

# Project Everlast

## Project Everlast Council Handbook



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## Table of Contents

Overview.....	1
• Mission	
• Vision	
• History	
Structure.....	2
• Community Councils	
• Statewide Leadership Team	
• Speakers' Bureau	
Councils.....	3
• Membership Criteria	
• Signing up	
• Council Requirements	
• PEER Events	
Procedures for Local Councils.....	3
• Code of Conduct	
• Code of Conduct Consequences	
• Stipends	
• Meals	
• Maturing Out	
• Sidekicks	
• Annual Presentation	
Experienced Leaders Inspiring and Teaching Each other (Statewide Leadership Team)..	6
• Statewide Leadership Team Team Overview	
• Statewide Leadership Team Member Responsibilities	
• Member Requirements	
• Member Selection	
• Statewide Leadership Team Meeting Structure	
• Training for Statewide Leadership Team Members	
• Decision Making Process: Statewide Leadership Team Meetings	
• Statewide Leadership Team Member Accountability	
• Appointment of Replacement Representatives	
• Children Attending Meetings	
• Chris Hanus Award	
Council Specific Sections.....	9
• Leadership	
• Decision-Making	
• Children	
• Orientation Process	
• Mileage Reimbursement	
• After-Hours Contact	
• Meeting Incentives	
• Council Activities	
Forms and Resources.....	<i>varies based on Council Specific Section</i>

## **Overview**

### **Mission**

The Project Everlast councils aim to provide a safe environment for current and former youth in care to build relationships with peers, be empowered to raise awareness and create change in the system, and receive information and training focused on successfully transitioning to adulthood.

### **Vision**

Project Everlast Councils envision a world where youth are knowledgeable and supported to make a difference in their community and the system due to on-going support, guidance and access to resources.

### **History**

Project Everlast began in 2002 through a demonstration grant in partnership with DHHS and Jim Casey Youth Opportunities Initiative and was known as the Foster Youth Council (FYC) that lived at Nebraska Children and Families Foundation. Originally, the FYC consisted of three regional councils focused on youth development for members, identifying system issues, creating projects and speaking engagements to address those issues. In 2003, sibling relationships were a key issue for the FYC and they created the first Camp Catch Up in 2003 as a way to bring siblings together.

In 2005, FYC members decided to merge the three separate councils and prioritized raising awareness through public speaking. They honed their voices through a partnership with the Governor's Youth Advisory Council that led to the passage of the Foster Care Bill of Rights as a state resolution. FYC's breakthrough panel happened at the 2006 Nebraska Children's Summit where FYC panelists showed the child welfare and judicial communities how much they had to give back to the system. This panel led to the realization within the system that there was a real need for honest dialogue with experienced young people. This created an influx of speaking requests, leading to the creation of the FYC Speakers Bureau in 2009. The Speakers Bureau built its credibility and much needed role in system advocacy and improvement efforts. The state began to accept and practice the "Nothing-About-Us Without-Us" philosophy. During this time, the councils moved to community-based councils.

In 2007, DHHS and the Sherwood Foundation worked with Nebraska Children to create the Omaha Independent Living Project. The plan was created when a group of Omaha young people came together to identify 52 pages of action items designed to improve the system for youth aging out of care. After presenting their plan to the community, the council received a flood of support to make their action steps happen. This incredible step increased the system change work being done and prompted the renaming of FYC and its parent initiative (Foster Youth Initiative) to Project Everlast. Since then the planning process has been replicated in other communities and the council continues to work with communities and DHHS to help youth transition into adulthood successful.

In 2011, Project Everlast embarked on its next big endeavor when it began working with DHHS, Jim Casey Youth Opportunity, and lots of service professionals to plan and pass LB216 – The Youth Supports and Services to 21 Act. This law, passed in 2013, created the Bridge to Independence program which provides housing supports and an Independence Coordinator to help those that age out of foster care.

Today, Project Everlast continues to connect members through socials, skills trainings, and regular meetings; and, improve the system by providing members with opportunities to impact their communities through presentations, community service and awareness events. Project Everlast, also, continues working with the system at the local and state level to smooth the transition from the system to adulthood for all youth.

## **Structure**

### **Community Councils**

Project Everlast consists of 7 community councils and 2 facility-based councils, located in:

- Omaha
- Lincoln
- Grand Island
- Fremont
- Norfolk
- North Platte
- Scottsbluff
- Youth Rehabilitation and Treatment Center-Geneva
- Youth Rehabilitation and Treatment Center-Kearney

Community councils are expected to meet council expectations; however, have the freedom to do so in whatever way fits their council and community best.

### **Statewide Leadership Team**

Each council can send two members to serve as representatives on the Statewide Leadership Team board.

Statewide Leadership Team serves as Project Everlast's statewide body responsible for:

- Cross-council policy making,
- Planning state-wide council events,
- Addressing council needs and problem-solving with one another,
- Setting and working on statewide priorities; and,
- Serving as a Citizen Review Panel for the Department of Health and Human Services.

Statewide Leadership Team procedures and policies can be found on page XXX.

### **Speakers' Bureau**

The Speakers' Bureau consists of trained Project Everlast members who serve as the voice of Project Everlast on panels and at presentations. Interested youth must share their interest with their Youth Advisor and participate in a Speakers' Bureau 101 training before they are able to present. Only trained speakers can present as a representative of Project Everlast.

Responsibilities:

- Uphold the Code of Conduct
- Share personal story in an honest and positive way to educate others about the unique situations that youth in care experience
- Attend and actively participate in Speakers Bureau trainings
- Follow through on commitments to present
- Use appropriate language during presentations
- Honor the four "Ds" of public speaking (dress, deodorant, decorum and dedication)

If a Speakers Bureau member cannot attend a scheduled event, they are to notify the Coordinator at least 24 hours in advance. More than one instance of failing to notify the Coordinator may result in a speaker not being asked to present at future events.

