

# Getting Youth Involved in Service

"Coming together is a beginning, staying together is progress, and working together is success."

-Henry Ford

## SORTING OUT PARTNERSHIPS

**Networking:** Sharing information

Elements: Open, Low commitment--low risk, Separate

Example: Volunteer Center puts a teacher on a mailing of youth volunteer opportunities

**Coordination:** Sharing information and altering activities for mutual benefit

Elements: Open, Low commitment--low risk, May be joint may be separate

Example: Two agencies planning schedule for service projects so they build off of one another and are not competing for volunteers. May schedule joint activities

**Cooperation:** Sharing resources, as well as information and altering activities for mutual benefit

Elements: Open, Higher commitment, Work together

Example: No one school can hire a Service Learning Coordinator, so two schools hire a service learning coordinator to find service opportunities for students at both schools

**Collaboration:** Sharing resources, information and altering activities to enhance the capacity of other partners for mutual benefit

Elements: Open, Very high commitment, Work hand-in-hand, Seek joint funding

Example: School and multiple agencies form a collaboration to engage young people as leaders. The new collaboration gets a grant to fund youth led projects with sponsoring agencies

## PREVENTIVE STRATEGIES TO MINIMIZE BARRIERS IN ESTABLISHING COLLABORATION

1. Keep the commitment and activities simple at first. Move through each stage of developing the collaboration only when members are ready.
2. Make clear communication a priority. Communicate with all members regularly and avoid assuming that the members are informed on collaboration business.
3. Spend time getting to know the other members. If most members do not know each other, schedule time for information sharing and team building at early meetings.
4. When new members join the collaboration, make an extra effort to include them in the social and business activities of the group. People who are new often remember the little acts of courtesy and hospitality that helped them feel welcomed.

5. Encourage members to be "up front" about their needs. Set up win/win situations so that members' needs can be met whenever possible.

6. Don't avoid turf issues and hidden agendas. Encourage negotiation and communication among member organizations that are in conflict. Bring in outside experts if necessary.

7. Develop clear roles for members and leaders. Develop written statements that document commitments expected of participants.

8. Plan activities that are fun. Celebrate the accomplishments of the collaboration. Recognize the contributions of the members and reward their accomplishments.

*Source: The Community Collaboration Manual, The National Assembly of National Voluntary Health and Social Welfare Organizations, 1993, p. 29.*

## CREATING YOUTH-ADULT PARTNERSHIPS DO'S AND DON'TS

### Youth

DO SPEAK UP!!!

DO invite adults to share skills, experiences and resources.

DO commit time and energy to do the work.

DO take responsibility seriously.

DO seek to involve other young people.

DON'T assume all adults will treat you like your parents treat you.

DON'T over commit yourself.

DON'T forget to ask questions.

DON'T forget that you ARE a young person.

### Adults

DO involve young people in the decision-making from the very beginning (before it's too late for them to be a part of a meaningful change).

DO include as many young people as possible.

DO listen...really listen to young people and be willing to learn from them.

DO provide young people with the information, training and support they need to succeed.

DO plan meetings where everyone feels welcome.

DON'T blame all young people for the actions of one young person.

DON'T ask youth to attend your meeting and then ignore the ideas they give you.

DON'T invite youth for image reasons.

DON'T schedule meetings at times when youth can't participate: during school, late at night, etc.

DON'T use youth as a "stamp of approval" (showing them a completed project and asking them to tell you they like it).

*Brought to you by the Washington Youth Voice Project and Project Service Leadership*

## PRACTICAL PITFALLS OF COLLABORATION

· Collaborating on tasks that don't require collaboration

· Underestimating how much time it takes to collaborate

· Lack of clarity in leadership

· "Turf" issues

· Leaving out key people or agencies

· Lack of a common vision

· Lack of agreed upon ground rules

· Lack of skill in working constructively with conflict

· Lack of appropriate incentives

*Adapted with permission from Empowerment Skills for Family Workers: A Worker Handbook by Christiana Dean, Cornell University, 1996.*

## WHO BENEFITS FROM YOUTH PARTICIPATION PROGRAMS?

### Youth

Young people who are involved in organizations and communities benefit in these ways:

- Positive status and stature in the community
- Increased self-esteem and broader career choices
- New skills and community leadership experiences
- A better understanding of diversity
- Sense of self-discipline and ability to manage their lives
- Better appreciation for the multiple roles adults play, such as coach, supporter and mentor

### Adults

Adults who form partnerships with young people benefit in these ways:

- Valuable human resources to help them in their work. Adults are relieved of the need to be responsible for everything.
- Enhanced sensitivity to the needs of youth so that they can plan programs and activities accordingly.
- Real appreciation for the creative energy that young people contribute to make programs successful.
- A positive view of young people.
- A better understanding of diversity.

