**Project Everlast- Norfolk Council Handbook**

Created November, 2012

**Project Everlast Mission: (Set by Elite)**

Make change in the system

Create Awareness

Provide resource for youth to transition successfully

Membership Qualifications

Must be between ages 14–24

Must be a current/former stateward in Nebraska

Must be a current Nebraska resident

Must complete a Sign-up Sheet

**Stipends and Mileage Reimbursement**

Council members are eligible for $25 stipends when:

* They participate in Project Everlast special projects outside of meetings such as being a part of a committee representing Project Everlast in their community.
* Present at a speaking engagement as a member of the Project Everlast Speakers Bureau.

Mileage reimbursement is given when:

* A council member drives over 50 miles to attend a meeting.
* A council member gives rides to other members to and from meetings.

Direct Deposit: council members may have stipends deposited directly into their bank account. Ask your Youth Advisor for more details.

**Meals**

Staff will be able to purchase meals for themselves, youth and Side Kicks according to the following guidelines:

* 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.

Staff reserves the right to provide a meal to youth with permission from his/ her direct supervisor.

**Maturing Out**

Even if a council member turns 24 in the middle of a term, they are asked to finish out their year. After turning 24, youth may continue to be involved in Project Everlast as a Side Kick, but will not be eligible to vote or receive stipends/mileage. They must continue to abide by the code of conduct.

**Children of Council Members**

Children are allowed at the following events, but the council member must bring someone to watch their child(ren):

* Speakers Bureau trainings (no overnights)
* Local council meetings if approved by that council
* Children are not permitted at the following events:
	+ Camp Catch-Up
	+ Out-of-state conferences or meetings
	+ Presentations and other Project Everlast events
	+ Summer Convening

**Local Council Standards: (Set by Elite)**

Complete community service/volunteer opportunities

Public Awareness

Speakers Bureau Involvement

Meet once per month (at least 2 hours outside a social/fun event)

Supporting statewide reps

**Local Council Accountability: (set by Elite)**

Each council will submit a yearly review by completing a survey. The survey would be:

* Completed by council members, not just the Youth Advisor and submitted to and reviewed by Elite at summer convening.

Councils not meeting standards would schedule a Strategic Planning Meeting. Strategic Planning meetings could also be held at the request of a local council. This meeting would:

* Support and plan ways to help the local council meet their goals,
* Consist of the Youth Advisor, Elite representative, local Elite representatives and two Active members not on Elite; and,
* Have quarterly check-ins to support the council that are based on progress and end when no longer needed.

***Project Everlast-Norfolk Rules***

***Created September 9, 2012***

In addition to the code of conduct, we expect our members to be…

Responsible, sociable, nice, caring, show empathy towards others, be mature and a good role model, and follow through on tasks.

We expect our Youth Advisor and Sidekicks to be…

Generous, on time, prepared for meetings, organized, trustworthy, positive and respectful.

**Cell Phone Basket-** members must put cell phones in basket at the beginning of meeting and must remain in there until designated break. Rule established 3/9/13.

**Swag-** Once a youth is an official member of Project Everlast, and has attended at least 1 meeting a month for 3 consecutive months, members can receive a Project Everlast t-shirt. Once members attend 1 meeting a month for 6 consecutive months, members will receive a Project Everlast Sweatshirt. Rule established 3/9/13.

**Voting:**

Uses Majority – 50% + 1 needs to agree

Members decide before the vote if it will be secret ballet, heads down/hands up, or rise of hands.

Youth Advisor’s role is to count the votes and lead the voting.

**How work will be carried out:**

Council members will work as a large group instead of sub-committees. Members will delegate tasks between members. Members will be expected to complete some tasks outside of council meetings such as making phone calls, sending emails, and posting on facebook.

**Officer Positions**

All officer positions will serve a 6 month term. The 3 strike rule will be implemented in keeping accountability of officers.

Qualifications/Characteristics for all positions: Passionate, good leadership skills, responsible, honest, reliable, outgoing, fun, pays attention, isn’t bossy, and flexible.

***President:***

* Facilitates meetings
* Works with Secretary and Youth Advisor on meeting agenda
* Enforces rules and holds members accountable during meetings
* Works with Vice President to call new members
* Represents local council in community meetings with Youth Advisor and reports back to local council.

Additional Qualifications/Characteristics: Must be a good speaker and comfortable speaking out around adults and large groups. MUST be a good role model to other members and follows code of conduct at all times.

***Vice President:***

* Steps in to facilitate meetings when President is absent
* Enforces rules and holds members accountable during meetings
* Works with President to call new members

Additional Qualifications/Characteristics: Must be a good speaker and comfortable speaking out around adults and large groups. MUST be a good role model to other members and follows code of conduct at all times.

***Secretary***

* Takes detailed minutes during meetings and sends to Youth Advisor within 1 week of past meeting.
* Works with President and Youth Advisor to write meeting agenda

Additional Qualifications/Characteristics: Must have good organizational skills and detail-oriented.

***Treasurer:***

* Keeps an accurate budget of all local council expenses.
* Prepares and gives a budget report at each meeting

Additional Qualifications/Characteristics: Must have some math skills, be able to add/subtract and experience with budgets and balancing a checkbook.