## **Councils**

### **Membership Criteria**

Youth interested in Project Everlast must:

- Be between ages 14 and 24
- Be a current or former state ward in Nebraska
- Be a current Nebraska Resident
- Complete a Project Everlast Membership Sign-Up

## **Signing up**

Youth interested in Project Everlast can complete a Membership Sign-up and submit it to their local Youth Advisor, Central Access Navigator or any other Project Everlast staff person. The Sign-up will be shared with the local Youth Advisor and the interested youth will be contacted to schedule an orientation. During the orientation, new members will receive a permission form, medical information and liability form and copy of the Code of Conduct and its consequences. These should be completed and returned the appropriate Youth Advisor, as soon as possible.

A council sign-up sheet and membership documents are located in the Appendix section.

## **Council Requirements**

In order for a Local Council to remain a Project Everlast Council that is in good standing, it must do the following:

- Complete community service/volunteer opportunities,
- Complete a Foster Care Awareness Month event to raise public awareness,
- Involvement in Speakers Bureau,
- Meet at least twice per month (at least 2 hours outside a social/fun event); and,
- Must support Statewide Leadership Team statewide representatives throughout the year.

## **PEER Events**

Twice per year Project Everlast members from all councils will be invited to attend an event focused on connecting all councils, learning new skills and building the overall work of Project Everlast. A Legislative Day event will be held in February and a retreat-like event will be held each summer. The Statewide Leadership Team group will take responsibility for planning and facilitating these events.

## **Procedures for Local Councils**

### **Code of Conduct**

Members Agree To:

- Use appropriate language during council time. Verbal abuse will not be tolerated.
- Maintain a positive attitude by demonstrating tolerance of other's ideas, feelings and cooperating with others.
- Represent themselves in a positive manner in public to benefit the whole of the group, Project Everlast, and Nebraska Children and Families Foundation.
- **NOT** transport or consume alcohol or illegal drugs during travel time, council meeting time, and/or free time.
- **NOT** use tobacco products during council time, except during designated breaks. Members under the age of 18 will not use tobacco products during travel time, council meeting time, and/or free time.
- **NOT** engage in any type of behavior that places themselves or others at risk of being harmed. Violence will not be tolerated.

**Romantic Relationships:** Dating or romantic behaviors among members is strongly discouraged, as it can be disruptive to the council environment. Members choosing to engage in such behavior will not do so during travel time, council meeting time, and/or free time.

**Boundaries:** Members should show respect to one another and each members' individual boundaries at all times. If you feel like your personal boundaries are being violated, notify a Youth Advisor.

**Confidentiality:** Information shared between members will stay between the members involved. This information is not to be shared with others outside those to whom the member chose to share it. However, if a member has spoken about harming themselves, others, or is in a position where they may be harmed, you are required to share this information with a Youth Advisor.

**Technology:** During meeting times the use of technology is prohibited unless you are taking meeting minutes. Cell phones are to remain on vibrate and are not to be answered unless you are on-call for work. During breaks you may respond only to emergency and work-related messages. Technology use is only permitted during designated breaks. Emergencies or exceptions need to be announced at the beginning of the meeting.

### **Code of Conduct Consequences**

Enforcement: Members are expected to hold one another accountable for violations of the Code of Conduct with support of their Youth Advisor(s). The Youth Advisor(s) will determine the proper manner in which to confront members about violations. When appropriate, the issue should be addressed with the entire council utilizing the Youth Advisor(s) as facilitators.

Zero Tolerance: Violations of the drug and alcohol, confidentiality and violence policies will be handled under a zero tolerance approach. This means that any violation of these policies will result in immediate suspension from all council activities and meetings for one calendar year.

Consequences: Members violating terms of the Code of Conduct other than those addressed under the zero tolerance policy will be subject to the following consequences. A Youth Advisor will give a member a strike, if he or she does not correct the violation after one verbal warning. After three strikes, the member will be immediately suspended from council all council activities and meetings for three months. If the member receives three additional strikes within a year after returning from suspension, he or she will be immediately suspended for six months. If three strikes are received with a year after returning from the six month suspension, the member will be immediately suspended for one calendar year.

In-Council Issues: Each local council will establish a process to handle within-council issues. The only requirement on these processes would be that a resolution must be found for each problem. Possible solutions could include:

- A written grievance or completion of a grievance form describing the issue. These forms would be reviewed by the Youth Advisor only.
- Report the concern to a Youth Advisor or Statewide Leadership Team member. The Youth Advisor and/or Statewide Leadership Team member would follow-up on the concern and take corrective action.
- Offer an online survey/form for members to fill out confidentially. These could be reviewed by a Youth Advisor or statewide staff person.

### **Stipends**

Members are eligible to receive a stipend for certain Project Everlast activities. These activities include:

- Speaking at a Speakers' Bureau event.
- Participating in an Statewide Leadership Team meeting.
- Facilitating or planning a Project Everlast event, project, or meeting, when approved by the local Youth Advisor. Attending an event, project or meeting, without taking a pre-determined leadership role does not qualify.
- Participation in a training event.

In order to receive a stipend, members must complete the stipend form and return to your Youth Advisor within 90 days of the event. Only list items for which you are requesting a stipend. You may choose to not request a stipend for an event by not listing it below.