*Taken with permission from the publication Participants in Partnership: Adults and Youth Working Together, New York State Youth Council.*

# 101 Ways to Help Others

- 1 Read with a child
- 2 Mow a lawn
- 3 Talk to a friend
- 4 Make a wish come true
- 5 Hold the elevator door
- 6 Change a tire
- 7 Let the other guy have your parking spot
- 8 Be a Crisis Line volunteer
- 9 Shovel someone's walk
- 10 Rake someone's yard
- 11 Smile at a stranger
- 12 Be a courteous driver
- 13 Help Special Olympics
- 14 Serve food at a homeless shelter
- 15 Be a Hospice volunteer
- 16 Be a pen pal
- 17 Sing a song
- 18 Pick up litter
- 19 Train Seeing Eye dogs
- 20 Tutor immigrants
- 21 Take a grade school class to a zoo
- 22 Adopt-a-Highway
- 23 Organize a neighborhood watch
- 24 Teach peer mediation
- 25 Make holiday greeting cards
- 26 Tell a joke
- 27 Call a friend
- 28 Sub for Santa
- 29 Start a community garden
- 30 Buy donuts for the office next door
- 31 Send a thank you note
- 32 Buy flags for your neighbors
- 33 Put money in a parking meter
- 34 Give clothes to a homeless shelter
- 35 Tend abused children
- 36 Wash a car
- 37 Visit a lemonade stand
- 38 Plant a tree
- 39 Recycle
- 40 Visit a sick neighbor
- 41 Give a tip
- 42 Read books to children at the library
- 43 Start a youth action council
- 44 Make dinner for a busy mom
- 45 Visit a nursing home
- 46 Groom your neighbor's dog
- 47 Take toys to shelters
- 48 Clean a park
- 49 Let someone in ahead of you
- 50 Be a tutor
- 51 Clean up graffiti
- 52 Build a bird feeder
- 53 Help someone in need
- 54 Wave at 5 strangers a day
- 55 Baby sit for free
- 56 Visit your grandparents
- 57 Pay the next guy's car wash
- 58 Bake bread for the school bake sale
- 59 Make a quilt for Primary Children's Hospital
- 60 Forgive
- 61 Do your brother's laundry
- 62 Read to the blind
- 63 Gather oral histories
- 64 Be a candy striper
- 65 Compliment a friend
- 66 Compliment a stranger
- 67 Send a birthday card
- 68 Make cookies, ring the doorbell and run
- 69 Be a friend
- 70 Be a teacher's aide
- 71 Send a sympathy card
- 72 Send flowers
- 73 Carry some boxes
- 74 Wash the windows
- 75 Serve breakfast in bed
- 76 Scrape off a windshield
- 77 Give correct change for the person ahead of you
- 78 Weed your neighbor's garden
- 79 Give blood
- 80 Stuff envelopes for a fundraiser
- 81 Help a lost dog
- 82 Be a Big Brother or Sister
- 83 Give to your favorite charity
- 84 Give to your neighbor's favorite charity
- 85 Restore wildlife habitat
- 86 Organize a water conservation program
- 87 Rehabilitate mountain trails
- 88 Help immunize infants
- 89 Help with Head Start
- 90 Setup activities for latchkey kids
- 91 Watch your neighbor's pets
- 92 Take your friend for a Coke
- 93 Get out and vote
- 94 Shine you dad's shoes
- 95 Be a lifeguard at the community pool
- 96 Adopt-a-Grandparent
- 97 Listen
- 98 Clean up your neighborhood
- 99 Bring home a box of chocolates
- 100 Have the new neighbors over for dinner
- 101 Call your volunteer center

## Volunteer Opportunities for Youth

### UNITED WAY . . . TOGETHER WE CAN DO MORE

*The United Way Volunteer Center improves the Quality of Life in Utah County by promoting effective service and connecting community members to volunteer opportunities that will have the greatest impact.*



### Children

Care for potentially abused children in the crisis nursery at **Family Support and Treatment**. Must attend one training, held every Tuesday at 4 p.m. or 6 p.m. A three-hour shift is requested each week. Contact Lexey at 229-1181 to get involved.

Minimum age: 16



Assist with childcare for children and siblings with disabilities (ages 0-3) at **Kids on the Move** while parents are in classes or support groups. Contact Kathy at 221-9300 to volunteer.

Minimum age: 16



Make a difference for youth in our community at the **Boys and Girls Club**. Assist with homework, reading, gym time and activities for children (ages 6-14). Contact Dianne at 370-4615 to get involved.

Minimum age: 18



The nutritional counseling program with **Women Infants and Children (WIC)**, needs volunteers to help with office work and data entry. They are also looking for volunteers to help with webpages and graphic design. For the Provo office contact Mindy at 851-7319, in Orem contact Janice at 851-7343.

