

## **Training**

Examples of training documents, policies and procedures used for all participants exited July, 1, 2011 through March 31, 2014.

\*Note: Individual training results and documentation is in requested participant files.

## Who Are You (to the students)

- Role models
- Confidants
- Brothers/Sisters
- Counselors/Teachers
- Friend
- Mentors
- Coaches
- Advocates
- Cheer leader
- Resource provider/link to services
- Conscience
- Trainers
- Director/gives direction
- Leader/orchestrates
- Surrogate family
- Liaise
- Safety net
- Inspiration
- Facilitators/ guide not direct individual – lead on path

## Your Challenge

- Do I really have to be here?
- Another form ...
- Bored
- Disinterested
- How to connect?
- How to get an alert response?
- Defensive
- Tactile learner
- Us vs them
- Same old
- Resistance
- Angry
- Ready for a fight

# Staff Roles & Responsibilities

## Site Coordinator

- Supervise staff
- Miracle worker
- Community representative
- Scheduler
- Case management
- Whatever needs to be done
- Vision monitor
- Curriculum director
- Administration
- Liaise with community
- Go to person
- Mom/Principal

## Construction Assistant

- Whatever needs to be done
- Leads by example
- Eyes/ears/hands
- Establish individual strengths & weaknesses
- Mediator between students/staff
- Confidence builder
- \*\*\*\*Safety\*\*\*\*
- Materials expediter
- Track tools & supplies

## Academic Instructor

- Student advocate
- GED Coach
- Evaluator
- Keep them moving
- Prepare/organize individual learning plans
- Motivator
- Transition services/planning
- Keep them moving
- Cheerleader
- Prepare/organize individual learning plans
- Diagnostician
  - Academic abilities
  - Vision/hearing
  - Motor skills
- Present information
- Integrate with construction

## Construction Coord

- Liaise with community construction project
- Quality control /inspector
- Teaches construction curriculum
- Role model
- "Safety Cop"
- Organize/plan projects
- Find projects
- Case management
- Eyes & ears
- Advocate
- Communicate
- Design & assign jobs

## **Youth Build Manager**

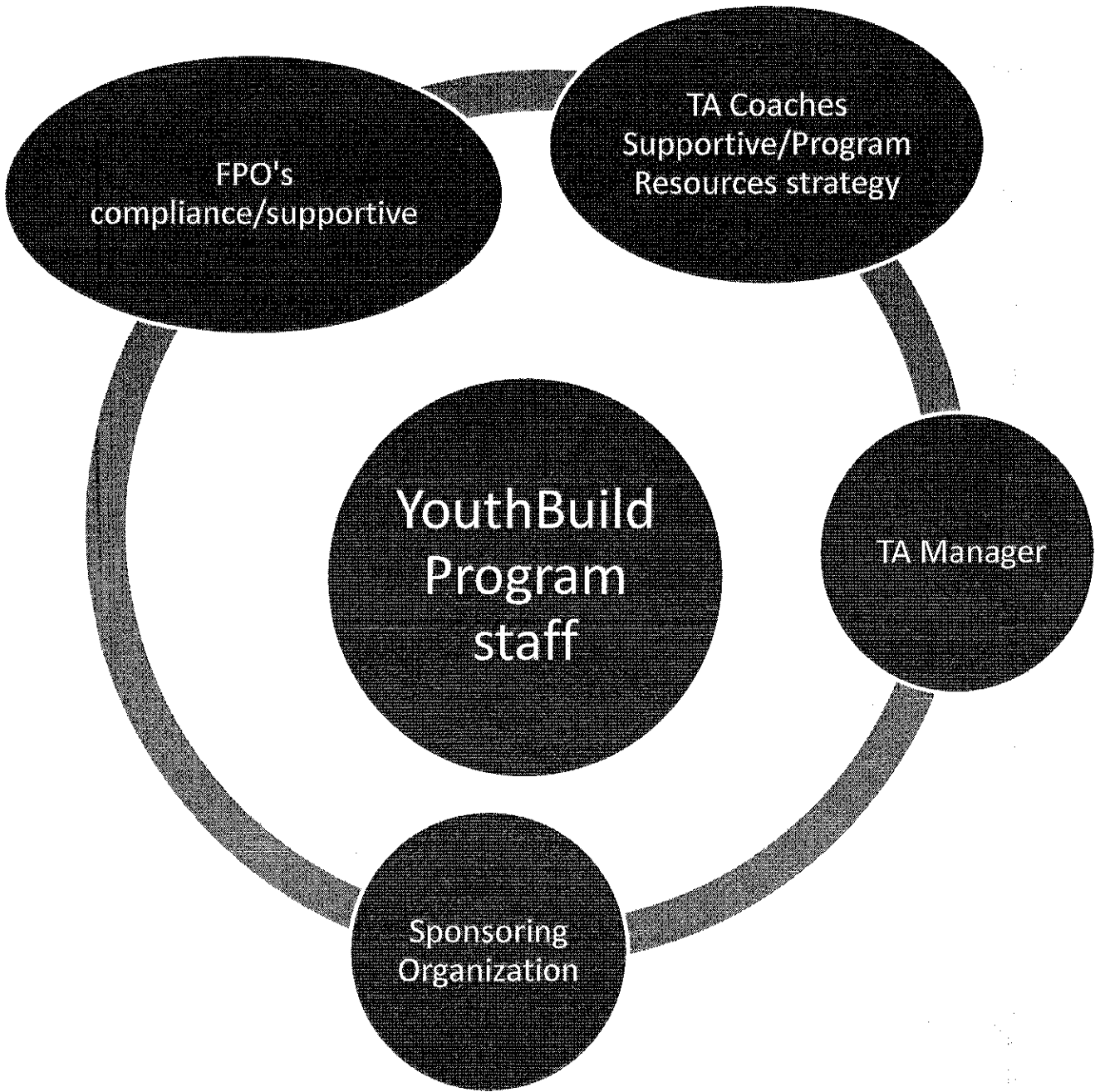
- Hires staff
- Oversee grant objectives
- “Pusher” keep on track
- Public relations
- Community liaison
- Liaise between staff & COG/ISD/YouthBuild
- Staff advocate
- Administration
- Logistics
- Budgeting
- Staff trainer
- Assessment/ evaluation
- Case management
- Reporting
- Facilitator
- Musician
- Event planner

## **Records/MIS**

- Documenter of all things good & bad
- Record keeping trainer
- Case management
- Organizing

## **TA Coach**

- Best Practices/Wisdom
- Helps us meet our goals
- Shoulder to cry on



## **Leadership**

- Show someone how to show someone else how to lay out a wall
- Apply for Community Foundation Grant to fund group activities
- Serve on PAC
  - Prepare and present speech on qualities of a leader when applying to be on advisory committee.

## **Case Management/Counseling**

- Peer tutors
- Cruise newspaper for job openings
- Teach how to approach a friend on their need for counseling
- MSUE/WIC nutrition classes for student parents → then teach nutrition information to the group.
- Recommend someone they know to assist.

## **Graduate Resources**

- Research colleges and other post-secondary opportunities of interest.
- Make individual college visits
- Have them share leads for jobs – networking
- Have the student arrange an informational interview with a local professional in their desired occupation.

## Education

- Have student arrange a tour of the local community college
- Have students research & recommend effective lessons/methods
- Make self-assessments of strengths/deficits in core areas.
- Peer to peer teaching
- Share something they have learned i.e. steps to set trusses

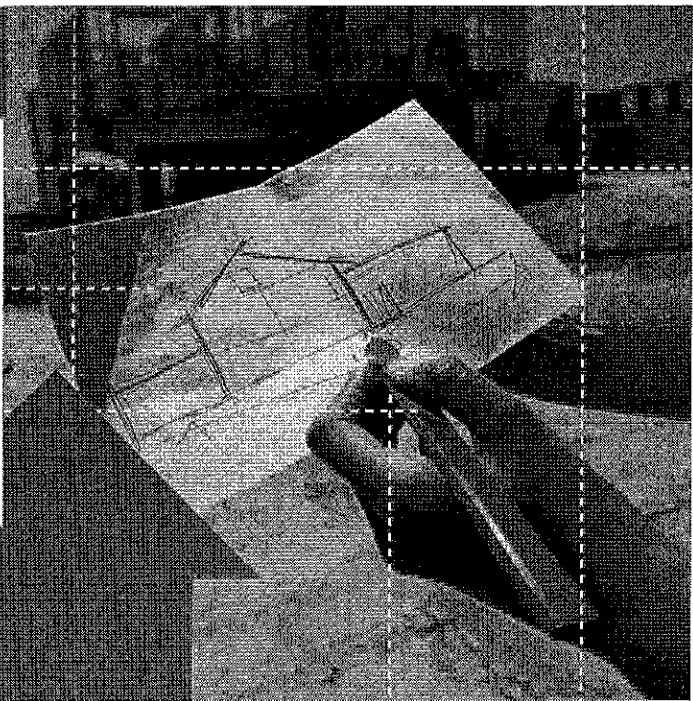
## Construction

- Team develop prints for a simple project
- Alternate being responsible for being crew leader for the week  
→and for specific crews clean up/materials
- Set a great example in terms of being prepared and working hard
- Speak to Home Depot and order supplies for a project of their own.
- Booth for YouthBuild at the Home Show
- Be on time
- Wear P.P.E



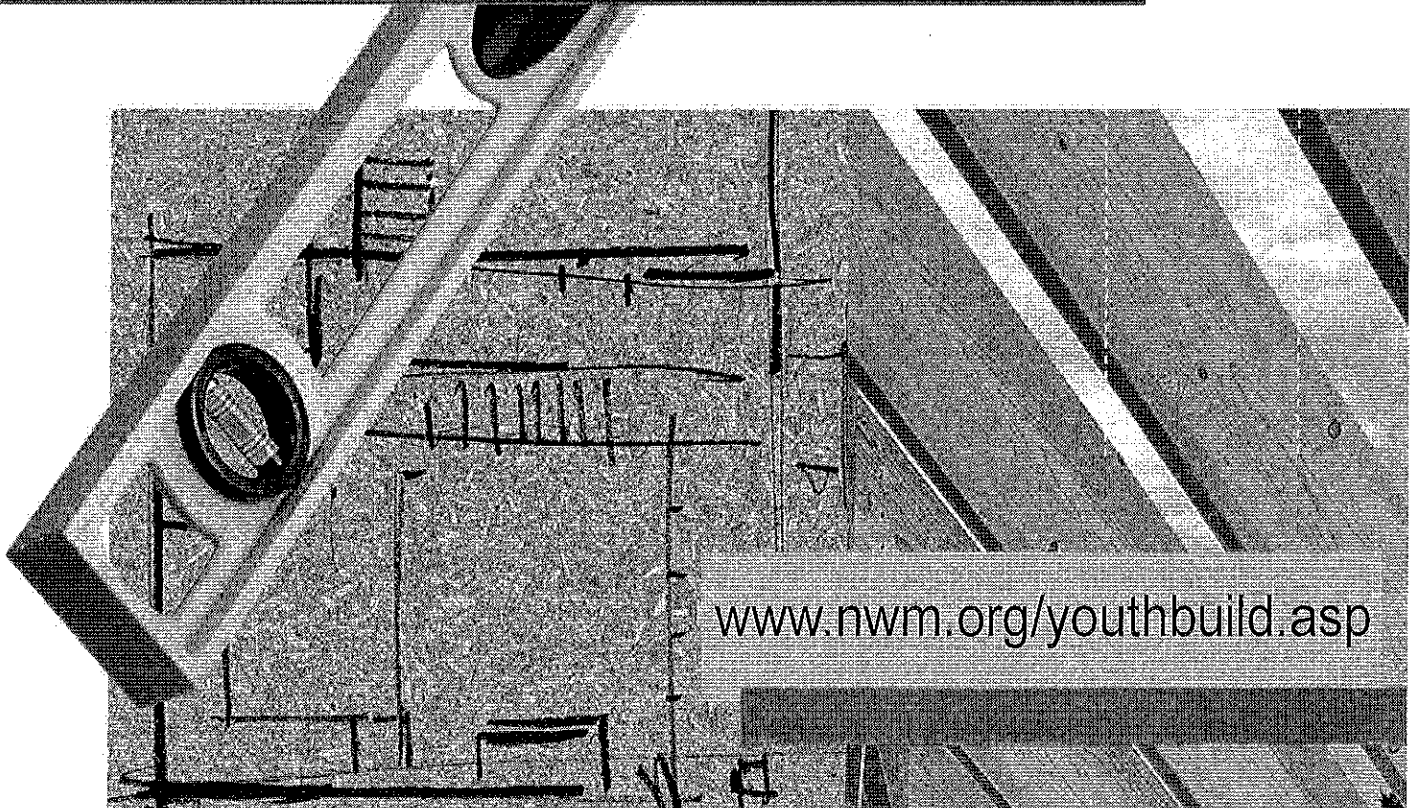
## **Core Values**

- **Life**
- **Community**
- **Opportunity**
- **Employability**
- **Security**
- **Respect**
- **Integrity**
- **Accountability**
- **Future**

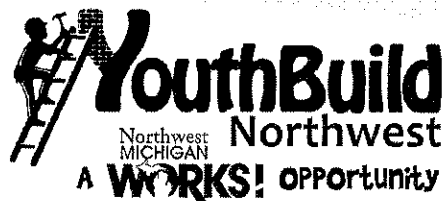


Participant's

# Guide



[www.nwm.org/youthbuild.asp](http://www.nwm.org/youthbuild.asp)



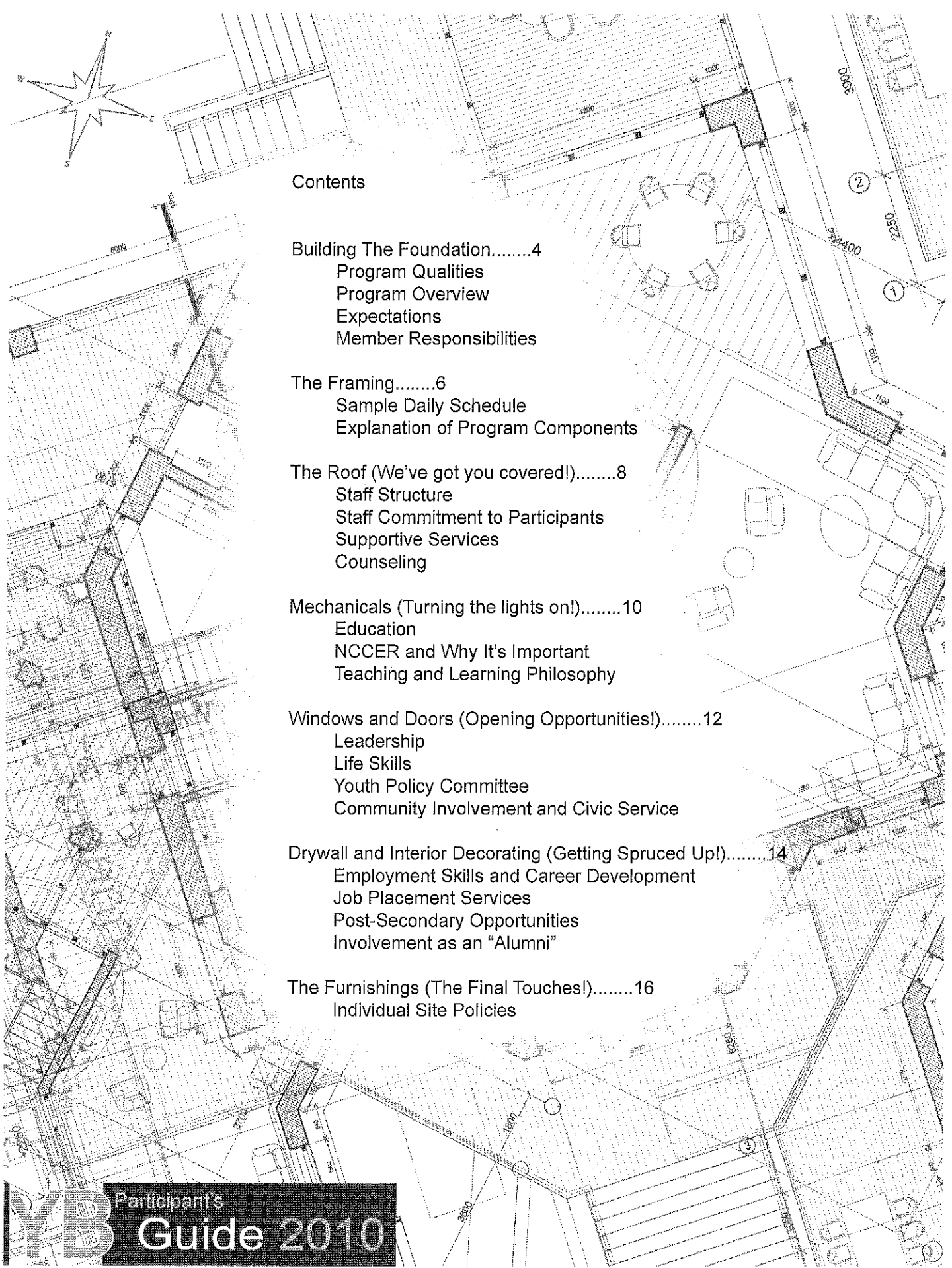
## CONGRATULATIONS!

