

# Youth Build

# Gutowski, Joy

Jan - Aug 2011

#2

YBM

IDP

Services

Performance

Case Notes

11. Gutowski, Joy

WIA Youth

BSD Math 558 needs increase scale score 566 or higher

Health Status: Allergies

Literacy/Numeracy Measure

Recidivism Measure MIS entry 1-31-12

Certificate Measure

Placement in Education or Employment 1st qrt after exit

Employed at Elks club

10/7 - did not show up for shift at Elks Lodge - terminated

12/15/11 Michelle spoke to her at 231-510-3365 - she has not been working - has interviewed for a security job at "rehab" did not hear back. I encouraged her to keep looking that it would really help the program if she found employment this quarter. She did not attend the job club on 12/8.

1/3/12 Cheryl saw her today - not employed

Logged in as Lisa Anderson

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**IDP**

**Grantee:** [NORTHWEST MICHIGAN COUNCI...](#)  
**Grant No:** YB-19248-09-60-A-26  
**Class:** 09  
**Contact:** Lisa Anderson (231) 922-6507  
**Email:** [lmanderson@tbaisd.k12.mi.us](mailto:lmanderson@tbaisd.k12.mi.us)

[View other Grant](#)

**Joy Gutowski** ([Edit](#))  
**Participant ID:** YB20128  
**Cohort:** October 2010  
**Team:** Manistee/Benzie 2

[Participant Alerts](#) - 0 total  
 [No current alerts \( add new \)](#)

[Add New Case](#)  
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**Status:**

Summary | Assessments & IDP | Services | Outcomes | Follow-up | Notes | Exit

[Assessment at Entry](#) | [Basic Skills](#) | [IDP](#)

**Individual Development Plan (IDP)**

[Add New IDP Goal](#)

**Education Goal**

Delete	IDP Description	Date To Be Attained	Date Actual Attained
	<a href="#">Increase Math scale score to 566 or higher. Scored 575/Incr...</a>	08/31/2011	04/27/2011

**IDP Strategy**

[Add New Strategy](#)

Delete	Step Description	Date To Be Attained	Date Actual Attained
	<a href="#">Attend daily classes focusing on math re...</a>	08/31/2011	04/27/2011

**Employment/Career Goal**

Delete	IDP Description	Date To Be Attained	Date Actual Attained
	<a href="#">Complete requirements for obtaining GED - passed with avg sco...</a>	08/31/2011	08/12/2011

**IDP Strategy**

[Add New Strategy](#)

Delete	Step Description	Date To Be Attained	Date Actual Attained
	<a href="#">Pass Math Section of GED exam - paseed 8...</a>	08/31/2011	08/12/2011
	<a href="#">Pass Reading Section of GED exam Scored...</a>	08/31/2011	04/08/2011
	<a href="#">Pass Science Section of GED exam Passed...</a>	08/31/2011	06/10/2011
	<a href="#">Pass Social Studies Section of GED exam ...</a>	08/31/2011	06/10/2011
	<a href="#">Pass Writing Section of GED exam - score...</a>	08/31/2011	07/15/2011

Delete	IDP Description	Date To Be Attained	Date Actual Attained
	<a href="#">Complete NCCER National Construction Certification...</a>	08/31/2011	08/11/2011

**IDP Strategy**

[Add New Strategy](#)

Delete	Step Description	Date To Be Attained	Date Actual Attained
	<a href="#">Complete Basic Safety Course</a>	04/01/2011	03/11/2011
	<a href="#">Complete Introduction to Hand Tools Cour...</a>	04/01/2011	04/11/2011
	<a href="#">Complete Basic Communication Skills Cour...</a>	05/31/2011	08/01/2011
	<a href="#">Complete Basic Employability Skills Cour...</a>	05/31/2011	08/01/2011
	<a href="#">Complete Introduction to Power Tools Cou...</a>	05/31/2011	05/03/2011