Minimum age: 18



### Health/Homebound

Become certified to act in disaster situations by taking a Disaster Preparedness Course at the **American Red Cross**. You can also get trained on how to give and present Health & Safety Fairs. Contact Nancy at 373-8580.

Minimum age: 14



### Teach/Tutor

Be a tutor for Elementary age children who are falling behind in their reading level. Contact Laura at **Aspen Elementary School** at 224-4691, Teri at **Sharon Elementary** at 227-8733, Kathy at **Windsor Elementary** at 224-2124, or your local elementary school to volunteer.

Minimum age: 16

Promote literacy by tutoring adult students in basic reading and writing skills in English or Spanish at **Project Read**. To volunteer, contact Shauna at 852-6654.

Minimum age: 16

### Disabilities

Assist people with disabilities in therapeutic horseback riding lessons at **Courage Reigns**. Assist also with caring for horses, special events, photography and volunteer recruitment. Contact Vickie at 756-8900.

Minimum age: 12

Improve the life of individuals with disabilities by volunteering at the **Utah State Developmental Center**. Play games, read or provide entertainment such as singing or movies. Join them at their Wednesday night dances! For more information contact Sherilyn at 763-4008.

Minimum age: 16

Teach classes on art, languages, cooking, or musical instruments to individuals with disabilities, help with activities and field trips, or serve food at **Recreation and Habilitation Services (RAH)**. Contact Cheryl at 374-8074.

Minimum age: 14



### **Homeless/Low Income**

Hold a scavenger hunt! Collect toothpaste, napkins, hand soap, diapers, toilet paper, paper towels, canned and dried food. Sort food into boxes for families in our community for the **Timpanogos Regional Food Bank**. Contact Becky at 373-8200.  
Minimum age: 12

Collect household items such as a refrigerator, beds, bedding and donate to families that don't have them. Volunteers are also needed to deliver food packages to families the last Friday of each month for the **Migrant Head Start**. Contact Marliyn at 798-8922.  
Minimum age: 14

The **Food and Care Coalition** is looking for volunteers to help make and/or donate sack lunches for homeless/low income families and individuals. Contact Nancy, for more information, at 373-1825.  
Minimum age: 12

### **Maintenance/Cleaning**

Enjoy the outdoors while cleaning around the office building or doing yard work for **Community Action**. Contact Gwen at 373-8200.  
Minimum age: 12

Help with yard work and window washing for an agency that provides services for disabled infants and toddlers and their families at **Kids On The Move**. Call Kathy at 221-9930 for more information.  
Minimum age: 12.

Paint interior or outside of the building and help with landscaping at **Recreation and Habilitation Services (RAH)**. Call Cheryl at 374-8074.  
Minimum age: 12

Help with gardening and grounds planting at the **Utah State Developmental Center**. Call Sherilyn at 763-4008.  
Minimum age: 12

Various agencies are looking for volunteers to clean around office buildings or do yard work. For more information, please call **Volunteer Services** at 373-8108.  
Minimum age: 12

### **Seniors/Elderly**

Be adopted by a grandparent living in a rest home! Spend at least one hour each week visiting an elderly person. Volunteers can visit, read, help write letters or play games. For more information on care centers in your area, contact the **United Way Volunteer Center** at 373-8108.  
Minimum age: 12

Assist seniors in the Alzheimer unit. Volunteers can sing, read, play bingo or help with other activities. Contact Lorna at **Skilled Nursing Facility**. 374-1468,  
Minimum age: 14

### **Clerical**

The **Parent Education Resource Center** is looking for volunteers to help with various clerical duties and with mending educational materials for the Alpine School District. Contact Myrna at 229-7390.  
Minimum age: 16

**Utah Legal Services** needs help with answering phones and typing, as well as help working with victims of domestic violence. Contact Keri at 375-6766.  
Minimum age: 18

### **Miscellaneous**

Work once a week at your local library. Help with shelving and mending books, or with the children's reading program and story hour. Contact the following: Orem 229-7376 (Sharon). Pleasant Grove 785-3950 (April). Provo 852-6650 (Cheryl). Springville 489-2720 (Lynette).  
Minimum age: 14

Participate with set up, fund raising, and distribution at an event such as Walk America with the **March of Dimes**. Call 877-881-9255 to find out more.  
Minimum age: 16

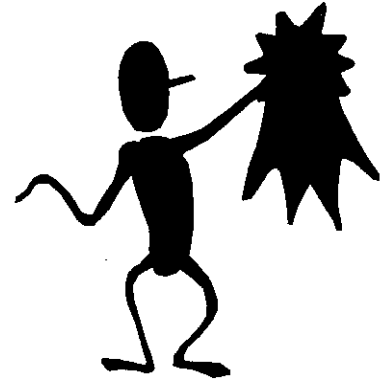
Volunteer at the **SCERA**. Opportunities include handing out programs, ushering, cashiering, providing concessions, providing technical support and productions. Contact April at 255-2569 to get involved.  
Minimum age: 16

# 101 WAYS TO GIVE RECOGNITION TO VOLUNTEERS

Continuously, but always inconclusively, the subject of recognition is discussed by directors and coordinators of volunteer programs. There is great agreement as to its importance but great diversity in its implementation.

