

Data Collection & Study Hillsborough County Youth Councils/Boards

**Conducted for the
Children's Board of Hillsborough County
Research conducted by
Adolescent Development Services**

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With recommendations and guidance provided by the
Youth Council Research Committee

June 2005

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Acknowledgements

The Data Collection & Study of Teen Council/Boards in Hillsborough County was conducted by Adolescent Development Services and funded by the Children's Board of Hillsborough County.

This study would not have been possible without the insight of the Children's Board of Hillsborough County and their Community Advisory Council, the Ad hoc Youth Council Research Committee and the youth advocates that participated in any of the three phases of this study.

We would like to recognize the Youth Council Research Committee as they participated in numerous meetings and contributed many hours to developing the research process.

Glenn Brown / Alex Furnari, Children's Board of Hillsborough County
Rebecca Heimstead, Mayor's Youth Corp, City of Tampa
Maria Esther Carillo, TICH Hispanic-American Inter-Cultural Workshop
Mike Trepper, MSW, National Conference for Community & Justice
Norrine L. Russell, PhD, the Ophelia Project Tampa Bay
Khaaiidah Muhammad, Federation of Families
Bobbi Davis, PhD, Tampa Metropolitan Area YMCA

We would also like to send a special thank you to all of the youth and their respective organizations for their wonderful ideas, enthusiastic participation and insightful input in our research.

Executive Summary

The data collection of youth councils and boards was conducted over a 3-month research period. The project was created as part of the feasibility in incorporating a youth component to the restructuring of the Community Advisory Council and discussion by the Children's Board to have youth representation and participation in implementing the CBHC's 0-8 initiative.

Research was conducted in 3 phases.

1. Identify youth councils in Hillsborough County
2. Survey council participants for best practices.
3. Hold a youth forum on teen councils to spark dialogue among various youths' experience.

With over 125 organization contacted, the resulting information and recommendations were created.

What would a successful county-wide youth council look like?

A successful county-wide youth council would consist of teens from various communities and neighborhoods throughout Hillsborough County. This group of youth would consist of individuals from varying demographics paying considerable attention to income, GPA, and cultural makeup. The YAC should represent Hillsborough County's varied demographics and perceived sub-cultures. The age range within the YAC would be 13-18 years of age. Length of allowable participation within the council would be until graduation from high school. Once a youth graduates they will be seen as advocates and still play a part as adult advocates.

Participant numbers would include 50-100 youth with youth from every area covering Hillsborough County. This can be either delineated by zip codes or neighborhoods within Hillsborough County. Out of the 50-100 youth, a leadership council or executive committee will begin to emerge and will serve in leadership roles. An adult advisor will serve as a support position to the YAC

and serve as liaison between 4 entities, the CAC, YAC, Children's Board and staff. The adult advisor will be a paid position.

YAC meetings will take place every month with sub-committee and executive meetings taking place more frequently. All YAC meetings will take place at the Children's Board with sub-committee and executive committee meetings taking place at various community locations throughout the county. A formal meeting structure will be used but will be informally followed. Recruitment will take place at 3 specific locations per community. These locations include; middle or high schools, religious institutions, youth serving community based organizations. Terms of service for leadership positions within the council would be staggered 1 year terms.

The application process would include an application along with 1 letter of recommendation and essay as to why they would like to participate in the council. There would be an interview process conducted, initially by the adult advisor and then by youth council members. Leadership training and development workshops would be a key component to the YAC. And communication would be done through all mediums.

The council mission would revolve around 3 objectives: 0-8 initiative programs, community service projects, and character development. In order to supply a foundation for youth council members to execute 0-8 programming, training will be created to update the youth on current children's issues. YAC members will decide on which initiative they will implement. The CBHC and the CAC will participate in YAC meetings and will provide guidance and assistance as needed. The YAC adult advisor would attend all CAC, YAC and Children's Board meetings and speak on the YAC behalf in their absence.

The preliminary budget for the Youth Advisory Council is \$42,000. This budget includes staffing, shirts, community seed money, materials and supplies, community events, transportation, documentation and training. This budget can be adjusted based on size and scope of actual council. This report identified a need to place resources into underrepresented neighborhoods and communities. A council seed award program was recommended to help other neighborhoods

outside of Hillsborough's urban center to develop their own council. This will provide many benefits including to serve as a recruiting tool for later YAC efforts.

Next steps include recruiting and hiring staff, identifying potential partners and creating a tentative timeline of activities to be approved by the YAC. A smaller alternate YAC has be created if the CAC decides that the size and scale of the recommended council is to large.

Research Methodology

Three phases of research were conducted and used to determine best practices. (Best practices are defined as a system of procedures successfully implemented to ensure the best possible outcome of a given service). Each phase served as a subsequent step on this tiered research process.

Phase 1: Contact and identify youth councils and boards throughout Hillsborough County using a set of program matrix questions.

Phase 2: Survey participants of various youth boards and councils highlighting best practices.

Phase 3: Facilitate CBHC Youth Council specific dialogue among council participants and adult advisors.

Each phase was systematically executed and the resulting outcomes were documented and summarized. The raw data from each phase of the research process can be found in the appendix at the end of this report.

During *Phase 1* of the research, a total of 125 organizations were contacted by phone with a diminutive number of responses. This number grew as other communication mediums were utilized including online surveys, e-mailed letters, and on-site visits. As of May 18, 2005, 33 councils were officially identified and confirmed currently operating throughout Hillsborough County. These 33¹ councils will serve as our control group for overall recommendations. Because *Phase 1* research was conducted to identify councils and boards for youth, organizations that fall into the “no youth councils or boards” category may still provide other services for youth within their organization.

¹ Due to the nature of the research in identifying groups with youth councils outside of the school system, no school based councils were identified or researched with exception to one school associated group identified and researched due to its county-wide impact.

During *Phase 2* of the research, those participants of the youth councils that were identified in Phase 1 received information regarding a participant survey for them to complete. This survey solicited participant specific information regarding their council and overall experiences while highlighting successes and challenges.² A total of 52 participants representing 11 of the 33 confirmed councils completed the participant survey. The raw data for this survey, as with *Phases 1* and *3*, can be found in the appendix at the end of this report.

Phase 3 included a youth forum designed to spark conversation among teens and adults in regard to best practices within youth councils/boards as well as brainstorming what the CBHC Youth Council would look like. Participants of the youth forum included those teens that completed the online survey during *Phase 2*. Upon completion of the survey, the teens were sent an invitation to participate in the forum. The youth forum was attended by 22 youth and 12 adults representing 7 confirmed councils.³ Three rooms were sectioned off for participants of the forum to breakout into smaller groups and respond to and discuss a series of questions. Two groups consisted of all teen participants with one adult serving as minute taker in each. Adults were placed into their own groups and discussed the same series of questions. Once the questions were discussed, all groups were brought back to the main room for discussion and idea sharing.

² In Phase 2, 52% (27) of the participant surveys were filled out by the Ophelia Teen Ambassadors.

³ An online evaluation⁴ of the youth forum was completed by 12 of the 36 participants (6 adults / 6 youth) in which 91.7% of those who completed the evaluation considered the forum a success.

Objective

The research collected and studied will attempt to respond to three key objectives:

- Identify current councils and boards within Hillsborough County either represented by youth or with youth involvement.
- Highlight best practices and challenges of current youth council/boards throughout Hillsborough County.
- Provide a research recommended foundation for which the Children's Board of Hillsborough County could effectively start its youth council initiative.

Project History

Recognizing the need to add an adolescent component to its 0-8 initiative, the Children's Board of Hillsborough County has recently decided to further investigate the possibility of integrating a youth council/board into its overall structure. This youth council would be responsible for assisting the Children's Board in providing a teens perspective in implementing its 0-8 initiative.

The responsibility of investigating this new youth initiative was placed in the hands of Children's Board staffers Glenn Brown and Alex Furnari. Questions raised by the Children's Board and regular discussion by Children's Board staff prompted a meeting of youth focused professionals, with experience in youth council/boards, to discuss the feasibility in having youth join the Children's Board and to what capacity would they be involved. The youth council/board initiative and information discussed at this meeting were then brought to the Community Advisory Council (CAC) in February of 2005. After a lengthy discussion regarding the new project, a motion was made, supported by all council members, to form an ad hoc Youth Council Research Committee to further address the complexities of establishing such a council.

The ad hoc committee met in late February and decided that data on current and past teen councils/boards in Hillsborough County needed to be collected. It was also recommended that further information about leadership training for the youth involved, be submitted by the Tampa Region of NCCJ.

By March 21, 2005 Adolescent Development Services began its first of three Phases, contacting current youth councils/boards throughout Hillsborough County. As the ad hoc Youth Council Research Committee continued to meet, it was decided that a youth forum would be a crucial component to developing this initiative. While beginning Phase 2 of the research, surveying teen participants of councils and boards, ADS began to plan for the Youth Forum on Youth Council/Boards. This Youth Forum planning culminated on April 26, 2005, with the successful⁴ execution of the Youth Forum. 26 youth representing

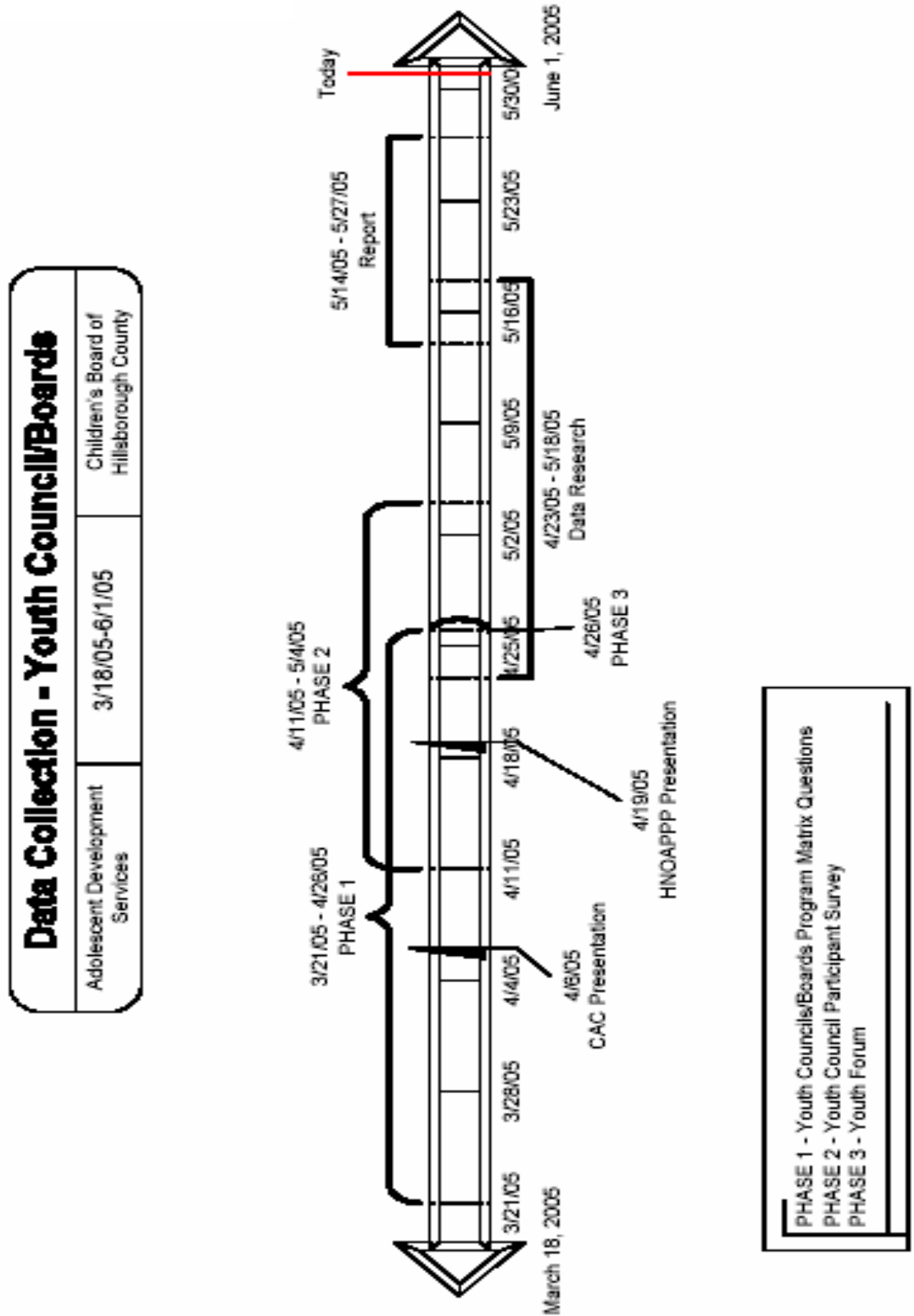
⁴ 91.7% of the Youth Forum follow up evaluations identified the forum as a success

7 agencies throughout Hillsborough County participated in the Youth Forum. Data collection officially ended on May 4, 2005. The research study began on April 23, 2005 and ended by May 18, 2005.