	<input checked="" type="checkbox"/>	<a href="#">Complete Basic Rigging Course</a>	07/31/2011	08/01/2011
	<input checked="" type="checkbox"/>	<a href="#">Complete Introduction to Construction Dr...</a>	07/31/2011	08/01/2011
	<input checked="" type="checkbox"/>	<a href="#">Complete Introduction to Construction Ma...</a>	07/31/2011	08/11/2011
	<input checked="" type="checkbox"/>	<a href="#">Complete Introduction to Materials Handl...</a>	07/31/2011	08/11/2011
<b>Delete</b>	<input checked="" type="checkbox"/>	<b>IDP Description</b> <a href="#">Research careers in both Cosmetology &amp; Interior Design...</a>	<b>Date To Be Attained</b> 06/30/2011	<b>Date Actual Attained</b>
		<b>IDP Strategy</b>		<a href="#">Add New Strategy</a>
<b>Delete</b>	<input checked="" type="checkbox"/>	<b>Step Description</b> <a href="#">Attend tour at NMC &amp; Bridge Program</a>	<b>Date To Be Attained</b> 06/10/2011	<b>Date Actual Attained</b> 06/08/2011
	<input checked="" type="checkbox"/>	<a href="#">Job Shadow at Fleeta Salon in Manistee</a>	06/14/2011	06/14/2011
	<input checked="" type="checkbox"/>	<a href="#">Complete COMPASS College Placement test</a>	06/30/2011	
	<input checked="" type="checkbox"/>	<a href="#">Complete FAFSA paperwork</a>	06/30/2011	
	<input checked="" type="checkbox"/>	<a href="#">Complete O'Net Career Exploration</a>	06/30/2011	
	<input checked="" type="checkbox"/>	<a href="#">Meet with MI Works! youth advisor to dis...</a>	06/30/2011	
	<input checked="" type="checkbox"/>	<a href="#">Meet with Cadillac Cosmetology represent...</a>	07/15/2011	
<b>Delete</b>	<input checked="" type="checkbox"/>	<b>IDP Description</b> <a href="#">Seek part-time unsubsidized employment while participating l...</a>	<b>Date To Be Attained</b> 06/30/2011	<b>Date Actual Attained</b>
		<b>IDP Strategy</b>		<a href="#">Add New Strategy</a>
<b>Delete</b>	<input checked="" type="checkbox"/>	<b>Step Description</b> <a href="#">Interview at Elk's Club for PT/weekend e...</a>	<b>Date To Be Attained</b> 06/30/2011	<b>Date Actual Attained</b>
<b>Other Participant Goal</b>				
<b>Delete</b>	<input checked="" type="checkbox"/>	<b>IDP Description</b> <a href="#">Participate in Civic Service Program 100 hours or more...</a>	<b>Date To Be Attained</b> 08/31/2011	<b>Date Actual Attained</b>
		<b>IDP Strategy</b>		<a href="#">Add New Strategy</a>
<b>Delete</b>	<input checked="" type="checkbox"/>	<b>Step Description</b> <a href="#">Attend Grow Benzie every Thursday 1-4pm</a>	<b>Date To Be Attained</b> 08/31/2011	<b>Date Actual Attained</b>
<b>Delete</b>	<input checked="" type="checkbox"/>	<b>IDP Description</b> <a href="#">Obtain Driver's License</a>	<b>Date To Be Attained</b> 07/31/2011	<b>Date Actual Attained</b>
		<b>IDP Strategy</b>		<a href="#">Add New Strategy</a>
<b>Delete</b>	<input checked="" type="checkbox"/>	<b>Step Description</b> <a href="#">Apply for new Social Security Card in Lu...</a>	<b>Date To Be Attained</b> 05/24/2011	<b>Date Actual Attained</b> 05/24/2011
	<input checked="" type="checkbox"/>	<a href="#">Renew driver's permit at Secretary of St...</a>	05/24/2011	05/24/2011



# Individual Development Plan (IDP)

**Participant:** Joy Gutowski

## Education Goal

**IDP Description:** Increase Math scale score to 566 or higher. Scored 575/Increased one EFL

**Date To Be Attained:** 08/31/2011

### IDP Strategy

Step Description	Date To Be Attained	Date Actual Attained	Completed
Attend daily classes focusing on math remediation Math post tested at 575 an increase of one EFL	08/31/2011	04/27/2011	<input type="checkbox"/>

