

CURRICULUM ROADMAP

SCI's Youth Leadership Curriculum contains two editions, a version designed for Youth Council members and a "teacher's edition" designed for Youth Council advisors. The council members' version includes worksheets designed to reinforce SCI's service project-based curriculum. The teacher's edition is more comprehensive and includes:

- Staff training
- A copy of the project-based curriculum pages given to Youth Council members
- Lessons plans to meet different goals
- Template Appendix (print and electronic)

The curriculum is designed to be viewed and used as a complete document. We encourage you to view the lesson plans together with the worksheets in each section. Each page is numbered in a letter and number scheme. For example, page one of the prologue (Staff Training) is labeled P.1; page three, part three (Implementation Worksheet) is labeled 3.3 and so on.

Feel free to browse through any section at any time but remember that each worksheet is accompanied by a lesson plan detailing how to implement the project and, when necessary, written and electronic appendix files. The electronic appendix includes modifiable templates that allow for customization of items such as the Mini-Grant Request for Proposals and the Youth Civic Showcase and Awards PowerPoint presentation templates.

It is our hope that SCI's Youth Leadership Curriculum provides a comprehensive resource for advisors attempting to implement leadership training to unlock their full potential of committed young people.



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SCI: Social Capital Inc. - Connecting Citizens to Strengthen Communities

165M New Boston St., Suite 233. Woburn, MA. 01801 - Phone: 781.935.2244 - <http://www.socialcapitalinc.org>

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INTRODUCTION

The Youth Leadership Curriculum at Social Capital Inc. fosters new approaches for school-aged youth to develop active citizenship and leadership skills. Through the program, youth learn to mobilize their peers to get involved in their communities. SCI believes that engaged youth are an essential part of any strategy to reverse the existing long-term decline in civic engagement.



SCI's Youth Leadership Curriculum offers students the opportunity to learn in a real-world setting. The curriculum teaches Youth Council members skills needed to become leaders in their community through classroom activities and service projects within their communities that have a real impact on people.

This curriculum emphasizes three areas: understanding the meaning of social

capital, running a youth-led mini-grant program, and implementing a service project. We believe that these three areas function as entry points into a lifetime of leadership and commitment to service. Understanding social capital allows council members to learn the power of building social networks and being civically engaged in their community. Running a mini-grant program and implementing a service project introduces students to the processes of designing, marketing, and executing a community-driven project in their own communities. This allows members to build life-long problem solving skills.

SCI's Youth Leadership curriculum not only serves as a way to create a Youth Council focused on service and able to fulfill community needs, but it also builds skills such as public speaking, budget management, and the ability to work on a team. These skills are transferable to any endeavor, and they provide council members advantages going forward in their lives.

Founded in 2002, the mission of SCI is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. We envision a nation where individuals are strongly connected to their neighbors and play an active role in shaping the destiny of their communities. This increase in 'social capital' will result in communities that are safer, healthier and more vital.

A grant from the Comcast Foundation to replicate the SCI's youth leadership programming in Milford provided the opportunity for SCI to develop this curriculum. We are greatly appreciative of Comcast's support and commitment to youth leadership. Special thanks Michael Goldstein and SCI AmeriCorps member Kevin McGravey for their work on this curriculum, and to Amy Leone and her colleagues with the Milford Juvenile Advocacy Group for partnering with SCI on this initiative.

"I have never seen such a diverse group of youth, collectively participating in civic leadership initiatives. SCI's Engaging Youth department allows young people to interact with their peers from different cultural and ethnic backgrounds."

- Professor Timothy Patrick McCarthy
John F. Kennedy School of Government, Harvard University

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PLANNING A SERVICE PROJECT

VISION WORKSHEET

There are those that look at things the way they are and ask why...I dream of things that never were, and ask why not?
- Robert F. Kennedy

Describe the issue you want to address and why this issue is important:

Describe your project:

Describe why you think this project is the best way to address the problem:



PLANNING A SERVICE PROJECT

DESIGN WORKSHEET

REMEMBER SMART (**S**pecific **M**easurable **A**chievable **R**ealistic **T**ime-bound) Goals!

When will the event be held? _____

Why did you pick particular date (s) _____

Benefits? _____

Where will the event be held? _____

Why is this location best?