You have been selected as a participant in YouthBuild. YouthBuild is a program that provides many challenges . . . and great opportunities, as well. YouthBuild's goal is to provide opportunity for personal transformation through education, career training, community service, and leadership development. By joining YouthBuild, you are saying that you want to improve yourself, the lives of those around you, and your community.

YouthBuild will challenge, push and support you to bring forth your best in all aspects of the program. Participating in, and completion of this program, will open many doors for you. But it's all up to you!! We expect you to make a conscious decision to participate in and perform to the best of your ability, on a daily basis, while participating in YouthBuild.

We are glad you are joining our program. Together, we will accomplish great things! Welcome to the *YouthBuild* family!





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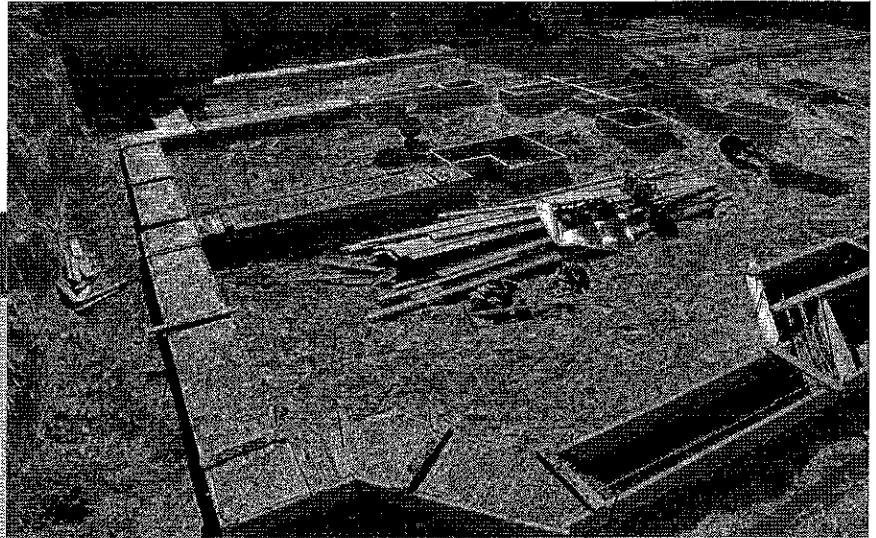
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# Building the Foundation



## YouthBuild Program Qualities

- High standards and expectations
- Profound respect for the intelligence of participants
- Respect for self, team members and staff
- A firm and loving approach to help stop self-destructive behavior and negative attitudes
- Inspiring and caring role models
- Family-like support and appreciation from peers and adults
- Engaged support system to help remove barriers
- Patient caring for their development
- Meaningful and important work
- Teaching hands-on construction skills
- Awareness of present-day career opportunities
- Opportunities for leadership development

YouthBuild is designed to help prepare you for self-sufficiency with the following goals:

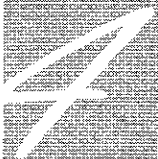
- Make you and your family aware of the seriousness of your participation and instill a sense of responsibility for your success in the program.
- Help you become aware of your skills and talents.
- Improve your ability to set goals and stay focused on achieving them, regardless of barriers.
- Provide methods of helping you deal with stress.

It is both an honor and a responsibility to be a member of YouthBuild. Your attendance, attitude and punctuality will be monitored and reviewed throughout the program.

## Program Overview

Your time will be split between Vocational Training and Educational Activities.  
Each component is described in more detail on the next pages.

ACADEMICS  
CONSTRUCTION AND EMPLOYABILITY TRAINING  
LEADERSHIP DEVELOPMENT  
LIFE SKILLS  
COUNSELING AND SUPPORT SERVICES  
COMMUNITY SERVICE  
GRADUATE PROGRAM AND FOLLOW-UP SERVICES



## Program Expectations

- All members will complete the full program with at least 80% attendance (see Attendance policy appendix)
- Earn a GED or high school diploma by the end of their cycle
- Increase educational functioning levels in reading or math if below ninth grade
- Become comfortable with written and oral communications
- Earn the National Center for Construction Education and Research (NCCER) Core Curriculum certification
- Learn and demonstrate the skills that will help you obtain and keep employment
- Develop a life plan that includes short and long-term goals
- Avoid negative interactions with law enforcement
- Move into college, vocational training, employment or military service after completing YouthBuild
- Remain in school or on your job
- Remain drug free (see Drug Policy appendix)
- Give back to the community in which you live by participating willingly in community service work both during YouthBuild and after completion

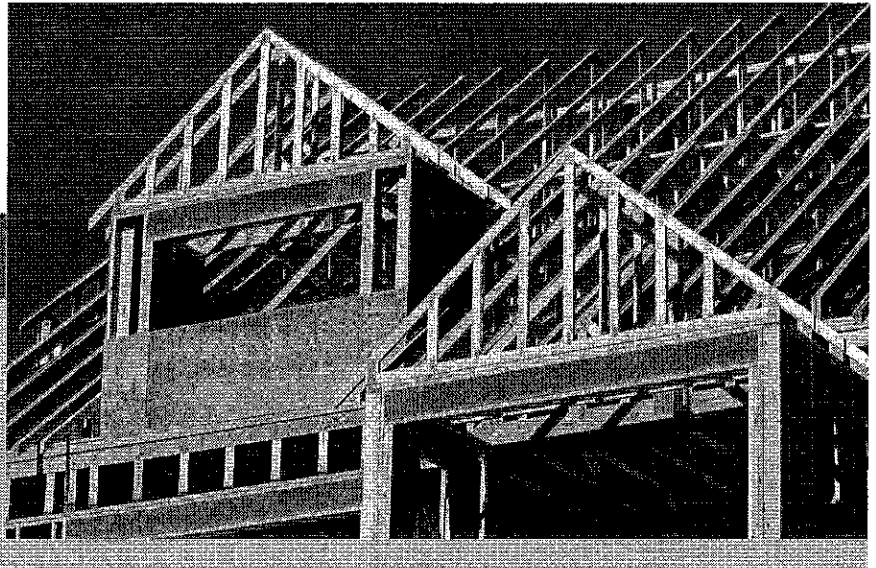
This list reflects many of the priorities for your progress throughout your YouthBuild experience. The above expectations have been proven to help individuals best attain their individual goals. You may have been unsuccessful in reaching those goals in the past, but today is a new day and the staff at YouthBuild is here to help you take responsibility for changing your life and making it better!

## A Few More Member Responsibilities

- Members will be on time and ready to work or learn at the time specified by their site supervisor
- Members will be neat and clean and dressed appropriately for the schedule (see Dress Code appendix)
- Members will have a positive attitude and leave personal issues at the door
- Members are responsible for verifying 100% of absences
- Members will adhere to a zero tolerance policy towards violence and harassment of all types (see Weapons/Threats of Violence appendix and Sexual Harassment Policy appendix)
- Members will constructively participate in problem solving for themselves and for the group and will complete the action steps necessary to resolve the problem(s).
- Members will demonstrate respect to each other, the staff and themselves by adhering to the expectations and high standards of the YouthBuild program



# The Framing



## Sample Daily Schedule

Monday through Friday you will be assigned to the classroom, computers, and construction site or community service. Occasionally, community service will take place on Saturdays. The following is a description of a sample schedule, but may not be the schedule for your YouthBuild site. The Site Supervisor for your site will provide a detailed schedule and explanation during your first week of participation.

### Sample Daily Schedule Monday-Thursday

8:00-8:45	Morning meeting
9:00-3:30	Educational Classes (Life Skills, Academic, etc.) Construction Classes & On-Site Building
3:30-4:00	Wrap up Meeting

### Sample Friday Schedule

8:00-8:30	Morning meeting
8:30-11:30	Academics/Leadership
11:30-1:30	Lunch & Learn with Community Members
1:30-3:30	Leadership & Community Service
3:30- 4:00	Wrap up Meeting

During the morning meetings YouthBuild staff will provide:

- Information Sharing
- Daily Affirmation
- Appreciations
- Reinforcement of YouthBuild goals
- A routine that provides both predictability and flexibility

**Academics:**

Encourages life-long learning, with the attainment of the GED or high school diploma as a natural by-product, rather than an isolated goal. All classroom learning will be closely integrated with construction and leadership development training.

**Construction and Employability Training:**

Participants are provided hands-on skilled training in the construction process and will study for and obtain the nationally recognized NCCER credential. In addition, all trainees will receive OSHA 10 safety training and become certified in first aid and CPR. Employability Training will includes career preparation, job-seeking skills, apprenticeship exploration, job-shadowing & internships and will provides trainees with the necessary skills to locate, secure & maintain employment. Member will also be provided with realistic expectations of the world of work.

**Leadership Development:**

Integrated into all facets of the YouthBuild program, trainees will develop skills in personal responsibility, team building, group dynamics and facilitation, problem solving and goal setting and effective communication.

**Life Skills:**

Aimed at increasing the youth's competency to transform his/her life from negative habits & self-limiting behavior to the achievement of positive goals in one's personal life, peer relationships, family life and in the community.

**Counseling and Support Services:**

Referrals, resources and education about obstacles to success, such as substance abuse, mental health, child care, transportation, financial management, legal issues, housing and family conflict are provided to participants. Staff assists in locating and obtaining necessary services.

**Community Service:**

All YouthBuild participants will participate in community service which encourages community goodwill, fosters a spirit of "giving back" and shows the outside community the potential, energy, and enthusiasm of our YouthBuild members.

**Graduate Program and Follow-Up Services:**

Includes twelve months of follow-up services in education, employment and career counseling, needs-based support services, leadership development and social activities. Graduates will be invited to participate in presentations to future members.





# The Roof



*We've got you covered!*

## **Staff Structure**

It is important that YouthBuild participants understand the staff structure of their individual site. Each site is staffed by individuals that are experienced, caring, and who believe in the philosophy of YouthBuild. They want to help young adults make positive changes in their lives. Each site has a site coordinator (sometimes referred to as site supervisor) who is responsible for the day to day operations, decision-making and safety of the site. This is the staff member who is responsible for enforcing the policies that are necessary to comply with our federal and state laws, safety policies to keep YouthBuild members from harm and agency policies to make sure that we run an effective, fair and consistent program. Also within the staff structure are one or several individuals who are responsible for teaching you the skills necessary to obtain a high school diploma or pass the GED test. This person or persons may share in supervisory responsibilities for leadership development and community service activities when necessary. There will also be a construction trade's instructor who has the responsibility of teaching you the basics of residential construction. This instructor will also assist in supervising and facilitating leadership and community service activities as needed. All of these staff members will communicate on the progress, strengths, needs and individual development plans necessary for YouthBuild members. Each YouthBuild member will also work closely with their Michigan Works! Youth Advisor and be co-enrolled in the Workforce Investment Act (WIA) Youth employment program. Michigan Works! staff will assist in obtaining work-related supportive services, employment and job placement counseling and follow-up services, including post-secondary exploration and possible tuition assistance.

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### **Staff Commitment to Participants**

Staff will enthusiastically teach participants the skills, work habits and positive attitudes essential to being a good employee and a productive citizen of their community. They will acknowledge learning differences, cultural differences and gender differences and will foster communication to understand those differences. Staff will insure that the learning and working environment in YouthBuild foster respect and growth for the group as a whole and for the individual. When correction of the group or an individual is necessary, the staff will provide that correction in a constructive, respectful manner with clear step by step instructions on how to make the correction. Safety is always a top priority for YouthBuild staff. They are committed to teaching safe practices on the job and in life. The Youthbuild staff is also committed to being good stewards of the earth, reducing waste, re-using resources when possible and participating in recycling in both the classroom and on the build site.

### **Supportive Services**

All YouthBuild participants have the ability to access a variety of supportive services through both the YouthBuild staff and their Michigan Works! Youth Advisor. Both the YouthBuild program and the Michigan Works! Youth program have the ability to fund certain supportive services to help insure success. These could include, help with transportation costs, information and referral services, clothing costs, academic testing costs etc. Supportive services are not an entitlement and will be considered on a case by case basis and are subject to agency policy and funds availability. Please see your YouthBuild or Michigan Works! staff for individual assistance.

### **Counseling**

There are many kinds of counseling that take place at YouthBuild. There is day to day counseling and feed back from staff on matters of academics, construction, leadership and over-all attitude and behavior. There is counseling that takes place from community members and volunteers in areas of professional development and community participation. Then there is the type of counseling that occurs on a more individual level based on more personal needs. If needed, YouthBuild staff will help members address individual counseling needs to address issues like substance abuse, domestic violence or mental health concerns such as anxiety and depression. YouthBuild staff will assist to obtain these services through low-cost or no cost existing community resources. If a participant is unable to pay for necessary counseling services, YouthBuild staff will assist in obtaining Medicaid services or finding sliding fee scale resources. It is the responsibility of the Youthbuild member to take advantage of these services to resolve individual issues. YouthBuild or Michigan Works! may pay for initial diagnostic services, such as a substance abuse assessment or psychological testing if a member's participation is in jeopardy due to suspicion of this type of problem.



# The Mechanicals



*Turning the lights on!*

## **Academics Overview**

The YouthBuild program is a student-centered program, aimed at creating a positive, challenging, and dynamic learning environment that allows trainees to obtain important academic, practical, and thinking skills in an applied (learning-by-doing) atmosphere as well as in the classroom setting. Achievement is measured by completion of competencies rather than simply the number of hours spent learning about a topic. We believe that learning does not stop at a particular level (GED, H.S. Diploma, etc.), but, rather, becomes an important part of your life both at and away from work.

