Youth Council Guide

What is a leader?

A leader is an individual who possesses the ability to lead a group in the right direction and make decisions that are best for the entire group.

Effective leaders will seek to obtain the appropriate skills, qualities and characteristics that will help them acquire trust from others, empower their peers and act in a manner which demonstrates good character and responsibility.

What does a C2 Pipeline student leader look like?

C2 Pipeline works to increase leadership skills in all students; however, only a select group of students will have the opportunity to participate on the Site Youth Action Council and the Grantee Youth Council. Students seeking to assume a position on one of the Site Youth Councils will be defined as a student who is:

- Enrolled in one of the 15 C2 Pipeline high school sites
- Currently in 9th – 12th grade
- Regularly attending the C2 Pipeline afterschool program
- Maintain passing grades (leaders are expected to lead by example)
- Willing to learn and develop leadership skills
- Actively uses skills and knowledge to set and meet goals
- Exemplifying the tenants of good character and respect of others
- Getting other students involved in the C2 Pipeline program and activities

What will a C2 Pipeline student leader do?

C2 Pipeline students who participate on the Site Youth Council will have an active voice in their school's afterschool program. Youth Council members will help to decide program direction by selecting activities and enrichments during the school year. This will enable students to pursue the Digital Badges that most interest them and their peers.

Youth Council members will plan events, field trips, help facilitate activities and community service projects. A $500 budget is allotted to each of the high school sites for Youth Council special events. The Youth Council President and Treasurer are responsible for how this budget will be dispensed. All special events must be approved by the local Site Coordinator and C2 Pipeline administrative staff.

Student leaders will also be given the opportunity to develop and enhance their leadership skills and abilities throughout the school year. Youth Council members will be invited to attend Leadership Workshops and Leadership Retreats. These events are designed to introduce Site Youth Council members to students from other sites, to help students reflect on their unique strengths and abilities and increase interpersonal and team building capabilities. These special events will be planned and hosted by the Grantee Youth Council.

Purpose of the C2 Pipeline Youth Council

The C2 Pipeline Site Youth Council is an organization consisting of student leaders C^2 Pipeline sites. The purpose is for students to build leadership, teamwork and organizational skills by overseeing programs, events and special projects. The Youth Council reflects the entire C^2 Pipeline student body and gives voice to their ideas and interests.

Vision of the C2 Pipeline Grantee Youth Council

The Grantee Wide Youth Council will bridge the gap between the various C^2 Pipeline sites and facilitate a more united front. This organization will strive to include a diverse group of individuals, to be representative of the diverse student population that C^2 Pipeline serves, and to be welcoming of new ideas and world views. Students on the Grantee Wide Youth Council will exemplify leadership values, such as integrity and perseverance, and be a source of support and encouragement to other students, families and community members.

Expectations of a C2 Pipeline Site Youth Council member:

- Attend and participate in meetings and special events on a regular basis
- Come prepared to all meetings – materials, ideas and reports
- Abide by C^2 Pipeline Policies as outlined in the Student Guidebook
- Promote C^2 Pipeline's mission and goals
- Exemplify student leadership by advocating for just causes and community stewardship
- Perform duties and responsibilities as outlined

Meetings and Time Commitment of Site Youth Council:

- Council members have weekly meetings during afterschool programming time*
- Sign-In and Agenda must be recorded for each Youth Council meeting
- Additional consultations may be scheduled based on programming needs
- Convenes for special projects and fundraisers

  * Meeting schedule may vary by site*

How does one become a C2 Pipeline student leader?

Each site will hold a local election to nominate the Site Youth Council. Elections for the one-year term should be held as soon as possible, to allow officers to begin leading the program's activities and sessions.

Site Coordinators should first poll the students to get a list of nominees for each of the cabinet positions. After a complete list of the candidates are gathered, students running for office can be given the **Election Platform Template**. This template will help students organize their ambitions, skills and overall objectives in running for Youth Council. This will help students create their speech.

After the speech is completed, each candidate will present their platform to the student body. An anonymous, silent election will be held after each of the candidates have presented. The student with the majority vote for each of the positions will be nominated to the board.

To garner the best, most unbiased results, have students vote privately in an election station - where they will complete a ballot and denote their selection by bubbling in or writing in the candidate's name. After all students have completed the voting, staff will take the ballots and create a tally of the score. Announcements of the chosen board members should be made by the next programming date.

Cabinet Positions and Responsibilities:

President

- Key youth leader of C^2 Pipeline Youth Council
- Works closely with administration and the youth leadership team to plan meetings
- Primary coordinator of programs and events hosted by the C^2 Pipeline Youth Council

Vice President

- Surveys members' interests in program activities
- Runs the officer meetings in the President's absence
- Delegates board member tasks and responsibilities

Treasurer

- Keep financial records for the Youth Council
- Coordinate any fund-raising events and maintain records of funds
- Bi-Annual Youth Council financial report/presentation
- Presides over the allocations of the allotted budget: $500

Secretary

- Maintains written Youth Council records & communications
- Takes meeting minutes
- Sustains correspondence with partners and individual site Youth Council members

Social Media Chair

- Takes photographs/videos of C^2 Pipeline events
- Responsible for creating flyers/marketing materials to promote program and events

General Board

Some sites may wish to have a General Board. This group is comprised of students who wish to have a say in program decisions, but were not elected into office. The board members may attend Youth Council meetings and express concerns, suggestions and give feedback. However, ultimate decision-making lies with the cabinet members..

C² Pipeline Youth Council Election Handout

Student Election Platform Outline

Section 1: Plan of Action

- The first step to creating an election pitch is outlining your goals and objectives for wanting to part of the C2 Pipeline Youth Council at your school. Jot down 3-5 accomplishments you plan to see through if you are elected. These ideas should be specific to you and the after-school program at your school.

    1.

    2.

    3.

Section 2: Personal Characteristics

- After you have outlined your goals, think of a few personal qualities and characteristics that make you a trust-worthy and reliable leader. How have you demonstrated these qualities in the past? What qualities will help you accomplish your goals.

    1.

    2.

    3.

Section 3: Relevant Experience

- Finally, identify a few (3) past experiences that make you a good candidate. These experiences could be based on your academic performance, involvement with other organizations or past C2 Pipeline leadership positions.

    1.

    2.

    3.

- What kind of traits do you look for in a leader?

- What areas would you like to grow in?

- Why do you want to run for the position of C2 Pipeline Youth Council officer?

Student Election Presentation Outline

Hello everyone,

My name is [insert name] and I am in [grade] and have been a part of C2 Pipeline for [length of time].

During my time with C2 Pipeline, I have learned [insert details].

However, I think that there is always room for improvement. I believe there are a number of areas that we can make C2 Pipeline a better program. Some of these areas in which I would like to see advancements are

[Insert 3 ways in which the program can be advanced and improved]

1.

2.

3.

Therefore, I have identified three ways that we can intervene and address these issues. My plans to improve the program are as follows:

[Identify 3 main campaign goals you wish to accomplish in your year on Youth Council, taken from Section 1]

1.

2.

3.

All of these planned actions require [insert leadership qualities from Section 2] to implement and deliver. This is why I am running for C2 Pipeline Youth Council, as these characteristics are key in making change in our school and community.

Additionally, I have vast experience working in different settings to set and accomplish goals. Some of my past experiences that make me an ideal candidate are

[Insert three examples where your previous actions have shown leadership and resolved concerns, Section 3]

1.

2.

3.

Thank you for your consideration! I hope I can count on your vote during the election.

I will now open the floor for questions about my platform and capabilities as your Youth Council officer.

Wayne State University C^2 Pipeline

Youth Council Elections

[Date]

C^2 Pipeline President

Vote for One (1)

- ⬭
- ⬭
- ⬭

C^2 Pipeline Vice President

Vote for One (1)

- ⬭
- ⬭
- ⬭

C^2 Pipeline Treasurer

Vote for One (1)

- ⬭
- ⬭
- ⬭

C^2 Pipeline Secretary

Vote for One (1)

- ⬭
- ⬭
- ⬭

C^2 Pipeline Social Media Chair

Vote for One (1)

- ⬭
- ⬭
- ⬭

Youth Council Elections Happened… Now What?

Immediately after the announcement of the Youth Council cabinet positions, a meeting should be set up to establish goals, expectations and procedures. Speak the President to discuss agenda items that should be addressed at the first meeting. The first meeting should accomplish the following tasks:

- All Youth Council officers learn their position responsibilities
- All Youth Council officers are familiar with meeting times, meeting flow and procedures
- Youth Council members develop a list of personal expectations
- Youth Council highlight goals and start to brainstorm topics

Responsibilities

A good way to begin the meeting is to have student leaders share why they wanted to be a part of C2 Pipeline and, more specifically, the Youth Council and share one goal of what they wish to accomplish during the school year.

After identifying their goals, go around and have each student explain what their responsibilities and duties. Staff liaison can help to address position specific duties by referencing Page 3 of this document. Make sure that the Secretary has the meeting minutes form (Page 8), so they can document all of the information covered during the first meeting.

Future Planning

As a group, establish the best time and place for the Youth Council meetings to occur – as to ensure that all student leaders are able to attend the weekly (or biweekly) meetings. It is important to institute an attendance policy immediately, so that student know the importance of active participation in this group.

Leadership Skills

The C2 Pipeline staff liaison should lead a discussion about "what it means to be a leader". Have students think of prominent leaders in their school and community, follow that up with leaders who are known nationally and globally.

- What are some similarities amongst the leaders mentioned?
- What are some differences?
- What makes someone a good leaders?
- What characteristics makes someone a bad leader?
- How can leadership be learned?

After this exercise, have students create a list of expectations that they have for themselves and the Youth Council at large. These can range from policies to personal characteristics and development.

Brainstorm

In their election speech, each student should have outlined goals and plans on how to improve the C2 Pipeline program at their site. At this time, have students discuss those plans and determine if there were any similarities. Is there a particular plan that would behoove the program and students more than others? Are these plans feasible?

Students should start to look at the program year calendar and determine what activities, special events or programs they would like to see occur during the semester ahead.

MINUTES OF MEETING

Date:
Location:
Participants:
Staff:

C² Pipeline

GRANTEE YOUTH COUNCIL MEETING
Summary of discussions and detailed decisions

The meeting started at

Agenda
 • • • • • •

Topic 1
• •   **Topic 2** • •   **Topic 3** • •

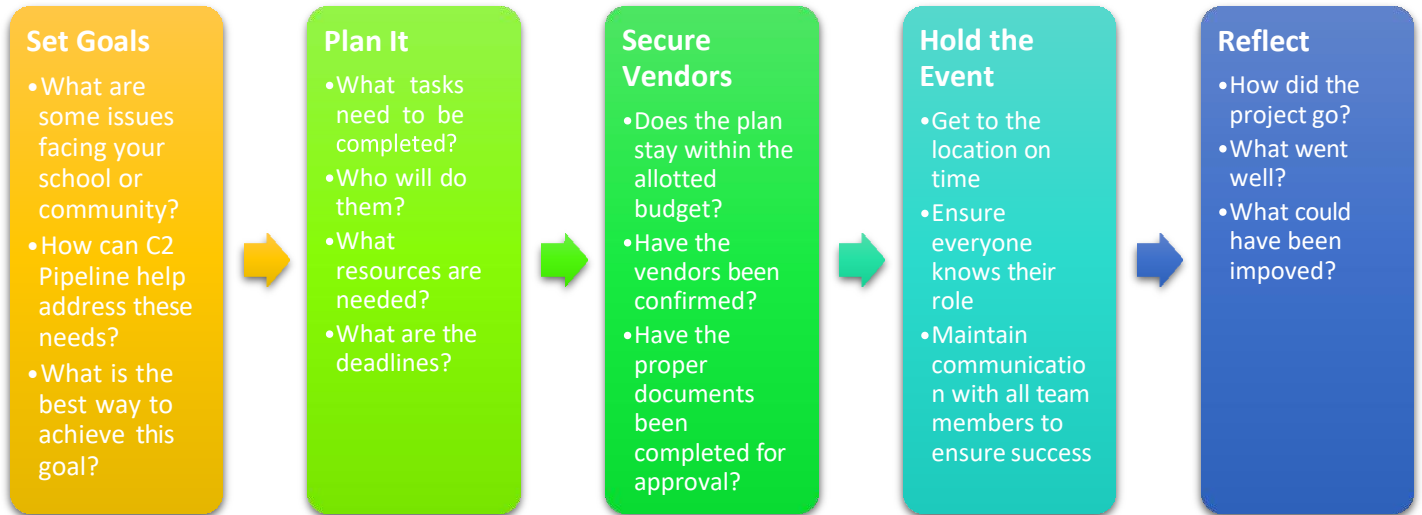| Action Items	Person Responsible	Deadline
• • • •		

ADJOURN
Next Meeting:

The meeting ended at

Minutes compiled by

Project Planning Guide

Looking to host an event? To ensure success, follow the 5 steps listed below. This will help guide you through the process and make project planning as seamless as possible!

Remember! Each Youth Council has a budget of $500 - this does not have to be allocated towards a field trip. There are plenty of opportunities that students can organize to improve our community and schools. Some ideas might include use your school's courtyard to develop and urban garden, start a recycling program, advocate for after-school programs, fund-raise for a just cause, beautify a local community center - take advantage of the possibilities to make a positive mark in your hometown!

Set Goals
- What are some issues facing your school or community?
- How can C2 Pipeline help address these needs?
- What is the best way to achieve this goal?

Plan It
- What tasks need to be completed?
- Who will do them?
- What resources are needed?
- What are the deadlines?

Secure Vendors
- Does the plan stay within the allotted budget?
- Have the vendors been confirmed?
- Have the proper documents been completed for approval?

Hold the Event
- Get to the location on time
- Ensure everyone knows their role
- Maintain communication with all team members to ensure success

Reflect
- How did the project go?
- What went well?
- What could have been impoved?

Set Goals

What are some issues being faced by your school and/or community?

How can C2 Pipeline help address these needs?

What is the best way to achieve this goal?

Plan It!

If I run into an issue, who can I ask for help?

What goals have we accomplished so far?

Secure Vendors

Have you confirmed all of the vendors (food, venue, transportation)?

How much have you spent? Is the total spent within budget?

	Confirmed?	Cost	Budgeted Cost
Food			
Venue			
Supplies			
Transportation			
Misc.			
Total			

Has proper documentation been submitted to Site Coordinator/C2 Pipeline Administration?

- ϒ Check Request
- ϒ Transportation Confirmation
- ϒ Field Trip Request
- ϒ Lesson Plan Form

Hold the Event

On the day of the event, take these steps to ensure a successful project:

- ☐ Get to the venue on time (or early)
- ☐ Make sure that everyone knows their role and are in the assigned position
- ☐ Follow your previously set agenda to make sure that the event unfolds smoothly
- ☐ Take note of all of the things going well and what can be improved
- ☐ Have fun!

Reflect

What went well with the project?

Were project goals met?

What would you do differently next time?

What did you learn and what skills were gained through this process?

Would you do a similar project in the future?

Helpful Reminders

Any C2 Pipeline event that is held off of the high school's campus – including community service projects – is considered a field trip. The field trip must align to C2 Pipeline curriculum and grant objectives. These details must be noted on the Field Trip Lesson Plan document. This will be submitted for approval with the Field Trip Request to C2 Pipeline administration 4 weeks prior to the event. Permission slips must be signed by students' guardians and returned to the Site Coordinator prior to the field trip.

Community Venues/Partners

C2 Pipeline partners with a number of community agencies that are committed to helping increase out-of-school learning and providing unique experiences for our students. Some proposed field trip destinations are: The Henry Ford Museum/Greenfield Village/River Rouge Factory Tours, the Detroit Institute of Arts, Detroit Historical Museum, The Underground Railroad Living Museum, Detroit Historical Museum, WSU Planetarium, Charles H. Wright Museum of African American History & St. Joseph Mercy Health Exploration Station.