

GUIDELINES

The purposes of the Youth Recognition Program (YRP) are to encourage academic achievement, positive behaviors and service learning among student residents in grades three through twelve. Students pledge to strive for good grades, maintain a good school attendance record, and display positive behavior both in and out of school. YRP participants also agree to participate in one group fundraising activity and one group community service project per year. Participation is limited each program year. Site applications will be accepted on a first-come, first-serve basis.

In order to participate in the YRP, a site must designate someone to serve as the program coordinator. The YRP Coordinator will work with the Community Programs Representative to ensure the success of the program on-site by overseeing its daily administration and implementation. Responsibilities may include, but are not limited to, recruiting resident participants; collecting and submitting student and mentor applications; and planning the “kick-off”, fundraiser, and community service events.

To promote the program, CAHEC will sponsor a “kick-off” event to introduce participating parties, review program expectations, schedule preliminary progress assessment appointments, and establish dates and ideas for the fundraiser and community service projects. Upon receiving the YRP application, CAHEC will provide funds for the “kick-off” event, up to \$5 per person including YRP students, parents, mentors, the Community Programs Representative, and site management.

Mentors are a significant aspect of the program. Sites are required to recruit volunteers who agree to provide guidance, encouragement, and support to students participating in YRP. Specifically, mentors must commit to meeting regularly with his/her students to evaluate each student’s progress. Volunteers interested in serving as a mentor must complete a Mentor Application and submit a background check. Assigned by the YRP Coordinator, a mentor will work with a maximum of three (3) students. Mentors are also required to attend a one-hour orientation.

YRP participants, with guidance and input from the YRP Coordinator and mentors, determine the fundraiser and community service activity. The purpose of the fundraiser and community service requirement is to help participants develop leadership and teamwork skills as well as encourage a sense of empowerment among youth residents. At a minimum, each student must contribute 10 hours to the community service project. All money earned during the fundraiser, up to \$100 per student, is to be held in escrow and distributed evenly among the YRP youth to be used as personal spending money at the year-end recognition event. Anything above \$100 per student can be used by the site to host an event honoring the participants or to augment the kickoff for the next program year.

CAHEC rewards students who fulfill their part of the “contract” by funding a recognition event at the end of the school year. The location and length of the event is subject to funding availability and will be coordinated by CAHEC. All sites attend the recognition trip, which CAHEC will announce at midyear. CAHEC provides funding for meals, transportation, lodging, and attractions. The YRP Coordinator is required to recruit adult chaperones to attend the trip. Attendance at the year-end recognition event is *not* a mandatory component of program completion.

In addition to funding a year-end recognition trip, youth participants in grades 6-12 are eligible to participate in “Dollars for A’s”. This replaces the scholarship component that was a part of the program for 2003-2006. (Please note that students who earned these scholarship contributions are still eligible to receive them. Please contact the Community Programs Manager for more information.) At the end of each school year, students will receive a savings bond worth \$50 for each “A” they receive as a final class grade. The savings bond will be sent to the parent/guardian with an accompanying letter encouraging the funds to be used towards post-secondary educational assistance.

RESPONSIBILITIES

CAHEC

- Train Community Programs Representative and YRP Coordinator to administer the program
- Provide program forms and marketing materials
- Manage YRP scholarship funds
- Provide funding for YRP “kick-off”, year-end recognition events, and “Dollars for A’s”
- Provide payment of scholarship funds directly to the post-high school educational institution of the participant’s choice for 2003-2006 program participants
- Conduct annual on-site evaluation of YRP

YRP COORDINATOR

- Recruit students, and mentors
- Complete and submit site application
- Review, assist in completion of, and collect YRP student and mentor applications
- Train and assign mentors to students
- Organize and conduct kick-off event and fundraiser and community service projects
- Ensure that meetings between mentors and students take place throughout school year
- Recruit adult chaperones for recognition event
- Submit all paperwork to CAHEC
- Complete and submit annual evaluations and provide regular updates of YRP participation

MENTOR

- Complete and submit Mentor Application
- Attend one-hour Mentor orientation
- Meet with assigned student(s) at least four times throughout school year
- Complete and discuss with student(s) the Progress Assessment forms
- Attend all YRP events, whenever possible
- Provide completed Progress Assessment forms to the YRP Coordinator
- Serve as year-end recognition trip chaperone, whenever possible

STUDENT

- Complete and submit YRP application
- Complete all program requirements

PROCEDURE FOR IMPLEMENTATION

1. CAHEC conducts a training session with Community Programs Representative
2. Community Programs Representative recruits YRP coordinator, students, and mentors
3. Students and mentors complete and submit applications to YRP coordinator by August 15
4. YRP coordinator submits *complete* site application to CAHEC by September 1
5. CAHEC sends YRP packet to site
6. YRP coordinator trains mentors
7. YRP coordinator hosts “kick-off” event
8. Mentors and students meet throughout school year and complete Progress Assessment forms
9. YRP coordinator plans and conducts fundraiser and community service activities.
10. YRP coordinator submits all required paperwork to CAHEC by June 1
11. CAHEC provides funding for year-end recognition event and “Dollars for A’s”
12. Year-end event is attended by students and adult chaperones