Stipend amount is determined by the length of the event or meeting. Length of the event is determined by the amount of time spent working and does not include travel time, free time, fun activities or overnights. Rates of stipends are \$25 for 1-4 hour events and \$50 for 4-8 hour events. Anything over 8 hours will be paid at a rate of \$25 per additional 4 hours of work.

Members may be asked to participate in non-Project Everlast events for which they receive stipends or other compensation. These may require a different form for payment and will be handled on a case by case basis.

### **Meals**

Food is often provided during council meetings and activities. However, there are some guidelines (below). Know that just because an event falls in the below time that does not mean that a meal will be provided. The Youth Advisor or person planning the even reserves the right to decide whether or not to serve food.

- Breakfast: If participating in or traveling to any Project Everlast activity occurring before 6:30am, provided that food will not be served at the activity.
- Lunch: If participating in or traveling to any Project Everlast activity occurring between the hours of 11:30am and 2:00pm.
- Dinner: If participating in or traveling to any Project Everlast activity after 5:00pm, provided that food will not/was not served at the activity.

### **Maturing Out**

Once a member turns 24, he or she will be asked to transition into a Sidekick role. As a Sidekick, the former member will not be able to vote, receive stipends or access the same council opportunities open to members.

### **Sidekicks**

Sidekicks are community members interested in volunteering and supporting local Project Everlast Councils and their members. Sidekicks will complete an orientation and background check before volunteering. They will work with the local youth advisor to complete these. Sidekick policies and documents are available by request from the Youth Advisor.

### **Annual Presentation**

Each year, all Project Everlast councils will present about their projects and activities over the last year. These presentations should focus on how they met each of the Council Requirements, barriers they face and future goals. These will be presented at the Summer PEER event.

## **Statewide Leadership Team**

### **Statewide Leadership Team Overview**

Statewide Leadership Team will consist of up to 3 youth from each local council, and one understudy. Members will serve as representatives of their council for a one year term.

### **Statewide Leadership Team Member Responsibilities**

Statewide Leadership Team members are expected to:

- Be a representative of your Local Council,
- Be able to provide dialogue during discussions – contribute your voice,
- Serve as liaison between your council and the Statewide Leadership Team Members,
- Represent Project Everlast and be a role model both in and outside of meetings for other youth and in the community,
- Get feedback from and help facilitate at local meetings,
- Coordinate meeting space when it is local to your council; and,
- Take on roles during Statewide Leadership Team meetings such as note-taker, facilitator, communications, etc.

### **Member Requirements**

To be eligible for Statewide Leadership Team, a Project Everlast member must meet the following criteria.

- Be in good standing with Project Everlast,
- Must be approved by peers and Youth Advisor of local council; and,
- Has to have participated in local council meetings on a regular basis during the past year.

### Member Selection:

Members interested in Statewide Leadership Team must follow the below listed steps.

1. Complete a paper application and submit to his/her Youth Advisor.
2. Be ranked by local council members and score an average of 12 points.
3. Interview at the Summer PEER event with current Statewide Leadership Team members. If applicant is unable to attend PEER, he/she can send a video of them answering the interview questions.
4. Be selected via a vote by current Statewide Leadership Team members.

All application documents can be found in the Appendix section of the handbook.

### Statewide Leadership Team Meeting Structure

Statewide Leadership Team will hold 4 quarterly in-person meetings at various locations across the state and teleconference meetings half way between each in-person meeting. Meetings rotate around the communities with Project Everlast councils. The Statewide Leadership Team members from the council where the meeting is held are responsible for helping plan and facilitate that meeting. Meeting topics will come from various sources such as local council, NCFF, legislation or members. Following is a basic schedule and mandatory agenda items for each in-person meeting.

<i>Meeting</i>	<i>Agenda Items</i>
October	<ul style="list-style-type: none"> <li>• Introductions/Overview of Statewide Leadership Team</li> <li>• Local council and statewide updates</li> <li>• Team building activity</li> <li>• Training (See <i>Statewide Leadership Team Training</i>)</li> <li>• Set year priorities</li> <li>• Set Citizen Review Panel project and policy priorities</li> <li>• Begin planning Winter PEER (Legislative Day)</li> <li>• Set dates for Summer PEER</li> </ul>
January	<ul style="list-style-type: none"> <li>• Local council and statewide updates</li> <li>• Team building activity</li> <li>• Begin brainstorming Awareness project ideas for local councils(FCAM)</li> <li>• Finalize details Winter PEER (Legislative Day)</li> <li>• Review DHHS policies related to Citizen Review Panel policy priorities</li> <li>• Work on Citizen Review Panel projects</li> <li>• Begin planning Summer PEER</li> </ul>
April	<ul style="list-style-type: none"> <li>• Local council and statewide updates</li> <li>• Team building activity</li> <li>• Finalize details and logistics for Summer PEER</li> <li>• Select Advocate of the Year</li> <li>• Determine policy recommendations for Citizen Review Panel</li> <li>• Work on Citizen Review Panel projects</li> <li>• Select member to attend national Citizen Review Panel conference</li> </ul>
June/July	<ul style="list-style-type: none"> <li>• Local council and statewide updates</li> <li>• Team building activity</li> <li>• Finish Citizen Review Panel projects</li> </ul>



	<ul style="list-style-type: none"> <li>• Meet with DHHS representative about Citizen Review Panel recommendations and projects</li> </ul>
Summer PEER	<ul style="list-style-type: none"> <li>• Hold interviews for new State-wide council members</li> <li>• Review council's annual review</li> </ul>

Members must attend the first meeting because it's full of training for the position. If an elected member cannot make it to the first meeting, they will automatically be replaced by their understudy, unless they provide at least a week's notice of missing the meeting and set a time with the coordinator to review what was missed

### **Training for Statewide Leadership Team Members**

These proposed trainings should take place during Meeting #1 in October. These trainings are important in orienting youth to their new roles as Statewide Leadership Team Members

- Overview of Project Everlast
  - Mission and Vision
  - The History of Project Everlast
- Overview of Gradients of Agreement voting process
- Expectations of Statewide Leadership Team Members
  - How to act
  - Statewide Leadership Team Member responsibilities
- Overall Statewide Leadership Team structure
  - Schedule
  - How meetings are ran
    - Time Management
    - Facilitation
    - Note Taking
- Facilitation 101

### **Decision Making Process: Statewide Leadership Team Meetings**

Elite will use Gradients of Agreement to make decisions. The process goes as follows.