The research and study will end with a presentation of findings presented to the Children's Board of Hillsborough County Community Advisory Committee on June 1, 2005.

Please refer to chart A for a visual account of project history.

Chart A – Project History Timeline



Recommendations

The following recommendations for the Children's Board of Hillsborough County's Youth Council are supported by the data collected by Adolescent Development Services (ADS) over a 3 month research period. Best practices were identified by each organization and quantified. This data was collated and expressed in the recommendations of this report.

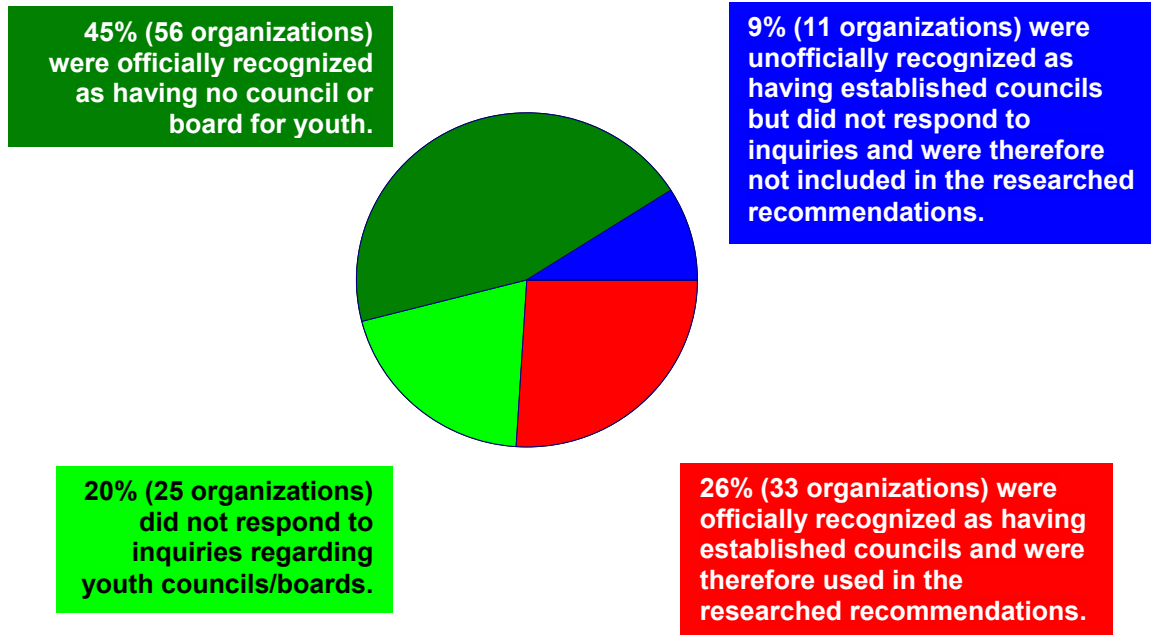
125 organizations⁵ were contacted throughout Hillsborough County. These organizations included:

- Urban leagues
- Community development corporations
- Informal education institutions
- Religious institutions
- Local public and private schools
- Government agencies
- Post secondary education institutions
- Local not-for-profit organizations
- Large corporations
- Community associations
- And other community based organizations

Stemming from the 125 organizations contacted, a total of 33 or 26% were officially recognized as youth council/boards as specified by chart B below. 9% or 11 organizations were unofficially recognized as a youth council/board but did not respond to inquiries and were therefore not included in the researched recommendations. 45% or 56 organizations were officially recognized as having no youth council/board at all. And 20% or 25 organizations did not respond to our inquiries.

⁵ Please refer to appendices for full contact list

Chart B – Organization Category Breakdown



Structure

The structure of the youth council will be essential in the development and successful implementation of this county-wide initiative. Several elements makeup the structure of the CBHC youth council including:

- Age Range
- Length of Participation
- Number of Youth
- Adult Advisor
- Meeting Frequency
- Meeting Location
- Meeting Structure
- Recruitment
- Terms of Service
- Target Population
- Application Process
- Youth Training
- Communication

The following recommendations will attempt to respond to the above-mentioned youth council structure based on the data collected throughout the research phases. Each structural element recommendation will begin with a percentage or other form of quantifiable data to support the recommendation given.

Age Range

33.3% (Phase1) indicated their age range for participants was between 14 and 18 years of age. All groups (Phase 3) agreed on the 13 to 18 age range for participants.

This age range supports the notion that developmental differences lie largely between 12 and 14. 13 to 18 serves as a healthy age range as most of the youth council participants will be experiencing many of the same changes normally found in a typical high school career. Opening the youth council up to a broader age range of youth may divide the group more then it would unite.

Length of Participation

53% (Phase 1) indicated that length of participation continues until graduation from high school.

Length of participation will ultimately be defined by your participants. Some will choose to actively participate during their entire high school career and others may choose to serve for one year. Please make note that length of participation is different from terms of service, in that participants of the overall youth council may not serve in a termed leadership capacity but may want to stay actively involved in the council. The option should be available upon their decision to stay involved. Teens are also given the option to step down based on level of interest or participation. In response to this option, a rotating application process should be implemented to ensure council capacity. Those who graduate from high school and are no longer able to serve on the council can be regarded as advisors and adult advocates.

Number of Youth Council Participants

52.4% (Phase 1) 1 to 19 participants. 66.6% (Phase 2) 40 to 59 participants. (Phase 3) both groups agreed that in order to establish county-wide representation, 2-3 youth representing every section of the county would need to participate, totaling more than 100 youth council participants.

Average teens typically over-extend themselves with sport commitments, academic requirements, employment, extracurricular activities and of course, “hanging out” time with friends. For this reason, it is recommended that a larger number of youth (50-100) serve as the base of the youth council. This will guarantee active participation from many of the youth and will serve as a recruiting tool when defining the executive council (10-20 participants). If someone chooses to serve on the council but does not want to take on a leadership role then they are still able to serve without feeling the pressure of forced participation due to a smaller number. This larger sized base will also ensure participation from the various communities as more youth can be targeted from the more underrepresented neighborhoods.

Adult Advisor

Both groups (Phase 3) indicated the need for an adult advisor. 100% (Phase 1) indicated the presence of an adult advisor.

An adult advisor is a crucial component to the success of the council. This person will be responsible for maintaining effective communication throughout the council, providing guidance for programs and projects, adding adult (over 18) support when needed, establishing partnerships, providing opportunities and resources, forging new relationships and advocating for the youth council in adult-driven environments. All parties agreed that this person is necessary for the success of the council as long as council participants are still responsible for the day-to-day decision making process. Ideally, a full time staff person would be hired to implement the program but a part-time position should be able to handle many of the duties assigned. It is recommended that no volunteers serve as the primary adult advisor as commitment in unpaid staff tends to waiver as the responsibilities increase.

Frequency of Meetings

38.1% (Phase 1) indicated they meet monthly. 74.1% (Phase 2) indicated they meet monthly.

The overall youth council should meet monthly with subcommittees meeting more frequently as needed. Monthly meetings allow teens to stay involved without feeling the taxing pressure of attending meetings that are too numerous.

Meeting Location

57.1% (Phase 1) indicated that meetings take place at the organization location. 66.6% (Phase 2) indicated that meetings take place at various locations throughout the area on a rotational basis.

Given the potential size of the council and the area participants will cover, both location ideas should be utilized. The main youth council meetings should take place at the Children's Board while smaller sub-committee meetings should take place in the various communities around the county. This will provide a

stationary place for all main meetings while still allowing participants' exposure to other communities within the county.

Meeting Structure

76.2% (Phase 1) indicated the use of a formal meeting structure.

Although many youth councils have a formalized meeting structure as stated in their bylaws, often this structure is not strictly enforced or maintained. A slightly informal version of Robert's Rules of Order is emerging as the primary means of structure.

Recruitment

65% (Phase 1) indicated the application of recruiting practices. 33%(Phase 2) indicated they were recruited through their school. Suggestions (Phase 3) included recruiting from community schools and youth serving organizations.

Recruiting would need to take place at 3 specific locations within each community. Depending on the size of the council, three types of organization would need to be identified as recruiting locations. These three organizations include a community school (i.e. Leto High School), a community based religious institution (i.e. St. Paul's AME Baptist Church) and a youth serving community-based organization (i.e. Boys & Girls Club). These locations would serve as recruiting sites as well as possible meeting locations for smaller sub-committee meetings. These recruiting locations could be identified by size or lack of representation in the rest of the community (i.e. Migrant worker camp in Plant City that works with youth). 42% (Phase 1) of those surveyed indicated that recruitment is an annual event, allowing for those least interested to leave while bringing in new participants and helping to revitalize communities and initiatives.

Terms of Service

84.6% (Phase 1) surveyed indicated a 1-year term of service for participants.

Dissimilar to length of participation, terms of service is defined as a maximum length of time one is able hold a leadership position within the council. For

example, if there were 100 youth council members from all areas within Hillsborough County and a smaller group of youth took on a leadership role (president/chair) then the terms of service within that leadership role (1 Year) would affect those youth. The 100 youth council members would only be affected by the length of participation. Those who graduate from high school and are no longer able to serve on the council can be regarded as participating advisors and adult advocates.

Target Population

40% (Phase 1) indicated their target population is specific communities while 30% (Phase 1) indicated specific populations.

Target population would not only focus on areas that are typically represented in youth based initiatives but will also need to focus on many of the underrepresented areas not typically recognized as major supporters of youth. Some of these locations include Gibsonton, Wimucama, Ruskin, and Plant City. Targeting these areas may take extra effort on the part of the youth council as many of these underrepresented areas may need convincing as to the importance of such a large scale youth-based initiative. Focusing heavily on demographics, the council will need to be representative of the county for which it aims to serve. This youth council should aggressively target underrepresented races, cultures, genders, varying ability individuals, various socio-economic sectors, and other groups considered to be underrepresented subcultures. It is also important to target youth that have not yet been identified as leaders by society. The impact this council has the ability to have on teens throughout the county is tremendous and should also therefore serve those “other” youth who are not class presidents.

Application Process

Both groups (Phase 3) indicated the need to have an interview process for council members.