## Employment/Career Goal

**IDP Description:** Complete requirements for obtaining GED - passed with avg score of 466

**Date To Be Attained:** 08/31/2011

### IDP Strategy

Step Description	Date To Be Attained	Date Actual Attained	Completed
Pass Math Section of GED exam - passed 8/12/11 with a score of 420	08/31/2011	08/12/2011	<input type="checkbox"/>
Pass Reading Section of GED exam Scored 460 Ranked 34%	08/31/2011	04/08/2011	<input type="checkbox"/>
Pass Science Section of GED exam Passed with score of 480 & Ranked _____	08/31/2011	06/10/2011	<input type="checkbox"/>
Pass Social Studies Section of GED exam Passed with score of 470 & Ranked _____	08/31/2011	06/10/2011	<input type="checkbox"/>
Pass Writing Section of GED exam - score of 500	08/31/2011	07/15/2011	<input type="checkbox"/>

**IDP Description:** Complete NCCER National Construction Certification

Date To Be Attained: 08/31/2011

### IDP Strategy

Step Description	Date To Be Attained	Date Actual Attained	Completed
Complete Basic Safety Course	04/01/2011	03/11/2011	<input type="checkbox"/>
Complete Introduction to Hand Tools Course	04/01/2011	04/11/2011	<input type="checkbox"/>
Complete Basic Communication Skills Course	05/31/2011	08/01/2011	<input type="checkbox"/>
Complete Basic Employability Skills Course	05/31/2011	08/01/2011	<input type="checkbox"/>
Complete Introduction to Power Tools Course	05/31/2011	05/03/2011	<input type="checkbox"/>
Complete Basic Rigging Course	07/31/2011	08/01/2011	<input type="checkbox"/>
Complete Introduction to Construction Drawing	07/31/2011	08/01/2011	<input type="checkbox"/>
Complete Introduction to Construction Math Course	07/31/2011	08/11/2011	<input type="checkbox"/>
Complete Introduction to Materials Handling Course	07/31/2011	08/11/2011	<input type="checkbox"/>

IDP Description: Research careers in both Cosmetology & Interior Design

Date To Be Attained: 06/30/2011

### IDP Strategy

Step Description	Date To Be Attained	Date Actual Attained	Completed
Attend tour at NMC & Bridge Program	06/10/2011	06/08/2011	<input type="checkbox"/>
Job Shadow at Fiesta Salon in Manistee	06/14/2011	06/14/2011	<input type="checkbox"/>
Complete COMPASS College Placement test	06/30/2011		<input type="checkbox"/>
Complete FAFSA paperwork	06/30/2011		<input type="checkbox"/>
Complete O'Net Career Exploration	06/30/2011		<input type="checkbox"/>
Meet with MI Works! youth advisor to discuss funding options	06/30/2011		<input type="checkbox"/>



Meet with Cadillac Cosmetology  
representatives to discuss program requirements

07/15/2011



**IDP Description:** Seek part-time unsubsidized employment while participating in YB program  
**Date To Be Attained:** 06/30/2011

**IDP Strategy**

Step Description	Date To Be Attained	Date Actual Attained	Completed
Interview at Elk's Club for PT/weekend employment	06/30/2011		<input type="checkbox"/>

**Other Participant Goal**

**IDP Description:** Participate in Civic Service Program 100 hours or more  
**Date To Be Attained:** 08/31/2011

**IDP Strategy**

Step Description	Date To Be Attained	Date Actual Attained	Completed
Attend Grow Benzie every Thursday 1-4pm	08/31/2011		<input type="checkbox"/>

**IDP Description:** Obtain Driver's License  
**Date To Be Attained:** 07/31/2011

**IDP Strategy**

Step Description	Date To Be Attained	Date Actual Attained	Completed
Apply for new Social Security Card in Lundington	05/24/2011	05/24/2011	<input type="checkbox"/>
Renew driver's permit at Secretary of State's office	05/24/2011	05/24/2011	<input type="checkbox"/>