- Each member will hold up the number of fingers matching their level of comfort with the decision.
  1. Heck Yeah, I'm 110% in favor
  2. Sure sounds good
  3. Eh, I don't care either way
  4. No way, something isn't right about this
  5. Absolutely not! Over my dead body
- Facilitator serves as meta decision-maker
- Decision cannot be "approved" or "pass" if anyone votes a 4 or 5 during the process – there must be some compromise made to move those voting 4 and 5 to at least a 3 or higher.
- The group must have a quorum of two-thirds of members to vote on anything

### **Statewide Leadership Team Member Accountability**

Youth Members that are selected to be a part of Statewide Leadership Team have both a responsibility to their peers in Statewide Leadership Team, but also to their peers in their local councils. In order to make sure that there are high expectations of this group of young leaders, the following consequences have been established.

- Members failing to follow through with commitments for agenda items (usually assigned as homework – i.e. collecting information from local council, leading local council discussions, etc) will lose their vote on that issue.

- Members are allowed 2 excused absences (includes both in-person meetings and teleconference meetings) and warnings will be given after their first and second absence. After their third absence regardless of the circumstances, they will be replaced by their understudy for the remainder of their term.
- Members must follow the Project Everlast Code of Conduct, all guidelines and consequences apply to Statewide Leadership Team Members, no exceptions.
- Members must attend all local council meetings to the best of their ability – you must be present to truly represent the local voice at Statewide Leadership Team Meetings.

### **Appointment of Replacement Representatives**

- The group discussed a new policy for appointing replacement representatives if a council loses all its Statewide Leadership Team representatives. Decided that if a council is down to one representative, the council can elect one replacement member. This can only be done once per year and must be done in time for the replacement to be approved before the 3<sup>rd</sup> in person meeting of the year. The replacement will only attend if the remaining Statewide Leadership Team representative is unable to attend or the meeting is the replacement member's home council.
- Replacement members will be selected through the following steps:
  - Complete application and evaluation process with local council.
  - Submit a video of the member answering the interview questions to Cassy for review by the Statewide Leadership Team members on their next call.

### **Children Attending Meetings**

Parenting Statewide Leadership Team members have the option to bring their child/children to Statewide Leadership Team meetings with the below expectations.

- The parent will be responsible for caring for the child and providing all that he/she needs, but can receive help from staff chaperoning the meeting.
- The parent should help cover at least some portion of any additional cost the child attending may cause, such as activities, meals or lodging, whenever possible.
- If the child is too little for the meeting's activity, the parent will have to sit out with the child.
- If the child is disrupting the meeting, the parent will step out of the room with the child and return when he/she is calm. The meeting will continue while the parent is out of the room.
- The child can not prevent an Statewide Leadership Team member from utilizing provided transportation and the parent must make other transportation arrangements, if this is the case. If there is room for the child and others riding in the car are ok with it, the child can ride in arranged transportation.
- The parent will make sure his/her roommates for the meeting are comfortable with a child sharing their room."

### **Chris Hanus Youth Advocate Award**

In 2012, the Chris Hanus Youth Advocate award was created to honor a community member who has gone above and beyond the call of duty on behalf of youth in care. As a tribute to Chris Hanus who has been a true champion of Project Everlast, the award was named after her. The award is given annually, during Foster Care Awareness Month. Nominations can be made by members, staff, councils or others in the community and should include a brief write-up of why the individual deserves to be honored. Statewide Leadership Team will review all nominations and select at least one recipient at their April meeting. The recipient will be honored at a local event by the council making the nomination or most closely located to the recipient's city of residence. Nebraska Children leadership will be notified of the selection and plan to honor the recipient prior to the event.

From time to time, it may be appropriate to honor a Project Everlast staff person for his or her service. Nebraska Children leadership will determine when this may be necessary and submit their request for special award to Statewide Leadership Team. Statewide Leadership Team will review and vote whether

to make the special award. They will then notify Nebraska Children leadership of their decision. Special awards will not replace the annual Foster Care Awareness Month award.

**Council Specific Sections**

*These sections are all decided by each local council.*

**Leadership**

**Decision-Making**

**Children**

**Orientation Process**

**Mileage Reimbursement**

**After-Hours Contact**

**Meeting Incentives**

**Council Activities**

# Forms & Resources



## Council Member Application

**Return to:** Cassy Rockwell - Nebraska Children and Families Foundation, 215 Centennial Mall South, Suite 200, Lincoln, Nebraska 68508, Fax: 402 476-9486 or email: [crockwell@nebraskachildren.org](mailto:crockwell@nebraskachildren.org)

### Applicant Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_  
Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Email: \_\_\_\_\_  
Best Method of Contact \_\_\_\_\_

### Foster Care Experience

Length of time in foster care: \_\_\_\_\_ Number of placements: \_\_\_\_\_  
Types of placements (select all that apply): Group Home Foster Home Hospital YRTC  
Shelter RTC Other \_\_\_\_\_

**Reference:** (List your caseworker and one person, such as a foster parent, teacher, counselor, etc. who can verify you as a state ward.)

