

Youth Leadership Program - Activity Outline

Youth Leadership Program:

1. *Food Leadership Advisory Group*
2. *Youth Summer Crew*
3. *Youth Fellowship*
4. *Conferences & Opportunities for Youth*

In 2022, the YLP team will focus on furthering the development of each of the Youth Program's elements as a pipeline for youth engagement with GVI. This will be done by reimagining FLAG as a space for GVI & Partners to engage with youth and introduce Food Justice related themes.

Basic Seasonal Breakdown:

1. **Winter** - FLAG & Fellowship time, time for connecting with Food Leaders post Summer Youth Crew, time to secure donations for the program, time to go to conferences with youth in and outside of BPT so they have a bigger sense of what GVI/social justice are all about. Potentially time for Academic Internships with YLP (Youth Leadership Program). Good time to reach out to slow-moving orgs and donors (like the city for bus passes). Be a face in the community, with partners (the alliance with Grow Windham, Fresh New London, GrowHartford), connecting with schools for recruitment, and connecting with other Youth Programs to ground your work in what's happening regionally! This is the time to review and decide the Summer Youth Crew curriculum and incorporate feedback from the previous summer.
2. **Spring** - FLAG time - get graduates amped for the coming summer and looped in as visitors, it's time to get your documents, timelines, and plan together for the Summer. Start as early as possible such as February, and latest March. Time for Academic Year Internships with YLP (Youth Leadership Program) youth. Recruitment and prep for summer take up a majority of time. Plan to get everything squared away early so shifting timelines don't hurt you! Look at data collection systems and make updates - Algorhythm, (Social emotional intelligence), pre and post surveys, (farm knowledge), do more fill in bubbles, for reading and writing. Create ideas for inspiring problem-solving and critical thinking in youth. Be a face in the community, such as attending (Juvenile Justice Task Force Meetings), connecting, connecting with partners (Two Coyotes, Make the Road, and BuildOn), connecting with schools for recruitment, and connecting with other Youth Programs to ground your work in what's happening regionally!
3. **Summer** - Summer Youth Crew time. There is little available time for focusing on much outside of the day-to-day running of the program for 40+ hours a week. (June 21 - August 13 in 2022) Use check-in time effectively and make sure to update binders, talk through feedback for youth and track each individual youth's performance for optimal growth. Make sure data collection doesn't slide - Pre & Post Surveys, Algorhythm, and youth feedback are all vital. Gratitude to youth & partners is also vital during this season. The summer is the busiest time, and this program is integral in building food leaders in the community.
4. **Autumn** - Reflection & Collection - time to go through the data collected and resume FLAG. This is a vital time to reflect on the season, identify how staff needs to grow and resources they will need to continue the program's growth. It's also the time to get your energy up to keep youth involved, whether they just graduated or previously - FLAG is the connective tissue and this is a good time to flex your love for past participants so they don't forget about us as they grow! It's also the time to create a data report and narrative of the summer to officially "close" the program and gear up for the winter. Make sure you take time to relax and celebrate!

Acronyms:

FLAG - Food Leadership Advisory Group

YLP - Youth Leadership Program

YF - Youth Fellows

SYC - Summer Youth Crew

BPS - Bridgeport Public Schools

Basic Monthly Breakdown:

June

Overview: Youth Summer Crew program begins at the end of the month as soon as BPS ends. This is time to finish interviewing and hiring youth as well as shore up any loose ends and get settled and centered before the program begins. *would not suggest making programmatic changes now*

Basic Activity Outline:

