## YOUTH COMMISSION – PROJECT PROPOSAL



Date: August 12, 2020

***Name of project proposal here X*** Onetime event ¨ on-going event

Outreach project - Youth Advisory Awareness and Outreach Project.

**History/Background**

Youth Advisory Councils (YAC’s) are key to supporting the Youth Commission’s effort to involve and connect San Jose Youth in local government. However, many youths are not aware of YAC and many miss out on the opportunity to voice out their concerns to the youth commission. Therefore, an effort to conduct a citywide youth outreach with the purpose to inform youth of YAC, its purpose, goals and objectives and how they may be a part of their city district YAC should be addressed early in the year rather than later.

**Connection to YAC and Youth Commission Work plan**

This project connects to the Youth Commission annual work plan under Goal 1 that states, Empower and encourage youth to be civically engaged through local and city-side events and initiatives. Action item 2.d - YAC training.

**Vision**

San Jose youth are aware of the opportunity they have to be a part of their city district Youth Advisory Council groups.

**Goals**

1. Goal #1 – Outreach to Eastside High School Union School District as well as San Jose High School Union School District by sending out Save the Date flier of the YAC Informational Virtual Meeting for September 26, 2020.
2. Goal #2 – Have at least 30 – 50 students register to attend the YAC Informational session.
3. Goal #3 – Have at least 20 to 30 new youth sign ups for YAC from the Information session.

**Objectives:**

**Goal #1 = Outreach to Eastside Union High School District and San Jose High Union High School District.**

Objective 1 = Dedicated effort to outreach all high school within the school districts will

 be conducted via email and follow up phone call if an when appropriated.

 Objective 2 = Safe the date flier will be emailed to the such said school districts and

 asked to distributed to all their high school in their respective districts.

**Goal #2 = Have at least 30 to 50 students register to attend the YAC informational/training session.**

Objective 1 = Create an interested and youth friendly flier to attract their interest.

 Objective 2 = Create an registration form for students to register for the YAC

 informational/training event.

**Goal #3 = Have at least 20 to 30 new interested youth sign up to be district YAC members in their respective city district YAC’s.**

Objective 1 = Plan and executive an interactive informational event to gain youth interest by having youth commissioners present their role as Youth Commissioners.

 Objective 2 = Present past YAC projects and events to interest youth in becoming YAC

 members.

**Resources and Collaboration**

* Youth Friendly flier and announcement to be created by Youth Commission Staff and Youth Commissioners.
* Zoom Link to be provided by Commission Staff
* List of High School to reach out to by Commission staff and Commissioners
* Connection with School Activities directors and or clubs to inform youth of the event by both commission staff and commissioners
* Fun and interactive slide deck to present at the informational/training by Commission staff and Commissioners.
* Sign up sheets
* YAC Calendar of meetings from each youth commissioner.

**Critical Factors of Success**

*Please list the three critical factors that you need to have in order for the project to be a success.*

 *1.* Youth Commissioners assistance in reaching out to their own high schools

 *2.* Continual contact with schools and school administrators to share the information with

 their student body. (request school include the flier in their newsletters to students and

 or school loop)

 *3.* Meet all deadlines and follow up on time to gauge interest and attendance.

**Potential Obstacles**

 *1.* Youth may not be interested in attending another virtual event.

 *2.* Parents may be concern with the among of time youth spends on line.

 *3.* Information is not sent out to students in time to register for the event.

**Strategy for Recruitment & Marketing**

Create an attractive flier to gain youth interest by having Youth Commissioner input their ideas and comments. Have youth commissioners advertise the informational event in their social media to outreach to more youth.

**Overview of Event**

*In this section please outline what the schedule the day of the event will look like.*

Virtual Online using Zoom as a platform:

This is only a draft until the event is finalized -

10:00 AM – Youth are let into zoom platform. Introductions.

10:00 – 10:45 AM – Introductions

10:45 – 11:00 AM – Ice Breaker

11:00 – 11: 30 AM – What is YAC and its purpose

11:30 – 12:00 PM – Presentations of past YAC events/ projects/ initiatives

12:00 – 12:30 PM – Break for lunch

12:30 – 1:00 PM – Large group activity to regain focus

1:00 – 1:30 PM – How to apply for YAC and adjournment.

**Materials Needed**

* Youth Commission swag to mail out to participants as a thank you for attending.
* Zoom Pro accounts for new incoming commissioners
* Online registration form
* Online evaluation form
* Sign in sheet
* Postage
* Large envelops to use to mail sway out to youth

**Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Date* | *What*  | *By Who* | *By When*  | *Next Steps*  |
| *8/12/20* | *Approval of the YAC outreach event*  | *Commission* | *8/24/2020*  | *Once approved, move forward*  |
| *8/12/20*  | *Approval of save the date flier*  | *Commission staff- Jessica*  | *8/24/2020*  | *Once approved move forward* |
| *8/24/20* | *Assign roles and responsibilities* | *Commission Ex. Board*  | *8/24/2020*  | *Once roles are identified set due dates on when items must be complete.*  |
| *8/18/20* | *Being to connect with schools and have list of contact person to send fliers to.* | *Commission staff*  | *8/25/2020* | *Once approved, flier will be sent out to the key school contact personal* |
| *8/18/20*  | *Create the online Register form*  | *Commission staff*  | *8/25/2020*  | *Include registration link to the fliers and any outgoing emails to schools and school contacts*  |
| *9/1/20* | *Create interactive slide deck*  | *Commission staff and commissioner assigned to assist*  | *9/4/20* |  |
| *9/1/20*  | *Create interactive Ice Breakers*  | *Commissioners assigned to assist*  | *9/4/20*  |  |
| *9/14/20* | *Run through of all items pertaining to the YAC informational during the yc training day.*  | *Commission staff and commissioners assigned to assist*  | *9/14/20*  |  |
| *Week of 9/14th*  | *Monitor registration to the event*  | *Commission staff and commissioners assigned to assist*  | *9/18/20*  | *Provide communication with the rest of the commission via email*  |
| *Week of 9/21*  | *Send out reminder emails to all registered youth*  | *Commissioners assigned to this task*  | *9/25/20*  | *Prep for event day.*  |
| *9/26/20* | *Event day*  | *All*  | *9/26/20* | *Have a debrief after the event to gauge successful outcomes.*  |
| *9/27/20*  | *Create report of the event to present at the YC meeting*  | *Ex. Board and or commissioners assigned*  | *9/28/20*  |  |
| *9/29/20* | *Mail out YC Swag* | *Commission staff* | *9/30/20*  |  |

**Cost implications**

Please describe in detail what (if anything) is going to cost you money. Write each item and it’s associated cost then write a grand total at the end. Example id provided below

Postage = 150.00

Cost of large mailing envelopes = 60.00

Total Cost = $210.00 (Approximately)

**Approval**

Youth Commission approval \_\_\_\_\_\_YES \_\_\_\_\_\_\_\_\_NO Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council Office approval \_\_\_\_\_\_YES \_\_\_\_\_\_\_\_\_NO Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_