

COMMUNITY YOUTH DEVELOPMENT TEEN SUMMIT

Guidelines for Selection of Youth Participants & Adult Chaperones

These guidelines are designed for use by whoever is involved in selecting participants to attend the Community Youth Development Teen Summit.

The Community Youth Development Teen Summit is to be provided for 90 youth that are a part of their local Youth Advisory Committee (YAC) and their 30 Adult Chaperones that will be partners in learning. CYD sites should strive to fill all six (6) youth and two (2) adult slots that will attend the Summit from each of the fifteen (15) CYD sites.

Each site will identify two (2) "Peer Leaders" one who is male and one who is female as two (2) of the six (6) available youth slots. CYD sites should also strive to bring equal representation of both male and female youth. Ideally, each site will select three (3) males and three (3) females. Additionally, CYD sites should also identify two (2) alternate youth participants in the unfortunate case that selected youth(s) will be unable to attend.

In choosing Youth Participants, please keep the following in mind:

1. The Community Youth Development Teen Summit is to be provided for CYD eligible youth **ages 12 to 17, with emphasis on youth ages 13 to 16** who are participants of their local YACs. When choosing youth, please keep in mind that the primary objective of the Summit is to develop leadership skills and attitudes as well as provide youth with an avenue to solve problems relevant to their communities. We anticipate that each youth will make many new friends and practice positive new roles. When discussing the Teen Summit, emphasize the opportunities for learning new things as well as meeting and sharing ideas with other youth leaders from across the state.
2. The conference schedule is arranged with very little down time and all participants follow one schedule of activities, meals, and bedtime. While enthusiasm is nice, it is not necessary to screen out youth participants who might seem a little reluctant. In our experience with similar events, the enthusiasm generally happens once they arrive. Youth attending will probably participate enthusiastically after the initial shyness wears off. Adult Chaperones that express their excitement, enthusiasm, and willingness to have new experiences increases curiosity for youth and that opens the door for full participation. **Continual discussion around expectations and consequences prior to arrival at the Summit is a best practice to engage in.**

In selecting young people for the conference, priority should be given to:

- ✓ Youth who meet eligibility criteria of the CYD program.
- ✓ Youth who have been active in their local Youth Advisory Committees, or have served in other leadership roles.
- ✓ Youth who understand that they are being selected to represent their larger YAC. **We will expect to see young people that can demonstrate positive leadership behavior throughout the entire Summit.**
- ✓ Youth who will participate with their local Youth Advisory Committee for at least one year following the Teen Summit.
- ✓ Youth who could potentially participate as a "Peer Leader" at the Teen Summit.
- ✓ Youth who show strong potential for leadership.
- ✓ Youth who are able to work and interact cooperatively with other youth and adults and follow the agreed upon guidelines and University rules.
- ✓ Youth who reflect the different neighborhoods in their CYD ZIP code.

- ✓ Youth who understand and agree to follow the “Youth Acknowledgement of Responsibility and Partnership”.

In choosing Adult Chaperones, please keep the following in mind:

1. Adult Chaperones are responsible for their youth partners at all times, including oversight of their attendance at Summit workshops and supervision during events and after-hour activities. For many adults, this level of responsibility may be a new one that can be very demanding. This responsibility begins on the first day as youth and adult partners depart for the Summit until their arrival home. Adult Chaperones (which may include YAC Coordinators, CYD Project Coordinators, Community Collaborative Committee members, CYD service provider program staff, volunteers and parents of eligible CYD youth) are eligible to attend the Summit.
2. The YAC Coordinator and 2nd Adult Chaperone are expected to demonstrate the ability to be positive role models for youth and other adults throughout the entire CYD Teen Summit.

In selecting Adult Chaperones it might be helpful to keep the following criteria in mind:

- ✓ The adult has at least one year experience in working with young people.
- ✓ The adult has previous experience in supervising young people.
- ✓ The adult is interested in being a partner with a youth.
- ✓ The adult has an established relationship with the youth selected to attend.
- ✓ The adult is committed to the continued support of the local Youth Advisory Committee.
- ✓ The adult understands and can set appropriate boundaries for youth/adult relationships.
- ✓ The adult has enthusiasm.
- ✓ The adult is motivated to inspire and empower youth.
- ✓ The adult views youth as resources.
- ✓ The adult understands and agrees to follow the “Adult Acknowledgement of Responsibility and Partnership”.

