approves WATT Executive Summary including program proposals</li> <li>Recruits <b>Community Champions</b> for the program(s)</li> </ul>						X
WATT Executive Summary and back up documentation distributed						•
New Action Teams are formed for <b>implementation</b>						X

## ACTION TEAM SUMMARY OF CHARGES – As of June 24, 2005

Charge to the Action Teams	Co-Chairs	Staff Support	Action Team Members (partial list)	Future Community Champion
<p><b>1. Mentoring/Internships (p. 6):</b> Develop the WATT website into a broad-based youth development resource including:</p> <ul style="list-style-type: none"> <li>• Monster.com for youth (jobs &amp; internships)</li> <li>• Links to existing mentoring programs</li> <li>• Youth activity calendaring</li> <li>• Network/List of youth providers</li> <li>• Teen “Yellow Pages”</li> </ul>	<ul style="list-style-type: none"> <li>• Business sector</li> </ul>	<ul style="list-style-type: none"> <li>• Cassie St. Clair</li> <li>• Denise Dalrymple</li> </ul>	<ul style="list-style-type: none"> <li>• County ITS</li> <li>• Private business partners</li> <li>• Youth</li> <li>• Workforce Development</li> <li>• Existing mentoring programs</li> <li>• Other Interested Community Members</li> </ul>	<ul style="list-style-type: none"> <li>• IT professional?</li> </ul>
<p><b>2. Transportation (p. 7):</b> Increase transportation to youth activities/providers:</p> <ul style="list-style-type: none"> <li>• Include youth serving agencies in current HSCC transportation planning</li> <li>• Develop a pilot for transportation to county parks from county-wide locations during summer breaks (e.g., Rolling Hills, Independence Lake)</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation sector</li> </ul>	<ul style="list-style-type: none"> <li>• Mike Scholl</li> <li>• Denise Dalrymple</li> </ul>	<ul style="list-style-type: none"> <li>• Parks and Rec staff</li> <li>• Youth</li> <li>• HSCC Action Teams</li> <li>• AATA</li> <li>• Other Interested Community Members</li> </ul>	<ul style="list-style-type: none"> <li>• Human Services Community Council</li> </ul>
<p><b>3. Youth Voice/Treat Youth as Equals (p. 8)</b> Increase youth participation and respect for youth:</p> <ul style="list-style-type: none"> <li>• Develop education/public relations campaign on treating youth as equals (&amp; WATT Five Essentials)</li> <li>• Create a resource for the community on where the youth voice is being included/used</li> </ul>	<ul style="list-style-type: none"> <li>• Ann Arbor Area Community Foundation staff</li> </ul>	<ul style="list-style-type: none"> <li>• Shamyle Nesfield</li> <li>• Denise Dalrymple</li> </ul>	<ul style="list-style-type: none"> <li>• Youth</li> <li>• AAACF &amp; YYEA</li> <li>• Other Interested Community Members</li> </ul>	<ul style="list-style-type: none"> <li>• Public Relations professional</li> </ul>
<p><b>4. Increase Safe Places/Use Schools (p. 9):</b> Increase the number of safe places for youth:</p> <ul style="list-style-type: none"> <li>• Develop a pilot program with a county school system using schools as a safe place; Include youth-driven programming</li> <li>• Develop a Teen Center in Ypsilanti that provides youth-driven programming</li> </ul>	<ul style="list-style-type: none"> <li>• Geoff Baker, Blue Hill Development</li> </ul>	<ul style="list-style-type: none"> <li>• Bob Tetens</li> <li>• Denise Dalrymple</li> </ul>	<ul style="list-style-type: none"> <li>• Education Sector</li> <li>• Neutral Zone</li> <li>• Ozone House</li> <li>• Youth</li> <li>• Parks and Rec Staff</li> <li>• Other Interested Community Members</li> </ul>	<ul style="list-style-type: none"> <li>• Business sector</li> </ul>
<p><b>General WATT Support:</b></p> <ul style="list-style-type: none"> <li>• Oversee and support the action teams</li> <li>• Document the youth development plan</li> <li>• Explore funding options</li> <li>• Develop broader community involvement</li> <li>• Educate and communicate with the community</li> <li>• Develop shared training resources for youth workers</li> <li>• Organize and support data collection efforts</li> <li>• Catalog existing resources</li> </ul>	<ul style="list-style-type: none"> <li>• Bob Guenzel and Steering Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Denise Dalrymple</li> <li>• Kerry Sheldon</li> <li>• Children’s Services staff</li> <li>• Student Intern</li> </ul>	<ul style="list-style-type: none"> <li>• Steering Committee</li> <li>• HSCC Action Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Steering Committee</li> </ul>

