

Kenosha County Youth As Resources



2018-19 Board Manual

*As a member of Kenosha County Youth As Resources,
I will support my community by giving back.
I will transform myself by building knowledge and skills.
I will commit myself to the idea that youth can be leaders.
I am a resource.*



Updated August 14, 2018



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Welcome

Welcome to Youth As Resources. You have become a part of a growing movement that is recognizing young people for their tremendous potential to positively influence the world around them.

Youth As Resources (YAR) is a grant giving organization that helps youth groups in Kenosha County to plan and implement meaningful community service and service-learning projects. By involving youth in their communities, YAR not only empowers young people to be active and engaged citizens, but it strengthens the communities of Kenosha County.

By joining Youth As Resources, you are dedicating yourself to the goals and ideals of Youth As Resources.

This manual is intended to help you understand how YAR works and to provide valuable board member resources throughout the year. Congratulations and thank you for making this commitment to yourself and your community!

History of Youth As Resources

Youth As Resources began as a project of the National Crime Prevention Council in 1987 with funding from the Lily Endowment, Inc. Since 1987, Youth As Resources programs have formed all over the United States and even abroad.

In 2004, Kenosha County Youth As Resources was established as a partnership between the Kenosha County UW-Extension and the United Way of Kenosha County, in response to a 2002 Search Institute study citing that only 23% of youth perceived that “adults in the community value youth,” and only 26% felt that youth are “given useful roles in their community.”

Since that time, Kenosha County Youth As Resources has worked to combat these findings, and help youth feel that they can be valuable resources in their communities. As of May 2018, the Kenosha County Youth As Resources Program provided grant funds totaling over \$59,540 to 167 youth-led service projects!

Website

Please visit our website for schedule updates, annual reports and additional information about the Youth As Resources Program: www.kenoshacountyar.org



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Overview

The Youth As Resources Board of Directors (hereinafter referred to as the YAR Board) is a group of youth and adults that meet regularly to sustain the Youth As Resources Program. The YAR Board is responsible for everything ranging from publicity and recruitment, to administration and outreach, and much more.

Central to the YAR Board's activities are awarding youth-led service grants to youth groups in Kenosha County and encouraging board members to develop valuable leadership skills.

In order to ensure that there is a balance between encouraging mentorship and promoting strong youth voice, Youth As Resources maintains a board of directors that is made up of 9 youth (grades 9-12) and 3 adults. The goal is to recruit board members that reflect the demographics of the County population and have representation from a variety of schools throughout Kenosha County.

YAR Board Officers

Executive Board officers have very specialized roles which ensure the successful operation of the YAR Board and all of its projects. Board officers are elected to one-year terms and may run for multiple terms. A board member wishing to run for a particular office should read over the responsibilities of that position and be prepared to explain why he/she would be a good person for that position.

President (Youth)

- ◆ Leads the board meetings.
- ◆ Helps to prepare the meeting's agenda with the Vice President and the YAR Program Coordinator prior to the meeting, including the two service projects that the YAR Board will conduct each year.
- ◆ Represents the Kenosha County Youth As Resources at various community events.

Vice President (Youth or Adult)

- ◆ Assists the President.
- ◆ Fulfills the duties of the President if they are absent.
- ◆ Proposes potential community service projects for the YAR Board to implement in the fall and spring each year.
- ◆ Welcomes all groups requesting funds and establishes the order for the President.
- ◆ Represents the Kenosha County Youth As Resources at various community events.

Secretary (Youth)



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- ◆ Takes meeting minutes and attendance which are submitted to the UW-Extension Office before the next meeting.
- ◆ Coordinates correspondence with the media.
- ◆ Responsible for new member recruitment.
- ◆ Represents the Kenosha County Youth As Resources at various community events.

Treasurer (Youth)

- ◆ Responsible for reporting on keeping accurate records on all YAR funds available for a given year.
- ◆ Responsible for distributing voting dots at each YAR board granting meeting.
- ◆ Responsible for all voting records and submitting official grant information to the UW-Extension office in a timely manner.

Parliamentarian (Adult)

- ◆ Ensures Robert's Rules of Order are adhered to at all official meetings.
- ◆ Ensures By-laws of YAR are adhered to at all official meetings.



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YAR Board of Directors Meeting

The Youth As Resources meetings are arranged in a way to create rituals and traditions within the organization. When these rituals and traditions are established, it builds an environment that is conducive to youth participation in an efficient manner.

For example, after the project presentations are over, the board goes into a closed session. During that closed session, discussion about the presentations takes place, followed by voting. The voting process begins with the youngest board member first, and moves up to the adult board members. This ritual enhances youth participation and ownership.