Recognizing that many YouthBuild students have been away from the classroom for some time, the YouthBuild program offers instruction in key academic areas such as Language Arts, Mathematics, Science and Social Studies, which are designed to bring your skills up to date, as well as offer challenging material that will set the stage for lifelong learning. The attainment of the GED or high school diploma is viewed as a natural by-product, rather than an isolated goal. Trainees receive an individualized education plan geared to their own skills, needs and interests based on initial testing and assessment. Both group and individual instruction will be utilized to achieve learning goals. All academic skills will be incorporated in the other components of the program to increase skill levels. For instance math fundamentals will be reinforced during construction training and language arts skills will be practiced and reinforced during leadership development.

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## NCCER and Why It's Important

All YouthBuild members will be instructed in the National Center for Construction Education and Research's core curriculum. This is a nationally recognized course that teaches students construction basics and provides a system to measure that knowledge. It provides the "portable tools" in construction knowledge in safety awareness, construction math and working with power tools that employers want to know if you have. At the end of completing all the modules and passing the corresponding tests, you will receive an NCCER membership card with access to its national construction positions job data bank. This is an exciting opportunity for those looking to relocate to another state or country.

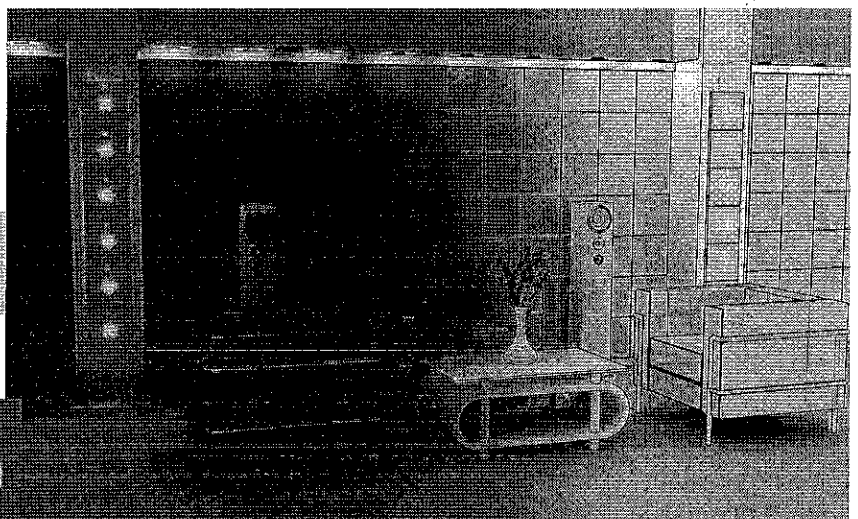
## Construction Course Overview

The goal of the Construction Component is to:

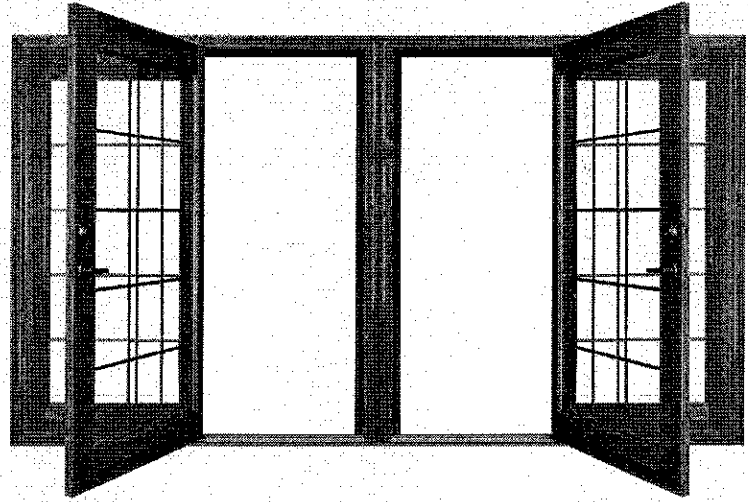
1. Promote good working habits, learn new skills, and knowledge of the benefits of the construction trades.
2. Prepare the Trainee to be aware of his/her ability to change and become a productive person.
3. Develop a positive attitude in working with others and being proud of their accomplishments in rehabilitating and building housing for low-income individuals.

**Categories Covered:** Tools, Measurement, Demolition, Rough Carpentry, Roofing, Electrical, Plumbing, Heating (HVAC), Doors, Windows, Insulation, Drywall Installation, Drywall Finishing, Painting, Staining, Finishing, Carpentry, Kitchen Cabinets, Floor Covering, Siding, Concrete, Masonry, Field Trips, Project Completion.

**Class Instructors:** Construction Coordinator and Community Partners



# Windows & Doors



## Opening Opportunities!

### Leadership

Leadership development is one of the most important parts of the YouthBuild Program. Leadership development is defined as "the process of developing young people who become increasingly successful at handling their lives, are informed about the world, are skilled in group processes, are confident in their leadership abilities and are successful in making positive changes in their communities."

At YouthBuild, leadership development is all about making a PERSONAL TRANSFORMATION from negative habits and self-limiting behavior, to helping trainees learn leadership skills, and providing OPPORTUNITIES to practice these skills. Leadership development focuses on achieving these goals in three major areas:

- **Personal Development Skills and Knowledge:** Includes listening skills, problem-solving, anger management and goal-setting.
- **Group Effectiveness Skills:** Includes group processes, negotiation skills, teamwork and cultural awareness.
- **Influencing and Community Leadership Skills:** Includes understanding our communities, and how to influence others to bring about positive change in the community.

These skills are taught in the classroom, but are also reinforced through participation in a variety of activities, leadership positions, community service, and group projects. Examples include:

- Participation in the Youth Policy Council
- Attending National YouthBuild seminars and activities
- Acting in leadership roles within the program, such as Crew Foreman, Tool Manager, Peer Trainer, etc. and participating in student exchange programs with other YouthBuild sites
- Public Speaking
- YouthBuild Graduate and Alumni activities

### Life Skills

The YouthBuild program promotes positive changes in behavior, attitude and lifestyle. Members are educated to become self-sufficient individuals who have healthy relationships with employers, peers and family. These skills will be taught through subjects such as, healthy eating and cooking habits, parenting and child care, home maintenance and repair, anger management and conflict resolution, time management, budgeting and banking skills, basic vehicle care, smoking cessation, CPR and first aid. Other subjects will be added based on the needs of each individual cycle or at the suggestion of participants.

## Youth Policy Committee

An important part of the YouthBuild experience is developing a "voice" in participants, both as group leaders and as individuals. To facilitate that experience, elections will be held by secret ballot of all YouthBuild trainees during each cycle to create a Youth Policy Committee. Elections shall be scheduled supervised by the YouthBuild site supervisor, with adequate time provided for campaigning and presentations of nominees. YouthBuild requires that trainees remain in good standing in the program or are subject to being removed from office.

### Qualifications for election to the Youth Policy Committee include:

1. Candidate must be a positive role model, with excellent attendance and attitude, in class and on the job site.
2. Candidate must be a generally responsible person interested in governance and decision-making.
3. Candidate must be able to represent the interests of everyone in the program.
4. Candidate must demonstrate the ability to communicate effectively.

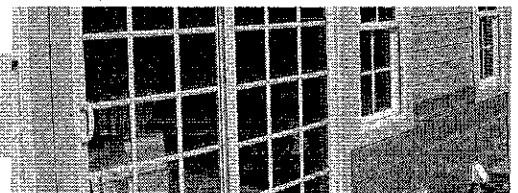
### ROLE OF THE YOUTH POLICY COMMITTEE:

1. To be accountable to the rest of the YouthBuild members by reporting back to them, getting their ideas, involving them and thinking about how things affect them.
2. To reach the best possible decisions for the benefit of other participants in the program, the program as a whole and for the community at large.
3. To become the best possible leaders, able to make good decisions, communicate ideas well, take responsibility to improve every situation being faced and help other leaders develop.
4. To be good role models for other young people both in and out of YouthBuild and to build the credibility of the committee. You and the committee will be judged by how you treat others, how responsible you are, and how consistent your behavior is with your rhetoric and leadership role.
5. To help build unity in the program-by not being publicly negative about committee meetings, maintaining confidentiality, and bringing people together as you see necessary.

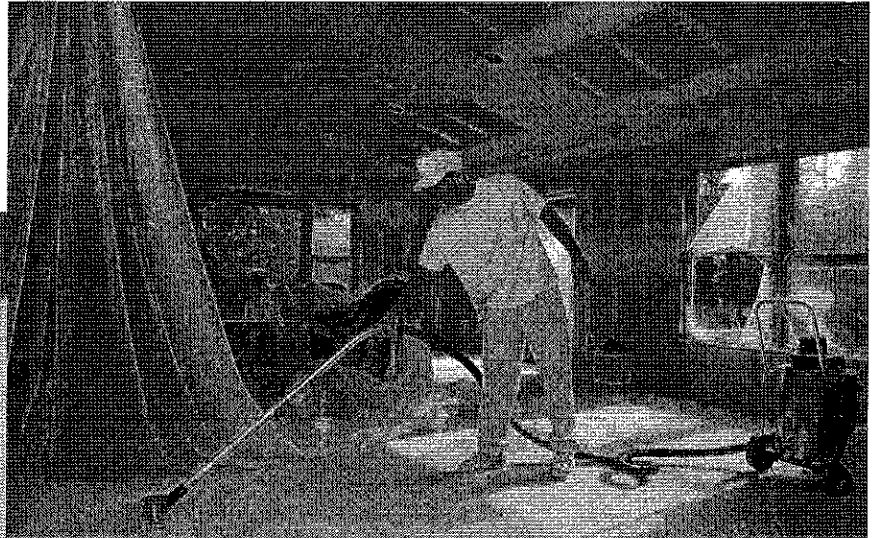
## Community Involvement and Civic Service

YouthBuild serves the community by rehabilitating and creating low income housing in local neighborhoods. YouthBuild also serves the community by performing a variety of activities aimed at improving the quality of life in these for individuals and groups in these same neighborhoods. Throughout the year opportunities will be given to trainees to become involved in community service. As an active participant, rather than a passive recipient, YouthBuild promotes the ideal of young people as a source of solutions, rather than the cause of problems.

Community involvement is an important piece of the program. Projects are selected to help achieve objectives which have been developed with the help of the YouthBuild members, to make a difference in their community. In all cases, civic service assignments will be coordinated by the YouthBuild staff.



# Drywall & Interior Decor



## Getting Spruced Up!

### **Employability Skills and Career Development**

The ultimate goal of Youthbuild is to prepare self-sufficient, contributing members of society. Successful functioning in the world of work is paramount to self-sufficiency. To that end, throughout the program members of YouthBuild will be provided with realistic expectations that reflect as closely as possible, employer's expectations on the job. Incorporated in all phases of the program will be work ethic values such as dependability, punctuality, honesty and cost-effectiveness.

In addition participants will receive instruction and practice in job seeking skills, interviewing, networking, resume writing and workplace etiquette. Employability skill and career development planning will take place with close coordination with the YouthBuild participant's Career Advisor at Michigan Works! to avoid duplication of effort.

### **Job Placement Services**

All YouthBuild participants will be registered on Michigan's Talent Bank and the NCCER jobs bank before completion. Members will receive on-going job placement services through Michigan Works and through their voluntary participation in YouthBuild Alumni activities. Opportunities for paid work experiences and/or on the job training may be available through the Michigan Works partnership.

## Post-Secondary Opportunities

For those YouthBuild completers who successfully attain their GED or high school diploma, there may be funding available for advanced education and training. Staff will insure that each participant is assisted with post-secondary exploration, financial aid location and additional aid available through Michigan Works channels. If a participant completes the GED/diploma portion of the program early, post-secondary education will be incorporated into their individual development plan before completing the program (possibly on-line classes).

## Involvement as an "Alumni"

When the program cycle ends, successful members will become "graduates" or "completers." We will celebrate your accomplishments with a special completion ceremony with your family and friends in attendance. YouthBuild graduates will have access to twelve months of follow up support including access to scholarship and financial aid information for attendance at college or trade school, information on apprenticeship programs, possible paid work experience training and job opening referrals through our partnership with Michigan Works! Members will be made aware of on-going opportunities through NCCER and YouthBuild USA. Participants will have the opportunity to address and mentor new YouthBuild trainees through our alumni mentor program, which pairs volunteer YouthBuild graduates with new YouthBuild members.

As the saying goes "Once in YouthBuild, always in YouthBuild." YouthBuild staff expects that members will take advantage of the follow up services and resources available to them and in return keep staff informed of changes in address and contact information, employment and education status. This will help staff to keep alumni informed of advanced training opportunities, job openings and special events for graduates of the YouthBuild program.





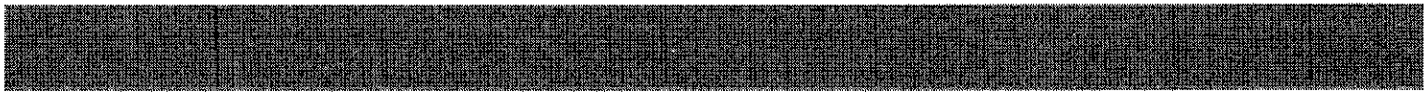
# The Furnishings



## *The final touches!*

As with any home, each has its unique differences. Because of the three separate site make-up of our Northwest Michigan YouthBuild program, this final section is reserved for individual site policies on important topics such as attendance, stipends and program safety policies. These are the "rules" and site "laws" that all members will adhere to during their participation in YouthBuild.

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## YouthBuild Trainee Contract

Having been selected as a Trainee for YouthBuild's current class cycle, I am in receipt of the *Participant's Guide*, as dated below. I have read and understand its content through discussion and staff presentation, and I am willing to comply with all policies, rules, and regulations. I also understand that failure to comply with any of the policies, rules, and regulations as set forth in the Guide and attached individual site policies may warrant dismissal from the YouthBuild Program.

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

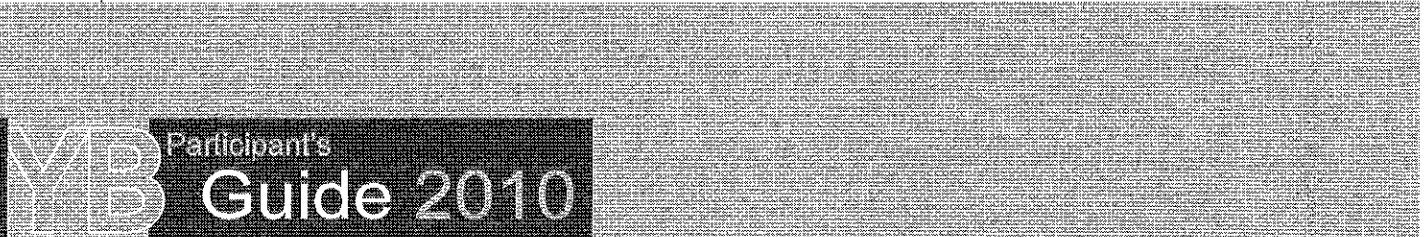
\_\_\_\_\_  
YouthBuild Program Staff Member

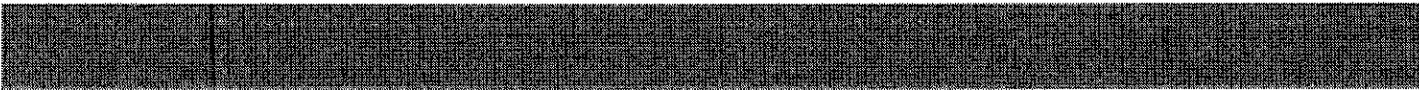
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Date

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Student



Participant's  
**Guide 2010**





### YouthBuild Leader Trainee Contract

By your participation in YouthBuild, you have chosen to become a leader. This is a unique opportunity for you. We believe and expect you will be proud to represent the program during the next weeks, as well as long after your training with us has ended.

