

# **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)*

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*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

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**1. Do youth have leadership opportunities in your program?**

<input type="checkbox"/>	Yes. • Describe:
<input type="checkbox"/>	No. • Why not?

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

<input type="checkbox"/>	Yes. • What is the role of YPC? • How many youth are on the council? • How do youth get on this council? • How often does the council meet? • Does the council have an adult/staff advisor?
<input type="checkbox"/>	Yes. • What is the role of the advisor?

<input type="checkbox"/>	No.
<ul style="list-style-type: none"> <li>• What issues or topics does the youth policy council address?</li> <li>• Give an example of the most recent issue that the YPC addressed.</li> <li>• Explain as needed:</li> </ul>	
<input type="checkbox"/>	No. <ul style="list-style-type: none"> <li>• Why not?</li> </ul>

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

<input type="checkbox"/>	Yes. <ul style="list-style-type: none"> <li>• What are youths' roles? Check all that apply.</li> </ul> <table border="1" style="width: 100%;"> <tr><td style="width: 5%; text-align: center;"><input type="checkbox"/></td><td>Crew leader at worksite.</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Tool maintenance lead.</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Safety supervisor.</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Peer mentors.</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Classroom tutor.</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Facilitate meetings.</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Lead class activities.</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Other, specify.</td></tr> </table> <ul style="list-style-type: none"> <li>• Additional comments.</li> </ul>	<input type="checkbox"/>	Crew leader at worksite.	<input type="checkbox"/>	Tool maintenance lead.	<input type="checkbox"/>	Safety supervisor.	<input type="checkbox"/>	Peer mentors.	<input type="checkbox"/>	Classroom tutor.	<input type="checkbox"/>	Facilitate meetings.	<input type="checkbox"/>	Lead class activities.	<input type="checkbox"/>	Other, specify.
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<input type="checkbox"/>	No. <ul style="list-style-type: none"> <li>• Why not?</li> </ul>																

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

<input type="checkbox"/>	Yes. <ul style="list-style-type: none"> <li>• What are their roles? Check all that apply and describe.</li> </ul> <table border="1" style="width: 100%;"> <tr><td style="width: 5%; text-align: center;"><input type="checkbox"/></td><td>Speak at public events to advocate for YouthBuild.</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Attend public meetings.</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Other, specify.</td></tr> </table>	<input type="checkbox"/>	Speak at public events to advocate for YouthBuild.	<input type="checkbox"/>	Attend public meetings.	<input type="checkbox"/>	Other, specify.
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<input type="checkbox"/>	Attend public meetings.						
<input type="checkbox"/>	Other, specify.						
<input type="checkbox"/>	No.						

**5. Do you offer leadership classes?**

<input type="checkbox"/>	Yes. <ul style="list-style-type: none"> <li>• When is it offered in the program cycle?</li> <li>• How long do the classes last?</li> <li>• How many instructors in the class?</li> <li>• How many students typically in a class?</li> <li>• What topics are covered in the leadership class? Check all that apply and describe.</li> </ul> <table border="1" style="width: 100%;"> <tr><td style="width: 5%; text-align: center;"><input type="checkbox"/></td><td>Conflict resolution.</td></tr> </table>	<input type="checkbox"/>	Conflict resolution.
<input type="checkbox"/>	Conflict resolution.		

<input type="checkbox"/>	<input type="checkbox"/> Parenting.
	<input type="checkbox"/> Public speaking.
	<input type="checkbox"/> Work ethic.
	<input type="checkbox"/> Other, specify.
<input type="checkbox"/> No.	

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

<input type="checkbox"/> Yes.
<ul style="list-style-type: none"> <li>• What are these incentives?</li> <li>• Are there rules around receiving incentives?</li> </ul>
<input type="checkbox"/> No.