Voting on Grant Presentations (closed session)

- To ensure maximum youth voice in decision making, nominal group process voting procedures have been developed.
- Each board member is given an equal amount of dots by the Treasurer. The dots represent \$10.00 each. The number of dots that are determined by either the total amount of money requested or the total amount of funds available in the grant cycle.
- If a YAR Board Member must abstain from voting on a project (*due to a conflict of interest*), their dots are distributed to remaining Board Members.
- Voting commences with the youngest board member going first, and then moving up through the list, ending with the adults.

The following is an example agenda that is given out at the beginning of the YAR Board meeting.

YAR Board Members are strongly encouraged to ask questions of each presenter. It's important to learn as much about each project before making a funding decision.



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SAMPLE AGENDA

Call the Meeting to Order

Pledge of Allegiance and YAR Pledge

Secretary report

- Motion: _____ Second: _____
- Vote: Passed or Failed

Treasurer Report

Grant Presentations (open session)

- Order of groups is determined by the Vice President
- Introduction and dismissal of the groups is lead by the President
- Timing of the groups is conducted by the Treasurer (3 minutes for presentation and 2 minutes for questions per group)

Grant Discussion (closed session)

- Discussion is facilitated by the President
- President proceeds one group at a time asking for positive comments and then for areas for improvement.
- After all groups have been discussed the President will move into voting phase.

Voting on Grant Presentations (closed session)

- To ensure maximum youth voice in decision making, nominal group process voting procedures have been developed.
- Each board member is given an equal amount of dots by the Treasurer. The dots represent \$10.00 each. The number of dots that are determined by either the total amount of money requested or the total amount of funds available in the grant cycle.
- Voting commences with the youngest board member going first and then moving up through the list ending with the adults.

Approval of Funds

- After the voting is completed the dots are added and then there has to be a simple majority vote to approve the funds that were given to each group.
- Motion: _____ Second: _____
- Discussion
- Vote: Passed or Failed



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Committee Reports

- Membership Committee
- Outreach Committee
- Program Committee

Unfinished Business

- Include any unfinished items from previous meeting

New Business

- Include any new items of business

Announcements

- This is the time when general announcements can be made

Adjournment

- Motion: _____ Second: _____
- Vote: Passed or Failed



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President's Remarks for Granting Meetings

Welcome – I'd like to welcome all of our guests with us this evening.

I'm _____, the current YAR President. This is the Youth As Resources Board Meeting.

Members will introduce themselves. *{Allow members to introduce self}*

Youth As Resources is a program collaboration between Kenosha County UW-Extension and United Way of Kenosha County. We are a grant-giving program which funds youth-designed, youth-lead community service projects in Kenosha County.

Tonight we will be reviewing YAR grant proposals submitted. Each group here this evening was invited to give a 3 minute presentation. Your presentation will be timed. Our Treasurer _____ will hold a card to let you know how many minutes you have left.

[Invite each group one at a time to come forward & give their presentation]

After the presentation:

Thank you for your presentation. We'll now take a few minutes for questions. Do any YAR Board Members have questions or comments?

{Allow approx. 2 minutes for questions/comments}

Closing - This concludes your YAR presentation. You are welcome to stay to watch the other presentations or you are welcome to leave. You will receive a letter from Kenosha County UW-Extension within a week informing you of the results of your grant application.

After last grant presentation:

Everyone is now excused from the meeting as we make our deliberations regarding grant requests. You will receive a letter from Kenosha County UW-Extension within a week informing you of the results of your grant application.

Thank You Again!



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Sample Questions to Ask Service Project Presenters

1. What was your inspiration for this project?
 - How did you come up with the idea?
2. What need of Kenosha is your project fulfilling?
 - Who is it helping?
 - What benefit does it bring?
3. Can you tell us about the organization of your project?
4. Have you already started working on your project?
 - Have you gathered any materials?
 - Do you have a date when you are going to start?
5. What does this project mean to you personally?
6. Is this something that you are interested in pursuing as you get older?
7. Is this the first year you are doing this project? Do you plan on continuing your project every year?
8. How are you going to spread the word to the public?
9. What are the obstacles that you will have to face?

Sample Comments

1. I think you have a really great idea!
2. Your project title is very creative!
3. You did a great job presenting!
4. I think your project is going to be very successful!

Remember we want to make our presenters feel as comfortable as possible!



