

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 23 -08, Rev D

Date Released: September 16, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 16, 2021

Subject: Young Adult Leadership Development Activities

Applicable Program: Young Adult Services

Revision History: Initial Release – 05/29/08; Rev B – 11/18/09; Rev C -5/2/12

This Revision D updates general terminology, provides guidance to document leadership activities, and adds the digital case file process.

Providers of Services are to implement this Operational Directive (OD) effective immediately.

The purpose of this OD is to guide providers of services on acceptable Leadership Activities for young adult participants. This OD references OD 26-18, CalJOBS Data Entry Requirements and Data Changes Process.

Leadership development opportunities are activities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. They are included in the participant's academic and career plan based on the results of their O*Net Interests and the Individual Services document in the participant's Plan/Individual Service Strategy (ISS). Leadership activities are designed to enhance the participant'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 participant while working towards academic and career goals.

All leadership activities must take place in Fresno County. If a provider of services would like to do a leadership activity outside of Fresno County, a waiver request will need to be submitted to the FRWDB which details the planned leadership activity and any budget involved.

Parental/Guardianship permission must be obtained for all participants under the age of 18 that are participating in any activity that requires the participant to attend or to be transported to activities outside of the office. Activities may include, but are not limited to college campus field trips, job site tours, financial-aid workshops conducted outside of normal school hours etc.

- Provider of Services may use their own Parent Permission Form and must be submitted to the FRWDB Program Coordinator for approval, prior to its use.

Leadership development activities may include the following:

- Exposure to postsecondary educational possibilities.
- Community and service-learning projects.
- Peer-centered activities, including peer mentoring and tutoring.
- Organizational and team work training.
- Training in decision-making such as determining priorities and problem solving.
- Citizenship training, including life skills training such as parenting and work behavior training.
- Civic engagement activities which promote quality of life in a community.
- Other leadership activities that place participants in a leadership role such as serving on the Standing Youth Committee.

There are 3 main leadership categories:

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

Academic Leadership Activities

These activities are used to expose participants 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:

1. Structured college campus tours meeting the following criteria:
 - a. Must be facilitated by college staff.
 - b. Must provide participants with information regarding college entrance requirements, registration, programs, and financial aid information.
 - c. Each participant must have an opportunity to ask a minimum of 10 questions of their choice during the tour. Questions can be answered by students and/or staff.
2. 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, and program offering/requirements, and financial aid.
3. Financial aid workshop facilitated by college/school staff.
4. 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 FRWDB staff pre-approved club(s)

Personal Development Leadership Activities

Workshops and activities designed to assist the participants 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)

Community/Civic Leadership Activities

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

Authorized Community/Civic Leadership Activities:

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. Selective service registration workshop.
7. Voter registration workshop.

Participants must provide verification of attendance to all Leadership Activities such as workshop agenda, sign-in sheet, copy of the flyer describing the event, registration confirmation etc., verification must include the Date of the event, Name of college/school, and the Name, Title, and Signature of the college/school staff facilitating the activity.

Provider staff must open/close Service Code 410 for each Leadership Activity and summarize the activity in a case note including the type of activity that the participant attended and include the type of verification provided by the participant to support their participation in the Leadership Activity.

- In the event the activity covers multiple days; staff verifies that the participant attended day one (1) of the Leadership Activity, staff opens and closes Service Code 410 on the day the participant begins the first session of the Activity and marks it as a successful completion.
- Staff is required to case note the start date and duration of the Leadership Activity series that the participant is scheduled to attend. After the Leadership Activity series is completed, staff must case note that the participant finished the Leadership Activity successfully and case note the dates the participant attended.
- If the participant doesn't complete the Leadership Activity series, staff must edit the service code and change the "successful completion" to an "unsuccessful completion." Staff is required to case note the dates of attendance and that the participant was unsuccessful. If for some reason staff are unable to change the service code completion from successful to unsuccessful, staff will need to submit a data change request, see OD 26-18 CalJOBS Data Entry Requirements and Data Changes Process.

Digital Case File Naming Convention/Upload Process

All documents/forms must be uploaded to CalJOBS in the **Document (staff) section** and labeled accordingly under the "Document Tags" field (Keywords that will be indexed with the attachment) in CalJOBS.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBS. Provider staff must use the digital case file naming convention for Leadership Activity documents as follows:

- Utilizing the CalJOBS Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name below that is in **bolded underline text:**

Leadership Activity/ (Insert Document Tag Name Below):

- Parent/Participant Permission Form
- Focus Forward Form

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

Form:

YTH-003, Focus Forward Leadership Activity