Logged in as Lisa Anderson

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**Grantee:** NORTHWEST MICHIGAN COUNCIL...  
**Grant No:** YB-19248-09-60-A-26  
**Class:** 09  
**Contact:** Lisa Anderson (231) 922-6507  
**Email:** [lmAnderson@tbaisd.k12.mi.us](mailto:lmAnderson@tbaisd.k12.mi.us)

[View other Grant](#)

## SERVICES

**Joy Gutowski** ([Edit](#))  
**Participant ID:** YB20128  
**Cohort:** October 2010  
**Team:** Manistee/Benzie 2

[Participant Alerts](#) - 0 total  
 [No current alerts \( add new \)](#)

[Add New Case](#)  
[Add New Service](#)

**Request Case Deletion:** [Add](#) | [Edit](#)  
**Status:**

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- [Services](#)
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### Services Overview

[Service Provider Management](#) | [Add New Service](#)

<a href="#">Delete</a>	<a href="#">Category</a>	<a href="#">Service</a>	<a href="#">Date Started Service</a>	<a href="#">Date Ended</a>	<a href="#">Completed</a>	<a href="#">Service Description</a>
X	<a href="#">Community Involvement Activities</a>	Leadership Development	04/12/2011	04/12/2011	Yes	Attend the Opportuni... <a href="#">[more]</a>
X	<a href="#">Community Involvement Activities</a>	Community Service	07/01/2011	09/28/2011	No	Thursday 1-4pm Civic... <a href="#">[more]</a>
X	<a href="#">Community Involvement Activities</a>	Community Service	04/01/2011	09/28/2011	No	Thursday 1-4pm Civic... <a href="#">[more]</a>
X	<a href="#">Education or Job Training Activities</a>	Math/Reading Remediation	01/31/2011	04/27/2011	Yes	Work with Instructor... <a href="#">[more]</a>
X	<a href="#">Education or Job Training Activities</a>	GED Preparaton	01/31/2011	09/30/2011	No	Prepare for 5 Sectio... <a href="#">[more]</a>
X	<a href="#">Education or Job Training Activities</a>	Vocational/Occupational Skills Training Services	01/31/2011	08/11/2011	Yes	Receive NCCER Certif... <a href="#">[more]</a>
X	<a href="#">Health Services</a>	Mental health treatment	07/01/2011	09/28/2011	No	Attnd counseling se... <a href="#">[more]</a>
X	<a href="#">Health Services</a>	Mental health treatment	04/01/2011	09/28/2011	No	Attnd counseling se... <a href="#">[more]</a>
X	<a href="#">Post-Secondary Exploration and Planning Activities</a>	Post-Secondary Exploration and Planning Activities	07/01/2011	09/28/2011	No	Begin exploring coll... <a href="#">[more]</a>
X	<a href="#">Post-Secondary Exploration and Planning Activities</a>	Post-Secondary Exploration and Planning Activities	04/01/2011	09/28/2011	No	Begin exploring coll... <a href="#">[more]</a>
X	<a href="#">Workforce Preparation Activities</a>	Workforce Information Services	07/01/2011	09/28/2011	No	Coordinate all servi... <a href="#">[more]</a>
X	<a href="#">Workforce Preparation Activities</a>	Workforce Information Services	01/31/2011	09/28/2011	No	Coordinate all servi... <a href="#">[more]</a>
X	<a href="#">Workforce Preparation Activities</a>	Work Readiness Training	07/01/2011	09/28/2011	No	Complete Employabili... <a href="#">[more]</a>
X	<a href="#">Workforce Preparation Activities</a>	Work Readiness Training	02/11/2011	09/28/2011	No	Complete Employabili... <a href="#">[more]</a>
X	<a href="#">Workforce Preparation Activities</a>	Other Workforce Preparation Activities	06/13/2011	07/25/2011	Yes	Manistee Community K... <a href="#">[more]</a>
X	<a href="#">Workforce Preparation Activities</a>	Other Workforce Preparation Activities	07/01/2011	09/28/2011	No	Complete Employabili... <a href="#">[more]</a>

<input checked="" type="checkbox"/>	<a href="#">Workforce Preparation Activities</a>	Other Workforce Preparation Activities	04/01/2011	09/28/2011	No	Complete Employabili... <a href="#">[more]</a>
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# Services