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_

I grant permission to the Nebraska Department of Health and Human Services or \_\_\_\_\_ (tribe)  
to release information to Nebraska Children and Families Foundation verifying the status of the applicant as a  
current or former ward. I verify that all information provided is accurate to the best of my knowledge.

Applicant Signature\* \_\_\_\_\_ Printed Name \_\_\_\_\_  
Date \_\_\_\_\_

*\*If an applicant is 18 or younger, a caseworker/guardian must sign.*

## Project Everlast Member Stipend



### Instructions:

- Complete the form and return to your Youth Advisor. Checks are sent three times per month. Please be patient, as it may take a couple weeks to receive payment.
- Stipend amount is determined by the length of the event or meeting. Length of the event is determined by the amount of time spent working and does not include travel time, free time, fun activities or overnights. Rates of stipends are as follows:
  - 1-4 hours = \$25
  - 4-8 hours = \$50
- You may only receive a stipend for the following activities:
  - Speaking at a Speakers' Bureau event.
  - Participating in an Statewide Leadership Team meeting.
  - Facilitating or planning a Project Everlast event, project, or meeting, when approved by the local Youth Advisor. Attending an event, project or meeting, without taking a pre-determined leadership role does not qualify.
  - Participation in a training event.
- Members may be asked to participate in non-Project Everlast events for which they receive stipends or other compensation. These may require a different form for payment. Please consult your Youth Advisor on these opportunities.
- Reimbursement for mileage driven to and from council meetings is determined by each local council or project coordinator for statewide events. Ask your Youth Advisor *BEFORE* the event about reimbursement for travel costs.
- Only list items for which you are requesting a stipend. You may choose to not request a stipend for an event by not listing it below.
- If you have questions about this form, ask your Youth Advisor.

---

### Stipend Request:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City,

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

### I'm requesting a stipend and/or transportation for the following events:

**Date:** \_\_\_\_\_ **Description:** \_\_\_\_\_

**Stipend Amount (circle one):**      \$25 (1-4 hours)      \$50 (4-8 hours)

\_\_\_\_ I personally drove my own vehicle from \_\_\_\_\_ to the event at \_\_\_\_\_.  
My Youth Advisor/Project Coordinator agreed to compensate me \$\_\_\_\_\_ for driving.

Total miles: \_\_\_\_\_

Reimbursement Amount: \$\_\_\_\_\_

**Date:** \_\_\_\_\_ **Description:** \_\_\_\_\_

**Stipend Amount (circle one):**      \$25 (1-4 hours)      \$50 (4-8 hours)

\_\_\_\_ I personally drove my own vehicle from \_\_\_\_\_ to the event at \_\_\_\_\_.  
My Youth Advisor/Project Coordinator agreed to compensate me \$\_\_\_\_\_ for driving.

Total miles: \_\_\_\_\_ Reimbursement Amount: \$\_\_\_\_\_

**Date:** \_\_\_\_\_ **Description:** \_\_\_\_\_

**Stipend Amount (circle one):**      \$25 (1-4 hours)      \$50 (4-8 hours)

\_\_\_\_ I personally drove my own vehicle from \_\_\_\_\_ to the event at \_\_\_\_\_.  
My Youth Advisor/Project Coordinator agreed to compensate me \$\_\_\_\_\_ for driving.

Total miles: \_\_\_\_\_ Reimbursement Amount: \$\_\_\_\_\_

**Date:** \_\_\_\_\_ **Description:** \_\_\_\_\_

**Stipend Amount (circle one):**      \$25 (1-4 hours)      \$50 (4-8 hours)

\_\_\_\_ I personally drove my own vehicle from \_\_\_\_\_ to the event at \_\_\_\_\_.  
My Youth Advisor/Project Coordinator agreed to compensate me \$\_\_\_\_\_ for driving.

Total miles: \_\_\_\_\_ Reimbursement Amount: \$\_\_\_\_\_

Number of stipends being requested \_\_\_\_ x \$25 (1-4 hour events) per stipend = \$ \_\_\_\_\_

Number of stipends being requested \_\_\_\_ x \$50 (4-8 hour) per stipend = \$ \_\_\_\_\_

Total mileage reimbursement requested = \$ \_\_\_\_\_

**Total Requested Amount: \$\_\_\_\_\_**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Youth Advisor Signature

\_\_\_\_\_  
Date

*For Office Use Only (All stipends are charged to local council budgets, unless otherwise arranged and approved.)*

Payment Method (Check one.): \_\_\_\_ Check  
Account

\_\_\_\_ Direct Deposit: \$\_\_\_\_\_ Personal Account

\$\_\_\_\_\_ IDA



**It's all in the Details!  
Meeting Cheat Sheet**

*Committee/Group:*

*Date/Time:*

*Purpose:*

*Key Players (write in the names and organizations of each person at the meeting):*

*My Responsibilities:*

- 1) Share your opinion & ideas with passion and confidence while protecting others' confidentiality.
- 2)
- 3)
- 4)

*My Key Message (write 2-3 points you want everyone at this meeting to hear):*

- 1)
- 2)
- 3)

*Notes (use the back, if needed):*

*Things I need to do before the next meeting:*

*Next Meeting:*



## Project Everlast Group Facilitation Tips

*Created by attendees of the 2013 Summer PEER*

### **To prepare for a meeting:**

- Know what you're going to talk about. Make an agenda. The agenda can be printed out so everyone has a copy, written on a big sheet on the wall, or projected onto the wall.
- Give others a chance to suggest items for the agenda. This can be done before the meeting, or leave time at every meeting when anyone can bring up other business.
- Make sure you have all the necessary supplies for the meeting.
- Make sure everyone knows when the meeting is.
- Create a powerpoint if needed
- Arrange to have food that people like.