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
YouthBuild Program Staff Member

\_\_\_\_\_  
Date

cc: In file/on record  
Student





# YWB

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# Action and Consequence Form and Contract

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## TRAINEE ACTION PLAN

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Trainee \_\_\_\_\_

Staff \_\_\_\_\_

Date \_\_\_\_\_

Issues being addressed

Description of action	Description of consequence

Timeline of contract \_\_\_\_\_

Trainee signature \_\_\_\_\_

Staff signature \_\_\_\_\_

# INDIVIDUAL STUDENT SCHEDULE

Student Name:								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
7:45	Kitchen crew	Kitchen crew		Kitchen crew	Kitchen crew	Kitchen crew		
8:00	Breakfast	Breakfast		Breakfast	Breakfast	Breakfast		
8:15								
8:30			Late Wake-up				Late Wake-up	
8:45	Morning Meeting	Calisthenics	Kitchen Crew	Morning Meeting Calisthenics			Kitchen Crew	
9:00 to 10:20	Personal Living Rec Room (All Students) 9:00 - 11:45	1st Hour A & P Pine Journalism- Lab	Breakfast Personal Living Rec Room (All Students) 10:00 - 11:45	1st Hour A & P Pine Journalism- Lab	1st Hour A & P Pine Journalism- Lab	1st Hour A & P Pine Journalism- Lab	Breakfast  Church/ StrucStudy	
10:30 to 11:50		2nd Hour Govt - Fog PL II - Kitchen Comput II - Lab		2nd Hour Govt - Fog PL II - Kitchen Comput II - Lab	2nd Hour Govt - Fog PL II - Kitchen Comput II - Lab	2nd Hour Govt - Fog PL II - Kitchen Comput II - Lab		2nd Hour Govt - Fog PL II - Kitchen Comput II - Lab
11:50		Kitchen Crew		Kitchen Crew	Kitchen Crew	Kitchen Crew		Kitchen Crew
12:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
12:30	Personal Time			Personal Time			Kitchen Crew	
1:00 to 2:20	Mini Lessons (All Students) 1:00 - 4:15	3rd Hour Youth B -Rec Algebra IIA- Fog	Cabin Clean Up 1:00 - 1:50	3rd Hour Youth B -Rec Algebra IIA- Fog	3rd Hour Youth B -Rec Algebra IIA- Fog	3rd Hour Youth B -Rec Algebra IIA- Fog	Lunch 1:00 - 2:00  Cabin Cleanup 2:00 - 3:20	
2:30 to 3:00		Physical Activity All Students		Leader Council/ Structured Study 2:00 - 4:20	Physical Activity All Students	Physical Activity All Students		Physical Activity All Students
3:10 to 4:30		4th Hour Youth B -Rec Algebra IIB- Fog		Health and Living (All Students) 4:30 - 6:00	4th Hour Youth B -Rec Algebra IIB- Fog	4th Hour Youth B -Rec Algebra IIB- Fog		4th Hour Youth B -Rec Algebra IIB- Fog
4:40 to 6:00	5th Hour World H - Fog Youth B -Rec P.L II - Kitchen	5th Hour Youth B -Rec P.L II - Kitchen	5th Hour Youth B -Rec P.L II - Kitchen		5th Hour Youth B -Rec P.L II - Kitchen	5th Hour Youth B -Rec P.L II - Kitchen	5th Hour Youth B -Rec P.L II - Kitchen	
6:00	Kitchen Crew							
6:15	Dinner							
6:45	Personal Time							
7:10 to 8:20	StrucStudy	Activity Night	StrucStudy	StrucStudy	StrucStudy	StrucStudy	Activity Night	
8:20 to 9:10	English All students		English All Students	English All Students	English All Students	English All Students	English All Students	
9:10	Clean up	Clean up	Clean up	Clean up	Clean up	Clean up	Clean up	
9:30	All Students in Cabins							
10:30	Lights Out and Quiet							

# YouthBuild Beaver Island – Site #3 Program Year #1 \* 2010

Year 1 = 15 Youth Year 2 = <u>15 Youth</u> Total 30	Feb. 9 - Dec. 22, 2010 Feb. 8 - Dec. 21, 2011	38 Wk Program	50% Education 40% Construction 10% Other	<i>Staffing</i> Construction Coordinator (52 Wk) All other staff WIA Funded
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September – December 2009 Recruitment & Orientation January 2010 Mental Toughness & Selection

February - 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

June 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March - 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April - 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May - 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

All Island Staff/no Students	In session w/students	X
No school/no travel	☺	/
🎓		



# YouthBuild Beaver Island – Site #3 Program Year #2 - 2011

Year 1 = 15 Youth Year 2 = <u>15 Youth</u> Total 30	Feb. 9 – Dec. 22, 2010 Feb. 8 – Dec. 21, 2011	38 Week Program	<i>Staffing</i> Construction Coordinator (52 Wks) All other staff WIA Funded
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September – December 2010 Recruitment & Orientation

January 2011 Mental Toughness & Selection

February - 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

June 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March - 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April - 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30










August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May - 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Holiday		In session w/Students		Test dates MME
	All Island Staff/No Students		Students in session f/count days		Awards Ceremony
	No school/no travel		Graduation/Completion		Information/Orientation & Mental Toughness

## Program Details

Monday through Friday from 8:00am to 4:00pm

## Daily Schedule

Monday through Friday you will be assigned to the classroom, computers, construction site or community service. There may be instances that community service will take place on either Saturdays or Sundays. The following is a description of the daily schedule for the Youth Build Program in Manistee.

### Monday through Thursday

8:00-8:45 Morning Meeting/Current Events/Vocabulary  
8:45-9:30 NCCER – all students  
9:30-9:40 Break  
9:40-12:00 Group Y – GED prep  
Group B – Construction

12:00-12:45 Lunch\*

**\*Exception:** Wednesdays *lunch 12:00-1:15*  
(staff meeting)

12:45-1:15 Fitness/Games  
1:15-2:20 Group Y – Construction  
Group B – GED prep  
2:20-2:30 Break  
2:30-3:30 Group Y – Construction  
Group B – GED prep

3:30-4:00 Clean Up/Wrap Up – all students

### Fridays (2<sup>nd</sup> & 3<sup>rd</sup> Fridays of each month)\*\*

8:00-8:45 Morning Meeting/CE/Vocab  
8:45-10:00 Projects  
10:00-10:30 Break/Fitness  
10:30-12:00 Leadership  
12:00-12:45 Lunch  
12:45-3:30 Community Service  
3:30-4:00 Clean Up/Wrap Up

### Fridays(1<sup>st</sup> & 4<sup>th</sup> Fridays of each month)

8:00-8:45 Morning Meeting/CE/Vocab  
8:45-10:00 Leadership  
10:00-10:30 Break/Fitness  
10:30-11:30 Projects  
11:30-1:30 Lunch/Learn w/com. Members  
1:30-3:30 Community Service  
3:30-4:00 Clean Up/Wrap Up

\*\*GED testing dates @ WSCC (8am-12noon)

## Youth Build Program Schedule

January 20 – November 5, 2010

<b>Mental Toughness &amp; Participant Selection</b>	<b>January 20, 21, 22, 25, 26, 27</b>
<b>Program Begins</b>	<b>February 1<sup>st</sup></b>
<b>1<sup>st</sup> Trimester</b>	<b>Feb. 1 – April 30</b>
<b>Break/Community Service</b>	<b>May 3 – 7</b>
<b>2<sup>nd</sup> Trimester</b>	<b>May 10 – August 6</b>
<b>Break/Community Service</b>	<b>August 9 – 13</b>
<b>3<sup>rd</sup> Trimester</b>	<b>August 16 – November 4</b>
<b>Graduation</b>	<b>November 5, 2010</b>

- 1  **The YouthBuild Story**
- 2  **Introduction to YouthBuild**

A Comprehensive Youth and Community Development Program

- 3  **Purpose of YouthBuild**
- 4 

5 components

- 5  **Program Qualities**

- 6  **YouthBuild Outcomes**

- 7  **Changes in 900 Graduates Before and up to 7 yrs after YouthBuild**

- "Used marijuana" 65% reduction
- "Used alcohol" 43% reduction
- "Used hard drugs" 78% reduction
- "Sold hard drugs" 75% reduction
- "Arrested" 53% reduction
- "What age did you think you'd live to?"  
32 year average gain in life expectancy after YouthBuild!

- 8  **Civic Engagement**


- 68.1% Registered to vote
- 47.9% Participated in a community org. or did volunteer work
- 46.5% Voted in one or more elections
- 14.2% Taken on a leadership role by serving on a community council or board
- 7.3% Got involved in political effort or electoral campaign
- 1.3% Ran for office

- 9  **Attitudes and Feelings**

- Determination to succeed 69.0%
- Gratitude towards people who have helped me 68.7%
- Pride in what I have known 61.4%
- Self-confidence 57.5%
- Joy and happiness 50.4%
- Fear of failure 18.5%
- Resentment towards system that keeps me and my family poor no matter how hard we try 14.9%
- Fear of violence 8.6%
- Self-doubt 8.5%
- Shame or guilt 6.8%
- Inferiority 6.6%

- 10  **Leadership Development at YouthBuild**

- 11  **Good Leadership is taking responsibility to make sure things go right for my...**

- 12  **Three Parts**

## to Leadership Development

Personal  
Development

### 13 **Key Ideas about Leadership**

- ◆ It's necessary
- ◆ It's natural
- ◆ It's about taking responsibility
- ◆ There is an infinite need for good leaders

### 14 **Benefits of Leadership Development**

- ◆ strengthened self-confidence
- ◆ increased skills
- ◆ increased knowledge
- ◆ counter feelings of powerlessness
- ◆ wider doors open

### 15 **Benefits of Leadership Development**

- ◆ participants give back to the community
- ◆ young leaders become positive force
- ◆ youth become more engaged in community affairs

### 16 **YouthBuild Principles**

### 17 **YouthBuild Participants**

### 18 **The Staff**

- Culturally diverse (race, class, gender, sexual orientation)
- Expertise (skills, knowledge, creed.)
- Team orientation
- Tough but flexible
- Respect for young people
- Positive attitude / Fun
- Self awareness/ openness

### 19 **Essential Elements**

- 1
  - Profound respect for intelligence of youth
  - Youth governance
  - Protection from harm
  - Meaningful work
  - Patience
  - Teach real skills
  - Positive values
  - Firm, loving challenge to stop self destruction
  - 
  - 
  -
- 2
  - Family-like support
  - High expectations
  - Inspired, adult role models
  - Cultural awareness

- Global awareness
- Path to the future
- Agency commitment to social change
- Fun

## Manistee Youth Build Information Session

YouthBuild Manistee is a 40 week full-time construction training and education program.

All YouthBuild applicants must be:

- Between the ages of 18-24
- Lack a high school diploma or GED
- Low income
- A Manistee or Benzie county resident
- Interested in furthering your education
- Serious and committed

The first step for all the applicants is to attend this information session describing the program in detail.

January 20 – 27, 2010 Pre-Selection Mental Toughness Program.

All applicants must attend a mandatory six-day Mental Toughness Pre-Selection program. On the day of the program, thirteen to fifteen trainees will be selected to participate in the 40 week program (see attachment for details regarding the Mental Toughness Sessions). Only the most serious and committed will be accepted into the program. No stipends will be paid during these six days.

2010 YouthBuild Program

- 8:00-4:00pm
- The YouthBuild headquarters are at 50 Filer Street at the Briny Building
- Schedule will be spent preparing for your GED, safety training, vocational training in construction trades
- Starting in early spring trainee's will be on site building a new home with Habitat for Humanity
- Leadership and Community Service are a large part of the program
- Drug testing will be conducted throughout the program & will have an impact on weekly stipends
- All trainees will receive tools and equipment
- Supportive services will be available as needed

There are three main components to the YouthBuild program:

- Education - YOU will be paid to obtain your GED and preparing for college and/or additional training.
- Job Training – YOU will be paid to complete a National Certification in Construction Trades & National/State Safety Training program. You will also receive certification in both First Aid & CPR. You will also receive on-site training while constructing a home.
- Leadership Development - YOU will be paid while learning to advocate for issues that concern you and your community

Trainees will be paid a weekly stipend for participation in the program (see stipend schedule below). There is a possibility of earning bonuses for perfect attendance and good performance.

Stipends:

Weeks	\$ Per Week	Bonus	Total	=	Grand Total
1-6	\$80	\$20	\$100	=	\$600
7-12	\$90	\$25	\$115	=	\$690
13-18	\$100	\$25	\$125	=	\$750
19-24	\$120	\$30	\$150	=	\$900
25-32	\$140	\$35	\$175	=	<u>\$1,265</u>
			Sub Total		\$4,205
3 Month Bonus		May 29 <sup>th</sup>			\$250
6 Month Bonus		Aug. 24 <sup>th</sup>			\$250
Completion of GED					<u>\$500</u>
Bonus Totals					\$1,000
Potential stipend totals					<u>\$5,204</u>



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# Introduction and Welcome

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Congratulations on completing Mental Toughness and being selected to participate in the Northwest Michigan WORKS! YouthBuild Program.

Your participation in the YouthBuild program provides you a valuable opportunity to:

- Receive individualized assistance in obtaining a GED or diploma.
- Complete entry-level construction skills training and attain a nationally-recognized certification while working on building projects that provide affordable housing for homeless and low-income people.
- Develop an appreciation for, and commitment to, community service.
- Cultivate work readiness and leadership skills.
- Be involved with a mini-community of adults and peers committed to each other's success.
- Transition into employment, post secondary opportunities, the military, or apprenticeship training.

We are very excited about the opportunities you will have to gain a variety of valuable skills as well as the self confidence to help you grow and develop. Aside from working on your education and learning about work readiness, we hope you make new friends, and perhaps even discover your passion. Additionally, successful completion of the YouthBuild Program will provide you with wonderful experiences to put on work applications and resumes for future employment.

This handbook should answer most of your questions and serve as a reference to guide your behavior throughout your participation. As in many endeavors, you will get out of this experience what you put into it. You have an opportunity to establish yourself as a competent and reliable team player and leader, which are skills valued by most employers today.

On behalf of Northwest Michigan WORKS! Youth Services and the YouthBuild Manistee staff, welcome!

## **Program Acronyms**

YB – YouthBuild

DOL – Department of Labor

WIA – Workforce Investment Act

TBAISD – Traverse Bay Area Intermediate School District

## **Website**

To see what prior YB participants have accomplished, please visit our Website at:

<http://www.nwm.org/youthbuild.asp> and click on the link to Manistee on the left side of the Web page to view YB YouTube videos.