## CHARGE TO THE ACTION TEAM

June 24, 2005

<b>Action Team Name:</b>	<b>MENTORING/INTERNSHIPS</b>
<b>Purpose:</b>	<p>Develop the WATT website into a broad-based youth development resource including:</p> <ul style="list-style-type: none"> <li>• Monster.com for youth (jobs &amp; internships)</li> <li>• Links to existing mentoring programs</li> <li>• Youth activity calendaring</li> <li>• Network/List of youth providers</li> <li>• Teen “Yellow Pages”</li> </ul>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• A written two or three page program proposal suitable for recruiting community champions for the implementation phase</li> <li>• Action Team operations exemplify the five essentials: Caring Adults, Safe Places, Healthy Start, Marketable Skills and Youth As Resources</li> </ul>
<b>Due Date for Deliverables:</b>	<b>October 31, 2005</b>
<b>Co-Chairs:</b>	<b>Adult Co-Chair:</b>
	<b>Youth Co-Chair:</b>
<b>Support Staff:</b>	<p>Cassie St. Clair, 973-4493, <a href="mailto:stclairc@ewashtenaw.org">stclairc@ewashtenaw.org</a> Denise Dalrymple, 973-4359, <a href="mailto:dalrympled@ewashtenaw.org">dalrympled@ewashtenaw.org</a></p>
<b>Membership:</b>	<ul style="list-style-type: none"> <li>• Membership is open to the community.</li> <li>• Special care should be taken to recruit and retain a diverse cross section of youth and adults members.</li> </ul>
<b>Meeting Notices, Agenda and Minutes:</b>	<ul style="list-style-type: none"> <li>• All persons on the WATT stakeholder’s list will be invited to the first meeting by email.</li> <li>• Meeting dates and times, minutes and agendas will be posted on the WATT website.</li> </ul>
<b>Resources Available:</b>	<ul style="list-style-type: none"> <li>• Staff support, including meeting announcements, minutes</li> <li>• Meeting locations and equipment (LCD projector, etc.)</li> <li>• Appropriate refreshments</li> <li>• Other resources: as determined by the Action Team Co-Chairs</li> </ul>

# CHARGE TO THE ACTION TEAM

June 24, 2005



<b>Action Team Name:</b>	<b>TRANSPORTATION</b>
<b>Purpose:</b>	<p>Increase transportation to youth activities/providers:</p> <ul style="list-style-type: none"> <li>• Include youth serving agencies in current HSCC transportation planning</li> <li>• Develop a pilot for transportation to county parks from county-wide locations during summer breaks (e.g., Rolling Hills, Independence Lake)</li> </ul>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• A written two or three page program proposal suitable for recruiting community champions for the implementation phase</li> <li>• Action Team operations exemplify the five essentials: Caring Adults, Safe Places, Healthy Start, Marketable Skills and Youth As Resources</li> </ul>
<b>Due Date for Deliverables:</b>	<b>October 31, 2005</b>
<b>Co-Chairs:</b>	<b>Adult Co-Chair:</b>
	<b>Youth Co-Chair:</b>
<b>Support Staff:</b>	<p>Mike Scholl, 544-6856, <a href="mailto:schollm@ewashtenaw.org">schollm@ewashtenaw.org</a>  Denise Dalrymple, 973-4359, <a href="mailto:dalrympled@ewashtenaw.org">dalrympled@ewashtenaw.org</a></p>
<b>Membership:</b>	<ul style="list-style-type: none"> <li>• Membership is open to the community.</li> <li>• Special care should be taken to recruit and retain a diverse cross section of youth and adults members.</li> </ul>
<b>Meeting Notices, Agenda and Minutes:</b>	<ul style="list-style-type: none"> <li>• All persons on the WATT stakeholder's list will be invited to the first meeting by email.</li> <li>• Meeting dates and times, minutes and agendas will be posted on the WATT website.</li> </ul>
<b>Resources Available:</b>	<ul style="list-style-type: none"> <li>• Staff support, including meeting announcements, minutes</li> <li>• Meeting locations and equipment (LCD projector, etc.)</li> <li>• Appropriate refreshments</li> <li>• Other resources: as determined by the Action Team Co-Chairs</li> </ul>