Create a timeline of events for the day of the service project:

Time _____ Activity _____

Time _____ Activity _____

Time _____ Activity _____

Time _____ Activity _____

Time _____ Activity _____

Time _____ Activity _____

Goals

How many volunteers will you have? _____

How many people will attend/be served? _____

How much money will be raised? _____

List the primary 2-4 objective/s to be accomplished in order of importance

1. _____

2. _____

3. _____

4. _____



PLANNING A SERVICE PROJECT

IMPLEMENTATION CHECKLIST

Check the box once you have addressed each potential problem:

Volunteers:

- When will the project start? When will the project end?
- How many volunteers do you need?
- How will you get those volunteers?
- Can you get that many volunteers?
- How will you assign tasks to volunteers?
- What will the volunteers do?
- Will volunteers be broken into teams? If so, who are the team leaders?
- Do you have cell phone numbers for all of your volunteers?
- Do you have backup volunteers?
- Do you have plans if you have extra or fewer volunteers than you planned for?
- Do you have young volunteers who need supervision?
- Are there issues of parent accompaniment or parent permission?
- How will you thank volunteers?
- How will you measure volunteer experience?
- Have you confirmed/reminded volunteers within 48 hours of project?
- Have volunteers signed a photo permission slip?
- Do you have a sign-in sheet for volunteers, including space for email addresses?
- Do you have plans for on-site orientation, reflection?
- Have you communicated to volunteers about dress code (e.g. something that can get dirty) and any supplies they should bring?

Site:

- Can you reserve the space needed?
- Who will your contact to reserve the space?
- Do you need the permission of any official or official body (e.g. conservation commission of school committee) to hold the event? Have you obtained the necessary permissions?
- Who will be your contact to the date?
- Do you have a contact person for the day of the event?
- Is there a fire code that restricts the number of participants?
- Does the location provide space, table and chairs, Internet and outlets as needed?
- Are food and beverages allowed?
- Are there other events taking place that day?
- Is the space available as an in-kind donation or does the location charge a usage-fee?
- Is there parking?
- Is it free, or do people need to pay?
- Do you have clear directions to the site?
- How will you distribute directions to volunteers?
- Do you have signs up around the location that direct volunteers once they have arrived?
- If the venue is outside, do you have an alternative venue if weather is uncooperative, or plan for communicating a postponement?



PLANNING A SERVICE PROJECT

IMPLEMENTATION CHECKLIST (CONTINUED)

Check the box once you have addressed each potential problem:

Safety:

- What security are you providing?
- Are there any hazards to children (fireplaces, pools etc.)?
- If service is taking place in different locations, what is the common emergency number?
- Are you providing water, especially on hot days?
- Are you providing sunscreen?
- Are you providing insect repellent?
- Do you have a first aid kit?
- Do volunteers know the location of the first aid kit? Do volunteers know where to go if they are injured?

Food:

- Is food purchased or donated?
- Do you have plates, forks, knives etc.?
- What are your fundraising needs? Can you raise the money/in-kind donations needed? Do you have a plan that involves less money/goods in case less funds are raised than the goal?

Other:

- What is your transportation plan? Will people need a ride, particularly youth?
- Does the event conflict with other events going on that might limit your audience / volunteers?
- Are there any legal issues, such as permission forms, coverage for accidents, or accommodations for participants with a disability?
- Are there needs for donor recognition or a project commencement ceremony?
- Which funders, partners and others need to be recognized in materials and remarks?
- What tools or supplies are needed? Will you provide them or should volunteers bring them?



PLANNING A SERVICE PROJECT

IMPLEMENTATION WORKSHEET

Have you completed the Implementation Checklist? Yes No

Do changes need to be made to event plan? Yes No

Outline changes needed to volunteer implementation:

Outline changes needed to location:

Outline changes in activity plans for day:

Outline changes needed due to other concerns:



PLANNING A SERVICE PROJECT

MARKETING

WORKSHEET

Who is/are your audience(s) (i.e. middle school students, adults in community, donors):

Why will this event appeal to this audience?

Describe how you will market your project (web, request letters, fliers etc.):

Tell the story of your event to a potential volunteer or donor:

Do problems exist in the design that makes this event less marketable? (i.e. poor timing of the event, poor location) If YES, please list ways to improve upon design:

Prepare a short (1 minute) oral presentation of the event.
Focus on the one or two most important aspects of your project
given the short presentation time.