- *Youth Summer Crew:* Hiring should finish by the first week of June so youth can be updated and have enough time to prep for the season
- *Communication:* Send out first email to hired Youth Summer Crew - welcome, rules & expectations, weekly calendar, Standards & Violations, W-4, I-9, Direct Deposit, etc. ALGORHYTHM (hello insight) should be completed by all youth BEFORE THEY BEGIN WEEK 1 which can be done via online link. Binders should be complete for each participant with materials.
- *GVI Team:* This is when YLP staff get geared up this month - set communication agreements between staff, set times for going through binders, expectations on time, integrity, and time off. Staff backup plan in place in case someone on the YLP team is not feeling well*Unless you have a wedding, or an emergency, this is not the time to schedule a vacation*
- *Prep:* This is the time to review your weekly and daily plans for the Youth Summer Crew participants, not everything should be predicted, but everything should be written out so it is easy to transfer activities between days and you can spend less time rushing into planning and more time reflecting on the program and connecting with youth. This includes having icebreakers planned, discussion topics & questions ready for when you need them. You can consult the Food Project's guide.
- *GVI Data Collection:* Pre-Surveys for youth should be edited and proofed (put past the Farm Manager) before going to print one week before the program begins. Post- Surveys should be completed when Pre-Surveys are completed. Make sure the digital surveys make sense once printed.
- *SWAG:* Last minute donations for beginning SWAG for youth - water bottles, hats, T-SHIRTS!, etc should be secured.
- *Food:* Lunch procurement (volunteers) should be complete one week before the program begins. If there is any empty day, this is the time to make sure GVI knows which days are being covered and where the order is coming from. Keep track of and file all receipts and reimbursements!
- *FLAG:* No official FLAG this month, however consider a youth volunteer day at the farm

July

Overview: Youth Summer Crew operates every week of this month! You will have time for nothing else!

Basic Activity Outline:

- *Summer Youth Crew:* This is when YLP staff are running the Summer Youth Crew program. YLP staff should be onsite at 7:00 -7:30 every AM and have all items, instructions, prepped for the day and be ready to greet youth on arrival each morning. Youth will come earlier than expected.
- *Performance Review:* Week 4 is a good time to mid-summer perform performance review with the youth- time set aside for staff to sit with each youth individually to talk about their strengths and room for growth, BE HONEST!!!! Arrange with other GVI team members or volunteers well ahead of time to be on site on those days to help keep youth on task so you can focus your energy on check in's.
- *Graduation Plans:* Review "graduation" plans - who will be invited, do you have a poster made for youth to share, how will the "graduation" day unfold, have you secured SWAG for them to take home, are their certificates on Canva updated, do you have gifts for returners and youth that are officially aging out of the program?
- *Youth Fellowship:* Fellows co-lead workshops & provide project updates to Summer Youth Crew
- *FLAG:* No FLAG this Month

August

Overview: Youth Summer Crew graduate in the second or third week of this month. This is a good time for final check ins to track growth with youth, keep them updated on any program changes coming, such as a change of staff, get them clear on what FLAG is and release a FLAG calendar of topics that will entice them. Collect data at the end of the program.

Basic Activity Outline:

- *Summer Youth Crew:* This is when YLP staff are running the program. YLP staff should be onsite at 7:00 -7:30 every AM and have all items, instructions, prepped for the day and be ready to greet youth on arrival each morning. File all receipts and reimbursements!
- *Wrap Up:* Balance and manage the budget for the youth program for the rest of the year which is until January. Write thank you cards for all the volunteers and those who donated lunch, have the youth sign them.
- Clean up youth program binders, shelves at the farm, and at the office so they are ready for next year
- *Youth Fellowship: Presentation on impact project update, generate interest from Summer Crew about joining the Fellowship*
- *FLAG:* No FLAG this Month, planning for Sept. - April FLAG
- *Graduation Plans:* Review "graduation" plans - and give flyers out to the youth. Contact their recommendation letter writers, call parents, and family friends. Have youth sign up for a community potluck, and determine what everyone is bringing. Prepare gift bags and have them ready before the big day!
- *Data Collection:* Complete Algorythm (hello insight) Post-Test and bring a laptop to the farm for youth to complete if they did not do them at home. Review and print Post Surveys for farm knowledge and have the farm manager review before printing.
- *Clean:* Clean up youth program binders, youth program shelves at the farm, and at the office so they are ready for next year!

September

Overview: Post Youth Program, time to connect with youth as they begin school, get into the swing of creating a conference schedule for the fall/winter/spring and get youth signed up for those. Collect feedback from the program, create a list of suggestions and lessons learned from this year's program. Begin to assist the Farm Manager with Harvest Fest, continue to do farm work to help the farm team.