### **The role of the facilitator in a meeting:**

- Make sure everyone who wants to has a chance to speak.
- Keep everyone on track and on the same train of thought.
- Time management – make sure the meeting starts and ends when it's supposed to and you have enough time to get through everything on the agenda.
- Help new members feel included and able to participate.

### **Dealing with problem behaviors in meetings - What Works?**

#### *General Tips:*

- If people have input into the agenda, they may be less likely to cause trouble in meetings because they will be more interested in the discussion.
- Redirecting – when people get off track, verbally remind them of where you're at on the agenda.
- If it works for your Council, electing Officers can help spread out the responsibility so one person doesn't have to do everything.
- Sometimes it helps people to pay attention if they have specific roles during a meeting. Assign people roles based on their personalities:
  - Shy or quiet people:
    - Note taker
    - Researcher
    - Food order-er
    - Help set up for the meeting
  - Clowns or social butterflies:
    - Note taker
    - Timekeeper
    - Chart writing
    - Greeter

#### *Specific Behaviors:*

Technology Users	<ul style="list-style-type: none"><li>- Remind them of the 'no technology' rule</li><li>- Ask them to look something up</li><li>- Ask them to take notes</li><li>- Tell them to put it away</li></ul>
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	<ul style="list-style-type: none"> <li>- Have a basket that everyone puts their phones in at the beginning of the meeting.</li> </ul>
Clowns/Social Butterflies:	<ul style="list-style-type: none"> <li>- Try to ignore them</li> <li>- Pull them aside during a break and respectfully ask them to stop being distracting.</li> <li>- If nothing else works and it is an ongoing problem, ask them to leave the meeting.</li> <li>- If standing up, walk over closer to them.</li> <li>- ‘Clap once if you can hear me!’</li> <li>- Add structure to the meeting – raise hand to speak or use a talking stick.</li> <li>- Take breaks during the meeting for conversations.</li> </ul>
Derailers / Always off topic	<ul style="list-style-type: none"> <li>- Put up a parking lot</li> <li>- Ask them to wait until the end of the meeting.</li> </ul>
Shy	<ul style="list-style-type: none"> <li>- Ask them directly if they have any input.</li> <li>- Say, “I would like to hear from someone who hasn’t shared yet” or “How about someone from this side of the room?”</li> <li>- Give them the option to write down their input.</li> </ul>
Downers/Poo-pooers/Negative People	<ul style="list-style-type: none"> <li>- Try to find a topic they like.</li> <li>- Find a positive point to counteract their negative point.</li> <li>- Ask them to make a pros/cons list, or make one as a group.</li> <li>- Give them ‘strikes’.</li> </ul>
Police Officer	<ul style="list-style-type: none"> <li>- Pull aside during a break – say ‘thanks for your help, but I can take care of it’</li> </ul>

### **After the meeting:**

- Make sure everyone knows when the next meeting is.
- Follow through on anything you said you would do, and remind others if they have tasks to follow through on.



## Statewide Leadership Team Nominee Interview Questions

*The following questions will be used when conducting the interviews for potential Statewide Leadership Team Members during the Project Everlast Summer Convening. Nominees are encouraged to review the questions prior to the interviews. Interviews should last less than 10 minutes each.*

1. What does Project Everlast mean to you and why are you a part of it?
2. If we asked your best friend to list three strengths of yours, what would he or she say?
3. What are three things you needed to work on the most?
4. If you were selected to be a part of Project Everlast's Elite, you would be expected to be committed for the entire year, ending at next year's Summer Convening. It would also mean that you would need to make it to three in person meetings throughout the year, at different locations and a conference call between these meetings. Given your other commitments (school, work, sports, etc), can you realistically make this commitment?
5. What things might get in your way?
6. If you were selected, what experiences or skills do you have to offer to the group?
7. When you think about becoming a member of Elite, what are you most excited about?

8. What are you most nervous about?

## Project Everlast Statewide Leadership Team Member Evaluation

Applicant Name: \_\_\_\_\_

Question	Scale (Circle one. 1 = Not at All 3 = Neutral 5 = Very Much)
Do you trust this person to represent your council and speak on your behalf?	1 2 3 4 5
Do you believe that this person will be committed for a year and will remain active during that time?	1 2 3 4 5
Do you see this person as a leader in your council or as someone with leadership potential?	1 2 3 4 5
In your opinion, is this person a good fit for Statewide Leadership Team?	1 2 3 4 5

Applicant Name: \_\_\_\_\_

Question	Scale (Circle one. 1 = Not at All 3 = Neutral 5 = Very Much)
Do you trust this person to represent your council and speak on your behalf?	1 2 3 4 5
Do you believe that this person will be committed for a year and will remain active during that time?	1 2 3 4 5
Do you see this person as a leader in your council or as someone with leadership potential?	1 2 3 4 5
In your opinion, is this person a good fit for Statewide Leadership Team?	1 2 3 4 5



## Project Everlast Activity Guide

*Complete this form for any activity or event held by your council that another may wish duplicate. Be as detailed, as possible. Send completed activities to Director of Youth Engagement.*

Activity: *Insert Activity Name*

Completed by: *Insert Your Name*

First Held by: *Insert Council and Date*

Overview: *Insert a short description of the purpose of the activity.*

Outcomes/Objectives:

- *List the outcomes of the activity*
- *List what skills members will build*

Materials:

- *What "stuff" is needed?*

Budget: *\$XXX for list expenses and/or attach any budget document or description*

Time Commitment: *List total hours to complete activity here and specific time commitments below.*

- *Planning:*
- *Set-up:*
- *Event:*
- *Clean-Up/Follow-up:*

Timeline: *Provide a timeline for the planning, facilitation and clean-up of the activity.*

Before:

- *Ex: One month prior: Book location.*

During:

- *Amount of time for set-up, facilitation and clean-up.*

After:

- *Ex: Within one week: Send Thank you cards to presenters.*

Youth Involvement & Leadership: *Describe/list opportunities or roles that members may play in the planning, facilitation or follow-up of this activity.*

Partners:

- *List any partner agencies or individuals that were or could be helpful.*

Instructions: *Provide step by step instructions for guiding the activity. This can be a script and/or numbered instructions.*

Lessons Learned: *Describe things you thought*

- *Worked especially well,*
- *Could have been done differently*
- *Surprised you*

Evaluation: *Are their evaluation/reporting requirements or opportunities?*



## Project Everlast Activity Guide

*Complete this form for any activity or event held by your council that another may wish duplicate. Be as detailed, as possible. Send completed activities to Director of Youth Engagement.*

Activity: *Celebrating Our Superhero's*

Completed by: *Alana Pearson*

First Held: *Fremont May 2, 2014*

Overview: We will have a luncheon to celebrate people in our lives that make a difference in the lives of Children and Families in our community. Our awards will be: 1. Toughing it Out Award 2.) #1 caseworker 3.) Best GAL 4.) Guardian Angel Award 5.) Great Supporter Award and 6.) Good Friend Award. We are working with LFS on meal and they will promote foster care and Family finding.

### **Goals for Luncheon:**

- Award "child advocates/youth champions" whatever we call it, for achievement in helping foster youth. Keli mentioned her caseworker Allison as "Thanks for toughing it out." Award.
- foster care recruitment
- promote Jacobs family founding program
- promote project everlast

We will leave envelopes on tables and people can take the duct tape flower pens for \$5 and leave the money in the envelope on table.

### **Materials:**

- Awards- Superhero piggy banks that we will paint.
- Money for food
- Pens and duct tape for flowers

Budget: \$300 for food (split with LFS) and cost of piggy banks, vases, and duct tape for flowers.

Time Commitment: *List total hours to complete activity here and specific time commitments below.*

- Planning: 8 hours
- Set-up: Morning of event (2 hours)
- Event: 11 am to 1 pm (2 hours)
- Clean-Up/Follow-up: No clean up required.

Timeline: *Provide a timeline for the planning, facilitation and clean-up of the activity.*

### Before:

- January:
  - *Decide what project we want to do.*
  - *Do we want to partner with anyone?*
- February:
  - *Decide on food.*
  - *Create a budget*
  - *Create Flyer/marketing- send to NCFE marketing department*
  - *Where will be have it? Get a space.*
  - *Decide how many people we want to attend our event.*
- March:
  - *Discuss decorations*
  - *Discuss and create awards- we voted on what awards we wanted out of all the ideas.*

- *Start thinking about media.*
- *April:*
  - *Set up a decorations committee*
  - *Paint awards.*
  - *Content during luncheon. Who is speaking? Create a schedule.*
  - *Create an list for invitations. Mail out invitations. Email them.*

During:

- *Amount of time for set-up, facilitation and clean-up.*

After:

- *Ex: Within one week: Send Thank you cards to presenters.*

Youth Involvement & Leadership: *Describe/list opportunities or roles that members may play in the planning, facilitation or follow-up of this activity.*

1 person was in charge of each activity. 1 person was in charge of agenda, decorations, awards, etc.  
All member facilitated the event.

Partners:

- *Lutheran Family Services*

Instructions: *Provide step by step instructions for guiding the activity. This can be a script and/or numbered instructions.*

Lessons Learned: *Describe things you thought*

- *Worked especially well: We had a plan on what we're doing. We were all positive. Our event was successful. Designating one person to lead each award was really good.*
- *Could have been done differently: We should of advertised better. We should of decided awards sooner and given awardees proper time to be at the event. We need to listen to directions better.*
- *Surprised you: Teamwork is very difficult. There was a lot going on at one time. We need to prioritize better. The end of our planning we were rushing. Allowing proper prep time.*

Evaluation: *Are their evaluation/reporting requirements or opportunities?*

*None*





### Project Everlast Activity Guide

*Complete this form for any activity or event held by your council that another may wish duplicate. Be as detailed, as possible. Send completed activities to Director of Youth Engagement.*

Activity: ***On campus activities for the girls at the Youth Rehabilitation & Treatment Center (YRTC) in Geneva***

Completed by: ***Geneva Council***

First Held by:

***Overview: We do a several different on-campus activities. For example, the council members may help serve at our volunteer recognition, or family Christmas dinner for those that won't be able to leave for the holiday, or a summer fun day with games and activities for the girls and staff!***

Outcomes/Objectives:

- ***The goal is always to give back to the community/facility and help others.***
- ***In the process the youth learn to work together, plan, organize, etc....***

Materials:

- ***We don't spend any money on materials doing any of our on campus SERVICE activities such as helping to serve meals, etc...HOWEVER, we did spend some money for the summer fun day activities.***

Budget:

- ***This council is fortunate, in that the State has a budget to help with expenses for Project Everlast activities. However, the girls were willing to do a car wash or a bake sale.***

Time Commitment:

