

Youth Service-Learning and Community Service Work Group
Wednesday, February 23rd
3:30 – 5:00
New County Office Building – Commission For Children and Families Offices –
Mtg Rm C

Members Present: Heather Kellams, Madison Cummings, Melanie Snyder, Schaele Wood, Elizabeth Bass, Gretchen Ellis, Susan Pleiss, Alia Stewart-Silver

Members Absent: Lee Davis, June Smith, Mary Sullivan, Mary Stewart-Silver

Notes: Draft

1. Recap of last mtg/review of minutes on 1/27:

Heather reviewed the minutes from the last meeting and will send them out to all members for review on 2/24/05.

2. Youth Service: updates from committee members, sharing, new information

Elizabeth Bass mentioned that Sutherland Middle School is developing a service-learning program and that Sutherland teachers have contacted her about possible places to do service in the community. At a recent teacher work day, Sutherland Middle School teachers had the opportunity to take advantage of a service-learning training conducted by Andy Mink of the Curry School at UVA. Elizabeth was invited to the reflection session which she said was terrific.

Work group members recommended that Andy be invited to a work group meeting and possibly used as a future resource for our community.

Heather reminded work group members about (Safe and Drug Free Schools) SADFS cuts and urged everyone to please fax their congress people.

3. Youth Service Manual update

Melanie updated the committee about the status of the “Youth Service Tool Kit”. A team of 6 people from Lexus have been working on the tool kit . Lexus plans on getting Melanie several proofs to look at next week. Melanie will review and also share with Heather, Saphira, Gretchen and the county and city school representatives; Lee and June. The review of the proof will need to happen quickly so that Lexus can get the printing done before their busy season.

The work group discussed our distribution process and tracking process. It was felt that this document needs to be able to be sent through e-mail. Melanie will ask Lexus to make sure the document is in a PDF format. We discussed the distribution list including several hard copies at all county and city public middle and high schools and private schools. Heather agreed to ask June and Lee for a complete list and delivery at these schools. Elizabeth Bass agreed to come up with a list of people, places for the tool kit to be distributed at UVA. Schaele and Heather will work on the list of service site liaisons. Other people to receive tool kit included; youth service programs, faith based organizations that work with youth, school boards, city council and county government, CCF etc. Distribution will happen in April, May.

Work group also mentioned that a link to CCF, County and City School, United Way web sites should also be set up. Schaele mentioned that she could be the link contact person.

Heather agreed to create a draft list of people to distribute the tool kit to and we will all add and revise. A letter from the CCF Work Group explaining the purpose of the tool kit should be attached.

Heather discussed the need to track the use of the tool kit. Melanie mentioned having access to a great web based survey called; Survey Monkey. Members mentioned sending the survey out to all people who received the tool kit with the evaluation survey and a reminder to use the tool kit. The tool kit can also be attached to the e-mail. A Fall 2005 date to survey the use of the tool kit was discussed.

Parents and the PTO's were another organization that was mentioned as being very influential in making a positive impact on Youth Service.

Heather presented to the Commission on Feb. 5th – CCF members seemed to feel favorably about the tool kit.

4. Spring Youth Service Celebration

- The new date of the Youth Service Celebration will be April 28th from 4 to 5:30 in Room A – County office building – 5th Street
- The work group agreed to work on this celebration as a whole committee and divide tasks instead of working as a sub committee.
- Melanie will be in charge of drafting a press release and coming up with the media to contact for this event
- Susan will be in charge of trying to raise money to cover the costs for the refreshments. Susan will be contacting the City Parks Department and the Kiwanis for donations. Susan again felt it was important to have service sites who have youth help them out to make a donation for this event.
- Heather will contact the SPCA for possible donations

- It was felt that we would need between \$250.00 – \$500.00 for the event and that this money could be easily raised
- June will let us know the approximate cost for CATECH to cater the event
- Elizabeth will let us know the approximate cost of Hot Cakes to cater the event
- Elizabeth asked the group for help with the content of the invitation
- Elizabeth will bring a draft of the invitation at the next meeting
- Heather discussed the agenda of the celebration and agreed to work on this part.
- Work group members agreed that a city /county proclamation of “ Youth Service” in our community would be great. Gretchen will need to review this with Saphira to make sure this illustrates fairly the priorities of CCF. Gretchen recommended that the chair of CCF; Kathy Ralston could also read the proclamation.
- Work group members decided that testimonies from service sites, teachers, students and service site recipients would be great. The importance of diversity and wide representation was seen as being very important.
- Testimonies would be brief but would focus on ways youth service has helped the community and helped youth
- A program will be distributed at the celebration thanking sponsors – including Lexus who will be given some sort of certificate for the generous donation
- Do we want to have area schools, programs highlight their youth service projects???

Tentative Agenda/Time Frames:

3:00/3:30 – Work Group Members Arrive to set up

4:00 – Mingling and refreshments – pick up tool kits, look at youth service pictures????

4:20 – 4:30: Welcome by Work Group member

4:30 – 5:00: Testimonies

5:00: Proclamation

5:05: Wrap up statements

5:10 – 5:30: Tool Kits, Mingling

**** Group felt we needed to meet in the next few weeks due to the timeliness of this function. Tuesday, March 8th 3:30 – 5:00 CCF Conference Room.**