APPENDIX H

INTERVIEW PROTOCOL: YOUTH LEADERSHIP AND COMMUNITY SERVICE

Public reporting burden for this collection of information is estimated to average 60 minutes per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information to Eileen Pederson, U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Evaluation, Room N-5641, 200 Constitution Avenue, NW, Washington, DC 20210. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is xxxx-xxxx. Expiration Date xx/xx/20xx.

VIII. Youth Leadership and Community Service

Name of site:
Site code:
Name of site visitor:
Date of site visit:
Name of respondent(s) and titles:

Staff Background (gather from each staff member participating in session)

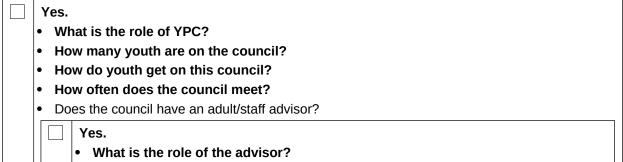
Describe your background and role in the organization:

- Title
- # of years at YouthBuild
- Experience working with at-risk youth
- Similarity between own background and youths'
- Degree/credentials/certifications
- Role/s in the organization
- How do you balance responsibilities between these roles?
- Other

Youth Leadership

 1. Do youth have leadership opportunities in your program?
Yes.
Describe:
No.
Why not?

2. Does this program have a formal youth policy council (YPC)/youth advisory council?



□ No.
What issues or topics does the youth policy council address?
• Give an example of the most recent issue that the YPC addressed.
• Explain as needed:
No.
Why not?

3. Do you rely on youth leaders to help their peers in the classroom or worksite?

Yes.
 What are youths' roles? Check all that apply.
Crew leader at worksite.
Tool maintenance lead.
Safety supervisor.
Peer mentors.
Classroom tutor.
Facilitate meetings.
Lead class activities.
Other, specify.
Additional comments.
No.
Why not?

4. Do youth have leadership roles outside the YouthBuild program?

١	res.		
•	Wh	at are their roles? Check all that apply and describe.	
		Speak at public events to advocate for YouthBuild.	
		Attend public meetings.	
		Other, specify.	
ſ	No.		

5. Do you offer leadership classes?

Y	es.
•	When is it offered in the program cycle?
•	How long do the classes last?
•	How many instructors in the class?
•	How many students typically in a class?
•	What topics are covered in the leadership class? Check all that apply and describe.
	Conflict resolution.

	Parenting.	
	Public speaking.	
	Work ethic.	
	Other, specify.	
No.		

6. Do youth leaders get incentives for serving as leaders in the organization?

Yes.		
What are these incentives?		
 Are there rules around receiving incentives? 		
No.		

- 7. In what other ways do youth practice their leadership in the program?
- 8. Other Comments:

Community Service

	9. L	Do youth participate in community service activities at this site?
1	Yes.	
•	ls cor	mmunity service a required component of the program?
		Yes.
		How many hours are they required to participate in community service?
		Are there requirements for how the community service hours are spent?
		Yes, describe.
		□ No.
		No.
ſ	No.	

10. Do youth receive a stipend for participating in community service?

Yes.	
How much?	
What are the rules around receiving stipend?	
No.	

11. Does this program receive an Americorps grant?

Yes.
How much is the grant?

• Dur	ation of grant (in months)?
	at are the requirements of the grant (e.g. youth must participate in community rice, receive educational activities)?
What	t does the Americorps grant pay for?
	Staff person to coordinate community service projects.
	% time responsible for community service projects.
	Supportive services related to community services events (e.g., food, supplies, materials).
	Fieldtrips.
	Other, specify.
	s the Americorps grant enable the program to sponsor community service vities?
	Yes, describe.
	No.
No.	
Doe	s the program have staff dedicated to organize community service projects?
	Yes.
	What is the staff's role with regard to the community service projects?
	 Does the staff have other roles in the organization? Explain.
	No.

12. How often do youth participate in community service?

Annually.
Monthly.
Weekly.
Ongoing.
Other, specify.

Team Building

- 13. How does the program create a safe space for youth (i.e., provide team building activities)
- 14. What other ways does the program provide opportunities for youth to get to know one another?

Challenges and Lessons Learned

15. What are the major challenges in the following areas:

Providing community service projects.

Promoting youth leadership at this site.

16. What are lessons learned in the following areas:

Providing community service projects.

Promoting youth leadership at this site.

17. Other comments