Expectations once you arrive at the Teen Summit include but are not limited to:

1. **Youth and adults will be expected to participate fully and equally in all Teen Summit activities.** It is our experience that as adult partners we receive tremendous feelings of satisfaction, as well as opportunities for professional and personal growth, through genuine partnerships with young people. It is important for Adult Chaperones to understand that the focus is on encouraging and supporting their group of young people rather than socializing only with other adults.
2. **Travel to and from the Summit is the responsibility of the Adult Chaperones.** Upon arriving at the Summit, if a youth or adult object to participating in the activities, every effort should be made to help them find a way to participate that will meet their needs. However, if after reasonable efforts, the youth is disruptive and is interfering with the experiences of others attending, it may be decided the only alternative is to send the youth participant home. The Adult Chaperone must accept this responsibility and the sponsoring agency is responsible for their transportation. Please note that in our experience with similar events that involve a wide variety of youth and adults, this option is rarely used and remains as a safety measure for those attending. If it becomes necessary for a participant to return home due to medical or family emergencies, the Adult Chaperone will also be responsible for arranging their transportation and making sure that the other Adult Chaperone is adequately supervising the remaining youth participants.
3. There should be one (1) Female Adult Chaperone and one (1) Male Adult Chaperone for each group of (6) youth. The Adult Chaperones should have had some contact with the youth prior to the Summit. Youth and Adult Chaperones *may* share a dorm suite and bathroom or a dorm with a connecting bathroom or a similar room set up. There will be designated “male” and “female” floors. **Males and females are not allowed to be**

on each other's floors at any time. There will be designated common areas that are open for everyone to gather and interact.

4. TNOYS Summit staff is responsible for coordinating, hosting and providing general oversight during the Teen Summit. **The TNOYS Summit staff is not responsible for supervising participant's attendance at Summit workshops, events or after-hours.** These responsibilities lie primarily with Adult Chaperones. If there are particular problems, Summit staff will be available to assist in problem solving and can serve as consultants to Adult Chaperones as can other adults who are attending. **As adults, all of us are expected to work together and help one another to ensure that young people are successful in following the set guidelines.**
5. Adult Chaperones and youth participants will learn many new techniques and skills they can use once they return home. The workshops are designed to engage all participants in activities and group discussions that will ultimately strengthen the foundation of local Youth Advisory Committees. The Summit supports the development of leadership skills, enhances positive peer relationships and builds strong youth-adult partnerships.

Best practices to ensure a successful Teen Summit include but are not limited to:

1. Preparation, preparation and then more preparation.
2. Selection of both Adult Chaperones and youth should be carefully thought out rather than trying to fill a slot(s) quickly.
3. Have parents /guardians sign necessary consent forms to allow their child(ren) to attend the Summit. These forms come from each specific agency and/or Fiscal Agent. **TNOYS does not provide these forms.**
4. Work with parents and youth to see if youth have any medication they need to take, how medicine will be safely administered and properly stored, identify if youth have any medical issues/allergies that you should be aware of etc.
5. TNOYS will bring a stocked 1st Aid kit. However, each YAC Coordinator is also asked to bring a 1st Aid kit.
6. YAC Coordinators should have back up plans readily available if the second Adult Chaperone and/or any selected youth representative cannot attend.
7. YAC Coordinators should provide a thorough overview of the Teen Summit to the 2nd Adult Chaperone as well as what will be expected from Adult Chaperones. Many times TNOYS will have no contact with this person until they arrive at the Summit. Encourage them to be a part of conference calls if at all possible.
8. If the 2nd Adult Chaperone needs to become familiar with the youth, have him or her attend a few YAC meetings prior to the Teen Summit.
9. YAC Coordinators should review leadership behavior expectations, with youth, each and every time they have a YAC meeting and again during the time that they are traveling to the Summit.
10. YAC Coordinators and youth may want to role-play hypothetical situations where youth would need to use refusal skills. E.g. What would you do if your friend is encouraging you to sneak up to the female dorm floor with him? What would you do if another youth wants you to skip a workshop with her so you can go back to the dorms and hang? What would you do if someone is encouraging you to leave campus with them? Etc.
11. Decide how you and your youth group plan to spend their free-time periods long before arriving at the Summit.
12. Once the conference program is distributed, set up "check in" points and places with your group throughout the day. E.g. At 12:00 p.m. everyone meets outside the amphitheatre so we can walk to the cafeteria as a group. At 5:00 p.m. we all meet at the round room so we can return to the dorms as a group etc.
13. Review positive leadership behavior expectations with your group throughout the entire Teen Summit.

If you have any questions or I can support you in any way please contact Marla Miller at: 512 328-6860 or:

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