

Youth Service Work Group Work Plan

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Task	Activities	Methods/tasks	Timeframe
A. Develop baseline inventory of current local programs/schools and practices	Obtain results of Albemarle County Schools survey	- Meet with school representative - Albemarle County report received by work group	April 2004
	Conduct similar survey for Charlottesville schools	- Revise survey - Develop strategy for distribution - Conduct survey	April 2004
	Conduct similar survey for private schools	- Recruit private school member(s) - Develop strategy for distribution - Conduct survey	May 2004
	Review and update previous agency survey	- Recruit graduate student - Student/workgroup subcommittee conducts review/update	May 2004
	Synthesize and analyze results	- Graduate student/ subcommittee review	Summer 2004
	Complete report/directory of existing programs	- Graduate student/ subcommittee prepares report	Summer 2004
B. Define the different "Domain's of youth Service" (continuum of youth service models) <ul style="list-style-type: none"> • <i>School & Community based service-learning</i> • <i>School & Community based community service</i> 	Research definitions	- G. Ellis, Heather Kellams	March 2004
	Work Group discussion and agreement on the domain of youth service models	- Work Group Members	March 2004
C. Research and develop core guidelines, components, and best practices for all models of youth service including coordination, preparedness, recognition, evaluation, service site relations, etc. And develop best practice guidelines for the individual models of service	Interview local youth service-learning expertise	- Work Group Activity - Interviews with other local programs/schools involved in service-learning	March, April 2004
	Work group activity		
	Research best practices school based service -learning	- Work Group Assignments	April 2004
	Research best practices community based service-learning	- Work Group Assignments	April 2004
	Research best practices community-based community svc.	- Work Group Assignments	April 2004
D. Develop Best Practices & Core Guidelines for all youth service models	Research best practices school-based community svc.	- Work Group Assignments	April 2004
	Work Group Discussions consolidate information	- Work Group Members	April, May 2004
E. Research Best Practices for Domain of Youth Service Models	Research best practices school based service-learning	- Assigned Work Group Member	April 2004
	Research best practices community based service-learning	- Assigned Work Group Member	April 2004
	Research best practices community based community service	- Assigned Work Group Member	April 2004

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	Research best practices school based community service	- Assigned Work Group Member	April 2004
F. Develop Best Practices & guidelines for the four youth svc models	Work group discussions	- Work Group Members, intern to synthesize materials	May 2004
G. Develop assessment of current youth service programs; gaps, needs and impact on community	Develop survey of where youth service schools/programs are providing service & what community needs are being met by youth service, plus what community needs are not being met that could be by youth service.	- Work Group Members, intern to synthesize results	August 2004
H. Present report to CCF and community partners with recommendations for local practice and policy	Work Group subcommittee drafts report for group approval	- Work Group	
	Report submitted to CCF for approval	- Work Group	
	Report presented to community partners/others	- Work Group	
I. Implement best practice programming	Determine what policies and procedures need modification to assure best practice programming	- Work Group	
	Establish strategic plan to implement identified modifications and determine additional capacity needed	- Work Group	
	Build Community Capacity	- Work Group, CCF, Community Partners	
J. Develop Charlottesville/Albemarle – Youth Community Service Learning Manual	Draft chapter defining the Domains of Youth Service; overall and specific best practice recommendations	- Work Group	
	Draft manual chapter for pre-service preparation and training	- Assigned Work Group member	
	Draft manual chapter for service experience	- Assigned Work Group member	
	Draft manual chapter for post-service reflection	- Assigned Work Group member	
	Draft manual chapter on youth service/meeting community needs/impact	- Assigned Work Group member	
	Draft manual chapter for developing service sites	- Assigned Work Group member	
	Draft manual chapter for service site relations	- Assigned Work Group member	
	Draft manual chapter for program evaluation	- Assigned Work Group member	
	Combine and edit manual	- Work Group Subcommittee	
	Publish manual	- Work Group	

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K. Market best practices	Conduct informational presentations to community partners, policy makers, and others	- Work Group Members make presentations as best practice findings are developed	
	Distribute manual to community partners and others	- Work Group	
	Request community partners formally adopt best practice procedures	- CCF	
	Establish voluntary "certificate of quality" criteria	- Work Group	
	Present "certificate or quality" criteria to programs & service sites	- Work Group	
	Establish criteria for "certificate of quality" designation and review	- Work Group	
	Award "certificates of quality"	- To be determined	
	Conduct public relations campaign to promote use of "certificate of quality" for youth service programs	- Work Group	