Though lengthy, the application process would consist of an application for the applicant to complete, 1 letter of recommendation would be needed in addition to an essay regarding the participants reason for wanting to take part in the

council. Interviews would also be conducted for council applicants. These interviews would be informal in nature as not to discourage more participation. The application and interview process would take place over a 2-month time frame.

Youth Training

Both groups (Phase 3) indicated a need for youth training. Neither groups (Phase 3) found it necessary to require training for the adult advocate.

Training for youth would include leadership training as its first set of development sessions. Additional training topics would include diversity, county and community education, team building, problem solving, public speaking and other developmental workshop as needed based on mission. Many organizations provide such developmental tracks as part of their organization including NCCJ and the YMCA. Camp Anytown, a week long workshop for youth, is an example of a youth friendly environment where many skills sets can be developed. Train

Communication

Communication offers many potentially problematic issues especially when dealing with a large group of youth. Many factors may play a part in circumventing effective communication practices among youth from various backgrounds. These possible issues reinforce the need for effective communication practices to be implemented long before the first youth council meeting. Communication should come in all forms and be implemented at every stage of progress. E-mails should be generated for those without and letters should be mailed to everyone. Phone calls should be deemed a last resort and a Youth Council web page should be added to the Children's Board web site to increase accessibility.

Council Mission

During the Youth Forum, 1/3 of the youth-serving organizations surveyed agreed that character development needed to be one of the primary goals of any youth council. Couple this with the mission of the Children's Board and you begin to develop the mission of the Youth Council.

Although the council's mission will be driven by children's issues 0-8, character development will need to coincide with community education and service.

0-8 initiative programs, community service, character development. All three components are essential to making the success of the youth council reciprocal to all parties involved. The community, the Children's Board and the youth will need to work cohesively as projects are developed and implemented and as programs are evaluated and funded.

Character development will prove to be vital in developing youth council members to become valuable leaders. With the many aspects of implementing the mission of the Children's Board, it will take a group of youth who can think independently to really promote effective change. For many of the youth serving on this council it may be their first experience in a development program geared specifically towards their personal and professional development. With proper development workshops, the council members will be better equipped to execute his or her individual mission.

Community service is a major tool for youth involvement. Community service projects will serve as many of the bridge building assignments needed to implement the CBHC's mission. These projects will vary throughout the year with some projects assigned by the Children's Board while others may be decided upon by the council members. Whether a Children's Board assigned project or a council created one, all interaction with the community will be a positive one.

Children's Issues

During the Youth Forum many teens expressed concerns with having to implement the 0-8 initiative. Many of the ideas mentioned pertained to the issues facing teens today not 0-8 children. For this reason a healthy training program would need to take place on behalf of the Children's Board. Workshops would have to include studies done within Hillsborough County on the concerns of 0-8. Once the youth council is able to fully understand some of the difficulties that their own brother, sister, son or daughter may be facing then that connection should empower action.

After that connection has taken place then ideas can be shared and expressed more freely without the "what about me" obstacle that the youth forum teens expressed. Although many of the teens at the youth forum had reservations about the 0-8 initiative, several ideas were brought up which included:

- Publishing various media for community presentations
- Tutoring children
- Providing daycare assistance
- Serving as a role models to 0-8 children
- Educating arts and exploring the talents of youth 0-8
- Helping to identify and review grants for funding

Other possible ideas include:

- Conducting site visits to child serving organizations
- Holding kids contests (various coloring/quiz/type activities for safety issues-stranger danger, chemical awareness, fire, 911, street and neighborhood safety)
- Attend various community fairs as the Children's Board YAC
- Host a Kids Day Event with help from various teen programs (projects include: art, literacy, physical fitness, storytelling, safety awareness)
- Encourage teen programs to add a mentor project (i.e. a pen-pal letter writing project to an elementary class and presentation after a few months)

- Support and promote Volunteer Match for fellow teens to get service hours
- Write articles on local kid happenings and submit to a partnering newspaper
- The council could be a wonderful opportunity to bring the teen programs together and discuss what is happening in each. Provide a community teen newsletter.
- Create a Kids Community Map for their specific community
- Help hold babysitting or mentoring with kids classes for teens

All ideas would benefit children 0-8 while still empowering teens to succeed.

CBHC Support & Participation

The Children's Board of Hillsborough County would be responsible for implementing the Youth Advisory Council. The YAC would participate in Community Advisory Council meetings and activities when schedules permit. Many of the support structure provided by the CAC can be detailed once the restructuring has taken effect. If CAC meetings were to continue at 6 times a year and during the weekdays then youth council members would attend CAC meetings as part of their schooling. In many cases, the school system may excuse absences on school business that involve political or community participation with advanced notice. The YAC executive committee would be responsible for reporting to the CAC.

The Children's Board would also be attended by youth council members similar to a CAC member attending the meetings. They would be looked to as advisors to all things teen. With support from the Children's Board and the CAC, activities and project could be suggested and upon review and approval from the YAC, it would then be implemented. It is recommended that a CAC and Children's Board member participate in each of the monthly YAC meetings to not only show support but to provide guidance as needed.

The YAC adult advisor would also participate in CAC and Children's Board meetings and would speak on behalf of the YAC executive council members in their absence. This position would serve as a liaison to all four entities including the CAC, YAC, the Children's Board and CBHC staff, with progress updates and reports. They would also be responsible for reserving room space, advocating for the youth council throughout the community, conducting recruitment, and serving as an overall support position to the youth advisory council.

Preliminary Budget & Resource Allocation

The following budget will serve as a guideline to implementing the Youth Advisory Council for its inaugural year. These are recommendations only and can be adjusted based on many factors including funding, CAC structure and youth council size. The budget narrative below will provide further explanation to each line item.

Preliminary Youth Advisory Council Budget

Staffing	Council Administration	\$25,000.00
Shirts	200 T-shirts @ \$6 each	\$ 1,200.00
Documentation	Digital Camera/Camcorder	\$ 1,500.00
Training	Leadership Training	\$ 1,000.00
	Development Workshops	\$ 1,000.00
	Training Sub-Total	\$ 2,000.00
Transportation	50 20-ride passes @ \$26 each	\$ 1,300.00
	600 1-day unlimited ride passes @ \$3 each	\$ 1,800.00
	Transportation Sub-Total	\$ 3,100.00
Community Seed Awards	10 Council Seed Awards @ \$500 each	\$ 5,000.00
Marketing, Printing and Mail outs	Marketing, Printing and Mail outs	\$ 1,200.00
Events	Community Service Events	\$ 2,500.00
Supplies	Supplies	\$ 1,200.00
Youth Advisory Council Preliminary Budget		\$42,700.00

Budget narrative

Staffing

Council Administration would include any fee paid to an adult advisor whether part time or full time. This advisor would serve as a support role to the YAC and would be responsible for council documentation, recruiting, communication, and administration and reporting. It is recommended that the position is a paid position as many volunteer positions begin to decrease in interest as responsibilities increase.

Shirts

T-shirts for the YAC council members to wear during community events and projects.

Documentation

Digital Camera/Camcorder would be used for documenting council progress. Will also be used for YAC documentary to be created and edited by the YAC members.

Training

Leadership training would include various workshops specific to becoming an effective and empowering leader within their community. Will assist in providing resources to implement CBHC initiatives.

Development workshops would include topics specific to the overall development of youth. These topics would include financial management, interviewing skills, resume writing, college preparation & planning and diversity training.

Transportation

Fifty 20-ride passes would be for executive council and/or members traveling long distances to participate in YAC meetings and activities.

600 1-day unlimited passes would be given to those who need occasional public transportation for specific events or meetings.

Community Seed Awards

10 Council seed awards would be used to target underrepresented locations to successfully create a teen council within their community.

Marketing, Printing, & Mail outs

Marketing, printing and mail outs would include flyers, mailing applications, and other related printed materials

Events

Community service event would be conducted 3-4 times a year and would focus on a specific community or neighborhood into its effort.

Supplies

Would include all other items necessary for the implementation of the Youth Advisory Council.

Resource Allocation

As observed throughout the research, many of the youth council and boards were discovered in the urban core of Hillsborough County. This may be due to 1 of 2 reasons;

1. Councils are very well hidden the further out you get in hopes of discouraging outsiders to participate.
2. Many of the communities contacted don't feel the need to have such a council or lack the resources necessary to establish one.

We believe the problem to be the second issue rather than the first, or so we hope. For this reason, it is necessary to provide financial or other resources to develop councils and boards in other communities. This will serve several purposes including bridging youth gaps over distant communities, providing community partnerships for future programs, allowing the YAC to begin reviewing grants on a small scale and for generating support for youth councils in distant neighborhoods.

As mentioned these resource could be monetary or tangible and would be seed funding to help with recruiting or to sponsor an orientation event. It is imperative that many of these underrepresented areas are tapped and although we could certainly plead for them to make a council or board for teens, resources have a way of easing some of the concerns in doing so.

Next Steps

Chart C will help to illustrate the next steps needed for the recommended Youth Advisory Council. Each line item indicates a different initiative within the council. The following list are the corresponding line items that can be found on Chart C.

Month 1

- Interview & hire program staff (1)
- Create tentative timeline (2)
- Identify recruiting sites (3)

Month 2

- Create tentative timeline (2)
- Identify recruiting sites (3)
- Conduct council recruitment (4)
- Begin making council purchases (5)
- Begin application & interview process for council members (6)

Month 3

- Conduct council recruitment (4)
- Continue making council purchases (5)
- Continue application & interview process for council members (6)
- Begin youth council documentary (7)

Month 4

- YAC documentary (7)
- First Youth Advisory Committee YAC meeting (8)
- Leadership training (9)
- Sub-committee 1 meeting (11)
- Sub-committee 2 meeting (12)
- Sub-committee 3 meeting (13)
- Begin outlining tutoring program (15)
- Begin outlining daycare assistance program (16)

Month 5

- YAC documentary (7)
- Second YAC meeting (8)
- Leadership training (9)
- Sub-committee 1 meeting (11)
- Sub-committee 2 meeting (12)
- Sub-committee 3 meeting (13)
- Begin tutoring program (15)
- Begin daycare assistance program (16)

Month 6

- YAC documentary (7)
- Third YAC meeting (8)
- Leadership training (9)
- Development workshops (10)
- Sub-committee 1 meeting (11)
- Sub-committee 2 meeting (12)
- Sub-committee 3 meeting (13)
- First community service event (14)
- Tutoring program (15)
- Daycare assistance program (16)

Month 7

- Council purchases
- YAC documentary (7)
- Fourth YAC meeting (8)
- Development workshops (10)
- Sub-committee 1 meeting (11)
- Sub-committee 2 meeting (12)
- Sub-committee 3 meeting (13)
- Tutoring program (15)
- Daycare assistance program (16)

Month 8

Council purchases
YAC documentary (7)
Fifth YAC meeting (8)
Development workshops (10)
Sub-committee 1 meeting (11)
Sub-committee 2 meeting (12)
Sub-committee 3 meeting (13)
Tutoring program (15)
Daycare assistance program (16)

Month 9

YAC documentary (7)
YAC meeting # 6 (8)
Development workshops (10)
Sub-committee 1 meeting (11)
Sub-committee 2 meeting (12)
Sub-committee 3 meeting (13)
Second community service event (14)
Tutoring program (15)
Daycare assistance program (16)
Begin funding review process (17)

Month 10

YAC documentary (7)
YAC meeting # 7 (8)
Leadership training (9)
Sub-committee 1 meeting (11)
Sub-committee 2 meeting (12)
Sub-committee 3 meeting (13)
Tutoring program (15)
Daycare assistance program (16)
Funding review (17)
Outline community presentations (18)
Outline youth surveys (19)