**Participant:** Joy Gutowski

**Service Code:** Leadership Development

**Service Description:** Attend the Opportunity Conference with Dr. Donna Beagle. Invites people in poverty to learn "secrets of success" 1.How to Build Confidence 2.Making positive changes 3.Network Support 4.Connect Naviga

**Recurring Service:** No

**Date Started Service:** 04/12/2011

**Expected Completion Date:** 04/12/2011

**Date Ended:** 04/12/2011

**Completed:** Yes

**Service Code:** Community Service

**Service Description:** Thursday 1-4pm Civic Service at various community sites: 1. Grow Benzie 2. Ramsdell Theatre 3. Trinity Lutheran School 4. Wellston Community Center. 5. Homeward Bound Animal Shelter

**Recurring Service:** No

**Date Started Service:** 07/01/2011

**Expected Completion Date:**

**Date Ended:** 09/28/2011

**Completed:** N/A

**Service Code:** Community Service

**Service Description:** Thursday 1-4pm Civic Service at various community sites: 1. Grow Benzie 2. Ramsdell Theatre 3. Trinity Lutheran School 4. Wellston Community Center. 5. Homeward Bound Animal Shelter

**Recurring Service:** No

**Date Started Service:** 04/01/2011

**Expected Completion Date:** 08/31/2011

**Date Ended:** 09/28/2011

**Completed:** N/A

**Service Code:** Math/Reading Remediation

**Service Description:** Work with Instructor to raise basic skill levels in math. Scored 575 an increase of one EFL

**Recurring Service:** Yes

**Date Started Service:** 01/31/2011

**Expected Completion Date:** 08/31/2011

**Date Ended:** 04/27/2011

**Completed:** Yes

**Service Code:** GED Preparation  
**Service Description:** Prepare for 5 Sections of GED test  
**Recurring Service:** Yes  
**Date Started Service:** 01/31/2011  
**Expected Completion Date:** 08/30/2011  
**Date Ended:** 09/30/2011  
**Completed:** N/A

**Service Code:** Vocational/Occupational Skills Training Services  
**Service Description:** Receive NCCER Certification-passing 9 modules - completed 8/11  
**Recurring Service:** Yes  
**Date Started Service:** 01/31/2011  
**Expected Completion Date:** 08/01/2011  
**Date Ended:** 08/11/2011  
**Completed:** Yes

**Service Code:** Mental health treatment  
**Service Description:** Attnd counseling sessions at Community Mental Health CMH  
**Recurring Service:** No  
**Date Started Service:** 07/01/2011  
**Expected Completion Date:**  
**Date Ended:** 09/28/2011  
**Completed:** N/A

**Service Code:** Mental health treatment  
**Service Description:** Attnd counseling sessions at Community Mental Health CMH  
**Recurring Service:** No  
**Date Started Service:** 04/01/2011  
**Expected Completion Date:**  
**Date Ended:** 09/28/2011  
**Completed:** N/A

**Service Code:** Post-Secondary Exploration and Planning Activities  
**Service Description:** Begin exploring colleges & various training programs. Participate in tours. Coordinate FASFA paperwork with WIA youth advisor for possible assistance & Classroom Training Contract  
**Recurring Service:** No  
**Date Started Service:** 07/01/2011  
**Expected Completion Date:**  
**Date Ended:** 09/28/2011  
**Completed:** N/A

**Service Code:** Post-Secondary Exploration and Planning Activities

**Service Description:** Begin exploring colleges & various training programs. Participate in tours. Coordinate FASFA paperwork with WIA youth advisor for possible assistance & Classroom Training Contract

**Recurring Service:** No

**Date Started Service:** 04/01/2011

**Expected Completion Date:** 08/31/2011

**Date Ended:** 09/28/2011

**Completed:** N/A

**Service Code:** Workforce Information Services

**Service Description:** Coordinate all services/activities with WIA Michigan Works! Youth Program Advisor.

**Recurring Service:** No

**Date Started Service:** 07/01/2011

**Expected Completion Date:**

**Date Ended:** 09/28/2011

**Completed:** N/A

**Service Code:** Workforce Information Services

**Service Description:** Coordinate all services/activities with WIA Michigan Works! Youth Program Advisor.

**Recurring Service:** No

**Date Started Service:** 01/31/2011

**Expected Completion Date:** 08/31/2011

**Date Ended:** 09/28/2011

**Completed:** N/A

**Service Code:** Work Readiness Training

**Service Description:** Complete Employability Skills Training Workshops and Classes. Coordinated with Michigan Works! staff & community members and organizations.