## YouthBuild Staff Contact Information

<p><b>Gribi, Kim</b>, YouthBuild Manager Michigan Works! Support Services Office 890 Parsons Rd. Traverse City, MI 49686</p> <p>Phone: (231) 922-6241 (W)</p> <p><a href="mailto:kgribi@tbaisd.k12.mi.us">kgribi@tbaisd.k12.mi.us</a></p>	<p><b>Anderson, Lisa</b>, Youth Program Coordinator Michigan Works! Support Services Office 890 Parsons Rd. Traverse City, MI 49686</p> <p>Phone: (231) 922-6507 (W)</p> <p><a href="mailto:Imanderson@tbaisd.k12.mi.us">Imanderson@tbaisd.k12.mi.us</a></p>	<p><b>Wolfram, Cheryl</b> – Youth Advisor Benzie/Manistee Michigan Works! Service Center 1660 US 31 South Manistee, MI 49660</p> <p>Phone: 231-398-3162 (W)</p> <p><a href="mailto:Cherylwolfram@nwm.cog.mi.us">Cherylwolfram@nwm.cog.mi.us</a></p>
<p><b>YouthBuild - Manistee</b></p> <p><b>Susan Oseland</b>, Site Coordinator PO Box 874 50 Filer St. – Suite A Manistee, MI 49660</p> <p>231-887-4448 (W) 231-492-6160 (Work Cell) 231-887-4181 (Fax)</p> <p><a href="mailto:Susanoseland@nwm.cog.mi.us">Susanoseland@nwm.cog.mi.us</a></p>	<p><b>YouthBuild – Manistee</b></p> <p><b>Jan Heverly</b>, Academic Coordinator 50 Filer St. – Suite A Manistee, MI 49660</p> <p>231-887-4448 (W) 231-887-4181 (Fax)</p> <p><a href="mailto:janheverly@nwm.cog.mi.us">janheverly@nwm.cog.mi.us</a></p>	<p><b>YouthBuild - Manistee</b></p> <p><b>Kimberly Evans</b>, Academic Coordinator 50 Filer St. – Suite A Manistee, MI 49660</p> <p>231-887-4448 (W) 231-887-4181 (Fax)</p> <p><a href="mailto:kimberlyevans@nwm.cog.mi.us">kimberlyevans@nwm.cog.mi.us</a></p>
<p><b>YouthBuild - Manistee</b></p> <p><b>Timothy Wright</b>, Construction Assistant 50 Filer St. – Suite A Manistee, MI 49660</p> <p>231-887-4448 (W) 231-735-2151 (Work Cell) 231-887-4181 (Fax)</p> <p><a href="mailto:timwright@nwm.cog.mi.us">timwright@nwm.cog.mi.us</a></p>	<p><b>YouthBuild – Manistee</b></p> <p><b>Bill Ford</b>, Construction Coordinator 50 Filer St. – Suite A Manistee, MI 49660</p> <p>231-887-4448 (W) 231-492-6161 (Work Cell) 231-887-4181 (Fax)</p> <p><a href="mailto:williamford@nwm.cog.mi.us">williamford@nwm.cog.mi.us</a></p>	

# EMPLOYABILITY SKILLS

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## OUR EXPECTATIONS

It is our goal to help you develop the behaviors employers expect from their employees. Most employers have found that employees with a positive attitude, good work habits and the ability to get along with others, make the best employees.

This section will discuss each of the desired behaviors so that you will have a better understanding of YouthBuild program learning outcomes and expectations.

## ATTITUDE

Employers value employees who have a high energy level and enthusiasm to share with others. If you show up at YB feeling good about being here with determination to do a great job, you will surely get noticed. Your enthusiasm and positive attitude can also help inspire fellow YB participants to achieve higher results.

## GOOD WORK HABITS

We want you to develop and demonstrate good work habits. These qualities include:

- **Attendance / Punctuality** – be here on time unless truly ill or if there is an emergency.
- **Appearance** – maintain good hygiene and wear appropriate clothing / accessories.
- **Adaptability / Flexibility** – be willing and able to perform multiple job tasks assigned.
- **Honesty and Trustworthiness** – be honest, ethical and professional; don't lie, cheat or steal.
- **Attention to Details** - follow rules and directions. If you've been assigned a project and are confused, ask for further direction.
- **Open-mindedness** – be receptive to receiving constructive feedback and trying new things.
- **Productivity** - work to assure both quality and quantity measures are met.
- **Willingness to Learn** – be open to learning new tasks and interested in learning new information.

## DEPENDABILITY

The rules for attendance and punctuality must be strictly adhered to for continued participation. We are not being honest with you if we lead you to believe that it is okay to miss work or show up late. It is important to understand that good attendance and punctuality are required in order to keep a job.

## TEAMWORK / COOPERATION

You are expected to cooperate with the YB staff and other YB participants, as well as volunteers and staff of partner organizations. Work to contribute to the learning experience of everyone. Disruptive behavior and/or disrespect to staff, fellow participants or others will not be permitted and may be cause for removal from the program.

**Please remember:**

- To accept the differences of others without teasing, belittling, or gossiping.
- Each group of coworkers is a "team" and for a team to be successful, each member must show respect for the opinions and ideas of everyone on the team.

**INITIATIVE**

Finding work to do and volunteering for jobs are ways that you can show initiative and genuine interest in your job. Take the initiative - don't look to someone else to solve the problem for you. If your work is complete, notify a YB staff member and ask for additional duties. Good judgment, decision-making skills, independent goal setting and time management skills make you a valuable asset to any organization. This is a work habit that we hope to observe in you. It makes an excellent impression on a supervisor and will serve you well in future jobs.

**HONESTY**

We expect you to be honest in everything you do. This includes admitting mistakes and accepting responsibility for your actions. You should never blame someone else for a mistake that you made. Admitting mistakes and accepting responsibility is an important skill that demonstrates true maturity.

**GOOD APPEARANCE**

You are expected to maintain good hygiene and dress neatly and appropriately for classroom instruction, civic service, and construction. Employers expect a good appearance at work and so do we.

**ABILITY TO ACCEPT FEEDBACK**

During YB activities, staff will provide direction and feedback on what you do. Sometimes we will find it necessary to constructively critique the way a particular job is being done to help you improve. Be sure to listen carefully, ask questions, and use the information gained to build your job performance.

**CLASSROOM AND WORKSITE PERFORMANCE**

You are expected to perform the job tasks assigned to you during the YB experience, whether you are at a worksite or in the classroom. You will have the opportunity to learn and practice job skills you can use in the real world. If you refuse to perform tasks assigned to you, a meeting with your NW Michigan WORKS! youth advisor and the YB site coordinator will be arranged to determine if your participation in YB should continue.

# YouthBuild Program Policies and Procedures

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## OVERVIEW

Like any community, YouthBuild has guidelines and rules to help maintain order and consistency. As a YouthBuild trainee, you are expected to subscribe to the highest standards of conduct while participating in program activities and to abide by all program rules and regulations. You are also expected to show proper respect for other program members, staff, volunteers, and members of the community.

YouthBuild policies are designed to:

- Teach responsible work behavior
- Prepare you for the world of work
- Reinforce employer expectations for attendance, punctuality, responsibility, and accountability
- Help you meet commitments, achieve your goals, and understand the importance of “interdependence”—our importance to each other in achieving our collective goals
- Assist you in meeting YB graduation/completion requirements

**As the program progresses, we may find it necessary to change or add YouthBuild policies.** You will be provided with any changes to program policies in advance and in writing.

## LEARNING EXPERIENCE

It is not unusual for discipline to be viewed as punishment or something negative. At YouthBuild, we consider it in the context of learning discipline, and to the extent possible, use it to teach versus punish. YouthBuild learning goals include helping you to learn:

- How to avoid old patterns of negative behaviors
- How to incorporate new and appropriate behaviors that will strengthen you personally as well as your contribution to our community.

## GENERAL ATTENDANCE

Success in YouthBuild starts with attendance, and is taken very seriously. It is one of the most important expectations, the foundation of the learning experience, and the best opportunity to practice good work habits.

The YouthBuild day begins with the *Morning Meeting*, which starts at **9 a.m. sharp**. (The starting time will shift to 8 a.m. in the early spring). The purpose of the *Morning Meeting* is to share appreciations and review information about the day's activities. This is also a time to share current events and also to increase your vocabulary through the 'word of the day'.

You are expected to maintain a minimum of **85%** attendance during the program cycle. YouthBuild attendance policies reward those who attend every day, and provide a way for you to avoid loss of the stipend.

If you fall below the 85% attendance rate or are developing an unacceptable pattern of absence (e.g., missing every Friday, taking one day off a week, etc.), a YB staff member will meet with you to develop a corrective action plan to address the situation. As in employment, continued attendance issues could lead to removal from the program.

**You will receive a stipend (similar to an allowance) for the time you are actually in attendance at YouthBuild.** The stipend is for four hours of construction-related work activities each day; however, in order to be paid for this time, you need to be in attendance for the entire YouthBuild day (see *Attendance and Tardiness Call in Procedures* policy for exceptions to this rule related to scheduled appointments).

### **TARDINESS and PUNCTUALITY**

Punctuality is another important work readiness skill. You are expected to sign in daily at the exact time you arrive. When you are tardy for YB, your fellow participants may be late getting to a worksite, delaying work on important low income housing and/or civic service projects.

We recognize that even with the best planning, unexpected circumstances may arise. Good communication and problem solving skills are essential. If you are experiencing circumstances that are preventing you from being at YB on time, the YB site coordinator will meet with you to help problem solve the issue(s).

Please note:

- Occasional tardiness (no more than once in one month): For those who are late 5 minutes up to ½ hour-you will be given a work assignment for that day. This work will be done AFTER the end of the regular daily program.
- If you are more than ½ hour late, you will lose your ½ your stipend for that day.
- Excessive or unexcused tardiness will result in a *Notice of Corrective Action* (discussed later in this handbook) and you will be required to develop and adhere to an action plan for immediate improvement.

### **CALL IN PROCEDURE**

Good attendance and punctuality are key components to the efficient running of any organization or business. When it is necessary to be absent from YB, or if you are running late, you need to be considerate of YB staff and your fellow participants by calling in and giving adequate notice.

When calling in to report that you will be absent or late for YB, you must do so by adhering to the following standards:

1. **Give prior notice by calling the YB office before the scheduled starting time (9 a.m., shifting to 8 a.m. in the spring).** The office number is 231-887-4448. If a YB staff member does not answer, be sure to leave a voicemail message which includes:
  - a. your full name
  - b. a phone number where you can be reached
  - c. the reason for your absence or tardiness
2. You are expected to call personally. Unless it is an emergency situation, phone calls from family members or friends are unacceptable.

3. You must call in according to these guidelines for each additional day that you will be absent.
4. You may be required to document absences due to illness with a doctor's note if you have multiple absences or miss more than two consecutive days.
5. You are required to document court related and other appointments with written verification from a probation officer, Friend of the Court, DHS worker, etc.
6. **Upon arrival at YB**, immediately notify the site coordinator. If you arrive late at the jobsite, you must notify the construction instructor and be fully prepared to work (i.e., have appropriate clothing, tools, etc.).

Please remember, not showing up and not calling is an unacceptable behavior.

To the extent possible, valid appointments with doctors, caseworkers, etc., **must** be communicated in writing to the site coordinator in advance (at the time you are scheduling) and scheduled around your YB day whenever possible. This may include trying to schedule multiple appointments on the same day, around a lunch break, or at the beginning or end of your shift, so you miss as little work as possible. Remember, taking an entire day off for a one or two hour appointment is not acceptable.

Missing YB for appointments may not count against your stipend payment provided you have followed proper notifications procedures, minimized the amount of time you are gone for the appointment, and provide official documentation of the appointment from the provider or organization. **Time Off Request Forms** are available in the office and are the official way to inform YB staff of your commitments.

**INCLEMENT WEATHER**

If weather conditions cause Manistee Public Schools to close, the YB Manistee classroom and vocational sites will close. However, service opportunities may be available for those of you who are able to travel safely, (for example, if there is sufficient need for snow to be shoveled for elderly and/or disabled members of the community). If Manistee Public Schools are on a delay, YB will also be delayed by the same amount of time.

If YB closes due to bad weather conditions or inclement weather, you will receive your daily stipend provided you meet the following criteria; attend both the day before and day after the school closing/s and are drug free as of the last drug test that was taken.

Weather announcements will be broadcast on television, radio, and Internet as well as by calling the school. If you have any question about the YB schedule, or remain unable to make it to YB as a result of the weather, please call the work cell phone number listed for the site or construction coordinator.

**STIPENDS**

The amount of stipend received is directly related to daily attendance. The stipend schedule is shown below and is based upon the 30-week program. You will be paid every two weeks. Since it takes time to get stipend checks processed, you will receive your first stipend payment two weeks in arrears.

Weeks 1-8	\$90.00/week	Total possible per pay period -\$180.00
Weeks 9-16	\$100.00/week	Total possible per pay period - \$200.00
Weeks 17-24	\$120.00/week	Total possible per pay period - \$240.00
Weeks 25-30	\$140.00/week	Total possible per pay period - \$280.00



**Additional Bonus for Attendance** – As an incentive for excellence in attendance, YouthBuild awards attendance bonuses for those achieving perfect attendance in a pay period. This award is exactly as stated. Only those who didn't miss a single day of work in the pay period AND had good punctuality are eligible for this award.

Bonuses will also be awarded for completion of the following goals:

- Upon completion of each NCCER Module (8 total)
- Upon completion of each GED Test (5 total possible)
- Upon completion of 100 hours of Civic Service
- Upon completion of the Leadership Module; ( there will be many components for the leadership part of the program; it will culminate with you making a 5-minute speech presentation, using visual aids and PowerPoint; videotaping of speech)
- Being selected as the Most Outstanding Team Member (a monthly award voted on by peers)

Stipend checks will be distributed by the YB site coordinator every two weeks. Stipend checks will not be given to anyone else unless we receive written authorization in advance from you to do so.

After cashing your check, it is important to remember that carrying large sums of cash is never wise and we are not responsible for stolen money.

### **CIVIC SERVICE**

Civic service will serve as a means to connect you with the greater local community and provide needed assistance for those requesting YB services. You will be required to perform **100 hours** of civic service during the course of the program. 3 hours will be required each week, with 2-1/2 hours completed within the structure of the YB program. You are responsible for ½ hour each week of civic service outside of YouthBuild; documentation of service performed will be required.

During the partial weeks when on break, you will be required to perform 10 hours of civic service each week, as well as any make-up hours needed to keep up to date with program requirements. The YB site coordinator will work with you individually in assessing hours and assist in selection of areas of civic service need.

### **DRESS CODE and HYGIENE**

All YB participants are expected to bathe daily, use deodorant and arrive at YB in clean clothing. The following dress requirements apply at all times:

1. No low riding pants, revealing necklines, tight-fitting spandex clothing, see-through clothing, midriff, halter, or tube tops.
2. Clothing with an inappropriate message that may be offensive to others or represents the program poorly is not allowed.
3. Shirts are required to be worn at all times while at the worksite and during work hours.
4. No rings, necklaces, bracelets, or hoop earrings are to be worn while operating or around power machinery.

5. Steel toed shoes are to be worn at all times when working construction or as designated by the construction trades instructor/assistant when working civic service projects.
6. Avoid wearing heavy colognes or perfumes.
7. Dark sunglasses or mirrored glasses are only permitted when working outdoors.
8. Hats and headgear are only permitted when working in the shop or outdoors.
9. Headphones, iPods, Walkmans, etc. are not allowed at any time.