- ***The Summer Fun Day took some time to organize, but it really came down to the group that you have at the time, how well organized they are, if you have leaders, etc.***
- ***Planning: We began by brainstorming ideas and went from there.***
- ***Set-up: We had different "stations" where the girls assisted recreational staff.***
- ***Event: We had rented an inflatable obstacle course and snow cone machine, had the cafeteria staff cook hot dogs and hamburgers out on a grill, and had various water and outdoor fun games. You can google outdoor teen games or water games for ideas.***
- ***Clean-Up/Follow-up: Don't forget to allow time for this, although it was pretty simple. Sometimes we need to remember to actually schedule people to help with this part!***

Timeline: *Provide a timeline for the planning, facilitation and clean-up of the activity.*

Before:

- ***Ex: One month prior: Book location.***

During:

- ***Amount of time for set-up, facilitation and clean-up.***

After:

- ***Ex: Within one week: Send Thank you cards to presenters.***

Youth Involvement & Leadership: ***Planning these on campus activities can be a Team Building Opportunity where everyone must work together, to accomplish the same goal. It reinforces that***

***strengths of various individuals, and your leaders really stand out. It also gives them a sense of accomplishment.***

Partners:

- ***We just googled inflatable rentals in Crete and they were awesome to work with!***

Instructions: *Provide step by step instructions for guiding the activity. This can be a script and/or numbered instructions.*

- ***I simply facilitate and allow the youth to discuss and plan each activity, providing support and suggestions when needed.***

Lessons Learned: *Describe things you thought*

- ***The council members find out that there is a process to planning things like this – that they don't just happen, but that they require a lot of planning and organizing ahead of time, and the importance of commitment to the activity that day.***
- ***As I mentioned earlier, I think this is a great Team Building opportunity.***

Evaluation: *Are their evaluation/reporting requirements or opportunities?*

*Not applicable.*



## Project Everlast Activity Guide

*Complete this form for any activity or event held by your council that another may wish duplicate. Be as detailed, as possible. Send completed activities to Director of Youth Engagement.*

Activity: ***Community Service Projects***

Completed by: *Geneva Council*

First Held by:

**Overview:** We do a wide array of community service projects on a regular basis. Some of the projects we have done include things like helping prepare meals/casserole dishes that can be frozen, cleaning and organizing, or sorting thorough donated items at a homeless shelter. It may be adopting a highway for trash pick-up, working collaboratively with local church groups to make items (such as dolls) for missionaries to take to other countries to give to the children, doing a collection drive and helping to sort and prepare care packages to be mailed to our military, volunteering our time coming up with games and activities, or singing for people living in apartments for the elderly or the local nursing home.

Outcomes/Objectives:

- *The goal is always to give back to the community and help others.*
- *In the process the youth learn to work together, plan, organize, etc....*

Materials:

- *We don't spend any money doing any of our community service projects.*

Budget: Not applicable.

**Time Commitment:** All of these projects can be done in about any amount of time that the council feels they have to dedicate. The amount of time, really depends on the group that you have at the time, how well organized they are, if you have leaders, etc.

- Planning:
- Set-up:
- Event:
- Clean-Up/Follow-up:

**Timeline:** *Provide a timeline for the planning, facilitation and clean-up of the activity.*

Before:

- *Ex: One month prior: Book location.*

During:

- *Amount of time for set-up, facilitation and clean-up.*

After:

- *Ex: Within one week: Send Thank you cards to presenters.*

**Youth Involvement & Leadership:** *Community Service projects can give girls the opportunity to play an important role in this process. They discover that everyone has strengths in the preparation and planning, organizing, and may also tap into various talents that they can share that they did not even realize they had, thus giving them a real sense of accomplishment.*

Partners:

- ***Local churches, community service organizations, homeless shelter and nursing home directors, Department of Raods, etc.***

Instructions: *Provide step by step instructions for guiding the activity. This can be a script and/or numbered instructions.*

***I simply facilitate and allow the youth to discuss and plan each activity, providing support and suggestions when needed.***

Lessons Learned: *Describe things you thought*

- ***The council members find that in the process of giving back to the community, that they are the ones leaving feeling like they were giving something to treasure.***

Evaluation: *Are their evaluation/reporting requirements or opportunities?*

*Not applicable.*



## Project Everlast Activity Guide

*Complete this form for any activity or event held by your council that another may wish duplicate. Be as detailed, as possible. Send completed activities to Director of Youth Engagement.*

Activity: *Accountability Jar*

Completed by: *Jenn Roth*

First Held by: *Grand Island*

Overview: *Incentive for accountable youth.*

Outcomes/Objectives:

- *Encourage participation and accountability.*

Materials:

- *Jar*
- *Scraps of paper*
- *Pen*
- *Gift cards upon request*

Budget: *As applicable for each council, we budget \$15 a month.*

Time Commitment: *For youth-entering their name, for youth advisors-drawing the name, inquiring about the desired gift card, purchasing gift card*

Timeline: *Provide a timeline for the planning, facilitation and clean-up of the activity.*

Before:

- *Cup scraps of paper (I put them in a binder clip and put it in the jar with a pen, refill as needed)*

During:

- *Remind youth to enter their name each, may have to enter it for them if it is something outside of the meeting space*

After:

- *Draw and announce name, purchase gift card, empty jar*

Instructions: *Each youth enters their name for everytime they participate in a PE activity. This normally involves accountability because we ask for their RSVP's and expect them to follow through. Names can also be added for additional accountable actions such as returning an important call, following through with a commitment, meeting deadlines, etc. At the end of the month, I draw a name. The winner get a \$15 gift card to a place of their choice.*

Lessons Learned:

- *I only give the gift cards to them at the next activity they attend, if they end up not coming again- I reuse the card.*
- *So far, they have all picked appropriate places for their cards-which I am proud of ☺*