Listed below are 101 possibilities gathered from hither and yon. The duplication at 1 and 101 is for emphasis. The blank at 102 is for the beginning of your own list.

I think it is important to remember that recognition is not so much something you do as it is something you are. It is a sensitivity to others as persons, not a strategy for discharging obligations.



1. Smile.
2. Put up a volunteer suggestion box.
3. Treat to a soda.
4. Reimburse assignment related expenses.
5. Ask for a report.
6. Send a birthday card.
7. Arrange for discounts.
8. Give service stripes.
9. Maintain a coffee bar.
10. Plan annual ceremonial occasions.
11. Invite to staff meeting.
12. Recognize personal needs and problems.
13. Accommodate personal needs and problems.
14. Be pleasant.
15. Use in an emergency situation.
16. Provide a baby sitter.
17. Post Honor Roll in reception area.
18. Send a Thanksgiving Day card to the volunteer's family.
19. Provide a nursery.
20. Say "Good Morning."
21. Greet by name.
22. Provide good pre-service training.
23. Help develop self-confidence.
24. Award plaques to sponsoring group.
25. Take time to explain.
26. Be verbal.
27. Motivate agency VIPs to converse with them.
28. Hold rap sessions.
29. Give additional responsibility.
30. Afford participation in team planning.
31. Respect sensitivities.
32. Enable to grow on the job.
33. Enable to grow out of the job.
34. Send newsworthy information to the media.
35. Have wine and cheese tasting parties.
36. Ask client-patient to evaluate their work-service.
37. Say "Good Afternoon."
38. Honor their preferences.
39. Create pleasant surroundings.
40. Welcome to staff coffee breaks.
41. Enlist to train other volunteers.
42. Have a pct their wishes.
43. Give informal teas.
44. Keep challenging them.
45. Send a public reception.
46. Take time to talk.
47. Defend against hostile or negative staff.
48. Make good plans.
49. Commend to supervisory staff.
50. Send a valentine.
51. Make thorough pre-arrangements.

52. Persuade "personnel" to equate volunteer experience with work experience.
53. Admit to partnership with paid staff.
54. Recommend to prospective employer.
55. Provide scholarships to volunteer conferences or workshops.
56. Offer advocacy roles.
57. Utilize as consultants.
58. Write them thank you notes.
59. Invite participation in policy formulation.
60. Surprise with coffee and cake.
61. Celebrate outstanding projects and achievements.
62. Nominate for volunteer awards.
63. Have a "Presidents Day" for new presidents of sponsoring groups.
64. Carefully match volunteer with job.
65. Praise them to their friends.
66. Provide substantive in-service training.
67. Provide useful tools in good working condition.
68. Say "Good Night."
69. Plan staff and volunteer social events.
70. Be a *real*/person.
71. Rent billboard space for public praise.
72. Accept their individuality.
73. Provide opportunities for conferences and evaluation.
74. Identify age groups.
75. Maintain meaningful file.
76. Send impromptu fun cards.
77. Plan occasional extravaganzas.
78. Instigate client planned surprises.
79. Utilize purchased newspaper space.
80. Promote a "Volunteer-of-the-Month" program.
81. Send a letter of appreciation to employer.
82. Plan a "Recognition Edition" of the agency newsletter.
83. Color code name tags to indicate particular achievements (hours, years, unit, etc.).
84. Send commendatory letters to prominent public figures.
85. Say "We missed you."
86. Praise the sponsoring group or club.
87. Promote staff smiles.
88. Facilitate personal maturation.
89. Distinguish between group and individuals in the group.
90. Maintain safe working conditions.
91. Adequately orient.
92. Award special citations for extraordinary achievements.
93. Fully indoctrinate regarding the agency.
94. Send Holiday cards.
95. Be familiar with the details of the details of assignments.
96. Conduct community-wide, cooperative, inter-agency recognition events.
97. Plan a theater party.
98. Attend a sports event.
99. Have a picnic.
100. Say "Thank You."
101. Smile.
102. ?????

By Vern Lake, Volunteer Services Consultant Minnesota Department of Public Welfare



Developed by Youth Outreach