Basic Activity Outline:

- *Youth Fellowship:*
- *FLAG:* Host FLAG Meeting this month! It's important to get youth enrolled right away and transition from summer youth crew to alumni.
- *Communication:* Regular interactions with youth in between FLAG - text, email, volunteer opps, events (Harvest Fest) and write newsletters monthly to let them know about current happenings
- *Connection:* Be a face in the community for GVI/YLP by attending youth-related events and reconnect with other Youth Programs and the Youth Alliance
- *Data Collection:* Continue inputting and analyzing Pre & Post Survey, Algorithm, Youth and Staff feedback. Start to prep a Youth Program Report for GVI - it should be easily read and understood by others as to how the season changed from previous years, what worked, changes you would make and suggestions for growth. This report should include measures farm knowledge, leadership skills, and Social Emotional Intelligence and any other trends observed, or variables reported. (Ex. At risk youth took on much more time and attention, less time and attention spent with youth that were determined middle of the road.)

October

Overview: Post Youth Program, time to connect with youth as they begin school, finalize schedule for the fall/winter/spring conferences and connecting opportunities and get youth signed up for those. Finalize report of feedback from program, create list of suggestions and lessons learned from years program. Assist Farm Manager with Harvest Fest, continue to do farm work to help farm team wrap up for season

Basic Activity Outline:

- *FLAG:* Host FLAG Meeting this month
- *Harvest Fest:* Get youth to volunteer at Harvest Fest and be part of the welcoming and celebration of the season - they should feel like leaders at the event!
- *Connection:* Be a face in the community for GVI/YLP by attending youth-related events and reconnect with other Youth Programs and the Youth Alliance
- *Communication:* Regular interactions with youth in between FLAG - text, email, volunteer opps, events - get them a schedule of upcoming events (with GVI and with other orgs, conferences etc) and plan transportation.
- *Data Collection:* Continue to prep a Youth Program Report for GVI - use this FLAG meeting for youth input on program, showing the growth of the program over the years based on feedback (important to message that all feedback does NOT make it into the program, we make small changes based on a lot of factors, but that does not mean their input isn't valued or recorded for the future!)

November

Overview: Begin taking youth to conferences/connecting events. This may also be time to start Academic Year Internships (AYI) if they're available through GVI. Using your October Report on the previous Youth program, this is time to start collecting input from FLAG and previous Food Leaders about their experience (they've had time to reflect too) and start collecting their input, and thinking about changes to make to next year's workshop and farm curriculum. This is also a good time to identify needs of Youth Staff - trainings, etc.

Basic Activity Outline:

- *FLAG:* Host FLAG Meeting this month
- *Data Collection:* Complete and submit Youth Program Report for GVI - it should be easily read and understood by others as to how the season changed from previous years, what worked, changes you would make and suggestions for growth. Report on your program budget and what is left for the rest of the fall/winter budget.
- *Connection:* Work with other youth programs & partners to begin getting youth to other events around BPT & state
- *Communication:* Continued regular interactions with youth - communicate back about their feedback on program and how that influenced your report!
- *Academic Year Internships: (unclear timeline, as based on funding)* Begin to create outline of AYI objectives, youth hiring plan, assemble a handout for youth, update timesheets, schedule your time for communications, data entry, data collection (from youth on their experience), and create communication expectations for partners you may work with on AYIs. This is a transition time from summer to fall/winter youth programming and employment.

December

Overview: Take youth to conferences/connecting events. Help Farm Team with the Tree Lighting event and be responsible for getting youth to the event, getting them to volunteer & making sure they connect to this event and how it connects to their work from the summer season. Usually college-aged Food Leaders are home this time of year and this is a great time to get them back for FLAG and have a celebration so they can meet new youth / reconnect with their GVI fam. Start looking out for long-term funding or donation opportunities. Academic Year Internship supervision. Start to think about goals from the youth and the previous summer, and look to connect with partners about similarities in their programming and how they accomplished them.

Basic Activity Outline:

- *FLAG:* Host FLAG Meeting this month - more celebratory!
- *Communication:* Continued regular interactions with youth, especially youth who are college-aged and home!!!!
- *Connection:* Work with other youth programs & partners to begin getting youth to other events around BPT & state
- *Academic Year Internships: (unclear timeline, as based on funding)* Blast out info on AYI, begin hiring process and send handout for youth to them with schedule
- *Brainstorming:* Begin to write down things that you've noticed while reading through summer youth crew narrative from the previous year, and what you plan on tackling in the spring. This is a good time to look at what other programs are doing when bringing your youth to conferences or programming.