Month 11

- YAC documentary (7)
- YAC meeting # 8 (8)
- Development workshops (9)
- Sub-committee 1 meeting (11)
- Sub-committee 2 meeting (12)
- Sub-committee 3 meeting (13)
- Close out tutoring program (15)
- Daycare assistance program (16)
- Begin community presentations (18)
- Begin youth surveys (19)

Month 12

- YAC documentary (7)
- YAC meeting # 9 (8)
- Development workshops (9)
- Sub-committee 1 meeting (11)
- Sub-committee 2 meeting (12)
- Sub-committee 3 meeting (13)
- Community service event # 3 (14)
- Close out daycare assistance (16)
- Community presentations (18)
- Youth surveys (19)

Please refer to Chart C

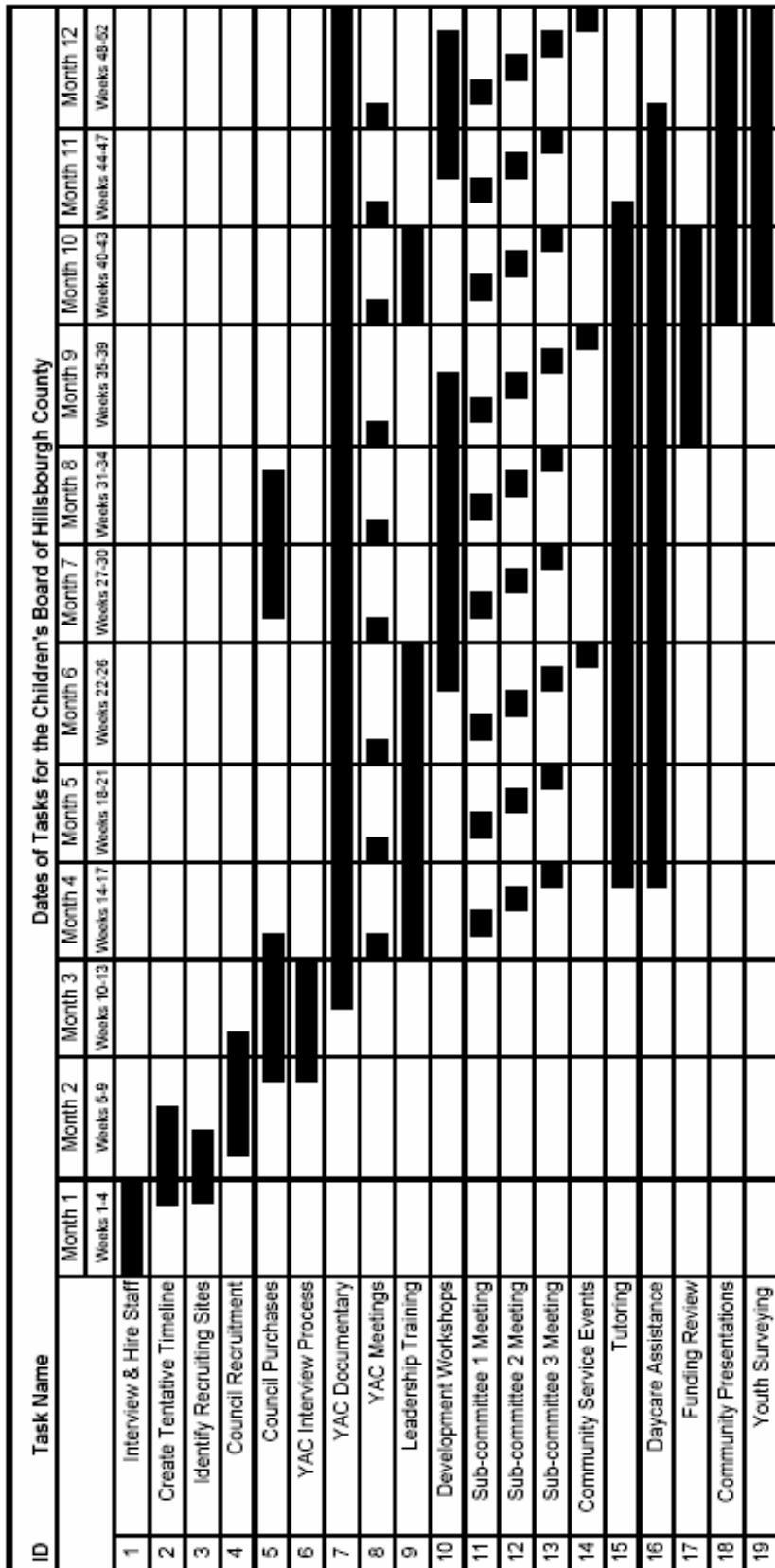


Chart C – Next Steps Gantt Timeline

Alternative YAC

If the Community Advisory Council and the Children's Board felt that a program of this size a scope would be too tremendous of an undertaking then the following will serve as an alternative to the Council recommended.

Identify youth serving organizations and middle and high schools per municipality. Identify 1-2 youth per municipality and recruit them for the YAC. Choosing already established leaders would circumvent the need for leadership training or development workshops.

YAC activities and projects would be minimal; attending CAC meetings, Children's Board meetings and having their own meetings quarterly. YAC projects would include 1- 2 a year and events would be narrowed down to an annual community service event.

Alternate council could be supported by a volunteer of the CAC or Children's Board staffer on a part time basis. YAC would have a total of 8-12 youth. Cost of transportation would be lowered as many of these youth would have possible transportation or would only require passes a couple of times a year.

Phase 1: Data Collection from Teen Councils



“There is a need for teens to join leadership opportunities. Point them in the right direction of the resources they need and let them have all of the latitude in setting policy and direction.”



Starting Monday, March 21, the research began by calling, emailing, and visiting organizations that may have a teen program. Various types of organizations were targeted including:

- Urban Leagues
- Community Development Corporations
- Informal Education Institutions
- Local Public and Private Schools
- Government Agencies
- Post Secondary Education Institutions
- Local Not-For-Profit Organizations
- Large Corporations
- Community Associations

A list of the organizations contacted can be found in the Appendix (page 63)

Each organization was called on the first week. Initial attempts were to speak with the Youth Programming Staff member, Education Director, Public Relations Director, or Executive Director. If we were unable to speak directly with someone, a message was left at the organization. We would then call back and/or email the individual from the organization the following week. If there was no communication by the third week, we would again email and, if able, made a site visit. Organizations fell into four main categories:

1. Closed contact and received all the information needed
2. Closed contact and do not currently have a teen program



3. Open contact, could not speak with anyone, but we know there is a teen council
4. Open contact and could not speak with anyone

Upon talking to a representative from the organization, they would be asked a series of four questions to determine which survey out of the matrix they should fill-out. The surveys determined if the organization would be categorized as having a teen council, teens on adult boards, interested in starting a teen council, or not interested in having teens in an advisory capacity. Those organizations that agreed to participate in Phase 1 were invited to continue throughout the entire project.

As we presented the project's goal and invited organizations to participate in the data collection at various meetings, suggestions on organizations to contact were added to the list. Therefore, Phase 1 continued throughout the majority of the project.

At the end of the project, a map depicting the locations of organizations was created and shows the organizations in the categories below. It can be found on page 76

- Teen Councils
- Teens on Adult Councils,
- Known Teen Councils (ADS was unable to contact and confirm)

Every organization involved in the project is noted on pages 63 through 68. Each organization representative will receive a link to the Children's Board Teen Council website to view the final results of the data collection.

Phase 1: Youth Councils, Advisory Boards and Committees Survey Results

1. Organization's Basic Information: *Organization Name, Youth Program, Contact Person, Telephone Number, Email Address, Mailing Address, Zip Code (See Appendix for the list.)*

• Local Non-Profit Organizations	38%	8
• Religious Institutions	0%	0
• Community Development Districts	14%	3
• Informal Education Institutions	9.5%	2
• Community and Neighborhood Associations	5%	1
• Government Agencies	9.5%	2
• Local Public and Private Schools	24%	5
• Local Companies and Corporations	0%	0

2. The program was established to: *(mission)*
Each organization briefly described their mission. One or more of each category was mentioned.

• Career Development	3
• Character Development and Topic Education	10
• Community Service	6
• Information Sharing	2
• Organization or Group Development	4

3. How long has your program been in existence?

• In existence for 10 or more years	24.5%	5
• In existence for 5 to 10 years	33%	7
• In existence for 3 to 5 years	9.5%	2
• In existence for 1 to 2 years	14%	3
• In existence for less than 1 year	19%	4

4. Please finish this statement to accurately describe your program: A body of individuals brought together...

• to discuss general topics and issues.	28.6%	6
• to provide advice on a specific topic or issue.	19%	4
• to perform a specific function	52.4%	11

5. How many youth currently sit on this body?

• Number of youth between 60 to 80	19%	4
• Number of youth between 40 to 59	0%	0

- Number of youth between 20 to 39 28.6% 6
- **Number of youth between 1 to 19 52.4% 11**

6. What is the maximum number of youth able to sit on this body?

(19 out of 21 answered this question)

- Max. Number of youth unlimited 21% 4
- Max Number of youth 100 to 200 10.5% 2
- Max. Number of youth 50 to 99 0% 0
- Max. Number of youth 20 to 49 26.3% 5
- **Max. Number of youth 1 to 19 42.2% 8**

7. What are the age ranges a youth would need to fall in to sit on this body?

- Age ranges from 6 to 25 4.8% 1
- Age ranges from 9 to 18 28.6% 6
- Age ranges from 12 to 18 9.5% 2
- Age ranges from 13 to 18 14.3% 3
- **Age ranges from 14 to 18 33.3% 7**
- Age ranges from 14 to 21 9.5% 2

8. How often do they meet?

- Daily 0% 0
- Weekly 9.5% 2
- Bi-weekly 9.5% 2
- **Monthly 38.1% 8**
- Quarterly 9.5% 2
- Annually 0% 0
- Other (please specify) 33.3% 7
 - Weekly and bi-weekly
 - 2 times a week
 - Committees-bi-weekly, council-monthly
 - Weekly, Bi-weekly, Monthly-just depends
 - Monthly unless there is an event
 - minimum of once a month
 - Bi-Monthly

9. Where do they meet?

- **Meet at the organization's location 57.1% 12**
- Meet at another location 14.3% 3
- Meets at rotating location 28.6% 6

10. Is there a formal meeting structure, i.e. Robert's Rules of Order?

- No 23.8% 5
- **Yes 76.2% 16**

11. Is there a budget?

- No 25% 5
- **If yes, do the youth control the budget? 75% 15**
 - No 14% 3
 - **Yes 52.3% 11**
 - Unsure 4.7% 1

12. Do you recruit?

- **Yes. If yes, go to next question and skip question 15 65% 13**
- No. If no, skip next question and go to question 15 35% 7

13. *If yes..Each organization mentioned different ways to recruit teens. Here are the top answers.*

How do you recruit?

- Application and interview process 2
- **Flyers, publications, websites 4**
- Presentations, fairs, projects 3
- Through school contacts 3
- Word of Mouth 3

Where do you recruit?

Each organization mentioned various places and types of communication. Here are the top answers.

