

We are rooted in a belief that assumes that all youth, adults and families have strengths that can and should be developed. The core of the Youth Initiative model is to create vibrant adult volunteer opportunities, engage middle-school youth in positive activities, and sustain a partnership with the youth's family.

# Youth Outreach Initiative

Second Presbyterian Church,  
Chicago, Il

Program Goals and Policies

June 2013

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## **SECOND PRESBYTERIAN CHURCH YOUTH INITIATIVE**

### **Our Vision**

To provide a range of positive group interactions which promote and develop healthy, non-violent choices and relationships amongst intergenerational community members.

### **Mission**

To engage, motivate and support Chicago youth in reaching their full potential as healthy and well-rounded individuals who contribute positively to the community.

### **Objective**

To create a structured environment for our community adult volunteers and middle-school youth that will involve fun physical activities, promote and develop better coping behaviors and relational well-being, and encourage creative and positive self-expression.

### **Our Values**

In so doing, we value...

- Non-violence (Conflict resolution)
- Healthy life-style choices (better food choices, Sports activities, etc.)
- Respect (Fair-play)
- Teamwork
- Creative self-expression

### **Partnerships**

- We believe our volunteers and church members are our strength
- We Collaborate with community partners serving youth
- We Connect each child to a larger sense of family
- We Support families when the stresses of life become problems
- We Connect each child to a sense of community

### **Our Commitment**

The **YOUTH OUTREACH INITIATIVE** program will report measured outcomes and benchmarks every three months (i.e., quarterly), including but not limited to:

- Number of participants
- Topics of conversation
- Focal activity(s)
- Growth and development of the volunteers and program(s)
- Areas for improvement: Concerns, issues, joys

**Youth Outreach Initiative Advisory Board (“YOIAB”).** YOIAB is an advisory group of volunteers who have been members or Friends of the 2<sup>nd</sup> Presbyterian Church for six-months or more. Their role is to represent and mentor the all-adult volunteers, and assist in policy making, fundraising and program planning. They will facilitate the bi-monthly volunteer support events. The YOIAB members are happy to answer questions. Feel free to approach a member (Alison Casey, Abiola Kalejaiye, Graham Pommerehn) or contact them through Pastor Neff.

## Activities

### 1. GYM PROGRAM---LIVE FIT



#### Objective

To expose and connect youth to a variety of physical activities that will contribute to an active lifestyle, positive use of leisure time, and healthy physical and verbal self-expression and self-awareness.

Our **LIVE FIT** Program will include both males and females, supervised and guided by adult mentor volunteers, who will facilitate full participation of all youth in all activities.

Our **LIVE FIT** Program caters to youth between grades 4<sup>th</sup>-8<sup>th</sup> and is designed to encourage healthy physical competition, positive body image and better relationships between boys and girls. The program will be offered in two six-week sessions, and will divide youth into two age-and skill-appropriate groups, of up to 25 youths per group.

All **LIVE FIT** activities will be structured to ensure that all safety requirements are met including consideration of each participant's readiness for the activities based upon age, skill level and physical condition.

*Healthy Food-of-the-Day* circle time will introduce youth to a donated sample of a fresh, healthy food that the youth may not have been exposed to before, and to offer suggestions on how to rework commonly-eaten snacks into a more healthful option.

*Circle Time Conversations* will include: team building – self-discovery – personal appearance – conflict resolution – community building – personal relationships – healthy habits – personal finances – educational planning – bullying prevention

<b>LIVE FIT Program Schedule</b>		
Each two-hour LIVE FIT session will consist of:		
5-10 minutes	<b>Opening Circle</b>	Opening thought or prayer
45 minutes	<b>Sports</b>	Instruction and practice opportunities
15 minutes	<b>Middle Circle</b>	One-minute health lesson, discussion, <i>Healthy Food-Of-the-Day</i> sampling
45 minutes	<b>Sports</b>	Switch activities
5 minutes	<b>Closing Circle</b>	Inspirational thought or motivation
5 minutes	<b>Sign-out</b>	Clean up, sign out

Day of the Week	Time	Youth Age/Grade
Saturday	10:00 a.m. – 12:00 noon	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup>
Saturday	1:00 p.m. – 3:00 p.m.	7 <sup>th</sup> /8 <sup>th</sup>

## Our Focus

- All participants will fill out a Health and Fitness Risk Management assessment.
- Written policies are available outlining procedures for accident prevention, management of injury situations, reporting and notification of parents/guardians in the event of an emergency.
- All parents must sign a registration form and informed consent.
- All students will sign a code of conduct or character agreement.