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2018-19 YAR Board Member Roster

Voting Order	Last Name	First Name	Grade	Youth/ Adult	Address	Cell phone	Email
	Ervin	Aniyah	9	Youth	4201 32 nd Avenue Kenosha, WI 53144	262-909-8669	trevera.ervin@gmail.com
	Kuester	Leah	11	Youth	5303 52 nd Avenue Kenosha, WI 53144	262-945-9447	lkuester75@students.kusd.edu
	Patel	Dave	11	Youth	10905 67 th Street Kenosha, WI 53142	262-250-1423	dpatel29@students.kusd.edu
	Hoening	Joshua	11	Youth	5404 28 th Street Kenosha, WI 53144	262-960-9328	4hoenings@gmail.com
	House	Saadiyah	12	Youth	1547 39 th Avenue, Apt 2A Kenosha, WI 53144	262-287-7407	shouse81@students.kusd.edu
	Menendez	Alexis	12	Youth	10514 88 th Place Pleasant Prairie, WI 53158	262-287-5554	amenende21@students.kusd.edu
	Rawal	Janaki	12	Youth	6602 106 th Avenue Kenosha, WI 53142	262-496-3935	jrawal07@students.kusd.edu
	Babu	Anthony	12	Youth	3515 16 th Place Kenosha, WI 53144	262-358-5312	ababu19@prairieschool.com
	Hoening	Jacob	12	Youth	5404 28 th Street Kenosha, WI 53144	262-287-6601	4hoenings@gmail.com
	Decker	Erin		Adult	706 N. School Street Silver Lake, WI 53170	262-885-6133 262-945-4057	erin.decker@kenoshacounty.org
	Derifield-Voss	Alison		Adult	522 61 st St Kenosha, WI 53143	847-636-1815	alison.derifield@gmail.com
	Berkley	Erin		Adult	310 60 th St. Kenosha, WI 53140	847-361-3720	erin.c.latham@gmail.com
Vickie LeFlore YAR Advisor (UW-Extension)					19600 75 th Street #2 Bristol, WI 53104	262-653-1934 off 414-899-6973 cell	vickie.leflore@kenoshacounty.org
UW-Extension Support Staff						262-857-1945	
Tara Panasewicz					United Way of Kenosha	tpanasewicz@kenoshaunitedway.org	

OFFICERS:

- President – Janaki Rawal
- Vice President – Alexis Menendez
- Treasurer – Jacob Hoening
- Secretary – Leah Kuester
- Parliamentarian – Erin Decker



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YAR Board of Directors - 2018-19



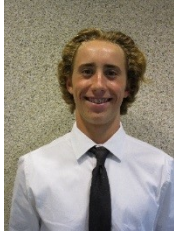
Janaki Rawal
President



Alexis Menendez
Vice President



Leah Kuester
Secretary



Jacob Hoening
Treasurer



Aniyah Ervin
Youth Board Member



Anthony Babu
Youth Board Member



Dave Patel
Youth Board Member



Joshua Hoening
Youth Board Member



Saadiyah House
Youth Board Member



Erin Decker
Parliamentarian



Alison Derifield-Voss
Adult Board Member



Erin Latham
Adult Board Member



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YAR Committees- 2018-19

Outreach Committee

(Co-chaired by the Treasurer and an Adult Board Member)

The Outreach Committee is responsible for promoting Youth As Resources throughout Kenosha County. In particular, the Outreach Committee focuses on promoting youth-led service grants and the YAR Board service projects. The Outreach Committee is responsible for coordinating Youth As Resources social media by working with United Way of Kenosha County. Members include:

Secretary: Leah Kuester	Aniyah Ervin
Adult Member: Alison Derifield-Voss	Dave Patel

Program Committee

(Co-chaired by the Vice President and an Adult Board Member)

The Program Committee is responsible for planning and coordinating special events that involve the entire YAR board. Examples include community service projects and the end of the year celebration. Members include:

Vice President: Alexis Menendez	Janaki Rawal
Adult Member: Erin Berkley	Saadiyah House

Membership Committee

(Co-chaired by the Secretary and an Adult Board Member)

The Membership Development Committee provides leadership for nominations, interviews and selection of all new YAR Board members. New board members must be selected by the 3rd Tuesday in April. Members include:

Treasurer: Jacob Hoening	Anthony Babu
Adult Member: Erin Decker	Joshua Hoening



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2018-2019 SCHEDULE

The following is the tentative schedule for YAR Board members serving during the 2017-2018 year.
You will be notified if there are any changes in date, time or location of meetings.