# CHARGE TO THE ACTION TEAM

June 24, 2005



<b>Action Team Name:</b>	<b>Youth Voice/Treat Youth as Equals</b>
<b>Purpose:</b>	<p>Increase meaningful youth participation and respect for youth:</p> <ul style="list-style-type: none"> <li>• Develop education/public relations campaign on treating youth as equals (&amp; promoting the WATT Five Essentials)</li> <li>• Create a resource for the community on where the youth voice is being included/used</li> <li>• Advocate for more youth civic participation</li> </ul>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• A written two or three page program proposal suitable for recruiting community champions for the implementation phase</li> <li>• Action Team operations exemplify the five essentials: Caring Adults, Safe Places, Healthy Start, Marketable Skills and Youth As Resources</li> </ul>
<b>Due Date for Deliverables:</b>	<b>October 31, 2005</b>
<b>Co-Chairs:</b>	<b>Adult Co-Chair:</b>
	<b>Youth Co-Chair:</b>
<b>Support Staff:</b>	Denise Dalrymple, 973-4359, <a href="mailto:dalrympled@ewashtenaw.org">dalrympled@ewashtenaw.org</a>
<b>Membership:</b>	<ul style="list-style-type: none"> <li>• Membership is open to the community.</li> <li>• Special care should be taken to recruit and retain a diverse cross section of youth and adults members.</li> </ul>
<b>Meeting Notices, Agenda and Minutes:</b>	<ul style="list-style-type: none"> <li>• All persons on the WATT stakeholder's list will be invited to the first meeting by email.</li> <li>• Meeting dates and times, minutes and agendas will be posted on the WATT website.</li> </ul>
<b>Resources Available:</b>	<ul style="list-style-type: none"> <li>• Staff support, including meeting announcements, minutes</li> <li>• Meeting locations and equipment (LCD projector, etc.)</li> <li>• Appropriate refreshments</li> <li>• Other resources: as determined by the Action Team Co-Chairs</li> </ul>

# CHARGE TO THE ACTION TEAM

June 24, 2005



<b>Action Team Name:</b>	<b>SAFE PLACES</b>
<b>Purpose:</b>	<p>Increase the number of safe places for youth:</p> <ul style="list-style-type: none"> <li>• Develop a pilot program with a county school system using schools as a safe place; Include youth-driven programming to better ensure utilization of the safe place</li> <li>• Develop a Teen Center in Ypsilanti that provides youth-driven programming</li> <li>• Create activities that respect and respond to gender differences</li> </ul>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• A written two or three page program proposal suitable for recruiting community champions for the implementation phase</li> <li>• Action Team operations exemplify the five essentials: Caring Adults, Safe Places, Healthy Start, Marketable Skills and Youth As Resources</li> </ul>
<b>Due Date for Deliverables:</b>	<b>October 31, 2005</b>
<b>Co-Chairs:</b>	<b>Adult Co-Chair:</b> Geoff Baker, 663-2500, <a href="mailto:geoffbaker@bluehilldevelopment.com">geoffbaker@bluehilldevelopment.com</a>
	<b>Youth Co-Chair:</b>
<b>Support Staff:</b>	<p>Bob Tetens, 971-6337 x 328, <a href="mailto:tetensr@ewashtenaw.org">tetensr@ewashtenaw.org</a>          Denise Dalrymple, 973-4359, <a href="mailto:dalrymped@ewashtenaw.org">dalrymped@ewashtenaw.org</a></p>
<b>Membership:</b>	<ul style="list-style-type: none"> <li>• Membership is open to the community.</li> <li>• Special care should be taken to recruit and retain a diverse cross section of youth and adults members.</li> </ul>
<b>Meeting Notices, Agenda and Minutes:</b>	<ul style="list-style-type: none"> <li>• All persons on the WATT stakeholder's list will be invited to the first meeting by email.</li> <li>• Meeting dates and times, minutes and agendas will be posted on the WATT website.</li> </ul>
<b>Resources Available:</b>	<ul style="list-style-type: none"> <li>• Staff support, including meeting announcements, minutes</li> <li>• Meeting locations and equipment (LCD projector, etc.)</li> <li>• Appropriate refreshments</li> <li>• Other resources: as determined by the Action Team Co-Chairs</li> </ul>



## ACTION TEAM PROGRAM PROPOSAL CONTENTS

### Proposal Purpose:

The major deliverable is a brief program proposal - a 2 to 3 page description of the project and a one (1) page budget, if applicable. ***This initial proposal will be used to solicit a community champion and garner resources and/or ideas for moving the project forward.***

Action Teams may undertake more than one project, but each project will need a program description to help it move forward.

### Proposal Components:

- Description of the Project and Suggested Process including:
  - ✚ What is the situation you want to change and why?
  - ✚ Briefly describe the project goals, strategies and activities.
  - ✚ Provide a brief timetable for implementation.
  - ✚ How does it advance the five essentials (Caring Adults, Safe Places, Healthy Start, Marketable Skills, Youth as Resources)?
  - ✚ Who will benefit from this project and have the beneficiaries been involved in the planning process? Please describe.
  - ✚ Who are the current partners, what are their roles, and what other partners are needed?
  - ✚ What do you expect to be the major accomplishment(s) of this project?
  - ✚ What are the short and long term prospects for the project?
- Estimated budget for the project, if applicable (both startup and ongoing)
- Appendices (in addition to the program proposal) may include any additional references, suggested resources, etc.