### Code of Conduct

- a. Respect yourself and others
- b. No fighting, no swearing, and no flags
- c. No showing of colors, no hand/gang gestures, and no signifying

### If a child violates the Code of Conduct

- a. Child will receive a verbal warning
- b. Child will receive counseling session
- c. Child will be considered for dismissal from program

- Adult volunteers will:
  1. Fill-out an application, submit references and undergo a criminal background check and Sexual Felony check
  2. Participate in a one-on-one interview with appropriate leadership
  3. Participate in mandatory group training event
  4. Sign a code of conduct and acceptance of Volunteer Handbook\*
  5. Participate in a bi-monthly group mentors' support session (for ongoing mentoring, training and support)
  6. Fill-out data sheet for each session to be used for benchmarking program success and outcomes measurement

### LIVE FIT Volunteer Needs and Costs

1. Adult volunteers (preferably male and female) to serve as coaches for each of two sessions (3 adults x 2 sessions)
2. Registration and sign-in adults
3. Healthy Food-of-the-Day volunteer to pick-up and prepare donated food, to research food benefits for discussion (1)

\*See excerpts from Volunteer Handbook on page 11 of this document

### LIVE FIT Program Budget

		Program Cost
Criminal background checks	\$20 x 20	\$400 one-time cost
Building Aid (1) (4 hours, every Saturday for 12 weeks)		\$480
Locked Cage for balls	\$150-\$320 x 1	\$300
Basketballs	\$10.50 each x 8	\$85
Volleyballs	\$10.00 x 8	\$80
Badminton Equipment	\$7.50 ea. racquet x 2	
	\$10/6 shuttlecocks	\$200
All-purpose Playground Balls	\$7.50 each x 8	\$60
Pinnies (vests to identify teams)	\$1.95 each x 25	\$50

First Aid Kit	2	\$100
Whistle	\$1.00 x 6	\$6
Sponges/zipper-closed sandwich bag		\$5
		<b>\$1,766**</b>

\*\*Prices from Gophersports.com

## 2. Community Building: FAMILY PROGRAM



### **Objective**

- To bring all families together to increase a sense of support and build a stronger network of community belonging
- To educate parents and children about the benefits of being a family unit
- To be sensitive to parents who might not be socially or economically stable
- To overcome discomfort and barriers to entering a church building

### **Goal**

Our **FAMILY PROGRAM** will provide a monthly meal and activity for children, adults and families to commune together, share in fellowship activities, and learn from inspirational speakers.

### **Values**

We believe that stable families are the foundation of any strong church, community or society. We believe that stable families create a secure environment for youth to find their place in the community and society.

### **Our Focus**

One night a month, Second Presbyterian Church will host a 90-minute fellowship-based, intergenerational event for parents and children. Starting with a shared meal, families and youth will be brought together to promote positive, familial interaction and fellowship, and participation in an educational program. During the first few meetings, volunteers will provide the food, beverages and dessert. Later, we hope to increase this event to become a shared potluck. We hope to provide a monthly presentation of lively topics of interest to adults and children in our **Thoughtful Living Series**.

A **Thoughtful Living Series** Volunteer Coordinator will suggest topics to the YIAB, and obtain a volunteer speaker or other resource (such as a DVD) to present a topic (one topic for each group: youth topic/adult topic), and start a group conversation following the presentations. The **Thoughtful Living Series** Volunteer Coordinator will also fill-out data sheet for each session to be used for benchmarking program success and outcomes measurement.