- **Public and Private Schools 7**
- Specific geographic area 3
- Within the organization 3

How often do you recruit? (12 answers)

- Once every two years 8.25% 1
- **Annually 42% 5**
- Two to Four times a year 16.5% 2
- Rolling Recruitment 25% 3
- Varies 8.25% 1

14. If no, then how and where do you get your youth from?

Eight organizations responded

- Elected through school 25% 2
- **Recommended by staff or teachers 50% 4**
- Word of Mouth 25% 2

15. How long can the youth actively participate in your program?

19 organizations answered this question

- As long as they would like 10.5% 2
- Five Years 5.1% 1
- Four Years 5.1% 1
- Until 18 years of age 10.5% 2
- Until 19 years of age 5.1% 1
- Until 25 years of age 5.1% 1
- **Until Graduation from H.S. 53% 10**
- Varies 5.1% 1

16. Are there terms of service?

- No 35% 7
- **If yes, what are they? 65% 13**
 - 6 months 7.2% 1
 - **1 year 84.6% 11**
 - 2 years 7.2% 1

17. How would you describe meeting attendance?

- 10-30% attend 10% 2
- 30-60% attend 5% 1
- **60-90% attend 55% 11**
- 90-100% attend 30% 6

18. Who do your youth represent?

- Schools 20% 4
- Communities 40% 8
- Other agencies 5% 1
- Clubs 5% 1
- Specific populations 30% 6
- **Other (please specify) 45% 9**
 - Hillsborough County teens who have gone through the program 1
 - Hillsborough County residence from various locations and backgrounds 3**
 - Specific grades 2
 - Specific location (zip code) 2
 - Youth 2

19. What role do the youth play in your organization?

Teen boards provide a unique perspective in the organization. They act as a communication link between the organization and teens in the program and/or teen issues in the community. Many of these boards decide what activities or projects to participate in and provide advice and feedback about the program or organization to the adult advisors.

20. Is there an adult advisor?

Adult advisors range from specific coordinator positions with backgrounds in youth work, education, or social work to volunteers or “any available staff”. Generally, one advisor facilitates the group with a part-time staff member or volunteer as support.

21. Do they attend any of your organization's meetings?

- No 42.1% 8
- Yes 15.8% 3

If yes, in what capacity?

Teens attend various meetings for a specific function whether to observe, share information or facilitate the meeting.

22. Do any of your organization's staff attend youth meetings other than the advisor?

- No 26.3% 5
- Yes 73.7% 14

23. What specific area does your program represent?

17 answered this question

- **Character Development** 35% 6
- Geographic Area 24% 4
- High Schools 17.6% 3
- Provide a specific function for the organization 5.8% 1
- Teens from the organization 17.6% 3

24. Do your youth receive any type of training?

- No 15% 3
- Yes 85% 17

25. What are some of the challenges your organization has faced in developing and implementing this program?

Each organization mentioned more than one challenges. The top responses are listed below:

- Keeping Teen Interest 4

- Lack of Funding 5
- **Lack of Teen Time Commitment 9**
- Lack of Transportation 6
- Staffing 3
- Working with a Board range of ages 2

26. What are some of the major successes in implementing this program?

Each organization mentioned more than one success. The top responses are listed below:

- **Character Development and Education 8**
- Event/Project 7
- Nationally or locally recognized 2
- Number of Teens or community members affected 6
- Personal teen achievements 3
- Positive support from teens and the community 5
- Volunteer hours 2

27. What other organizations do you know that have a youth council, board, or advisory committee?

Organizations mentioned other youth councils, boards, or advisory committees that were added to the contact list.

28. Additional comments:

Listed below are three relevant additional comments:

- This is most unique in that the members are responsible for the success of Kids In Charge! and providing guidance to adults.
- The program works from the Youth Development approach and all staff use this framework when interacting with the girls.
- There is a need for teens to join leadership opportunities. Point in the right direction of the resources they need. Let them have all of the latitude in setting policy and direction.

----- Survey End -----

Phase 1: Matrix Question Set 2 Youth on Adult Boards Survey Results

Organization’s Basic Information: *Organization Name, Youth Program, Contact Person, Telephone Number, Email Address, Mailing Address, Zip Code (See Appendix for full list.)*

The organizations that filled out the survey reside in the County limits.

• Local Non-Profit Organizations	40%	6
• Religious Institutions	6%	1
• Community Development Districts	13.4%	2
• Informal Education Institutions	6%	1
• Community and Neighborhood Associations	0%	0
• Government Agencies	6%	1
• Local Public and Private Schools	26.6%	4
• Local Companies and Corporations	0%	0

1. The program was established to: *(mission)*

Each organization briefly described their mission. One or more of each category was mentioned.

- Career Development
- Character Development and Education
- Organization and Group Development
- Community Service
- Information Sharing

2. What is their role?

Teens on a board provide a unique perspective in the organization. They act as a communication link between the organization and teens in the program and/or teen issues in the community. Many of these boards rely on the teens to provide advice and feedback about the program or organization to the adult board members.

3. How many youth are involved?

• Number of youth over 100	8.3%	1
• Number of youth between 10 to 20	8.3%	1
• Number of youth between 5 to 10	16.7%	2
• Number of youth between 2 to 4	41.7%	5
• Number of youth 1	25%	3

4. Do you recruit? If no, go to next question and skip question #7
 If yes, skip next question and go to question #7

5. If no, then how and where do you get your youth from?

A. *Eight organizations responded*

- Elected through school 1
- **Recommended by staff or teachers** 2
- Word of Mouth 1
- Make a commitment to go through leadership training 1

6. If yes...

How do you recruit?

- **Application and interview process** 2
- Flyers, publications, websites 0
- Presentations, fairs, projects 1
- Through school contacts 1
- Word of Mouth 1

Where do you recruit?

- **Public and Private Schools** 2
- Specific geographic area 1
- Within organization 1

How often do you recruit?

- Rolling recruitment 1

7. How would you describe meeting attendance?

- 10-30% attend 0% 0
- 30-60% attend 0% 0
- 60-90% attend 30.8% 4
- **90-100% attend** **69.2% 9**

8. Who do your youth represent?

- Schools 23.1% 3
- Communities 23.1% 3
- Other Agencies 0% 0
- Clubs 0% 0
- Specific Populations 15.4% 2
- **Other:** **53.8%** **7**
 - Youth program teen leaders

Data Collection Youth Councils/ Boards in Hillsborough County

- (12 to 18 teens-child bearing age)
- Teen program
- Youth
- Regions
- Teens and girls of girl scouts
- Those who have been involved in the the organization

9. Are they voting members?

- **Yes** **61.5%** **8**
- **No** **38.5%** **5**

10. Did staff receive training on how to work with youth?

- **Yes** **50%** **6**
- **No** **50%** **6**

11. Are there terms of service?

- No 33.3% 4
- **If yes, what are they?** **66.7%** **8**
 - **2 years** **37.5%** **3**
 - 1 year 25% 2
 - 1 month 12.5% 1
 - 2 to 4 years 12.5% 1
 - 1 time 12.5% 1

12. What role do the youth play in your organization?

Teens on a board provide a unique perspective in the organization. Seven out of ten people mentioned perspective, feedback or advice on the development or running of their organization.

13. Are parents actively involved?

- No 18.2% 2
- **Yes** **81.8%** **9**

14. Do your youth receive any type of training?

Organizations mentioned various types of training. Below the top two are mentioned.

- No 14.3% 2
- **Yes, what?** **85.7%** **12**
 - Leadership 5
 - General Information 8

15. Why does your organization find it important to involve youth?

Organizations mentioned various reasons to involve youth on their board or

committee, but the two major reasons were:

- To add teen perspective to complete community representation
- To have teen representation in order to develop the organization's teen component.

16. How long has your organization involved youth?

- | | | |
|---|------------|----------|
| • Involved teens for 10 or more years | 18% | 2 |
| • Involved teens for 5 to 10 years | 55% | 6 |
| • Involved teens for 3 to 4 years | 9% | 1 |
| • Involved teens for 1 to 2 years | 0% | 0 |
| • Involved teens for less than 1 year | 18% | 2 |

17. What are some of the challenges your organization has faced in developing and implementing this program?

Each organization mentioned more than one challenges. The top responses are listed below:

- | | | |
|--|------------|----------|
| ▪ Teen time commitment and scheduling | 33% | 3 |
| ▪ Recruitment | 22% | 2 |
| ▪ Keeping teens interested | 11.2% | 1 |
| ▪ Lack of transportation | 11.2% | 1 |
| ▪ Not having voting privileges | 11.2% | 1 |
| ▪ Too many teens participating | 11.2% | 1 |

18. What are some of the major successes in implementing this program?

Each organization mentioned more than one success. The top responses are listed below:

- | | |
|---|----------|
| • Teens bring a new perspective | 2 |
| • Character Development and Education for teen | 4 |
| • Organization Development | 4 |

19. Additional Comments:

- Helped hire program director
- Meet once a month at the YMCA
- has a 3 year plan for teen programs
- Meets once a month, talking to victims- help create dialogue between parties (families)
- Partner with any lawyers, private or local, they just come and go on T or R when they can!

----- Survey End -----

Phase 2: Participant Youth Survey Online



“Knowing you can make an impact on your community, the relationships you make, and leadership and life skills you gain makes being on the council important.”



3 weeks into the project, and all of the adult teen advisors from Phase 1 with youth councils and youth on adult boards were invited to have their teens participate in Phase 2. Phase 2 consisted of asking teens directly about their experience on a council, board, or committee. One of the best places to go for information about what works is to ask the teens that participate in these groups.

Originally, when Phase 2 started the goal was to have at least two teens from every participating program help answer a few very simple questions about the teen’s personal involvement in the organization. As the survey link spread through the organizations, some groups had more than 2 teens fill out the survey, while other groups only had 1. The survey was easily accessible through a specific link.

The survey opened with a small paragraph about the data collection. The survey covered 17 questions. Some questions were very general and opened ended, such as “What is the mission of your group?” and others were more specific questions, such as “What do you see as a major problem for the participants in your group?” with multiple choices. At the end of the survey, teens were informed about and invited to Phase 3: The Youth Forum and ended on the Children’s Board homepage.

Phase 2: Youth Council Participant

Survey Results

1. What is the name of your group?

• Anytown Advisory Board	1.8%	1
• Youth As Resources	1.8%	1
• Teens for Preservation	1.8%	1
• Jack and Jill Teens	1.8%	1
• Town 'n Country Youth Council	4%	2
• PACE Center for Girls, Inc.	2%	1
• UACDC Teen Council	4%	2
• Ophelia Teen Ambassadors	52%	27
• Tampa Art Museum's Junior Docents	6%	3
• The Mayor's Youth Corps	21%	11
• Center for Girls Advisory Board	4%	2

2. What organization is your group connected to?

• NCCJ	4%	2
• Central City CDC	1.8%	1
• Jack and Jill of America	1.8%	1
• Town'N Country	4%	2
• University Area CDC	4%	2
• Ophelia Project of Tampa Bay	52%	27
• Center for Girls	4%	2
• City of Tampa	21%	11
• Tampa Art Museum	6%	3

3. What is the mission of your group?

Each organization briefly described their mission. One or more of each category was mentioned.