**Recurring Service:** No

**Date Started Service:** 07/01/2011

**Expected Completion Date:**

**Date Ended:** 09/28/2011

**Completed:** N/A

**Service Code:** Work Readiness Training

**Service Description:** Complete Employability Skills Training Workshops and Classes. Coordinated with Michigan Works! staff & community members and organizations.

**Recurring Service:** No

**Date Started Service:** 02/11/2011

**Expected Completion Date:** 08/31/2011

**Date Ended:** 09/28/2011

**Completed:** N/A

**Service Code:** Other Workforce Preparation Activities

**Service Description:** Manistee Community Kitchen Job Training Program. Cooking Matters for Adults - 20 hours.

**Recurring Service:** No

**Date Started Service:** 06/13/2011

**Expected Completion Date:** 07/25/2011

**Date Ended:** 07/25/2011

**Completed:** Yes

**Service Code:** Other Workforce Preparation Activities

**Service Description:** Complete Employability Skills Training Workshops and Classes. Coordinated with Michigan Works! staff & community members and organizations.

**Recurring Service:** No

**Date Started Service:** 07/01/2011

**Expected Completion Date:**

**Date Ended:** 09/28/2011

**Completed:** N/A

**Service Code:** Other Workforce Preparation Activities

**Service Description:** Complete Employability Skills Training Workshops and Classes. Coordinated with Michigan Works! staff & community members and organizations.

**Recurring Service:** No

**Date Started Service:** 04/01/2011

**Expected Completion Date:** 08/31/2011

**Date Ended:** 09/28/2011

**Completed:** N/A

## Mary Rose Farrington

---

**From:** Cheryl Wolfram [cherylwolfram@nwm.cog.mi.us]

**Sent:** Tuesday, May 24, 2011 3:56 PM

**To:** Mary Rose Farrington

**Subject:** Gutowski for your YB MIS

Hi MR:

I took Joy Gutowski to Ludington today. She applied for a new social security card. We also went to the Secretary of State and renewed her driving permit. She will be taking her driver's road test in the next week or two. Cheryl

Cheryl Wolfram, Youth Advisor  
NW Michigan Works!  
Manistee and Benzie Counties  
office: 231-398-3162  
fax: 231-723-4610



# Individual Life Plan

Last Name Czuboski First Name Jay Age \_\_\_\_\_ Date 2-23-11

Current Address Stewards Market City MI Zip \_\_\_\_\_  
(R.I.P.A) Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
428-7852 Soc. Sec. # \_\_\_\_\_

## ASSESSMENTS

### • TABE Scores (Form Level: G.E.SS)

~~Survey~~, Form 9 Baker  
Pre-test; date \_\_\_\_\_ Reading 109 Math 85 Lang Arts \_\_\_\_\_

Post-test; date \_\_\_\_\_ Reading \_\_\_\_\_ Math \_\_\_\_\_ Lang Arts \_\_\_\_\_

### • PowerPath

Date of Assessment \_\_\_\_\_ Hearing \_\_\_\_\_ Optical \_\_\_\_\_ Learning Style \_\_\_\_\_

• Ansell-Casey Lifeskills Date \_\_\_\_\_  
(attached)

• IEP Yes No Date \_\_\_\_\_ School \_\_\_\_\_  
(attached)

### • GED Accommodations Yes \_\_\_\_\_ No \_\_\_\_\_

- Michigan Rehabilitation Services Assessment Date \_\_\_\_\_
- West Shore Community College (Recommendation) to State of Michigan Date \_\_\_\_\_
- West Shore Community College (Not Recommended) Date \_\_\_\_\_
- State of Michigan Accommodation(s) Granted Date \_\_\_\_\_