**Classroom attire:** YB logo T-shirt or collared shirt tucked in with pants pulled to hips with a belt. Shorts are permitted in summer months provided they are clean and knee length and worn with shoes and socks. Tennis shoes are acceptable.

**Dress for Success Module** (includes Interviews, special events, legal dress): **Males** - collared shirt and tie with dress pants, belt, and shoes. Hair must be pulled back and clean. Facial hair should be trimmed and neatly combed. No excessive body adornment. **Females** - Option to wear knee length or full length skirt/dress with dress shoes and a closed blouse and nylons, or professional pantsuit. No excessive body adornment.

**Worksite or shop dress:** Steel toed shoes, safety glasses, and ear protection are provided. These items will be expected to be worn at all times in the shop and when performing construction activities. If not worn or lost, **replacement safety apparel will be provided at cost to you** and will be automatically deducted from your stipend check.

YB staff members reserve the right to deduct up to \$20 per violation of this policy.

#### **MEAL and REST BREAKS**

All participants will be provided a 45-minute meal break as scheduled by the YB staff. For a full YB day, there will also be one 10-minute break in the morning and one 10-minute break in the afternoon. Keep in mind that starting a meal or rest break early or returning late is considered a punctuality problem and will be treated as such.

#### **SMOKING**

We hope that you may use your participation in YB to begin a new and healthier lifestyle. Cigarettes are expensive and are likely to have long term health implications for you and those you love. If you do smoke, you may only do so in the **pre-designated area** when on an **official break**. This applies to the YB Briny Building location AND when out in the community performing civic service or construction work.

#### **NO VISITORS AT THE WORKSITE**

Although construction worksites and civic service projects may be at a public organization, facility, or park, family members and friends are not allowed to visit you during the course of your YB day, including when you are on a paid or unpaid break without prior approval from a YB staff member.

#### **COMPUTER and INTERNET USE**

YB furnishes computers and Internet access to enhance the learning experience. Access to YB computers is a privilege and computers are to be used for YB learning and objectives only.

The following list details required behaviors related to computer/internet usage:

1. Food and drinks are not permitted at, by, or near any of the computers.
2. Each YB participant will be assigned to work on a specific computer. This computer is the only computer you are to use.
3. All computers are to be treated with respect and care.
4. Personal use of computers for email, Facebook, MySpace, chat rooms, computer games, media/music Website, etc., is not permitted **at any time**. This includes lunchtime and breaks.
5. Internet access is for YB classroom training/use only; no personal or inappropriate use is allowed at any time.
6. No downloading of any software or copying or installing of any unapproved programs.
7. Copying of any other YB participant's files is not permitted.
8. To ensure that the YB computer network remains virus-free, please refrain from bringing in flash drives and diskettes, etc., from outside sources.

### **USE of CELL PHONES, IPODS, and OTHER ELECTRONIC DEVICES**

The use of cell phones is limited to your official break time only. During actual classroom and/or work time, including while you are riding in the car/van, if applicable, cell phones must be turned all the way off. This is a normal workplace policy for most businesses as using cell phones during the work shift interferes with work and decreases productivity. This is such an important workplace practice that you will be assessed a **\$50.00 penalty** for any infraction to this policy which will be deducted from your stipend check.

All other electronic equipment such as iPods, computers, etc. must be left at home.

As a reminder, the loss of valuables at YB is your responsibility. It is recommended that you refrain from bringing other valuable items or large sums of money with you since there is no place to lock them up.

### **YB OFFICE PHONE - EMERGENCY or URGENCY USE**

Incoming and outgoing phone calls from the YB office phone can be made for emergency purposes only with advance permission from a YB staff member. If a family member or friend needs to reach you during the day for an emergency or urgent situation, he/she may do so by calling the main YB number at 231-887-4448. A YB staff member will notify you if you are in the classroom or by calling the construction trades coordinator/construction assistant on their work cell phone if you are at a construction site or civic service project.

### **BANNED ITEMS**

The following items are not permitted at YB under any circumstances: Contraband or alcohol, weapons such as guns, knives, clubs, chains, etc., pornographic images/films or photos, drug paraphernalia, gang insignia or gang related jewelry/head dressings.

### **PARKING**

Parking for YB participants is located in the Municipal Public Parking Lot diagonally across from the Briny Building on Filer Street. Parking in the Briny Building parking lot and in front or along the side of the

building is reserved for building tenants and their clients. Any parking tickets or towed vehicles would be at your expense.

### **SAFETY**

You will receive general safety training during the orientation process. Additional construction site specific safety training will be provided as needed.

The following safety rules apply at all times:

1. You must wear your seat belt when riding in vehicles.
2. You must follow trained safety procedures.
3. You must use the personal protective equipment provided as designated by YB staff.
4. You may not operate any power equipment unless specifically trained and requested to do so by the construction trades coordinator/construction assistant.
5. You must use care when using tools/equipment at the worksite and be of the appropriate age based on youth employment laws.
6. Horseplay is forbidden.
7. Notify the construction trades coordinator/construction assistant about any potentially unsafe work conditions or security concerns.
8. Follow proper lifting and other ergonomic instructions.
9. Immediately report accidents or injuries involving yourself or others to the construction trades coordinator/construction assistant.

Because of the nature of much of the work, you could be at risk for severe sunburn. Be sure to apply and reapply sunscreen throughout your work shift, wear sun protective hats, and consider wearing sunglasses when safety glasses are not required.

### **FIRE PROCEDURE**

Your safety is our top priority. We want you to take all emergencies seriously for your own safety as well as that of your fellow YB participants. YB staff will ensure you've had a tour of the training facility and point out the location of exits and fire extinguishers. Additionally, fire procedures are posted in all YB classroom training facilities. The YB training site is equipped with a sprinkler system throughout. In the event of a fire, you are required to adhere to the following protocol:

1. If you see a fire or the sprinkler system is activated, call 911.
2. Don't attempt to fight the fire first; call the fire department. Only if you are not jeopardizing your own safety should you ever attempt to extinguish a fire.
3. Turn off the lights.
4. Take daily attendance sign in sheet.
5. Leave doors closed and unlocked.
6. Exit the building using the closest exit and proceed to the parking lot across the street.
7. Line up single file and take attendance.
8. Wait for the "All clear!" from authorities before re-entering the building.

Fire extinguishers are located in the mechanical room closet, the boiler room, the 2<sup>nd</sup> floor classroom, and all vehicles.

### **TORNADO PROCEDURE**

In the event a tornado warning has been issued:

1. Close all windows and doors.
2. Evacuate to the unfinished bathroom space in the basement across from the entrance to the construction workshop.
3. Face the wall and sit away from glass.
4. Wait for the "All clear!" from authorities.

### **HEALTH REQUIREMENTS**

You must provide proof of private or public insurance to participate in the YB program. Additionally, record of an up-to-date tetanus immunization is required before being permitted to work at a YB construction site. If you need help with paperwork to obtain public health assistance, please contact your NW Michigan WORKS! youth advisor.

### **ALCOHOL USE and DRUG FREE WORK PLACE**

While participating in YB, you may not possess, distribute, sell, or be under the influence of alcohol or illegal drugs. YB participants are subject to the Drug-Free Workplace Policy. As a youth development and training program, YB follows a set of procedures designed to maintain a drug-free workplace, as well as prepare participants for entering the world of work. The following policy and procedure will describe how we accomplish this within the YB Manistee Program.

### **DRUG TESTING and TREATMENT**

- After 30 days in YB, all participants will be drug tested. This test will be paid for by the program.
- Those who test positive will lose their stipend until they have a negative drug test. This follow-up drug test (usually after 30 days) is at the participant's expense. If the participant has a negative drug test, his/her stipend will be reinstated and will be retroactive. **This retroactive payment will occur only once during the course of the program.**
- After the initial drug test, YB will conduct random drug tests throughout the course of the program.
- Upon a second positive drug test, the participant will be required to undergo a mandatory drug/alcohol assessment by a certified drug treatment agency. Referrals for assessment will be made by YB. In addition, the participant must participate in a substance abuse group.
- Upon completion of the assessment, YB will meet with the participant and his/her parent/guardian/probation or parole office (if involved) to discuss the results and recommendations of the assessment.
- If treatment is recommended, the participant will be required to attend and complete treatment, as per the agency's Drug Free Workplace Policy. Ongoing support and counseling will be available from YB staff during this time. Treatment progress will be monitored by the counselor.
- Should the assessment recommend in-patient treatment, the participant's place in YB will be maintained and made available to him/her upon completion of treatment.

- Should the participant choose to not follow mandated and/or recommended treatment plan from the YB staff, the participant will be asked to leave the YB program and another participant may be placed in the vacancy.

### **YOUTH ADVISORY COMMITTEE**

As part of leadership development, a Youth Advisory Committee (YAC) will be formed after the program has been in session for one month. Members of the YAC will learn valuable leadership, empowerment, and human relation skills as part of the orientation process. You may submit your name for consideration to participate as a member of this committee. Interested parties will be asked to present a short speech to their fellow participants regarding their reasons for wanting to participate on the committee as well as the strengths they would bring to the team. The YAC will serve as leaders in the program and make recommendations to YB staff on a variety of issues such as participant conduct, civic service projects, possible field trips, etc. They will also work to coordinate a YB exchange day with another YB program in Michigan.

### **PERFORMANCE EVALUATION**

At the end of the first month of the YB program and again towards the end of the program, staff will complete a ***Performance Evaluation Form*** to evaluate your performance for the prior month(s) of participation. This evaluation will be shared with you. Use this time to discuss your performance and bring up any problems or questions. Both you and you and a staff member will sign the evaluation to show that it has been discussed and you will be given a copy and an opportunity to write comments, if you like.

The purpose of the evaluation is to let you know how you are doing and identify possible areas that need to be improved. If you disagree with the evaluation, it is important that you discuss this with a YB staff member who will help you to understand the criteria used for the evaluation.

A sample ***Performance Evaluation Form*** and ***Performance Evaluation Rating Criteria*** will be provided in advance and includes ratings on abilities such as teamwork, problem solving, quality of work, etc.

YB participants will also have the opportunity to constructively evaluate staff members as part of this process.

### **INFRACTIONS and CORRECTIVE ACTION PLANS**

We, the YB staff, are committed to helping you succeed. It is our greatest hope that by clearly explaining our expectations up front and providing you with regular ongoing performance feedback, the need to respond to performance issues will be minimal.

To ensure orderly operations and provide everyone with the best possible learning environment, you are expected to follow the rules of conduct and policies covered in this handbook which will protect the interests and safety of all YB participants and worksites, as well as partner organizations.

If you engage in an inappropriate behavior or fail to follow a program rule, the infraction will be documented in writing by the staff member who observed the behavior. Listed below are just some of the categories of infractions. Upon an infraction being issued, a member of the YB staff will schedule a meeting with you, usually on the same day, to determine a reasonable consequence. Staff members will

determine the appropriate response based on the nature of the behavior and an assessment of the overall situation. Consequences will normally be imposed immediately, but may be delayed if further investigation is needed.

Corrective Action Plans will identify needed changes in behavior relating to an infraction. If a Corrective Action Plan is implemented, you are expected to comply with the requirements of that plan within an identified time frame, and to work closely with YB staff to insure that the plan is carried out.

### **UNACCEPTABLE BEHAVIORS**

To ensure orderly operations and provide the best possible education and work environment, YB expects participants to follow rules of conduct that will protect the interests and safety of all participants, staff members and community partners.

It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace. Removing a participant from YB is not something we take lightly. The following are just some examples of infractions of rules of conduct that may result in disciplinary action, up to, and including termination of participation in the YB program:

- Unauthorized absences
- Disruptive or inappropriate behavior- including use of profanity
- Use of cell phones and other electronic communications devices during program hours
- Misuse of property
- Dress code violations
- Failure to complete assignments or tasks
- Failure to wear appropriate clothing or safety equipment
- Leaving a worksite, class, or service site without notice to staff
- Careless behavior with tools or equipment
- Lying
- Sexual harassment
- Stealing
- Damage or vandalism to property
- Consuming alcoholic beverages during or program hours, on breaks, or prior to arrival
- Violent, aggressive or intimidating behavior toward other program members or people in the community
- Possession of weapons
- Unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or illegal drugs
- Failing to notify the program of any criminal arrest or conviction for a violent felony, or the possession, sale or distribution of a controlled substance

## Manistee YouthBuild Staff and Participant Code of Conduct

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Staff and participants will treat the YouthBuild Manistee Program as a training facility with recognition that the primary purpose of the program is the education and leadership development of all participants.

Staff will create a safe and healthy environment conducive to learning and participants will put forth their best effort to be successful in the classroom, shop, and community.

Staff and students will strive to act with virtue, integrity, honesty, and respect at all times.

Participants will demonstrate respect for staff by following procedures and requests while staff will conduct themselves in a professional manner at all times.

Staff and participants will respect personal, classroom, and community property at all times while recognizing that each individual is responsible for his or her own possessions.

Staff and participants will recognize that the use of technology and communication during program time is designed to enhance the educational experience and will not abuse this privilege.

Staff and participants will arrive on time and prepared. They will use meal break time for personal business and will refrain from leaving the facility during regular program hours.

Staff and participants will refrain from using vulgar language.

Staff and participants will not use tobacco products in any buildings.

Staff and participants will adhere to YouthBuild and community organization policies and training.

Staff and participants will start and end breaks on time.

Staff and participants will ensure work performed meets the quality standards.

Staff and participants will properly care for worksite tools and/equipment and maintain an orderly and clean work area and classroom.

Staff and participants will represent the program in a professional and ethical manner.



# YouthBuild Program

## Participant Handbook Acknowledgment

By signing below, I acknowledge that:

1. I have received a copy of the **YouthBuild Program Participant Handbook**.
2. I was presented with all the information in the handbook and had the opportunity to ask questions concerning its content.
3. If I have future questions regarding any of this information, I will contact a YouthBuild Manistee staff member.
4. I will adhere to all YouthBuild policies and procedures.
5. The policies and procedures contained in this handbook are subject to change.
6. Failure to fulfill these responsibilities could result in early termination of my participation in the YouthBuild Program.
7. My signature on this document indicates my full consent to adhere to the terms, conditions and policies contained in the handbook.

Additionally, I agree that upon completion of my NCCER and GED certifications, I will work independently within the context of the YB program in pursuit of outside employment and/or college, vocational training, or military admission. This will include completion of both career development and post secondary preparatory computer programs, filling out financial aid information, admission applications and scheduling informational interviews OR filling out job applications, preparing for interviews, and making interview arrangements with potential employers.

YB Participant Name: \_\_\_\_\_  
(Please Print)

YB Participant Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

YB Staff Signature and Title: \_\_\_\_\_

## YouthBuild Northwest Grievance Procedure

The YouthBuild Northwest Program is committed to resolving grievances and concerns quickly and appropriately. If a program participant or other interested parties has a grievance or complaint, the first step is to discuss with a YouthBuild Northwest staff person. If the result of this discussion is not satisfactory, the process for pursuing the grievance procedure is as follows:

1. Meet with the YouthBuild Northwest Site Coordinator. If the grievance is not successfully resolved, proceed to step 2.
2. Schedule an appointment with the YouthBuild Northwest Manager. If an acceptable solution to the grievance is not arrived at, proceed to step 3.
3. Submit a written complaint to the Northwest Michigan Works! Youth Program Coordinator. The complaint should contain the following information: full name, address and all contact information of the complainant, who the party or parties are involved in the complaint, a clear and concise statement of the facts, as alleged, of the grievance in question, and the relief to the grievance requested.
4. If at this point, either party does not feel that a suitable resolution has been reached, Northwest Michigan Works!, in accordance with applicable state and federal regulations and current agency policy, will pursue the process of having a formal grievance hearing with the Director of Northwest Michigan Works! The concerned party should submit a written request for a hearing to the director in a timely fashion but not more than one year following the occurrence. A hearing date will be set within 30 calendar days of the receipt of request. The intent of the hearing is to facilitate a mutually agreeable resolution to the matter of concern.