Fall Grant Cycle	Time	Agenda
Tuesday, September 18, 2018 Officer Meeting	4:30pm - 5:00pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	Orientation and Training
Tuesday, September 18, 2018 Board Meeting	5:00pm - 6:30pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	Orientation and Training
Tuesday, October 16, 2018 Officer Meeting	4:30pm - 5:00pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	
Tuesday, October 16, 2018 Board Meeting	5:00pm - 6:30pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	Presentations and Grant Selections
Tuesday, November 20, 2018 Officer Meeting	4:30pm - 5:00pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	
Tuesday, November 20, 2018 Board Meeting	5:00pm - 6:30pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	Presentations and Grant Selections
December Board Service Project	Place to be determined.	Service Project
Spring Grant Cycle	Time	Agenda
Tuesday, January 15, 2019 Officer Meeting	4:30pm - 5:00pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	
Tuesday, January 15, 2019 Board Meeting	5:00pm - 6:30pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	Training & Program Planning
Tuesday, February 19, 2019 Officer Meeting	4:30pm - 5:00pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	
Tuesday, February 19, 2019 Board Meeting	5:00pm - 6:30pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	Presentations and Grant Selections
Tuesday, March 19, 2019 Officer Meeting	4:30pm - 5:00pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	
Tuesday, March 19, 2019 Board Meeting	5:00pm - 6:30pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	Presentations and Grant Selections
Spring Board Service Project	Place to be determined.	Service Project
Tuesday, April 16, 2019 Board Meeting	5:00pm - 6:00pm KABA Training Room 5500 - 6th Ave., Suite 210, Kenosha, WI 53140	Select new YAR Board Members
Tuesday, May 21, 2019 Board Meeting	5:00pm - 6:30pm KABA Training Room 5500 - 6th Ave, Suite 210, Kenosha, WI 53140	Celebration! Elect 2019-20 Officers Choose Project Award Install Board Members



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Kenosha County Youth As Resources By-Laws

I. NAME

- A. This organization shall be known as Kenosha County Youth As Resources.

II. PARTNERS

- A. Kenosha County Youth As Resources is a program of Kenosha County UW-Extension.
- B. Fiscal agent of Kenosha County Youth As Resources is the United Way of Kenosha County.

III. MISSION

- A. Through grant-making, Kenosha County Youth As Resources empowers youth to design and implement projects that meet community needs.

IV. BOARD MEMBERSHIP

- A. Youth As Resources does not discriminate against anyone for reasons of race, color, gender/sex, gender identity, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record or veteran status.
- B. A background check is required of all adult members joining the YAR Board as a result of the close working relationship with youth members.
- C. Board members of Youth As Resources:
 - 1. Will be selected based on experience, interest, and commitment to the Youth As Resources philosophy and the Kenosha County community. Members will reflect the geographic, ethnic, professional and economic diversity of the Kenosha County community.
 - 2. The Board will consist of no more than 12 persons, 9 youth and 3 adults.
 - 3. Youth members are defined as high school students. Adult members are classified as high school graduates 18 years of age and older.
 - 4. Members of all ages must demonstrate a strong desire to participate, an overall good attitude, as well as high levels of reliability, strong attendance and show a willingness to work.
 - 5. Board members are required to attend at least one YAR service project per year (one in fall and one in spring).
 - 6. The YAR year will run from September through May.
 - 7. Board members will sign the YAR/United Way Conflict of Interest Policy annually.



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V. ELECTION AND REMOVAL OF OFFICERS

- A. Board officers will be elected in May, unless extenuating circumstances occur. In the case of elections not taking place in May, elections will be rescheduled at the discretion of the YAR Board.
- B. Board officers may be removed by a simple majority vote if the officer fails to fulfill the duties of their office.
- C. Vacancies during the year will be filled by Presidential appointment and simple majority vote of the YAR Board.

VI. MEETINGS AND ATTENDANCE

- A. Official Board meetings are held on the third Tuesday of the month from 5:00pm – 6:30 pm at the United Way of Kenosha County/KABA Training Room.
- B. Members are expected to attend all board meetings. In the event a member misses 50% of the meetings within a granting cycle (September – May) without explanation, then the board member is to be removed. Said member needs to reapply to be eligible for board membership.