### Type of Accommodation(s) Granted:

Individual Testing Room \_\_\_\_\_ Extra Time \_\_\_\_\_ Scribe \_\_\_\_\_  
Audio Cassette \_\_\_\_\_ Calculator for entire Math Test \_\_\_\_\_

Additional Services

Agency DHS Referral Date \_\_\_\_\_  
Action Budget, insurance

Agency CMH Referral Date Dec. 2010  
Action Counseling - one award for 6 months to a year  
Agency Grant Referral Date \_\_\_\_\_  
Action Probation - Scott Hatcher - current  
Tomas Phares - District



GOALS

MAILED  
2 year ->

Long Term EMPLOYMENT goal: Interior Designer

Short Term goals Activities to meet s/t goal Resources Person Responsible Completed by  
Get Cosmetology license show access to job  
Research Marketing Universities that offer programs

Long Term EMPLOYMENT goal: Cosmetologist

Short Term goals Activities to meet s/t goal Resources Person Responsible Completed by  
GED Job May/June 2011  
Enroll in Beauty School Research schools Job  
Financial Aid (FAFSA)

Long Term EDUCATION goal:

Cosmetology

Short Term goals

Activities to meet s/t goal

Resources

Person Responsible

Completed by

GED  
 Personal Application  
 Cosmetology  
 Admissions  
 Fin. Aid

online  
 potential  
 schools; schedule appts

Nov/Jan 2011  
 Feb 2011  
 "

Long Term EDUCATION goal:

Interior Design - Bachelor's Degree

Short Term goals

Activities to meet s/t goal

Resources

Person Responsible

Completed by

GEP  
 Cosmetology license  
 General Skills → may be 3rd year from now (2011)  
 Drivers license — yes — no  
 voter registration — yes — no

YBM Participant Signature

Date

*[Signature]*  
 4-11-11

YBM Staff Signature

Date

*[Signature]*  
 4/1/11



**Lisa Anderson**  
YouthBuild Manager

Briny Building  
50 Filer Street  
Manistee, MI 49660

**Susan Oseland**  
Leadership / Site Coordinator

Phone: 231-887-4448  
Fax: 231-887-4181

**William Ford**  
Building Trades Coordinator

January 28, 2011

Dear Joy Gutowski

**Congratulations!** You have successfully completed the Mental Toughness Training Session. Based on your attendance, attitude, teamwork skills and leadership, the YouthBuild Manistee/Benzie staff would like to invite you to become a member of the YouthBuild team!

If you accept, you are committing to 30 weeks of working from 9:00a.m. –5:00p.m., Monday through Friday. You are promising to work hard as a positive team member in class, on the jobsite and in civic service projects. You are taking responsibility to make things go right for yourself, your family, the program and the community. As an ambassador for the YouthBuild Manistee/Benzie program you will have a tremendous impact on the future of the YouthBuild program and the Manistee and Benzie communities.

For our part, the YouthBuild staff promises to escort you through the 30 week program offering guidance and encouragement. Whether it's tutoring in math, teaching construction skills or locating resources to help with individual concerns like substance abuse, housing, transportation, etc., we will support you in your attempt to open new doors for your future.

This journey will not be easy! There are and will be roadblocks and obstacles. We will help you set goals and make plans for overcoming challenges. With the encouragement and support of your YouthBuild family, we are confident you will make steady progress in making significant, positive changes in your life.

The program begins **Monday, January 31, 2011 at 9:00a.m. sharp!** We look forward to seeing you here!

Welcome to YouthBuild Manistee/Benzie!

I Accept! Joy Gutowski  
1/28/11

Sincerely,

Sue Oseland

William Ford

Kim Gribi

Cheryl Wolfram

Jan Heverly

Tim Wright

Kimberly Evans



# 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: Jay Gutowski  
(Please Print)

YB Participant Signature: Jay Gutowski

Today's Date: 2-3-11

YB Staff Signature and Title: Tim Gril. YB Mgr.



Reviewer's Comments:

Punctuality - focusing - being Attentive -  
Appearance

Participant's Comments: (encouraged)

**NW Michigan WORKS!  
YouthBuild  
Performance Evaluation**

Manistee YouthBuild

Second Cohort

Total Score