I, the undersigned, understand and accept the terms of the grievance procedure for YouthBuild Northwest.

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Signature

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Date

## VOCATIONAL EDUCATION OUTLINE YouthBuild Beaver Island

The Construction Vocational Education Program with YouthBuild Beaver Island is a "comprehensive" (what one is able to understand) construction experience that is being used as a tool to reinforce General Education, Leadership and Home Building skills for trainees.

It is by "Doing" that we the staff of YouthBuild Beaver Island hopes to reach trainees with hands-on learning in the development of personal skills for both the workplace, and more importantly, one's life. We are excited to start the selection process by getting to know you better through team building and leadership exercises. Realistically, it is important to both the trainees and the YouthBuild staff that we are honest about selecting those who are highly motivated and willing to remove obstacles to belong to this program.

The following is a menu of construction related experiences the YouthBuild staff will be providing to the selected trainees:

- A portable national credential in construction education to those who accomplish a 70% or higher score on the testing of the National Center for Construction Education & Research's Craft Skills Curriculum. This vocational construction guide has eight learning modules and are as follows:
  - Basic Safety, Intro to Construction Math, Intro to Hand Tools, Intro to Power Tools, Intro to Blue Prints, Basic Rigging.
  - Basic Communication Skills, Basic Employability Skills.
- OSHA 10 Safety Training:
  - A two-day training seminar with a safety expert. The passing of safety test will give trainees a portable certificate.
- American Red Cross First Aid Seminar:
  - Basic First Aid seminar and training.
- Introduction to Community Business Leaders;
  - Friday luncheons with business owners to learn more about what employers are looking for in hiring recruits.
  - Potential job placement with area employers.

The Construction Vocation Program with YouthBuild Beaver Island will operate very much like a labor contracting service. Trainees will need to commit themselves to following through on proactive skill development as well as learning new perspectives on Employability and Leadership. It is the "obligation" of trainees to wear work appropriate clothes, show up on time with a good attitude and work well with leadership and co-workers. The staff of YouthBuild is dedicated to the building of individuals' skills and lives in a professional learning environment. We will be happy to answer questions with regard to vocational training and any other specifics about YouthBuild Beaver Island.

Time	Task	Person Responsible
9:00 - 9:25	Set up PowerPath screening materials	Andrea/Lisa
9:25 - 9:45	Staff training on Screening Techniques	Andrea/Lisa
9:45 - 10:00	Students Arrive	
10:00 - 10:15	*Description of PowerPath *Obtaining of permission for Screening	Andrea
10:15- 11:00	*Selection of colored Paper - Group *Attention Challenge Screening - Group *Visual Stress - Group  (If a student scores 0-5 on the Visual Stress screening, they do not need to go to the Overlay selection)	Andrea
11:00-11:15	Set up Screening Small Groups/Break	Andrea
11:15 - 12:15	Vision/Hearing Screen - Selection of Overlay	Andrea - Vision with Scope Bill - Vision with Eye Chart Sue - Hearing Screening Cheryl/Jan: Overlay Selection
12:15 - 1:15	Lunch  * Share the Power Presentation  *Description of PowerPath Individual Report	Andrea
1:15 - 1:45	*Colored overlays to Participants Screened Participants leave	Andrea
1:45 - 2:00	Meet with YB Staff to:  *Share student and group reports  *Discuss next steps for teachers and student	Andrea/YB Staff
1 week later	Meet with Staff to provide reports/support and next steps	Andrea/YB Staff

# PowerPath Screening – Youth Build

## SET - UP

### Vision – Downstairs

- Vision – Scope (Andrea Rothney)
- Vision – Wall Chart (Bill)

### Hearing – Upstairs – Women’s Resource Room

- Sue Oseland

### Overlays – Upstairs Classroom

- Cheryl
- Jan

### Holding Room – Upstairs Classroom

When students have finished all 3 screenings, they should return to the upstairs classroom. Andrea will collect the booklets.

## TRAINING:

- Andrea will train Bill to screen for vision on the eye chart, and Sue on the hearing screening.
- Lisa will train Cheryl and Jan for the Overlay selection.

# YOUTH BUILD

# GED SCORES

Name	READING		Math		Social Studies				Science		Writing/LA		received	
	Date	score	Date	score	Date	score	Date	score	Date	score	Date	Score		
Brewer, Dylan	3/29/10	470	P	4/1/10	450	P					5/21/10	390		
Comstock, David	3/15/10	460	P	3/19/10	600	P	3/29/10	550	P	4/1/10	590	410	P	yes
Gillette, Eric	3/29/10	350		waiting for accomadations										
Henkel, Victoria	COMPASS TEST			enrolled in	W	Shore								
Kenny, Andrew	8/6/10			8/6/10										
Kolarik, Jason	3/29/10	430	P	3/29/10	530	P	4/9/10	470	P	4/1/10	480	430	P	yes
Meadows, Dustyn	3/15/10	650	P	6/18/10	460		3/29/10	540	P	3/29/10	480	410	P	yes
Oakley, James	3/15/10	490	P	4/9/10	430	P	4/1/10	450	P	3/29/10	510	400		
Peake-Wittig, Matthew	3/29/10	500	P	has diploma	n/a		n/a							
Prenjer, Dustin	3/15/10	700	P	3/19/10	720	P	3/29/10	550	P	4/1/10	650	430	P	yes
Purdy, Paul	3/15/10	470	P	3/19/10	550	P	3/29/10	510	P	4/1/10	530	450		yes
Rozanski, Richard	3/15/10	420	P	6/18/10	400	P	4/1/10	400		3/29/10	460	0		
Shively, Robin	3/29/10	570	P	4/9/10	460	P	3/29/10	510	P	4/1/10	540	480	P	yes
Smith, Matt	3/15/10	640	P	4/1/10	430	P	3/29/10	510	P	3/29/10	540	450	P	yes
Timmons, Dustin	3/15/10	620	P	4/1/10	420	P	3/29/10	530	P	3/29/10	530	410	P	yes
P = PASSED														

BEAVER ISLAND LIGHTHOUSE SCHOOL - TABE TESTING Fall 2010

NAME	BEGINNING READING			ENDING READING			
	VOC	COM	GRADE	SCALE	VOC	COM	GRADE
Bell, Kayla	9D		12.9	778			
Blalk, Lucas	9D		6.4	528	727	9D	12.9
Brown, Alan (YB)	9D		9.1	570	602	9D	11.2
Carlson, Phillip	9D		7.4	541	528	9D	6.4
Daugherty, Katie					555	9D	8.2
Denzel-Braden, Micah	9M		9.6	578	654	9D	12.9
DePonio, Thomas	9A		10.0	582	602	9D	11.2
Farrar, Michael	9A		11.1	598			
Fischer, Richard (YB)	9D		11.2	602	602	9D	11.2
Fisher, Taylor (YB)	9D		12.9	615			
Flees, Lance	9M		7.6	545	570	9D	9.1
Flees, Michael	9M		8.5	559	535	9D	10.5
Hoffman, Michael	9E		6.9	630	654	9D	12.9
Johnson, Samuel (YB)	9D		10.5	585			
Lowmsberg, Cody (YB)	9D		9.1	570	555	9D	8.2
McKee, Dennis	9D		11.2	602	555	9D	8.2
Robinson, Michael	9D		9.1	570	727	9D	12.9
Sandel, Macy	9D		12.9	654			
Schlappi, Michale	9D		12.9	622			
Sherwood, Robertza							
Tabaczka, Vince	9D		11.2	602	654	9D	12.9
Thompson, Joseph	9D		8.2	555			
Underwood, Billi					585	9D	10.5
Wellington, Allen	9M		9.6	578	570	9D	9.1
Weston, Aaron	9D		12.9	727			

NAME	BEGINNING MATH			ENDING MATH					
	COMP	APP	GRADE	SCALE	COMP	APP	GRADE		
Bell, Kayla	9D	6.0	12.9	8.4	559	633	9D	11.4	12.9
Blalk, Lucas	9D	3.9	9.0	5.7	497	538	9D	5.1	11.3
Brown, Alan (YB)	9D	8.4	12.9	11.2	600	644	9D	11.4	12.9
Carlson, Phillip	9D	7.8	6.4	7.3	535	580	9D	8.4	11.3
Daugherty, Katie						567	9D	7.8	10.8
Denzel-Braden, Micah	9M	7.0	9.9	9.2	568	607	9D	7.4	12.9
DePonio, Thomas	9M	7.0	9.9	9.9	632	593	9D	8.4	12.9
Farrar, Michael	9A	9.8	11.0	10.5	589				
Fischer, Richard (YB)	9D	5.1	8.0	6.3	514	572	9D	6.7	12.9
Fisher, Taylor (YB)	9D	10.2	12.9	12.8	615				
Flees, Lance	9M	7.0	9.9	9.9	599	616	9D	9.1	12.9
Flees, Michael	9M	4.9	6.7	5.7	496	590	9M	7.8	9.9
Hoffman, Michael	9E	3.6	6.1	4.8	468	509	9M	4.6	9.4
Johnson, Samuel (YB)	9A	8.5	12.9	11.3	601				
Lowmsberg, Cody (YB)	9D	11.4	12.9	12.9	624				
McKee, Dennis	9E	3.4	5.6	4.3	450	423	9E	3.6	3.2
Robinson, Michael	9M	6.1	9.4	7.4	536	566	9D	7.4	11.3
Sandel, Macy	9D	12.9	12.9	12.9	694				
Schlappi, Michale	9D	8.4	12.9	12.9	620				
Sherwood, Robertza	9M	7.0	9.9	9.9	599				
Tabaczka, Vince	9D	9.1	12.9	11.2	600	644	9D	11.4	12.9
Thompson, Joseph	9E	6.9	6.9	6.9	559				
Underwood, Billi						514	9D	8.4	7.1
Wellington, Allen	9M	7.8	9.9	8.8	562	507	9D	5.1	7.1
Weston, Aaron	9D	12.9	9.0	12.9	618				

16 IMPROVED 10 GRADE LEVEL - READING  
 1 IMPROVED LESS THAN 10 GRADE LEVEL - READING

15 IMPROVED 10 GRADE LEVEL - MATH  
 3 IMPROVED LESS THAN 10 GRADE LEVEL - MATH

Shaded Areas - At least 10 Grade Level Improvement

No Post Test (scored 12.9 grade level on Pre-Test)

**Scale Scores**  
**TABE 7/8 and 9/10**

Reading:  
 367 and below  
 368-460  
 461-517  
 518-566  
 567-595  
 596 and above

Beginning ABE Literacy (Grades 0-1.9)  
 Beginning Basic Education (Grades 2-3.9)  
 Low Intermediate Basic Education (Grades 4-5.9)  
 High Intermediate Basic Education (Grades 6-8.9)  
 Low Adult Secondary Education (Grades 9-10.9)  
 High Adult Secondary Education (Grades 11-12)

Total Math:  
 313 and below  
 314-441  
 442-505  
 506-565  
 566-594  
 595 and above  
 Beginning ABE Literacy (Grades 0-1.9)  
 Beginning Basic Education (Grades 2-3.9)  
 Low Intermediate Basic Education (Grades 4-5.9)  
 High Intermediate Basic Education (Grades 6-8.9)  
 Low Adult Secondary Education (Grades 9-10.9)  
 High Adult Secondary Education (Grades 11-12)

# Youthbuild 2009

<b>Beaver Island Site</b>	<b>Benzie/Man Site</b>	<b>TCAPS</b>
<i>Program Set Up</i>	<i>Program Set Up</i>	<i>Program Set Up</i>
<p>Staffing-1 additional hire Train new staff</p> <p>Contract services for mental toughness and counseling</p> <p>Clerical/accounting support? Divide workload/responsibilities</p> <p>Recruitment materials/PR Coordinate with COG</p> <p>Supplies: office and participant, storage</p> <p>Establish relationship with build site agency</p> <p>Determine participant selection process</p> <p>Create forms, policy manuals</p>	<p>Staffing-keep existing? Hire new? Train if new hire</p> <p>Contract services for mental toughness, keep existing counseling contractor?</p> <p>Clerical/accounting support? Divide workload/responsibilities</p> <p>Recruitment materials/PR Coordinate with COG</p> <p>Supplies, office and participant, storage</p> <p>Continue/solidify relationship with build site agency</p> <p>Determine participant selection process</p> <p>Create forms, policy manuals</p>	<p>Staffing-in place, train staff</p> <p>Contract services for mental toughness, use TCAPS counseling staff for services?</p> <p>Clerical/accounting support? Do we provide or does TCAPS?</p> <p>Recruitment materials/PR Coordinate with COG</p> <p>Supplies, office and participant, storage</p> <p>Establish relationship with build site agency</p> <p>Determine participant selection process</p> <p>Create forms, policy manuals</p>



<i>Program Start Up</i>	<i>Program Start Up</i>	<i>Program Start Up</i>
Train YA's on recruitment/determine numbers	YA has recruitment experience, reaffirm	Train TCAPS staff on recruitment
Conduct training at MW centers to other program staff on YB	Conduct refresher training to Manistee MW other program staff on YB	Conduct presentations to appropriate TCAPS staff on YB
Collect applications/paperwork on applicants	Collect applications/paperwork on applicants	Collect applications/paperwork on applicants
Conduct selection process	Conduct selection process	Conduct selection process
Plan/determine mental toughness segment	Plan/determine mental toughness segment	Plan/determine mental toughness segment
Ceremony/PR for selectees	Ceremony/PR for selectees	Ceremony/PR for selectees
Conduct orientation for participants	Conduct orientation for participants	Conduct orientation for participants
Distribute tools and personal protection equipment	Distribute tools and personal protection equipment	Distribute tools and personal protection equipment
Conduct initial academic assessments/make individual learning plan	Conduct initial academic assessments/make individual learning plan	Conduct initial academic assessments/make individual learning plans
Provide transportation supportive services if necessary	Provide transportation, daycare, housing resources/supportive services if necessary	Provide referral services for individual barriers to participation

<i>Program Run</i>	<i>Program Run</i>	<i>Program Run</i>
Communication Expectations/reporting	Communication Expectations/reporting	Communication Expectations/reporting
Develop Leadership Training portion more fully	Develop Leadership Training portion more fully	Develop Leadership Training more fully
Monitor site, correct deficiencies	Monitor site, correct deficiencies	Monitor site correct deficiencies
On-going PR, success stories	On-going PR, Success stories	On-going PR, success stories
Coordinate Employability skills training for participants	Coordinate Employability skills training for participants	Coordinate Employability skills training for participants
Set up professional mentorship's and job shadows	Set up professional mentorship's and job shadows	Set up professional mentorship's and job shadows
Arrange/conduct continuing staff training	Arrange/conduct continuing staff training	Arrange/conduct continuing staff training
Collect program data, report to COG/DOL	Collect program data, report to COG/DOL	Collect program data, report to COG/DOL
Arrange guest speakers and field trips for participants	Arrange guest speakers and field trips for participants	Arrange guests speakers and field trips for participants
Review, report, adjust budget	Review, report, adjust budget	Review, report, adjust budget
Arrange community service opportunities for participants	Arrange community service opportunities for participants	Arrange community service opportunities for participants Continue recruitment efforts
Continue recruitment efforts Conduct drug screening of participants	Continue recruitment efforts Conduct drug screening of participants	Conduct drug screening of participants
Begin creation of portfolio for each participant	Begin creation of portfolio for each participant	Begin creation of portfolio for each participant