• Character Development and Education	33
• Organization and Group Development	2
• Community Service	28
• Information Sharing	9

4. How often does your group meet?
- Daily 0% 0
 - 2-3 times a week 4.1% 2
 - Weekly 2% 1
 - Bi-weekly 10.2% 5
 - 5-6 times a month 8.2% 4
 - **Monthly 71.4% 35**
 - Bi-monthly 2% 1
 - Quarterly 2% 1
 - 2-3 times a year 0% 0
5. How many youth serve in your group?
- Number of youth between 60 to 80 8.4% 4
 - **Number of youth between 40 to 59 66.6% 32**
 - Number of youth between 20 to 39 12.5% 6
 - Number of youth between 1 to 19 12.5% 6
6. How many adults serve in your group?
- **15 of more adults 49% 24**
 - 10 to 15 adults 10.2% 5
 - 5 to 10 adults 2.1% 1
 - 2 to 4 adults 22.4% 11
 - 1 adult 12.2% 6
 - 0 adults 4.1% 2
7. Where does your group meet?
- **Meet at the organization's location 29.4% 15**
 - **Meet at another location 4% 2**
 - **Meets at a rotating location 66.6% 34**
8. Select the best choice to describe the adult participation in your group's decision-making process.
- All of the decisions we make are made by youth. 6.1% 3
 - Most of the decisions we make are made by youth with adult assistance as needed. 26.5% 13
 - **Many of the decisions are made by youth with adults providing guidance. 28.6% 14**
 - Half of the decisions we make are made by youth the other half are made by adults. 20.4% 10
 - The majority of the decisions made are by adults with youth input. 18.4% 9

9. What entities do the youth in your group represent? please check all that apply

• Schools	72.9%	35
• Student clubs	27.1%	13
• Other programs	33.3%	16
• Neighborhoods	45.8%	22
• Religious groups	20.8%	10
• Civic organizations	27.1%	13
• Other	45.8%	22

10. How did you hear about this group?

▪ From the organization	12%	7
▪ From a Family member	8%	5
▪ From a friend	27%	16
▪ At school (announcement, teacher, counselor)	33%	20
▪ Marketing (Newspaper, T.V., email, letter)	17%	10
▪ Through another teen program	3%	2

11. What made you want to apply?

• Support Organization's mission	16
• New experience/get involved/meet new people	24
• Represent Youth in the community	6
• Give back to the community/make a difference	31

12. How long have you been involved with this group?

• More than 2 years	10%	5
• 1 to 2 years	24%	12
• 6 to 11 months	12%	6
• 0 to 5 months	54%	28

13. Please rate your level of participation in this group.

• I haven't missed a day (100% participation)	23.5%	12
• I have missed a few days but am here the majority of the time (80% participation)	70.6%	36
• I have missed several days, but I always participate when needed (60% participation)	5.9%	3
• I participate once in a while when I am in the mood (40% participation)	0%	0
• I am hardly ever participate (20% participation)	0%	0

- What group?
(0% participation) 0% 0

14. What do you feel makes the group successful?

Note: some teens applied for one or more reasons.

- Support from organization and community 14
- Character Development and Education 2
- Volunteer/Community Service 2
- Leadership Opportunity 10
- **Dedication of other participants** **36**

15. What is your favorite part of participating in this group?

Note: some teens mentioned one or more reasons.

- Being with other teens 20
- **Making a difference/Doing community service** **25**
- New Opportunities and Specific Activities 23

16. What do you see as a major problem for the participants in your group?

- **Lack of funding** **50%** **23**
- No participation from fellow group members 13% 6
- Lack of transportation 13% 6
- No adult assistance 0% 0
- Too much adult assistance 0% 0
- No space for group to meet 37% 17
- No community support 6.5% 3
- Time commitment is to much 13% 6
- No direction/ lack of leadership 0% 0
- Other (please specify) 21.7% 10

17. What changes would you suggest to make it better?

- **New space or more time to meet** **3**
- More time to meet 2
- More PR and Marketing 2
- **More teen participation** **3**
- **Expanded program** **3**

----- Survey End -----

Phase 3: Youth Forum



“I feel a sense of responsibility and pride...even if it is just one day that I spend with [the young girls]. I know that I helped out and that feeling is irreplaceable.”



The teens and teen advisors arrived at 5pm. They signed in, made a nametag and received information about the Children’s Board of Hillsborough County. Nestor Ortiz, the Executive Director of Adolescent Development Services, welcomed 36 people, youth and adults, from seven organizations in Hillsborough County. He provided a brief overview and goals of the data collection for the Children’s Board and explained the importance of this forum and relevance to the project. Nestor went over the agenda for the evening and then invited representatives from the Children’s Board to speak.

William Stone, Policy and Resource Director for the Children’s Board of Hillsborough County, spoke about the purpose of the organization in the community. Glenn Brown, a staff member from the Resource Development Department of the Children’s Board, gave a basic introduction about the Children’s Board and thanked all of the participants for attending the Youth Forum. Then, Nestor invited all of the participants and speakers to enjoy pizza, snacks, and a drink.

Participants split into groups with all of the adults in one room. The teens were divided into two groups. Each group was made up of one or two representatives from every organization. Each group was given a stack of note cards and provided a suggested ice-breaking activity to get



“[I applied to be on my organization’s council] to represent the youth point of view in a positive manner and provide input on certain situations where we as youth may not be heard very often.”



to know participants in the group. Each note card had one of the following questions on it for teens to answer. The groups were asked to spend at least five minutes on each question. It was explained that every answer or idea is important and should be written down. Each discussion group was provided a large pad of paper and markers to use as a visual if needed.

During the discussion, no adults were present except two. One adult to take notes and nothing else, the other adult to take pictures and nothing else. The discussion was led by the teens. The teens remained in the group until they had completed answering every question.

Once the groups were finished, the adults and teens were brought together as a large group and a discussion was facilitated with the answers on the note cards. Teen advisors were given a time to ask their own questions and hear the responses from all of the organizations.

Finally, Valerie Hubbard-Goddard, Children’s Board member, expressed how important it is to involve youth in the organization and thanked the participants and organizations for attending the forum.

Once the discussion was over, teens and advisors were given time to network with one another and make announcements about any upcoming events.

The day after the forum, all of the participants received a thank you email with an email link to the Youth Forum Evaluation Survey. Twelve of the 36 participants filled it out and indicated that it was a positive experience with good conversations. One teen mentioned that they enjoyed most about the forum was, “I got to hear the thoughts and opinions of other teen council members. I also received answers to many of my questions.”

As follow-up, each participant will receive a link to the Children’s Board Youth Council web link when it is up and running.

Youth Forum on Youth Councils & Boards
The Children's Board of Hillsborough County
April 26, 2005

Agenda

- 4:30** Youth facilitators arrive to discuss group questions and ice breakers. Teens from UACDC, Mayor's Youth Corps, TICH and NCCJ will serve as facilitators. Adult support roles will also be given.
- 5:00** Pizza, drinks and snacks arrive. Teens begin arriving. Sign-in sheet is passed around while people get food and drinks.
- 5:20** Participant introductions begin with everyone stating their name, associated organization, school, and age.
- 5:25** Luanne to speak about the Children's Board and its mission. Possibly providing informational materials to participants.
- 5:35** Board member to speak about why it is important to have youth representation and *active* participation in the Children's Board and how and why this initiative was conceived.
- 5:45** Participants are counted off 1-3 to ensure various organizations are represented in each group.
- 5:50** Each group is in each of the 3 sections. Facilitators begin the discussion with an icebreaker. The icebreaker
- 7:15** Groups return to main room to present suggestions and discuss answers
- 7:30** Close

-
- Photos will be taken throughout forum by Adolescent Development Services.
 - Depending on the number of individuals present, participants may be broken up into 2 groups rather than 3.
 - CAC members and other adults will serve as surveyors, documenting participant responses and suggestions.
 - Items the Children's Board will provide include: paper products, notepads, pencils, markers and flipcharts.
 - Items for Mayor's youth Corps and TICH to bring include: drinks and snacks.
 - Items for Adolescent Development Services to bring include: pizza.

Youth Forum on Youth Councils & Boards
The Children's Board of Hillsborough County
April 26, 2005

Group Questions

Questions will be asked in varying order per group to ensure each question is covered.

1. What role could you see teenagers having in the lives of 0-8 year olds in Hillsborough County?
 - A.
 - Group 1
Youth Notes: Programs discussing vices, offering tutoring; providing help with daycare
Group Notes: None
 - Group 2
Youth Notes: We could help them come up with school, if they're having a hard time; we could just hang out and be a role model; mentoring, volunteering, open eyes by having different people with different talents talk to them. Educating arts and exploring talents; tutoring; big brother/big sister, going to community centers.
Group Notes: Help out at daycares, help with school, and organize dance classes or other projects to get them interested in other/new ideas
2. What kinds of things would you want to bring up within this council?
 - A.
 - Group 1
Youth Notes: Issues within the community-drugs, pregnancy, school
Group Notes: Things that are safe for youth to do; tackle the issues for youth, drugs, teen pregnancy, teen mental health; must get to the source to get information
 - Group 2
Youth Notes: How to help the youth of Tampa be better people; help groups get involved; unionizing group.
Group Notes: We want to know who/what other organization are doing/now to get involved in other ways besides what we are doing now; how our organization could interact with other groups; depends on mission statement
3. How many youth would you have serve on this council and why?
 - A.
 - Group 1
Youth Notes: About 100, but split into smaller groups

Group Notes: 2 or 3 people from each school. Leaders from each school.

- Group 2

Youth Notes: a group of people from each organization, different people from each organization each time for different ideas. Even number from each organization for fair reasons.

Group Notes: Not a set number, but 1-2 people from each region/school/organization; should not be same person each time; same number from each group each time.

4. Would there be an application process? If so, what would it look like?

A.

- Group 1

Youth Notes: I think members should be recruited through schools

Group Notes: Not based on GPA, but some leadership potential; interviews; whoever wants to participate. The interview does not need to be formal.

- Group 2

Youth Notes: It would have a space for areas of interest. Ask what they can contribute. What's your purpose? How do you and the organization benefit? What do you like to do? GPA. Personality questions, favorite cartoons character

Group Notes: No-if it only youth who are already youth leaders, you won't have fresh ideas-need new people. No major qualifications- dedication will show through: GPA, but not deciding factors, hobbies, and interview process

5. Should there be training for the youth council members? If so, what kind of training?

A.

- Group 1

Youth Notes: dialogue vs. debate; facilitation; Anytown

Group Notes: No. That is boring. Teens mentioned they have short attention span. Something like "Anytown: is fun.

- Group 2

Youth Notes: Yes, leadership training, diversity training, knowledge of organizations around Tampa, team building, problem solving, public speaking

Group Notes: Yes! Some say they already have leadership skills, some say they need much more to be able to carry themselves in different situations. Diversity training; stereotypes etc; problem solving training; how to build self-esteem.

6. What kinds of issues do you think children 0-8 in Hillsborough County face?
- A.
- Group 1
Youth Notes: Poverty; lack of safe home/environment; poor education; abductions/security; mentor programs
Group Notes: None
 - Group 2
Youth Notes: Safety, security, bullying, no one to talk to, family issues, new siblings-to solve mentors, groups of people going through similar problems, better security in schools, cameras, gates/fences etc.
Group Notes: Safety; security; family problems with no one to talk to; other siblings
7. How often would you want to meet and why?
- A.
- Group 1
Youth Notes: Once a month-more often would prevent stability in participation and organize events and provide syllabuses; back up meetings
Group Notes: Monthly
 - Group 2
Youth Notes: Weekly or every other week in order to stay focused, implement fresh ideas, be active.
Group Notes: Once a month with rotating member. But in the beginning more frequent to establish ourselves-mission statement etc. Backup meetings at different times in case people can't come; Sat. or late Sundays pick a day and stay with it. Should not depend on email or Internet. Ask members how to reach them.
8. What do you think will be the biggest challenge this youth council will have to face?
- A.
- Group 1
Youth Notes: communication; different people's schedules and commitment; transportation which leads into how much you participate.
Group Notes: Transportation and scheduling
 - Group 2
Youth Notes: Member participation, community participation, procrastination, unorganized, establishment, getting authority figures to agree with projects
Group Notes: Developing a mission statement; getting Children's Board to agree with our ideas.

