

tools to help
youth councils
build effective
operational
youth service
delivery

YOUTH
COUNCIL
TOOLKIT INTRODUCTION



United States Department of Labor

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acknowledgments

This training toolkit was developed by subject area experts representing State and local workforce investment systems in conjunction with the United States Department of Labor's Employment and Training Administration, Office of Youth Services staff. LaSharn Youngblood and Howard Knoll facilitated the group discussions which led to the production of materials contained in this tool kit. Special thanks to Howard Knoll for his assistance and to the individuals identified below for their contributions. For the particular training tools we recognize the following:

work plan template-

Curly Burns
Montana Job Training Partnership
Helena, Montana

Christine Reardon
RWDB of Greater
New Haven, Connecticut

Melodie Johnson
U.S. Department of Education
Washington, DC

DeEtta Roberson-Carter
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Washington, DC

Tom Shaugnessy
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membership scorecard-

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training guide-

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Jim Wernsing
Worksystems, Inc.
Portland, Oregon

John Baker
CWA Consultant
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North Carolina Department of Commerce
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implementation guide: operational resources-

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a guide to community outreach-

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Barry Martin

WIB Director, Bangor, Maine

Rosalyn Gaines

Senior Analyst, Leonard Resources and

Associates

Alexandria, Virginia

We also acknowledge contributions from *Rhonda Basha* from the Presidential Taskforce on Employment of Adults with Disabilities at USDOL, Washington, DC

why do we need a youth council operations toolkit?

Youth Councils under the authority of the Local Boards play a lead role in guiding youth policy as required under the Workforce Investment Act (WIA). To assist in this effort, the United States Department of Labor's (USDOL) Employment and Training Administration's (ETA), Office of Youth Services funded contracts to support training and technical assistance needs of staff from State and local workforce development systems. Several training and technical assistance tools were produced, such as a "Recipes for Success-Youth Council Guide to Creating A Youth Development System Under WIA"; a train-the-trainer session on the guide with a training package for State and ETA's regional office staff; and a guide for developing Request for Proposals. In addition, DOL's regional youth office staff provided training to both State and local area employees. A publication "Sources of Funding for Youth Services" was disseminated to the State and local workforce staff in August, 2001 to help Youth Councils identify additional funding sources.

Many of the technical assistance resource tools mentioned above were developed and disseminated in the early developmental stages of Youth Councils. Now most Local Boards and Youth Councils have moved beyond the initial stage and currently face additional operational

challenges. Such challenges surfaced in the WIA Readiness Report Youth Services section. The WIA Readiness report revealed a need for strengthening local Youth Councils in order to help them become fully operational. ETA staff worked with a workgroup of subject area experts representing urban and rural communities nationwide to address the key issues presented in the report. As a result of the group discussions, ETA staff identified four critical areas where technical assistance is needed: planning - including retention and sustaining members; training for Youth Council members and staff; implementation of operational service delivery system; and community outreach/public relations. In addition, the workgroup identified several essential elements that Youth Councils should incorporate into their operational strategies. These elements are listed in the Key Principles for Effective Youth Councils document.

To assist Youth Councils in addressing the critical operational issues, ETA has developed this technical assistance toolkit. The toolkit is a compilation of documents that are designed to reflect State and local practitioners experiences and their assessments of Youth Councils current needs. It is intended to help Youth Council members and staff plan effective comprehensive services for youth.

description of toolkit modules

The toolkit represents the second phase of technical assistance initiatives provided by USDOL to help States and Local Boards build the capacity of Youth Councils. In response to requests from workgroup members, these documents have been designed in a user friendly format, with a general focus. They may be tailored to address the specific needs of local areas. The tools may also be used separately or combined as deemed appropriate by the user.

MODULE 1:

[Key Principles for Effective Youth Councils](#) offers principles that Youth Councils should consider for effective operation.

MODULE 2:

[Work Plan Template](#) provides a format for Youth Councils to record, organize and plan work activities to carry out the responsibilities delegated to Youth Councils by the local workforce investment boards.

MODULE 3:

[Membership Scorecard for Retaining and Sustaining Members](#) is designed for Youth Council leaders to evaluate and rate their progress for retaining and sustaining members.

MODULE 4:

[Training Quick Start Guide](#) represents a quick reference tool to train Youth Council members and other interested parties about Youth Councils.

MODULE 5:

[Implementation: An Operational Resource](#) offers quickly accessible information about the critical elements necessary for a Youth Council to operate successfully. This document also include examples of strategic plans, work calendars, by-laws, and community resource mapping.

MODULE 6:

[Public Relations: A Guide to Community Outreach](#) offers tips for developing an outreach plan and sample correspondence to recruit community leaders and organizations to help in developing a local workforce development system.