## Youthbuild 2011 Grant #2

<b>Wexford/ Missaukee</b>	<b>Emmett/ Charlevoix</b>	<b>Date</b>	<b>Status</b>
<i>Program Set Up</i>	<i>Program Set Up</i>		
Edit Job descriptions/postings	SAME	7/15	All job descriptions emailed to Renee on 7/22
Post openings (TBAISD Website, Mich Talent Bank, newspapers, etc.)	SAME	7/20	Lisa requested of TBAISD HR dept on 7/22
Gather/review resumes/schedule interviews	SAME	7/25 – 7/29 New date TBD	
<b>Create and document recruitment and marketing plan</b> (required for special evaluation program). Edit/update recruitment materials: tri-fold pamphlet, wall signs, hand bills, email solicitation, etc.	SAME	8/5	
Interview for new staff	SAME	8/1 – 8/10	
Begin recruitment, distribute materials to centers, website, Coordinate with COG PR for radio, TV, video, press releases	SAME	8/5	
Check reference and make offers	SAME	8/11 – 8/12	
Plan new staff orientation and create training schedule	SAME	8/15 – 8/19	
Conduct new staff training	SAME	8/22 – 8/26	
Mental Toughness planning	SAME	8/29 – 9/1	
Information Day Presentations		9/6 and 9/13	
	Information Day Presentations	9/7 and 9/14	
Information Night Presentation		9/7	
	Information Night Presentation	9/14	
Orientation/Participant WIA Eligibility		9/08	
	Orientation/Participant WIA Eligibility	9/15	
Paperwork Processing of recruit files	SAME	9/19-9/22	
Send out Mental Toughness Invites/Instructions	SAME	9/23	
Get RSVP/final count for MT	SAME	9/30	

<b>Wexford/ Missaukee</b>	<b>Emmett/ Charlevoix</b>	<b>Date</b>	<b>Status</b>
New staff works on site set up, mental toughness schedule and supplies	SAME	10/3-10/7	
Conduct Mental Toughness, length to be determined	SAME	10/11-10/21	
Staff processing/select/reject of applicants	SAME	10/24-10/25	
<b>SAVE THE DATE</b> <b>DOL YouthBuild National Learning Exchange</b>  Tuesday, October 25 – Wednesday, October 26, 2011 US Department of Labor – Washington, DC	SAME	10/24 – 10/27	
Phone call/ letters to applicants	SAME	10/26	
Staff assists with initial transportation	SAME	10/27-10/28	
Program Start Date	SAME	11/1	
Communication Expectations/reporting	SAME	11/1	
Develop Leadership Training portion more fully	SAME	11/1	
Monitor site, correct deficiencies	SAME	11/1	
On-going PR, success stories	SAME	11/1	
Coordinate Employability skills training for participants	SAME	11/1	
Set up professional mentorship's and job shadows	SAME	11/1	
Arrange/conduct continuing staff training	SAME	11/1	
Collect program data, report to COG/DOL	SAME	11/1	
Arrange guest speakers and field trips for participants	SAME	11/1	
Review, report, adjust budget	SAME	11/1	



## VOCATIONAL EDUCATION AT YOUTHBUILD NORTHWEST

The Construction Vocational Education Program at YouthBuild Northwest is a “comprehensive” (what one is able to understand) construction experience that is being used as a tool to reinforce General Education, Leadership and Home Building skills for trainees.

It is by “Doing” that we the staff of YouthBuild hope to reach trainees with hands-on learning in the development of personal skills for both the workplace, and more importantly, one’s life. We are excited to start the selection process by getting to know you better through team building and leadership exercises. Realistically, it is important to both the trainees and the YouthBuild staff that we are honest about selecting those who are highly motivated and willing to remove obstacles to belong to this program.

The following is a menu of construction related experiences the YouthBuild staff will be providing to the selected trainees:

- A portable national credential in construction education to those who accomplish a 70% or higher score on the testing of the National Center for Construction Education & Research’s Craft Skills Curriculum. This vocational construction guide has eight learning modules and are as follows:
  - Basic Safety, Intro to Construction Math, Intro to Hand Tools, Intro to Power Tools, Intro to Blue Prints, Basic Rigging.
  - Basic Communication Skills, Basic Employability Skills.
- OSHA 10 Safety Training:
  - A two-day training seminar with a safety expert. The passing of safety test will give trainees a portable certificate.
- American Red Cross First Aid Seminar:
  - Basic First Aid seminar and training.
- Introduction to Community Business Leaders;
  - Friday luncheons with business owners to learn more about what employers are looking for in hiring recruits.
  - Potential job placement with area employers.

The Construction Vocation Program with YouthBuild Northwest will operate very much like a labor contracting service. Trainees will need to commit themselves to following through on proactive skill development as well as learning new perspectives on Employability and Leadership. It is the “obligation” of trainees to wear work appropriate clothes, show up on time with a good attitude and work well with leadership and co-workers. The staff of YouthBuild is dedicated to the building of individuals’ skills and lives in a professional learning environment. We will be happy to answer questions with regard to vocational training and any other specifics about YouthBuild Beaver Island.

**Participant Advisory Committee**

**Meeting Minutes – May 26, 2011**

**In Attendance:** Travis Agar, Bobby Brock, Jen Washburn, Kim Gribi

**Absent:** Steve Howes, Tyler Gregorski

**Next Meeting – June 9, 2011 8 a.m. to 9 a.m.**

Group was asked to provide their opinions about the top program issues that need to be addressed.

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION(S)</b>
Accountability and program discipline	Disciplinary issues (e.g. cell phone usage, being on Facebook, sleeping in class, etc.) Tyler feels a lack of sleep is causing participants to sleep in class.  Also attendance. People coming and going as they please.  <b>Suggested behavioral consequences</b> <ul style="list-style-type: none"> <li>• Work projects needs to be done on own time</li> <li>• Suspension –group felt this has been somewhat successful to date</li> <li>• Verbal warning</li> <li>• Meeting with staff/PAC</li> <li>• Work project</li> <li>• Hours taken instead of full pay</li> <li>• Revoke one break /shorten one</li> </ul>	<ol style="list-style-type: none"> <li>1. Group split on their desire to have more discipline. Some thought more structure is needed. Some want to “be treated like an adult.”</li> <li>2. Not using \$\$ a penalty, but instead trying other approaches such as taking away breaks, allowing \$\$ to be earned back through documented civic service, etc.</li> <li>3. Policy of stipend checks being withheld from distribution by one day for every no show/no call should be enforced.</li> </ol>

**Action Assignments and Due Dates**

1. Tyler to research sleep expert to do a presentation to the group. **By Friday, July 1.**
2. Kim to present recommendation on holding checks to YB staff.

**Status Updates**

Done – Sue agreed to implement

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION(S)</b>
Need for more one-on-one instruction	Group discussed the need to have more one-on-one instruction. YB now has 5 volunteer tutors available to help.  Discussion also revolved around change in math instructors and how people react differently to change. Some are enjoying more rigorous instruction and some are struggling with the new style. Parallels were drawn between the change in instructors and a change of supervisors in the workplace.	<ol style="list-style-type: none"> <li>1. Addition of reading and math tutors has been helpful.</li> <li>2. Being able to adapt to change is an employability skill. Some will view a change as positive, when someone else may not.</li> </ol>

**Action Assignments and Due Dates – NONE REQUIRED**

**Status Updates**

TOPIC	DISCUSSION	CONCLUSION(S)
Civic Service	<p>Group discussed that it is their preference not to be told where they are going for civic service, but to be given the opportunity to set up their own personal experience. Challenges with not doing this were talked about.</p> <p>Also noted that some have not been held accountable to complete this requirement.</p> <p>Kim alerted group about newly announced opportunity to earn additional money for pre-approved civic service activities performed on their own time. \$20 for 3 documented hours, and \$45 dollars for 7 documented hours. Documented hours DO NOT include travel time to or from the work or meal breaks.</p>	<p>1. Participants want to decide for themselves where they perform their civic service, understanding that the work must be approved in advance.</p>

<b>Action Assignments and Due Dates</b>	<b>Status Updates</b>
<p>1. Kim will present this to the YB staff for discussion.</p>	

TOPIC	DISCUSSION	CONCLUSION(S)
YouthBuild Picnic and Recreation Day	<p>Group is ready to have a recreation day and thought the Thursday prior to the start of the July 4<sup>th</sup> weekend would be a good date. The menu was discussed and the group wants to have a vote to decide food choice. They also want to have a softball game.</p> <p>Future recreational ideas include:</p> <ul style="list-style-type: none"> <li>• Pool</li> <li>• Beach</li> <li>• Camping</li> <li>• Disk golf</li> </ul>	<p>1. Picnic will take place on Thursday, June 30, beginning at 11 a.m. Civic service will be cancelled for that day.</p> <p>2. Group wants to take a vote on the menu. Depending on \$\$, choices could include Mexican taco bar, takeout Chinese, or grilled chicken breasts and a salad bar.</p> <p>3. Location – to be determined for sure. Kim spoke with Tim and he recommended actually holding the picnic on the beach near the public ball field.</p>

<b>Action Assignments and Due Dates</b>	<b>Status Updates</b>
<p>1. Bobby to find out how much money is in the pop can fund. By <b>Thursday, June 9</b></p>	<p>Kim spoke with Sue and discovered that the pop can money has been used to provide peanut butter, jelly and bread.</p>
<p>2. Group to hold vote on menu choice. <b>URGENT</b> - Please put on hold while Kim looks for another source of funding.</p>	



<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION(S)</b>
Day Trip to Mackinac Island	Group would like to explore possibility. Even if transportation and some food can be provided, participants will need to pay for boat and bike rentals.	1. Still worth exploring. Not everyone would have to go.
<b>Action Assignments and Due Dates</b>		
1. Jen to go online and research prices for boat tickets (Arnold Line) and bike rental. <b>By June 9</b>		
<b>Status Updates</b>		

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION(S)</b>
Free Laundromat Availability	Most of the group was aware that The Easy Wash Laundromat on Washington street has free family laundry days once a month. Their phone number is 723-3641.	1. It would be a good idea to make sure all participants know about this service.
<b>Action Assignments and Due Dates</b>		
1. Travis to research the upcoming dates for June, July and August, make a handout for all, and cover as his current event during the morning meeting. <b>By June 9</b>		
<b>Status Updates</b>		

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION(S)</b>
Day Trip to YB Detroit or Flint	Tabled until next meeting. Ran out of discussion time.	
<b>Action Assignments and Due Dates</b>		
<b>Status Updates</b>		

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION(S)</b>
Former YB Participant as Speaker	Kim alerted group that the staff plans to bring back one of last year's participants who is currently enrolled at NMC to speak to group.	
<b>Action Assignments and Due Dates</b>		
1. Each member to develop a list of 5 questions to ask him about his transition from YouthBuild to college and his experience at NMC. <b>By June 16</b>		
<b>Status Updates</b>		

Jason Kolarik – Lunch and Learn	Develop a list of questions for those who are also interested in going to college.	
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**New Business – June 9, 2011**

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION(S)</b>
<b>Action Assignments and Due Dates</b>		<b>Status Updates</b>

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION(S)</b>
<b>Action Assignments and Due Dates</b>		<b>Status Updates</b>

# TCAPS YouthBuild Program Extension – talking points

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## Dates

Monday, June 13, 2011 through Friday, July 13, 2011. Will be off on Monday, July 4.

## Time

8 a.m. to 4:30 p.m. (includes a 30 minute meal break). Will need to bring a lunch and a water container. Ice water will be provided.

## Morning Meeting Spot

NW Michigan Works Office on Garfield Avenue - will return daily by 4:30 p.m.

## Daily Stipend

- \$50 per day, if attendance from start to finish of work day
- Off July 4, however, you will receive the stipend if you had perfect attendance prior to the 4<sup>th</sup>.
- Half day option available (\$25) for those who have another job but would like to participate. Transportation would be the responsibility of the participant in this case
- If tardy (up to one hour), stipend will be reduced by \$25
- Tardiness of more than one hour will result in loss of daily stipend

## Program Rules

All participants will be required to adhere to expectations and policies outlined in the Participant Handbook.

## Bonus

- \$20 for each week of perfect attendance
- \$100 if participant completes a minimum of 20 hours of approved and documented community service on his/her own time

## Benefits of Participation

- Opportunity to received Perfect Attendance Award Certificate. (Great to include in future job applications and/or put on a resume)
- Opportunity to work in a full-time environment and apply construction skills learned in field. (Many summer jobs start out with very few hours.)
- Still allows for employment for last half of summer when area businesses pick up.
- Reference (but only if deserved!).

## Completion Ceremony

Tentative date, time, and location TBD

*10 kids  
5 weeks*

**YOUTH BUILD TCAPS-DOL**

**STIPEND & BONUS SCHEDULE FOR TCAPS @ \$50 per day-June 13-July 13, 2011 (4 weeks & 4 Days)**

TOTAL STIPEND BUDGET YEAR 2									
Week	Date	Stipend Per Week	5 Weeks X 250				PAY PERIOD	Pay Weeks	Total for 9 Students
1-5	6/13-7/13/11	\$250	\$ 1,250.00						\$ 12,500.00
Excellence in Attendance-Perfect Attendance Per Pay Period							\$ 20.00	5	\$ 1,000.00
\$100 Bonus for 20 Hours of Approved Documented Community Service							\$ 100.00		\$ 1,000.00
									\$ 13,500.00

## YOUTH BUILD DOL #2 PETTY CASH POLICY AND PROCEDURES

- Petty cash is intended for incidental purchases that are necessary for on site operations.
- \$200.00 in petty cash will be signed for by each site supervisor, who will become the custodian for petty cash.
- Purchases should be for small amounts. Any single purchase in excess of \$25.00 requires prior approval from your supervisor.
- Other major purchases should be requested to your supervisor and be purchased through the TBAISD purchase order system. Because we are tax exempt, this process is necessary to insure that all standards are met for this exemption.
- Custodians of petty cash are responsible for obtaining receipts, recording expenditures, balancing cash, and safeguarding it against theft. All petty cash must be locked in a filing cabinet, desk or whatever locked device is convenient at their location.
- If a purchase is made by someone other than the custodian, a “**petty cash advance**” voucher must be given with all cash and in return an “**itemized receipt**” must be obtained for all purchases.
- The “**disbursement summary form**” is used to record all transactions. To request replenishment when petty cash becomes low (\$50.00), the “**disbursement summary form**” along with all “**receipts**” can be faxed Angie Lemon (fax # 231-922-6325) at the Support Services Office. **But, all “original forms and receipts” must still be submitted to your supervisor or support services as soon as possible.**
- Employees may not borrow from petty cash. Petty cash record keeping is subject to random audit.