9. What ways could your voice be heard throughout the community?

A.

- Group 1

Youth Notes: A county newspaper, radio, and television; post up signs at schools

Group Notes: Internet, Newspaper, in touch teens (on the radio) through schools, through a party.

- Group 2

Youth Notes: fliers, pamphlets

Group Notes: None

10. What ways could your voice be heard throughout the Children's Board?

A.

- Group 1

Youth Notes: Minutes at meeting to be included in the newsletter.

Group Notes: A newsletter

- Group 2

Youth Notes: Council, committees, newsletter, meetings, discussions-with adult advisors from Children's Board to make sure our voice is heard, media

Group Notes: Committees-newsletter, council; by just being yourself and having open opportunities to voice your opinions; open access to be adults and talk to leaders of Children's Board.

11. Should some of the Children's Board staff, volunteers, and council members go through some sort of youth training? If so, what kind of training?

- Group 1

Youth Notes: The example is good, but it just depends on the adult.

Group Notes: Some folks need it and some don't. It depends on their background and patience.

- Group 2 Blank

12. How involved should the youth council be in the Children's Board?

A.

- Group 1

Youth Notes: Helping them or volunteering for different events that will be held; the council should be pretty involved on what is going on with the Children's Board.

Group Notes: None.

- Group 2

Youth Notes: They should help guide them with their goals, knowing and meeting others who can help us.

Group Notes: Should help them reach their goals and help out in decision making process; “can they help us?” They can help us networking.

13. Should the youth council assist staff with events and such or just be involved in meetings meant for them?

A.

- Group 1

Youth Notes: A balance of youth and staff, where ideas and opinions are shared, but the youth ideas are taken in a higher consideration, considering the staff opinion about it.

Group Notes: None

- Group 2

Youth Notes: They should because they have ideas.

Group Notes: None

14. Should there be an adult advisor? If so, what would be their purpose?

A.

- Group 1

Youth Notes: Yes, we should have an advisor, but we, the teens, would carry and lead the meetings.

Group Notes: None

- Group 2

Youth Notes: Yes, to make sure everything runs smooth and to contact other organizations, to answer questions for us, keep us on task, help get grants, adult advisory board, not dominate through, help us do it ourselves not do it for us.

Group Notes: Yes, to guide us to make sure we are on task. Someone to connect us with adults; should have little input-not dominate figure; should direct in right direction the youth should be the core.

15. What ages would be included as part of this council? Why?

A.

- Group 1

Youth Notes: 14-18; 13-18 (8th grade)

Group Notes: None

- Group 2

Youth Notes: 13 to 18 council members; over 18 alumni

Group Notes: 13 to 18; 8th to 12th; teenagers, but if you graduate go to adult board.

16. What makes being on your council important to you?

A.

- Group 1
Youth Notes: New way to meet new people; service hours; working towards a common goal
Group Notes: None.
- Group 2
Youth Notes: Goals and what they believe in; relationships you create with people; affects as impact on the community; leadership and life skills you learn
Group Notes: The goals they have; how you can impact your community; the relationships you make. The leadership and life skills that you gain.

17. What should happen to people who graduate and are no longer able to actively participate in youth council initiatives? How could they stay involved?

A.

- Group 1
Youth Notes: Sponsors, mentors, speak
Group Notes: None.
- Group 2
Youth Notes: They can be advisors that you can go to and ask for advice; different group for those who graduate
Group Notes: keep an adult board that can be advisor/mentors

18. How and where would the youth council recruit members?

A.

- Group 1
Youth Notes: Blank
Group Notes: Blank
- Group 2
Youth Notes: Schools, informative meetings, organizations, media
Group Notes: schools, small application

19. What is the best means for communication among council members?

A.

- Group 1
Youth Notes: Talking, taking turns, email, telephone, cell phones, and mail letters
Group Notes: Email-but everyone does not check; cell phone vs. home phone (cell phone) Regular mail “I check my mail,” Regular mail is slow, text message.
- Group 2
Youth Notes: Frequent meetings/letters/phone, mail, e-mail, and bulletin board

Group Notes: Email, website, but not everyone has these so we need to question the members on how best to reach them.

20. Will transportation be an issue for some of the youth and how would the youth council respond to this problem?

A.

- Group 1

Youth Notes: Bus; car transportation, school business/meetings during school

Group Notes: Yes, if it is for Hillsborough county and not just the city. Maybe carpools or a bus. People should come from all over the county; during the school day as school business using a bus to pick up participation.

- Group 2

Youth Notes: No card

Group Notes: “We should defiantly meet in different locations.” Smaller groups will allow more open exchange of ideas. Also yes Internet for exchange-set up website.

21. What would the council structure look like?

A.

- Group 1

Youth Notes: president-vice-treasurer-sec.-elected committee chairs and co-chairs

Group Notes: Basic structure-pres, VP, sec, treasurer, char people/co chair-meeting monthly.

- Group 2

Youth Notes: Committees with leaders, an adult director to connect youth to board members or 2 (1 M, 1 F); 1 leader/president per each meeting, a different one each meeting; adult director-gives plan/topic but then sits back and listens to the ideas, offers help occasionally.

Group Notes: Different committees with chairs; co-chairs that hold different administrative roles; we want teens to lead meetings- they need to be elected or different teen leaders for every meetings that would give them leadership skills, but a standard meeting form.

22. How would the youth council respond to under represented communities or neighborhoods?

A.

- Group 1

Youth Notes: Have ourselves put in their position to address their needs; pass letter out to local schools; website/media

Group Notes: None

- Group 2
 - Youth Notes: Send into schools/clubs organizations; have info. Sessions for those interested in the various regions; encourage members from these communities to join; newspaper
 - Group Notes: Pass out letters at local schools; recruiting; outreach; but must be done in a way that doesn't recruit like individuals; research must be done about other groups; website and email; channel 8 and Bay News 9 to advertise; guidance counselors; guest speakers at other school where kids are not involved; promote in communities; meetings; DIVERSE IMPUT IS A MUST!

Appendices

Full Contact List

Youth Council Research Committee Minutes

Category Matrix Questions Sets 1-4

Youth Council Locator Map *illustration*

Organizations Contacted Complete list

- **Key**
 - -Closed contact and received all the information needed
 - -Closed contact and do not currently have a teen program
 - -Open contact and could not speak with anyone
 - ◆ -Open contact, have teen council, but did not confirm

Community-Based Organizations

- TeenGrowth Medical Advisory Committee-Web-based Q&A from all over the country
- Tampa Youth Council of NAACP-Tanya -234-8683
- Greater Tampa Chamber of Commerce Youth Business Connect Council-I Gloria Anthony 276-9414 broke up a year ago
- Healthy Start Youth Task Force-Lisa Colen-233-2800 ext 133
- Ophelia Teen Ambassadors
- Tampa Elks 708-just Drug Awareness Program
- NCCJ's "Anytime Advisory Board"-Mike Trepper
- NCCJ's "YAR"-Mike Trepper
- NCCJ's Teens on Board of Directors-Mike Mike Trepper
- Centre for Girls- Jennifer Jackson
- Girl Scouts of Suncoast Council- Amy Hall 281-4475 x299
- Hands on Tampa Bay (United Way)- Sue Farnum wants to start Volunteens after May 21st
- Tampa Museum of Art-Anna Wells and the Junior Docents Program
- PACE Center for Girls-Nikki Daniels
- YO-Boys and Girls Club on Sarah Ave.
- Tampa Bay Academy of Hope, Inc.- 277-0464
- Alpha House Emailed 875-2024 talk to Susan and Robin

- THINKids- John Mayo (813) 233-3495 ext. 222
- Project Link-276-5671 used to have a council, but no longer
- Bay Area Youth Services- Rochelle 628-8989
- Youth Advocate Programs, Inc. out of PA 717-232-7580 with branch in Tampa 931-3950 does not currently have any youth on Boards
- *Bright Future Scholarships Organizational Board Perhaps-would be state-wide

Data Collection Youth Councils/ Boards in Hillsborough County

- Planned Parenthood-Teen Source Theatre, but no council
- Rich House in Sulphur Springs Resources in Community Help Officer Debbie Boles and Earl Silas 274-5617
- PAL Police Athletic League 876-9363 Sgt. Ray
- Palm River Point Contact: Liz Gutierrez (813) 628-9179 Email: Liz@thepointcdc.com
- Hillsborough Coalition For Children and Youth with Special Needs Project Coordinator: Janet Hess Hessj@tampabay.rr.com 813-653-3279 no program

- Patel Foundation for Global Understanding-Sigrid Tidmore at stidmore@global-understanding.org (813) 471-4380 Planning on starting a teen board or council
- YET Center on 34th and Lake for NFL 242-5346
- Project Focus
- YMCAs (all YO programs-funding runs out in June 2005) Dexter Johnson at (813) 223-4202
 - Bob Sierra in Carrollwood-962-3220
 - Central City Family Branch-229-9620
 - Downtown Branch 229-1305 or 229-1334
 - Interbay-Glover South Tampa-839-0210
 - Campo Family-Valrico-684-1371
 - Brandon-685-5402
 - New Tampa-866-9622
 - Northwest Hillsborough-249-8510
 - Plant City-757-6677
 - **Express-792-7838**
- Family Enrichment Center Contact: Olga Williams (813) 226-3189 e-mail: FAMENRCT@aol.com
- Junior Achievement 727-530-0884 Carla Prescott Education Director for Hills. Schools
- Big Brothers/Big Sisters – 287-2210 Lori Briggs

- ◆ Tampa Housing Authority-left message for Willet Hollinger
- ◆ FICS-FL Inst. For Community Solutions-Eileen Hunten-Burger 248.3427 about Teen Board
- ◆ Boys and Girls Paula Kay 769-7528
- ◆ Tampa Hillsborough **Urban League** (229-8117) Youth Opportunity (813) 275-0134
- ◆ Boy Scouts of America – Major Austin 872-2691
- ◆ Gear Up! FMHI forming leadership skills, contact Theo Bell
- ◆ Federation of Families Mental Health- Link on Children’s Board contact Larry English (813) 974-7930
- ◆ Workforce Alliance, Inc Renee Benton 740-4680 x225 and Man Lee
- ◆ Ygirls-YWCA new teen girl program

Religious Institutions

- Hyde Park Presbyterian Cliff Borsi 253-0069
- Hillel Foundation 899-2788 for USF, UT, HCC got info. From Educator
- Gujarati Samaj Indian Center
- Pooja Pandya: (813) 931 1980
- Youth Group that the Advisor tries to encourage opinions of the youth to filter to the Exec. Board.
- Temple Beth Am 968-8511 Rabbi Brian Zimmerman-no program
- Baha'I Center 963-0080 Diane Black with the Character Building Program
- Quaker Religious Society of Friends 727-896-0310 - no program

- Without Walls International Church 879-4673 RE Laura
- All Nations Outreach 931-1252 Pastor Steve or Wife
- Hindu Temple of Florida 962-6890 no one answered
- Abundant Life 685-4240 or 915-1616
- UU of Tampa Bay 988-8188 Katie
- Call the ICE and find other strong faith-based organizations 276-9094
- Jewish Family Services 727-538-7150 (264-9000 Steve Bronstein)
- Congregation Schaarai Zedek-Reform 876-2377 Ari Rubenstein

Community Development Districts

- Sulfur Springs CDC- Norma on R
- University CDC-Nestor
- Central City CDC-David Foster 227-8727

- West Tampa CDC-254-6297

- ◆ Corporation to Develop Communities YO-248-9738

Informal Education Institutions

- Lowry Park Zoo-Nestor 935-8552
- Tampa Bay Art Museum-left message 274-8130 on M and called back