### **Thoughtful Living Series Topics**

- **Adult Topics:** Purposeful Parenting -- Wise Parents, Wise Kids (leaving a legacy of wisdom to your children) – The Challenge of Adolescence (preparing children for adolescence) -- 7 Surprising Ways to Save Energy (Dan and Julia Potter of Energy

Audits of Chicagoland) -- Becoming a *Locavore*: Eating Locally and Within the Seasons (and How to grow your own Container Garden)

- **Youth Topics:** Nutrition and Healthy Eating—Managing Stress—Saying No to Drugs—Saying No to Bullying-- Saying No to Gossiping—Saying No to Cheating In School—Developing Healthy Friendships-- Dating—Sexuality-- What To Do When Parents Are Fighting and Arguing—Moving to a New School—Staying Motivated in School

**FAMILY PROGRAM Volunteer Needs**

Cooks and Servers and Clean-Up Volunteers (3)

*Thoughtful Living Series* Volunteer Coordinator (1 or 2)

Building Aide (1) (2-3 hours, once per month)

**FAMILY PROGRAM Budget**

Paper napkins

Food

**Annual Program Cost**

\$20\*

\$150 - \$200

**\$170-\$220**

\*Assumes program will use cups, plates and eating utensils that will be washed and reused.

### 3. TUTORING PROGRAM



#### **Objective**

To promote academic excellence and intellectual curiosity and to foster pathways for success by positively influencing the perspective that elementary and middle-school children have towards learning.

#### **Goal**

Using adult volunteer tutors from the neighborhood and church, we will offer one-on-one tutoring two nights a week for up to 10 youths between 4<sup>th</sup> and 8<sup>th</sup> grades who demonstrate the potential but lack the ability to excel academically due to socio-economic factors.

#### **Values**

In so doing, we value:

- Providing youth with the stability of a trustworthy organization
- Providing a safe learning environment to build youth and volunteer participation in regular, weekly mentoring/tutoring sessions
- Increasing self-image/consciousness, self-confidence and self-motivation to seek higher goals.
- Being a consistent source of encouragement and positive interaction with the youth
- Interaction and support of and for other youth-focused agencies and the Chicago Public School System

#### **Focus**

- Facilitate 90-minute tutoring sessions, two nights per week, from Sept. – May
- Written policies are available outlining procedures for accident prevention, management of injury situations, reporting and notification of parents/guardians in the event of an emergency.
- All students will sign a code of conduct or character agreement.
- All parents must sign a registration form and informed consent.
- Adult volunteers will:
  1. Fill-out an application, submit references and undergo a criminal background check and Sexual Felony check
  2. Participate in a one-on-one interview with appropriate leadership
  3. Participate in mandatory group training event
  4. Sign a code of conduct and acceptance of Volunteer Handbook\*
  5. Participate in a bi-monthly group mentors' support session (for ongoing mentoring, training and support)

\*See excerpts from Volunteer Handbook on page 11 of this document



6. Fill-out data sheet for each session to be used for benchmarking program success and outcomes measurement

### **TUTORING PROGRAM Volunteer Needs**

Adult Tutors (10)  
Tutoring Coordinator (1) (can also serve as a tutor)

### **TUTORING PROGRAM Budget**

Building Aide (1) (2-3 hours, 2 nights per week)  
End-of-the Year Banquet/Party  
Resources for skill building

### **Monthly Program Cost**

\$320 month  
\$200  
\$100

**\$620**

#### 4. ARTS PROGRAM: Fine Arts, Music, Ethics (F.A.M.E.)



##### **Objective**

To develop opportunities for creative and artistic expression for middle-school age youth.

##### **Goal**

- To help students write their own drama and music
- To produce plays and perform music concerts for the larger community

To expose and connect youth to a variety of creative activities that will contribute to positive, creative expression and positive use of leisure time.

Our **F.A.M.E.** program will include both males and females, supervised and guided by adult mentor volunteers, who will facilitate full participation of all youth in all activities.

Our **F.A.M.E.** program caters to youth between grades 4<sup>th</sup>-8<sup>th</sup> and is designed to encourage creative expression between and amongst boys and girls. The program will be offered once per week in 8-week sessions of up to 12 youths per group.

All **F.A.M.E.** activities will be structured to ensure that all safety requirements are met including consideration of each participant's readiness for the activities based upon age and participation readiness.