**Due Date:** October 31, 2005



## **GUIDING PRINCIPLES for WATT ACTION TEAMS**

**WATT Action Teams will support the WATT essentials by promoting:**

- **Safe Places** – that provide age appropriate activities with appropriate adult support
- **Caring Adults** – who provide appropriate adult role models
- **Healthy Start** – drug and alcohol free, healthy lifestyles
- **Marketable Skills** - opportunities to learn essential skills
- **Youth as Resources** - youth are “at the decision making table”

**In order to actuate these principles, WATT Action Teams will:**

1. Utilize Youth as Co-Chairs in Action Teams and subcommittees.
2. Set meeting times and places where youth and community members are able to attend.
3. Recruit and support a diverse membership.
4. Respect diverse points of view.
5. Solicit feedback from the community.
6. Provide recommendations that support the WATT essentials.

## The Youth Advisory Council's Definitions of the Five Essentials February 2005

### **SAFE PLACES**

Healthy, clean place... where young people feel comfortable...where youth want to be and have fun...with activities and trustworthy adults

### **CARING ADULTS**

Supportive person who is respectful...who looks out for you as if you are their own...is always there...supports your growth....teaches/guides you about life

### **MARKETABLE SKILLS**

Skills that help you present yourself in the world....anything that helps you get hired...education and work experience....willingness and ability to learn...ability to work with others...personal demeanor – respectful, confident, positive attitude

### **HEALTHY START**

Promoting healthy behaviors...having physical and mental well-being...accessibility to mental and physical healthcare...avoiding substance abuse and other unhealthy behaviors...nutrition and access to healthy food choices...physical activity and access to recreation options...adopting a healthy lifestyle

### **YOUTH AS RESOURCES**

Using the voice and ideas of youth for community planning and decision-making...involving youth in community service...offering opportunities for youth to contribute

## **WATT Youth Summit - April 30, 2005**

### **'High Vote' Opportunities**

#### **Safe Places....Caring Adult....Marketable Skills.. ..Healthy Start...Youth as Resources**

1. **Treat youth as equals** (21 votes)
2. Create a **Ypsi Center** for teens (16 votes)
  - Like the Neutral Zone
3. Provide internships (paid and unpaid) /job shadowing with caring adults (15 votes)
4. Increase funding of safe places (13 votes)
  - Community needs to value safe places
5. Provide outreach to get more **diversity in AP classes** (12 votes)
6. Increase the **number** of safe places (11 votes)
  - In rural areas and in Ypsilanti
  - Find existing locations and make them safe
  - Safe place = youth centered place with lots of activities, games and just hang-out areas; well-supervised and structured and focused on teens
  - Location is key, within walking distance of residential areas
  - Involve youth in creating and designing safe places
7. Get mentors for transition from middle to high school and mentors for getting kids exposed to their career choices (9 votes)
8. Provide **life skills training** both in schools and outside of school. (8 votes)
9. Create **bus routes** from schools to activities (7 votes)
  - Free with school ID card
  - To bowling, movies, Neutral Zone, recreation centers
10. Create non-competitive, **recreation sports** for high schoolers, just for fun (7 votes)
11. Connect kids to **jobs** better [i.e., Washtenaw County Monster.Com for teens] (5 votes)

## **WATT Community Forum - May 18, 2005** **'High Vote' Opportunities**

1. Build **transportation** opportunities county-wide (partnerships, etc.) *(52 votes)*
2. **Treat youth as equals** *(36 votes)*
3. Create an **Ypsilanti Center** for teens *(31 votes)*
4. Increase the **number of safe places** *(28 votes)*
5. Increase **funding of safe places** *(26 votes)*
6. Provide **mentors** *(24 votes)*
7. Provide **life skills training** both in schools and outside of school *(15 votes)*
8. Provide **internships** and job shadowing with caring adults *(13 votes)*
9. Provide outreach to get more **diversity in AP** classes *(4 votes)*
10. Create **non-competitive recreation** for high schoolers *(4 votes)*
11. Connect kids to **jobs** better *(4 votes)*

## **WATT Community Forum - May 18, 2005** **Community Priorities for Youth Development**

- Increase the number of Safe Places/ Create a teen center in Ypsilanti
- Increase the funding of Safe Places
- Treat youth as equals
- Build transportation opportunities county-wide
- Provide mentors; provide internships and job shadowing with caring adults