January

Overview: Take youth to conferences/connecting events. Usually college-aged Food Leaders are home this time of year and this is a great time to get them back for FLAG and have a celebration so they can meet new youth / reconnect with their GVI fam. Start looking out for long-term funding or donation opportunities. Academic Year Internship supervision.

Basic Activity Outline:

- *FLAG:* Host FLAG Meeting this month
- *Connection:* Work with other youth programs & partners to begin getting youth to other events around BPT & state
- *Academic Year Internships: (unclear timeline, as based on funding)* Blast out info on AYI, begin hiring process and send handout for youth to them with schedule
- *Procurement:* Good time to reach out to slow-moving orgs and donors with clear asks (like the city for bus passes)
- *Budget:* Get clear on how much money you have to run program this coming year - budget it out carefully as you can't pay every speaker, or go on field trips everywhere
- *Academic Year Internships: (unclear timeline, as based on funding)* Hire on youth, make sure to schedule extra time for long check ins, transporting youth and troubleshooting
- *Hiring Plan:* Get your YSC hiring plan into place - outline it with GVI team, contact partners, start putting out docs and media for the hiring process - earlier the better

February

Overview: Academic Year Internship supervision. Continue looking into curriculum development for Summer Youth Crew whether that be consulting the Food Project Guide, attending conferences, or visiting other youth programs. This is an essential time to plan and make programmatic (schedule) or curriculum changes if need be. This is also the time to begin working on recruitment and reviewing the application for 2019.

Basic Activity Outline:

- *FLAG:* Host FLAG Meeting this month and focus on feedback about Summer Youth Crew feedback
- *Connection:* Work with other youth programs & partners to begin getting youth to other events around BPT & state
- *Academic Year Internships: (unclear timeline, as based on funding)* Blast out info on AYI, begin hiring process and send handout for youth to them with schedule. Get AYI Started.
- *Procurement:* Good time to reach out to slow-moving orgs and donors with clear asks(like the city for bus passes)
- *Budget:* Get clear on how much money you have to run program this coming year - budget it out carefully
- *Academic Year Internships: (unclear timeline, as based on funding)* Hire on youth, make sure to schedule extra time for long check ins, transporting youth and troubleshooting
- *Hiring for YSC:* get the media, hiring docs, interview schedule, timeline, into place now, don't wait. Schedule time to check in with schools and partners. Schedule time in your schedule from Feb going forward to return partner, parent and youth calls about hiring.
- *Curriculum:* Touch base with partners for season's workshop and curriculum.
- *Recruitment:* Look through Summer Youth Crew application for 2018 and make edits for 2019. Have paper and digital application ready, to go out the first week of March. Make a list of community partners to reach out to and attend.

March

Overview: Academic Year Internship supervision and beginning work on the farm. Getting as much exposure to the farm as you can before the Summer Youth Crew starts is helpful to familiarize yourself with the farm, and farm tasks so that you can facilitate the instructions from the farm manager during the program.

Basic Activity Outline:

- *FLAG: Host FLAG Meeting this month*
- *Farmwork: Be ready to put in time with seeding, etc based on Farm needs*
- *Academic Year Internships: (unclear timeline, as based on funding) AYI rolling. Weekly supervision & events?*
- *Procurement: Finalize donations w/ slow-moving orgs and donors with clear asks (like the city for bus passes)*
- *Budget: Finalize your budget with Youth Team for rest of AYI, needs of YSC, and FLAG*
- *Hiring for YSC: Hitting the pavement, get entire GVI team on board with specific ways to get word out. Don't procrastinate. Schedule time to check in with schools and partners.*
- *Curriculum: Finalize curriculum schedule - run it by FLAG for approval and make sure it's in line with program and GVI goals*
- *Recruitment: Send application to community partners, print to hand out at FLAG for alumni to apply, and also for youth to hand out.*

April

Overview: This is a good time to think about not only the summer ahead, but the next steps for after the program ends - formulate a list of FLAG topics for after this upcoming program so that you won't be rushed in August. Start securing the workshop speakers who you reached out to in March - give them days, times, expectations for working with our youth. If you plan on reaching out to Artists for the art workshop, make sure you coordinate with the farm manager about what could be done to beautify the farm so the art projects make sense. Start preparing Youth Binder info and handouts as well as beginning confirmation of donations for SWAG for Summer Youth Crew. Outline the Week 1 Orientation Checklist that MUST be covered in first days // list of forms that NEED to be signed & returned which includes. Continue Academic Year Internship supervision. You will also begin getting the word out about lunch donations for the SYC.

