



Indiana National Guard Youth Council
Handbook 2010
JOINT FORCES HEADQUARTERS
INDIANA NATIONAL GUARD
2002 SOUTH HOLT ROAD
INDIANAPOLIS, INDIANA 46241-4839





INNG YOUTH COUNCIL HANDBOOK

Introduction

The Youth Council is a statutory volunteer group of guard youth ages 12-18 from across the state of Indiana. They will work with the State Youth Coordinators in support of youth programs, and serve as the voice of youth whose parents are in the Indiana National Guard. The council will work together towards a common goal of identifying, defining and addressing issues that contribute to the future of our National Guard Youth. Their purpose is to actively involve youth in policy issues affecting them and help implement new ways to enhance the quality of life for our Guard members and their dependents.

Mission Statement

The mission of the Indiana National Guard Youth Programs is to educate, motivate and inspire the children of the Indiana National Guard. This will be done in an open and safe environment that allows the youth to become better leaders of tomorrow while having fun.

Duties

All youth are encouraged to bring any ideas to the attention of the Youth Council so that it may be studied, reviewed and replicated for the youth of the INNG. One role of the council is to identify issues and challenges relating to military youth, and work to develop ideas and strategies to combat these. The Youth Council will also assist with planning and implementing youth activities and camp as well as facilitate activities among small groups of youth in the local area. Through this opportunity youth will strengthen their leadership and networking skills.

Requirements for Membership

- Must be 12 years old by September 1
- Be able to serve a one year term from September through September
- Must have internet and email access, does not have to be at home. Must acknowledge all council business emails immediately.
- Must attend 5 meetings/activities a year
- Zero tolerance of drugs, alcohol, bullying
- Have a desire to work with children and youth
- Be supportive of the INNG Youth Program and its families





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Youth Council Membership Selection

We will start with the current youth council and fill open positions by referrals from Family Readiness Group Leaders. The Youth Council for 2012 will be selected by their peers during the State Youth Symposium. Each candidate will complete an application. The application shall be completed and turned in to a State Youth Coordinator prior to the State Youth Symposium.

Guidelines for State Youth Council

- Each member is responsible for attendance at meetings and other events as scheduled. If one is unable to travel to meeting location they are able to attend meeting via conference call. In the event that one must miss the meetings in its entirety, then the council member shall notify the State Youth Coordinator at least two days in advance
- Council members shall participate and follow all rules of the meeting and/or event
- The council shall be role models for all youth in care and shall act as leaders when participating in any meeting or event
- If a member misses three or more unexcused meetings in a one year period, the State Youth Coordinators will make a recommendation to the council as a whole either possible dismissal from the council or a probationary period, depending upon the reason(s) for the absences
- Excused absences include school, work, family commitment and other reason determined to be of important value by the Youth Council members and the State Youth Coordinator
- If members leave before their term is up, they are requested to submit a formal letter of resignation to the State Youth Coordinator

Code of Conduct

I, as a representative of the Indiana National Guard Youth Council, will uphold the following conduct and behavior standards:

- I will be courteous and respectful towards others
- I agree to value and respect others' ideas when different than my own.
- I will not use alcohol, drugs or engage in any other risky behavior.
- I will actively participate in all activities during training sessions.
- I will conduct myself in a professional manner.
- I will dress appropriately at all times. Revealing clothing or apparel featuring alcohol, tobacco, and other drug messages is prohibited.
- I will conform to prescribe curfews during overnight sessions.
- I understand that I will forfeit my position for any misconduct or repeated behavior.





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Benefits

- Opportunity for Service
- Documentation of skills and performance for resume
- Development of skills: people skills, communication, organization and leadership
- Self Satisfaction

Election of Officers

The goal is to move towards electing officers for their council. The term for the positions shall be for one year. If the officer does not fulfill the one year position the council may fill the position as appropriate. Officer elections will be held at the State Youth Symposium each year. There will be five officer positions along with council members. Responsibilities of these positions are listed below:

President:

- Required to conduct and oversee all state youth activity meetings. An agenda will be required for meeting and will be published at least one week prior to the meeting.
- He/she will work with the State Youth Coordinator to plan all state events.
- He/she will act as a liaison between any military personnel along with the State Youth Coordinator, to ensure success of state activities.
- He/she will act as a representative of the state of Indiana at any state or national conventions. This requires that the youth acts with the utmost behavior at all times.
- Active participation is required.

Vice President:

- Informs the council members of any information passed on by the president.
- In the absence of the president, he/she is required to conduct and oversee all state youth activities.
- He/she will work with the State Youth Coordinator to plan all state events.
- He/she will act as a representative of the state of Indiana at any state or national conventions. This requires that the youth acts with the utmost behavior at all times.
- Active participation is required.

Secretary Expectations:

- Responsible for attending state youth activity meetings and taking minutes. These minutes will be published and submitted to the State Youth Coordinator and the President for review. A copy of the minutes will be handed out at each meeting.
- He/she will work with the State Youth Coordinator to plan all state events.
- He/she will act as a representative of the state of Indiana at any state or national conventions. This requires that the youth acts with the utmost behavior at all times.



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- He/she will send a thank you card to any organization that contributes to the youth activities.
- Active participation is required.

Journalist:

- Responsible for documenting any major events from year to year. This will include taking pictures as well as obtaining any news article dealing with the Indiana National Guard Youth Program, which will be placed in a scrapbook.
- He/she will maintain a state event calendar and will submit it to the State Youth Coordinator on a regular basis. Deadlines will be set by the coordinator accordingly.
- He/she will write a blurb for upcoming state events to be submitted to the State Youth Coordinator to be printed in the newsletter, and used for our social networking.
- He/she will act as a representative of the state of Indiana at any state or national conventions. This requires that the youth acts with the utmost behavior at all times.
- Active participation is required.

Council Members

- Responsible for planning/helping with any events and activities
- He/she will show support for fellow members at any time
- Will attend all meetings and activities
- He/she will act as a representative of the state of Indiana at any state or national conventions. This requires that the youth acts with the utmost behavior at all times.
- Active participation is required

State Youth Council Alumni

Members who turns 18 years of age while serving are encouraged to continue to participate as an alumni member. Alumni members may continue to serve for the length of time left. Alumni members will be able to continue to provide leadership and guidance for youth events.

Application

If you are interested in participating on the Youth Council please contact your State Youth Coordinator at 317-247-3300. You can also visit us at www.in.ng.mil and click on Youth Programs to apply online today!