**7. In what other ways do youth practice their leadership in the program?**

**8. Other Comments:**

## Community Service

**9. Do youth participate in community service activities at this site?**

<input type="checkbox"/> Yes.					
<ul style="list-style-type: none"> <li>• Is community service a required component of the program?</li> </ul> <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> Yes.</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• How many hours are they required to participate in community service?</li> <li>• Are there requirements for how the community service hours are spent?</li> </ul> <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> Yes, describe.</td> </tr> <tr> <td><input type="checkbox"/> No.</td> </tr> </table> </td> </tr> <tr> <td><input type="checkbox"/> No.</td> </tr> </table>	<input type="checkbox"/> Yes.	<ul style="list-style-type: none"> <li>• How many hours are they required to participate in community service?</li> <li>• Are there requirements for how the community service hours are spent?</li> </ul> <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> Yes, describe.</td> </tr> <tr> <td><input type="checkbox"/> No.</td> </tr> </table>	<input type="checkbox"/> Yes, describe.	<input type="checkbox"/> No.	<input type="checkbox"/> No.
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<input type="checkbox"/> No.					
<input type="checkbox"/> No.					
<input type="checkbox"/> No.					

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

<input type="checkbox"/> Yes.
<ul style="list-style-type: none"> <li>• How much?</li> <li>• What are the rules around receiving stipend?</li> </ul>
<input type="checkbox"/> No.

**11. Does this program receive an Americorps grant?**

<input type="checkbox"/> Yes.
<ul style="list-style-type: none"> <li>• How much is the grant?</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Duration of grant (in months)?</b></li> <li>• <b>What are the requirements of the grant (e.g. youth must participate in community service, receive educational activities)?</b></li> <li>• <b>What does the Americorps grant pay for?</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 5%;"><input type="checkbox"/></td> <td><b>Staff person to coordinate community service projects.</b> <ul style="list-style-type: none"> <li>• % time responsible for community service projects.</li> </ul> </td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Supportive services related to community services events (e.g., food, supplies, materials).</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Fieldtrips.</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Other, specify.</b></td> </tr> </table> </li> <li>• <b>Does the Americorps grant enable the program to sponsor community service activities?</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 5%;"><input type="checkbox"/></td> <td><b>Yes, describe.</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>No.</b></td> </tr> </table> </li> </ul>	<input type="checkbox"/>	<b>Staff person to coordinate community service projects.</b> <ul style="list-style-type: none"> <li>• % time responsible for community service projects.</li> </ul>	<input type="checkbox"/>	<b>Supportive services related to community services events (e.g., food, supplies, materials).</b>	<input type="checkbox"/>	<b>Fieldtrips.</b>	<input type="checkbox"/>	<b>Other, specify.</b>	<input type="checkbox"/>	<b>Yes, describe.</b>	<input type="checkbox"/>	<b>No.</b>
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<input type="checkbox"/>	<b>No.</b>												
<input type="checkbox"/>	<p><b>No.</b></p> <ul style="list-style-type: none"> <li>• <b>Does the program have staff dedicated to organize community service projects?</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 5%;"><input type="checkbox"/></td> <td><b>Yes.</b> <ul style="list-style-type: none"> <li>• <b>What is the staff's role with regard to the community service projects?</b></li> <li>• <b>Does the staff have other roles in the organization? Explain.</b></li> </ul> </td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>No.</b></td> </tr> </table> </li> </ul>	<input type="checkbox"/>	<b>Yes.</b> <ul style="list-style-type: none"> <li>• <b>What is the staff's role with regard to the community service projects?</b></li> <li>• <b>Does the staff have other roles in the organization? Explain.</b></li> </ul>	<input type="checkbox"/>	<b>No.</b>								
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<input type="checkbox"/>	<b>No.</b>												

**12. How often do youth participate in community service?**

<input type="checkbox"/>	<b>Annually.</b>
<input type="checkbox"/>	<b>Monthly.</b>
<input type="checkbox"/>	<b>Weekly.</b>
<input type="checkbox"/>	<b>Ongoing.</b>
<input type="checkbox"/>	<b>Other, specify.</b>

**Team Building**

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**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**

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

<b>Providing community service projects.</b>
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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**