Basic Activity Outline:

- *FLAG: Host FLAG Meeting this month. Consider a work day on the farm!*
- *Academic Year Internships: (unclear timeline, as based on funding) Blast out info on AYI, begin hiring process and send handout for youth to them with schedule. Get AYI Started.*
- *Procurement: Reach out to board members, volunteers, community members, and gardeners about lunch donations in conjunction with Cristina and an intern*
- *Budget: Get clear on how much money you have to run program this coming year - budget it out carefully*
- *Academic Year Internships: (unclear timeline, as based on funding) Hire on youth, make sure to schedule extra time for long check ins, transporting youth and troubleshooting*
- *Hiring for YSC: get the media, hiring docs, interview schedule, timeline, into place now, don't wait. Schedule time to check in with schools and partners. Schedule time in your schedule from Feb going forward to return partner, parent and youth calls about hiring.*
- *Curriculum: Complete and finalize curriculum.*
- *Recruitment: Continue following up with teachers, community partners, guidance counselors, etc to get the word out about the program.*

May

Overview:

Finalize FLAG topics for after this upcoming program so that you won't be rushed in August. Wrap up Academic Year Internships. Finish working on SYC SWAG, have templates made for SYC participants, and have a plan for the graduation celebration. Confirm all lunch donations in coordination with Cristina and interns, and finish recruiting at the beginning of may, and and begin scheduling interviews in mid may. All the Summer Youth Crew Participants should be hired by the first week of June.

Basic Activity Outline:

- *FLAG: Host FLAG Meeting this month, it's the final FLAG meeting until August!*
- *Connection: Work with other youth programs & partners to begin getting youth to other events around BPT & state*
- *Academic Year Internships: Wrap Up.*
- *Procurement: Have SWAG confirmed and Lunch donations confirmed for the summer.*
- *Budget: Buy whatever supplies may be needed for summer youth crew i.e. binders, sunblock, etc.*
- *Academic Year Internships: (unclear timeline, as based on funding) Hire on youth, make sure to schedule extra time for long check ins, transporting youth and troubleshooting*
- *Recruitment: Wrap up hiring process by mid- may. Set a date that applications are due and stick with that date. No extensions or late applications. Schedule interviews with eligible youth for end of May so entire process is wrapped before June.*

Non-Exhaustive List of Resources -don't forget Drive for extra info: (VO, add links)

Make copies if you edit these templates, so originals exist

FLAG & Schedule

Monthly Notes/Youth Team Feedback

Meals/Donated Lunches Doc

[FLAG Mission \(incorporated in 2016\)](#)

Academic Year Internships

[Academic Year Internship Timesheet 2018](#)

[Academic Year Overview 2018](#)

[Academic Year Internship Schedule - FEB](#)

[More information on 2018 Academic Year Internships](#)

Vital Summer Youth Crew Information & Docs

[2018 Weekly Schedule](#)

Pay Schedule

How Paychecks Work - Handout

Communications with Youth

[Template Newsletter Send-Out for Youth via email/FLAG](#) > Monthly + text

Summer Youth Crew Binders

Emergency Information

Food Leader Certificate Breakdown / Grading Sheet

Emergency Resources around BPT

Standards & Violations

Lessons Learned: History in the Youth Program:

EA's 2015-2018 leave-behind thoughts

VO's 2017 -2018 leave-behind thoughts

[RP's 2016-2017 leave-behind thoughts](#)

[NH's 2015-2016 leave-behind thoughts](#)

[2016 Youth Program Structure Report](#)

[EA Feedback on 2015/2016 YLP Summer Youth Crews](#)

Youth Data

[Folder of 2016 Exit Survey Data](#)

Partner Information:

Funders

Youth Program Alliance

Juvenile Justice Task Force

Places we Recruit From: