

Fresno Regional Workforce Investment Board

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OPERATIONAL DIRECTIVE

FRWIB OD # 23-08 Rev C

Date Released: May 2, 2012

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: May 2, 2012

Subject: Youth Leadership Activities

Applicable Program: Youth

This Revision C adds a new personal development leadership activity and attached form for completing this activity.

Providers of services are to implement this OD effective immediately.

The purpose of this OD is to describe what acceptable Leadership Activities are for youth.

Leadership development opportunities are activities that encourage responsibility and other positive social behaviors. They are included in the youth's academic and career plan to supplement activities, and are designed to enhance the youth's understanding of the society in which they will live and work. These activities are not intended to be primary goals; rather they are used to engage the youth while working towards academic and career goals.

All leadership activities must take place in Fresno County. If a provider would like to do a leadership activity outside of Fresno County they will need to submit a waiver to the FRWIB which details the planned leadership activity and budget.

There are 3 main leadership categories:

- Academic
- Personal Development, and
- Community/Civic Awareness

Academic Leadership Activities

These activities are used to expose youth to college and other post secondary options which they are not normally exposed. Additionally they are used to promote involvement in positive peer activities to enhance exposure to varying academic areas and to promote exploration in diverse academic disciplines.

Authorized Academic Leadership Activities are:

1. Structured college campus tours that, at a minimum, meet the following criteria:

- a. Must be facilitated by college staff.
- b. Must provide youth with information regarding college entrance requirements, registration, program offering and requirements, and financial aid.

Each youth must have a completed questionnaire, with a minimum of 10 questions that are answered by the student during the tour, and signed by the tour facilitator documenting their position with the college, and the date the tour was conducted.

College recruitment/advisor workshop that, at a minimum, meet the following criteria:

- a. Must be facilitated by college staff.
- b. Must provide youth with information regarding college entrance requirements, registration, Program offering/requirements, and financial aid.

Each youth must have a copy of the workshop agenda signed by the workshop facilitator.

2. Financial aid workshop (outside of normal school hours)
 - a. The workshop must be facilitated by college staff
 - b. For younger youth, they must be accompanied by a parent, guardian or service provider staff member.

Each youth must have a copy of the workshop agenda signed by the workshop facilitator, and the parent or guardian acknowledging attendance, if required.

3. Membership and regular attendance in school clubs (These must be during non-school hours) such as:
 - a. Math Club
 - b. Science Club
 - c. Debate Team
 - d. Other FRWIB staff pre-approved club(s)

Each youth must have documentation from the school or club acknowledging membership and participation.

Personal Development Leadership Activities

Workshops and activities designed to assist the youth in developing positive social behaviors. Personal development activities may include life skills. The following is a list of authorized activities:

1. Money Management
2. Parenting programs
3. Work behavioral training
4. Dress for Success
5. Nutrition
6. Substance Abuse Education
7. Gang Awareness
8. Emotional Development
9. Teamwork Development
10. Focus Forward Leadership Activity (Form # [Yth-003](#))

Each youth must have documentation verifying participation and attendance in authorized workshops.

Community/Civic Leadership Activities

Workshop and activities designed to educate and expose the youth to the inner workings of local and state government/regulatory entities and the judicial system. Additionally, youth are educated and exposed to positive community involvement and responsibility.

Authorized Community/Civic Leadership Activities are:

1. Facilitated attendance at City Council, Board of Supervisors, or State Legislature meetings.
2. Facilitated attendance at Superior or Federal Court Hearings.
3. Voluntary participation at non-political fund-raising events.
4. Voluntary service at local community service projects that are sponsored by a local community based organization.
5. Facilitated visits at historical and cultural museums.
6. Voter Registration Workshop.

Each youth must have documentation verifying participation and attendance.

If you have any questions, please contact the Youth Program Manager.