##### **Focus**

- Recruit graduate students from Roosevelt, Columbia and DePaul to serve as program leaders
- Written policies are available outlining procedures for accident prevention, management of injury situations, reporting and notification of parents/guardians in the event of an emergency.
- All students will sign a code of conduct or character agreement.
- All parents must sign a registration form and informed consent.
- Program Leaders will:
  1. Fill-out an application, submit references and undergo a criminal background check and Sexual Felony check.
  2. Volunteers will be trained in first-aid
  3. Participate in a one-on-one interview with appropriate leadership
  4. Participate in mandatory group training event
  5. Sign a code of conduct and acceptance of Volunteer Handbook\*
  6. Participate in a bi-monthly group mentors' support session (for ongoing mentoring, training and support)

7. Fill-out data sheet for each session to be used for benchmarking program success and outcomes measurement

\*See excerpts from Volunteer Handbook on page 11 of this document

**ARTS PROGRAM Volunteer Needs**

Program Leaders (2)

**ARTS PROGRAM Budget**

Building Aide (1) (2-3 hours, 1 time per week)

Supplies, etc. to be determined

**Monthly Program Cost**

estimated \$ 160 month\*

**\*To be determined once program is in final development stage**

## **Youth Initiative Policies and Procedures**

(Volunteers will be given a Volunteer Handbook which will outline all Youth Initiative Policies and Procedures)

### **Program Facility Space of 2<sup>nd</sup> Presbyterian Church**

- **LIVE FIT** programs will be held in the gym on the 2<sup>nd</sup> floor.
- **TUTORING** sessions will be held in the open space of Fellowship Hall or North Parlor.
- **Community Building: Family Program** will be held in Fellowship Hall.
- **F.A.M.E.** program will be held in the open space of Fellowship Hall or North Parlor.

### **Activities Outside of 2<sup>nd</sup> Presbyterian Church**

2<sup>nd</sup> Presbyterian Church Youth Outreach Initiative is a mentoring program (“Program”). All youth/adult volunteer contact must take place under the guidance and organization of 2<sup>nd</sup> Presbyterian Church Youth Outreach Initiative Advisory Board (“YOIAB”), the Session and the Pastor.

Any youth/adult volunteer who organizes activities or contacts a youth outside of the Youth Initiative Program is not sanctioned by the Program. If you have any contact or outside activities scheduled with youth in the Youth Initiative Program, 2<sup>nd</sup> Presbyterian Church is not liable for any accidents or incidents resulting from such contact/event. Contact Pastor David Neff with any questions regarding this policy.

### **Gifts**

2<sup>nd</sup> Presbyterian Church discourages tutors from purchasing major gifts or giving money to the youth.

### **Medications**

- Adult volunteers **MUST NOT GIVE ANY MEDICATIONS** to the youth. This includes prescriptions and over-the-counter medications, such as pain relievers, antacids, inhalers, vitamins, supplements, cold medicine, cough drops, etc.
- If a child feels too ill to participate, the adult volunteer will notify the Building Aid to call a parent/guardian.
- If a child has asthma, he may have an inhaler on him. This is okay to use.

### **Incidents**

If a child gets hurt or there is an unusual incident, an incident report will be written up and kept on file.

### **Emergencies**

- The adult volunteer should stay with victim(s), or remove them from the dangerous situation.
- Assign a person to either get the Building Aid or call 911.
- Get help from other adult volunteers.
- Guide a violent child to a safe area, away from others and equipment, OR, have the other adult volunteer remove the youth immediately.
- See exit procedures for a fire or other emergency.
- A practice fire drill will take place during the first month of the start of each program.

### Total Cost of Program

1. GYM PROGRAM: LIVE FIT	\$1766
2. Community Building: FAMILY PROGRAM	\$190
3. TUTORING PROGRAM	\$620
4. ARTS PROGRAM: F.A.M.E.	TBD
5. Overall Program Publicity	\$250
Total	<u>\$2,826</u>

### Anticipated Sources of Funding

- Donations from volunteers - \$190
- Donations from the Congregation - \$100 (to-date)
- Possible fundraisers
  - Car wash -- scheduled for 8-17-13
  - Bake sale
  - Barbeque
  - South Loop Architectural Walk (led by William Tyre)
- Applications for grants
  - Presbytery of Chicago
  - Other City of Chicago Youth Violence Grants
  - DePaul University's Irwin W. Steans Center for Community-based service learning (CbSL).
- Pentecost offering (40% of 2<sup>nd</sup> Presbyterian Church's offering): ~\$280