VII. GRANT GUIDELINES:

- A. Projects must be youth-designed, youth-led, and presented by youth. Projects must be completed with a summary report and a project book.
- B. Youth are defined as high school seniors or younger.
- C. Failure to return summary report and/or project book may disqualify group from any future funding.
- D. Usage of funds can be restricted by the YAR Board on a case-by-case basis.
- E. Unused funds must be returned by the service group to the YAR Board upon completion of their service project.
- F. Recipients of grants may not use grant money to discriminate on any basis.
- G. Projects must serve the Kenosha County community.
- H. Groups may apply for grants no more than 3 times in a YAR granting year (September - May) providing they can prove there is an ongoing need for their service project in the community. However, reapplication does not guarantee additional grant funds or funds equivalent to original funds granted.
- I. YAR Board Members are not permitted to submit a YAR grant proposal; however they may be “associated” with a group who submits an application. The YAR Board Member will recuse themselves from the discussion/voting on any proposal where they are a member of the group submitting the proposal.
- J. Projects are required to indicate that the project was funded by YAR.



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VIII. LEONARD AND PATRICIA JOHNSON AWARD

- A. Service groups that receive YAR grants and complete their service project during each YAR year are eligible for the Leonard and Patricia Johnson Award.
- B. If a group completes their project in a year different from the year they received grant funds, they are eligible for the award during the year of project completion.
- C. Criteria for the award include: Leadership, Citizenship, and Community Service.
- D. Whenever possible, a member or members of the Leonard & Patricia Johnson Family will provide input into the selection of the award recipient.
- E. Board members will vote on groups or individuals who meet the above criteria using a nominal group technique (voting with dots) and take into consideration the Johnson Family recommendations for award recipient.

IX. AMENDMENTS

- A. Any Amendments of the By-Laws must be approved by a two-thirds vote of the board.

* * * *

Kenosha County Youth As Resources Pledge

*As a member of Kenosha County Youth As Resources,
 I will support my community by giving back.
 I will transform myself by building knowledge and skills.
 I will commit myself to the idea that youth can be leaders.
 I am a resource.*





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Youth As Resources Conflict of Interest Policy

The standard of behavior at United Way of Kenosha County is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of the United Way of Kenosha County on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of United Way of Kenosha County's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members. Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signature

Date



*Kenosha County YAR is a program of Kenosha County
UW-Extension in partnership with the United Way of Kenosha County.*





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Youth As Resources Endowment Fund

The cornerstone of the YAR program is the idea that youth can make meaningful — not just symbolic — contributions to their communities, and that these contributions provide important opportunities for youth to grow professionally and personally.

In memory of her husband Leonard Johnson, Patricia Johnson donated the initial funds to start the Endowment Fund in 2008 with the Kenosha Community Foundation. The fund is designed to ensure the long-range sustainability of the Kenosha County Youth As Resources program, as only the earnings of the fund will be used to support local youth-led service projects.

The Kenosha County Youth As Resources (YAR) Endowment Committee provides oversight of the Youth As Resources (YAR) Endowment Fund in collaboration with the Kenosha Community Foundation.

The Endowment Committee will assist the Kenosha County Youth As Resources (YAR) Board in creating an awareness of the Endowment Fund and the benefits it offers to the Kenosha County Youth As Resources (YAR) program. The Committee will direct the solicitation of funds through donations of cash or property from various sources including bequests and memorials.

Earnings from gifts and bequests to the Fund may be used for projects or programs recommended by the Endowment Committee, and then approved by the Director of the Kenosha County UW-Extension Office.

The YAR Endowment Committee consists of no fewer than 5 members and no more than 9 members.

The fiscal year of this Fund shall be January 1 – December 31.

Anyone can contribute and any size gift is accepted. Cash gifts, memorials, bequests, and property, including stock are appreciated. All contributions and gifts are tax deductible as provided in Section 501 (c)(3) of the Internal Revenue Service Code. Donations are sent to the Kenosha Community Foundation, 600 -52nd Street, Suite#110, Kenosha, WI 53140.





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Kenosha County Youth As Resources (YAR) Leonard and Patricia Johnson Award Selection Criteria

Purpose:

The purpose of Leonard and Patricia Johnson Award is to recognize an outstanding Youth As Resources project annually.

Criteria:

- Leadership
- Citizenship
- Community Service

Selection Process:

Groups and/or individuals who receive a YAR grant and complete their service project during each YAR year are eligible for the Leonard & Patricia Johnson Award.

If a group or individual completes their project in a year different from the year they received grant funds, they are eligible for the award during the year of the project completion.

Whenever possible, a member or members of the Leonard & Patricia Johnson Family will provide input into the selection of the award recipient.

YAR Board members will vote on groups/individuals who meet the above criteria using a nominal group technique (voting with dots) and take into consideration the Johnson Family recommendations for the award recipient.

Leonard and Patricia Johnson Award Plaque:

Award recipients will have their name engraved on the award plaque.

Award recipients will receive a YAR certificate at a YAR Board meeting.