- MOSI-987-6300
- Florida Aquarium- 273-4000 don't have anything
- Kid City-Nestor 935-8441
- Ybor City State Museum - Museum Society 247-1434 left message on T no program
- Tampa Bay History Center- 228-0097 nothing currently
- Tampa Bay Performing Arts Center 222-1000

Community and Neighborhood Associations

- Town'n Country Youth Council- Rob Gamester 813- 884-3462
- Neighborhood Relations and Information 274-7734
- Temple Terrace Parks and Rec 989-7180 have a Junior Counselor Volunteer Program
- Temple Park-987-6205 LIT Program similar to Junior Counselor Program above
- Davis Island "Young Islanders" Steve Stanley 287-7122-Karen Abberger 251-0081
- Plant City girls group no contact-hoping Neighborhood Relations can help!
- Rich House- Earl Silas
- Tampa Height Junior Civic Association-(813) 221-3399
- Carrollwood Youth Council Rec Center 9 to 1pm -932-1257
- ◆ Town'n Country Nenas contact Alene Under-burger from the FICS

Government Agencies

- Tampa/Hillsborough Youth Council
- Juvenile Divisionary Programs
- Mayor's Youth Corp-Becky left message on T 274-5909
- Sheriff's Office – see coll. 247-8000 Hillsborough County Sheriff Falkenburg summer and internship programs for youth
- Parks and Rec. 274-8615
- Hillsborough County of Public Art Program 276-2536
- Hillsborough Arts Council 276-8250
- Bicycle Advisory Committee-272-5940
- Consumer Protection Board 903-3429
- Human Relations Board 276-2734

- Community Relations 272-5275
- African-American Affairs 276-2637
- Asian-American Affairs 276-8623
- Hispanic Affairs 276-8622 suggested FICS and Work Alliance
- Economic Development Department 272-7232
- Equal Opportunity Administrator 272-6554
- Community Action Agency 272-6770
- Lee Davis Neighborhood Service Center 272-5220

Local Public and Private Schools

- School Board of Hillsborough main line 272-4000
- Hillsborough County School Board has a youth council at each high school Contact: Cheilifa Bradley 813-274-5833
- Lee Academy for Gifted and Talented Students 931-3316
- Berkley Prep 885-1673

- Tampa Prep 251-8481 Andrew Hill
- Academy of the Holy Names 839-5371 Ms. Lubrano x 254
- Bible Truth Ministries Academy 231-9177
- PTSA-Cathy Goodi-962-7116

Chamber of Commerce

- Greater Brandon Chamber-689-1221
- Temple Terrace 989-7004
- Ybor City Chamber 248-3712
- Tampa Chamber of Commerce

Local Companies and Corporations

- TECO-228-1111 x32205
- Outback
- USAA called main line-contact Kathy Curry 615-6999 (5984)
- Suncoast Schools Federal Credit Union (Chamberlain Partnership?) 621-7511

Data Collection Youth Councils/ Boards in Hillsborough County

- Westshore Plaza Mall 286-0790 Renee Bockavitch
 - International Plaza and Bay Street 342-3780 Tammy
 - University Mall 971-3465 Brook Smith
 - *Westfield Shopping Town Citrus Park 926-4644 Mary Ellen Norton
-
- Raymond James 727-567-1000
 - JP Morgan 312-732-2495 *
 - Bank of America 961-8468 (Carrollwood)
 - Suntrust Bank 224-2121
 - Coca-Cola Bottling Company 623-5411 Susan McGuhmrey
 - Busch Gardens 987-5307 HR and development
 - Brandon Mall 651-3854

**YOUTH ADVISORY SUBCOMMITTEE
OF THE COMMUNITY ADVISORY COUNCIL
MINUTES**

Time: 11:00 AM

Date: March 2, 2005

Place: 1002 East Palm Avenue Room C

<u>Present</u>	<u>Not Present</u> Excused Absence
Khaaiidah Muhammad, Federation of Families	Paul D'Agostino, Child Abuse Council **
Nestor Ortiz, Adolescent Development Services	Sharon Danaher, School District of Hillsborough County **
	Mike Trepper, NCCJ **
	Rebecca Heimstead, City of Tampa, Teen Advisory Board **
	Norrine Russell, YMCA The Ophelia Project **
	Bobbi Davis YMCA **
	Maria Corrillo, TICH **

<u>Staff Present:</u>
Glenn Brown
Alex Furnari
Veronica Blanco

INTRODUCTIONS		
MINUTES 01/26/2005	Distributed to attendees and reviewed.	
OLD BUSINESS	Overview of purpose and update of activities:	Information

	<p>governing decision to have a youth advisory component to be developed as part of the restructured CAC</p> <p>\$45,000 allocated for youth advisory subcommittee</p> <p>development focus group met to outline how the subcommittee would benefit the CBHC and participating youth how to integrate the group the CBHC structure ensure cultural diversity of membership</p> <p>CAC to be very involved in formation and development since the youth council may be one of its functions</p> <p>CBHC staff assigned to facilitate and provide support to CAC and YAC as they determine training needs and resources</p>	
<p>ACTION ITEMS</p>	<p>determine whether members of the YAC will represent organizations, regions of the community or both</p> <p>delineate the purpose and involvement capacity of the members to guard against tokenism as the number of youth representatives may be outweighed by the number of adults on the council</p> <p>determine whether a separate youth council will be more</p>	<p>By Next</p>

	<p>effective since that structure would be autonomous and able to directly address the governing board if purpose is to develop youth to become advocates then determine if focus is primarily for participation with CBHC or adult boards in general need to assess the number of existing youth groups and adult boards who have a youth component in the community Adolescent Development Services will submit a proposal to research the community to collect data on the number of groups, contacts, purpose, meeting schedules, training programs, etc.; include cost; an approximate 2-month deliverable request that NCCJ submit a proposal to provide training curricula for youth and adults to effectively integrate youth into adult boards and Councils; include cost</p>	<p>Meeting</p> <p>By Next Meeting</p>
<p>NEW BUSINESS</p>		
<p>NEXT MEETING</p>	<p>Thursday, March 31, 2005, 11:00 AM, CBHC - Conference Room #2</p>	<p>Information</p>

Category Matrix – Question Set 1

Org. Name:	Contact:	Program:
What is the name of your program?		
How long has your program been in existence?		
I am going to read 3 statements, which would most accurately describe your program?		
<input type="checkbox"/> A body of individuals brought together to discuss general topics and issues	<input type="checkbox"/> A body of individuals brought together to provide advice on a specific topic or issue	<input type="checkbox"/> A body of individuals brought together to perform a specific function
How many youth currently sit on this body?		
What is the maximum # of youth able to sit on this body?		
What are the age ranges a youth would need to fall in to sit on this body?		
How often do they meet? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually	Where do they meet?	
Other:		
Do you recruit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How do you recruit?		
Where do you recruit?		
How often do you recruit?		
How and where do you get your youth from?		
How long can they actively participate in your program? <input type="checkbox"/> months <input type="checkbox"/> years <input type="checkbox"/> graduation <input type="checkbox"/> Other:		
Are there terms of service? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> What?		
What role do they play in your organization?		
Who do your youth represent? <input type="checkbox"/> Schools <input type="checkbox"/> Communities <input type="checkbox"/> Other agencies <input type="checkbox"/> Clubs <input type="checkbox"/> Specific populations		
Other:		
Is there an adult advisor? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Who?		
Do they attend any of your organizations meetings? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> At what capacity?		
Do any of your organization's staff attend their meetings other than the advisor? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Is there a budget? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Do the youth control the budget?		
Is there a formal meeting structure? I.e. Robert's Rules of Order <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Are there executives? President, chair, etc		
How would you describe meeting attendance? <input type="checkbox"/> 10-30% attend <input type="checkbox"/> 30-60% attend <input type="checkbox"/> 60-90% attend <input type="checkbox"/> 100% attend		
What specific area does your program represent?		
Do your youth receive any type of training? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> What?		

Category Matrix – Question Set 2

Org. Name:		Contact:		Program Name:	
How many youth are involved?					
What is their role?					
Do you recruit? <input type="checkbox"/> Yes					
Where do you recruit?					
How often do you recruit					
How and where do you get your youth from?					
Who do your youth represent? <input type="checkbox"/> Schools <input type="checkbox"/> Communities <input type="checkbox"/> Other agencies <input type="checkbox"/> Clubs <input type="checkbox"/> Specific populations					
Other:					
How would you describe meeting attendance?					
Are they voting members? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> 10-30% attend <input type="checkbox"/> 30-60% attend <input type="checkbox"/> 60-90% attend <input type="checkbox"/> 100% attend					
Are there terms of service? <input type="checkbox"/> No <input type="checkbox"/> Yes Did staff receive training on how to work with youth? <input type="checkbox"/> No <input type="checkbox"/> Yes					
What role do they play in your organization? What?					
Are the parents actively involved?					
Do your youth receive any type of training? <input type="checkbox"/> No <input type="checkbox"/> Yes What?					
Why does your organization find it important to involve youth?					
How long has your organization involved youth?					
What are some of the challenges your organization has faced in developing and implementing this program?					
What are some of the major successes in implementing this program?					
Program was established to: (mission)					
Additional comments:					

Category Matrix – Question Set 3

Org. Name:		Contact:
How many programs do you offer for youth?		
What is the participant capacity of your programs?		
How many youth do you currently have involved in your programs?		
How long have your programs been in existence?		
<i>Please answer the following questions for each of your programs:</i>		
What is the name of your program?		
What is the mission of your program?		
What is the target population of your program?		
How many youth are involved in this program?		
Where do they reside?		
Do you have funding for this program?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Is funding an issue in keeping this program alive? <input type="checkbox"/> No <input type="checkbox"/> Yes
Do you have any partners?		
Successes?		
Challenges?		
What is the name of your program?		
What is the mission of your program?		
What is the target population of your program?		
How many youth are involved in this program?		
Where do they reside?		
Do you have funding for this program?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Is funding an issue in keeping this program alive? <input type="checkbox"/> No <input type="checkbox"/> Yes
Do you have any partners?		
Successes?		
Challenges?		
What is the name of your program?		
What is the mission of your program?		
What is the target population of your program?		
How many youth are involved in this program?		
Where do they reside?		
Do you have funding for this program?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Is funding an issue in keeping this program alive? <input type="checkbox"/> No <input type="checkbox"/> Yes
Do you have any partners?		
Successes?		
Challenges?		

Category Matrix – Question Set 4

Org. Name:	Contact:	Program:
What kinds of programs for youth has your organization thought about offering?		
What would your mission be?		
What is your target population?		
What has held you back from beginning their initiative?		
How many youth would you like to take part in this new initiative?		
How will recruit them?		
Will there be any requirements? <input type="checkbox"/> No <input type="checkbox"/> Yes What?		
Will there be a dedicated staff person to administer the program? <input type="checkbox"/> No <input type="checkbox"/> Yes Who?		
Why does your organization find it important to involve youth?		
Will the youth receive any type of training? <input type="checkbox"/> No <input type="checkbox"/> Yes What?		
Will you require their parents to get involved? <input type="checkbox"/> No <input type="checkbox"/> Yes How?		
What will be the requirements for them to get involved?		
Will your staff receive training on how to work with youth? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Do you have funding for this program? <input type="checkbox"/> No <input type="checkbox"/> Yes Is funding an issue in keeping this program alive? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Potential challenges?		
When would you like to start this program?		
What would be the timeline for this program? I.e., Year long, school year, summer.		

Data Collection Youth Councils/ Boards in Hillsborough County

