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Application Due By: September 17, 2007

If there are any additional questions concerning this project, please contact the Department of Community Programs of the City of Little Rock at (501) 399-3420 or log on to the City of Little Rock website at www.littlerock.org.



Date July 25, 2007

Dear Team Leaders:

We invite you and your group to join *1,000 youth* from the Little Rock area to participate in a day of Youth Service Projects on Oct 27, 2007!

Enclosed is a **Starter Kit** with all of the materials you will need to successfully complete your application, publicize the event with your youth group, and recruit volunteers. We have no doubt your volunteer efforts will positively impact the lives of many in our community, including your own. Please share the relevant information with your youth group.

Who is to participate? The constant theme is about youth designing, planning, implementing and evaluating the day of service. The event will take place on Oct 27, 2007 from 8:30-1p.m. Youth participating must be between the ages of 12 and 18 and the projects will vary according to the community need and the interests of the youth. Projects will range from outdoor landscape work to one-on-one outreach to the elderly and disabled.

Please carefully review the materials and call me at the City of Little Rock, Community Programs at (501)-399-3420 if you have questions. The **Starter Kit** is also available on the City of Little Rock website at www.littlerock.org.

Thank you for giving your time to help others. We look forward to working with you!

Sincerely,

Youth Coordinators

W.J. Monagle
Administrative Coordinator
Department of Community Programs
City of Little Rock
500 West Markham Room 220W
Little Rock, AR 72201
Office Hours: Monday-Friday 8am-5pm
Office: (501)-399-3420
Fax: (501)-399-3425
www.littlerock.org

Sierra Welch

Vakeyia Dulaney

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Starter Kit Checklist

The contents in this packet are to help guide youth groups in designing a successful project and selecting a service site where they can make a positive difference on October 27, 2007.



First Step - Thinking:

To begin your service project planning, work with members of your youth group to determine which community issues interest you. What needs exist in your community that you would like to help address? Next, identify a project you can complete within five hours. Then glance at the attached Service Site Menu to see if your project matches the need of any of the Service Sites who have agreed to host a youth group to work at their site.



Second Step – Choosing & Making Contact:

Using the information you gathered from the first step, schedule a time for the Youth Team Leader and Adult Team Leader to meet with the service site. Arrange a meeting time that is convenient for your service site. Please call W.J. Monagle at (501)399-3420, if you need any assistance in selecting a site.



Third Step – Working out the Details and Signing the Agreement

At the end of the meeting with your service site, be sure to get a list of materials you will need to include in your Application. Also complete the **Service Site Agreement – the Youth Team Leader and Service Site Contact must complete. This signed agreement must go with your completed Youth Service Project Application.**



Fourth Step – Complete Your Service Project on October 27th, Celebrate, AND Evaluate

Join us at P.A.R.K. at the end of the day to CELEBRATE. For More Information contact:

W.J. Monagle

Department of Community Programs
City of Little Rock
500 West Markham Room 220W
Little Rock, AR 72201
Office Hours: Monday-Friday 8am-5pm
Fax: (501)-399-3425
Office : (501)-399-3420
www.littlerock.org

FACT SHEET



“1 Day - 1000 Youth - 1 Community” is a Youth Service Day Project to facilitate 1,000 young people, ages 12-18, from youth groups around the Little Rock area on Oct. 27, 2007. The youth will work with neighbors and local agencies to design and implement a half day project. The day will end with a Celebration at P.A.R.K for all participants!

This Youth Service Day Project is funded by America’s Promise Alliance and the City of Little Rock, which recognizes outstanding community-wide efforts focused on improving the well-being of youth. From more than 1,250 communities across the country, the City of Little Rock was named one of the America’s Promise Alliance’s 100 Best Communities for Young People in 2007. The competition inspires cities to create partnerships and take action to meet the challenges facing young people. The purpose of the America’s Promise Alliance is to recognize community-based efforts to deliver the [Five Promises](#); caring adults, safe places, a healthy start, effective education, and opportunities to help others.

As a result of being one of the 100 Best Communities for Young People, the City of Little Rock received a grant to launch this Youth Service Day. *1 Day-1000 Youth-1 Community* is coordinated by the City of Little Rock in partnership with the United Way, the Little Rock School District, UALR Children International, City Year Little Rock, 4-H, LA CASA, P.A.R.K (Positive Atmosphere Reaches Kids), New Futures for Youth, Youth Diversity Councils, Promiseland Ministries, Arkansas Museum of Discovery, Bank of the Ozarks, Hoover United Methodist Church, Dunbar Community Garden and many others that were included in the 2007 application for 100 Best Communities for Young People.

When your youth organization expresses an interest to participate on October 27, 2007, you will receive a Youth Service Day Starter Kit consisting of the following: an application, posters, and information to guide the planning, recruiting, and implementing of your service project. The Starter Kit will provide a list of service sites where youth may choose to work with or they may work with their community to develop an independent service project. The Starter Kit and Application are available at www.littlerock.org or you can call City of Little Rock’s Department of Community Programs at (501)-399-3420 to request a copy.

Remember

- Youth must be 12-18 years of age
- Only youth groups in Little Rock may apply and individuals will be placed accordingly
- Service sites must be within the Little Rock area
- Projects must be completed within the 8:30-1 p.m. time on October 27th
- Youth groups may apply for up to \$300 to cover materials and supplies for their projects
- Application deadline is September 17, 2007
- Approved applications will be contacted by October 8, 2007



FREQUENTLY ASKED QUESTIONS:

1. In the application packet you refer to a service site and an organization, what is the difference?

A. A service site is the place where the volunteer work will take place. The organization is where the youth groups will come from.

2. How can my organization be involved?

A. Fill out the Application Packet that is provided and return to us by September 17, 2007.

3. Can I volunteer even if I am not a part of a group?

A. Yes. You will be matched with a group or placed at a volunteer site.

4. How will youth get to and from sites?

A. If your organization is unable to provide transportation for your youth, then the City of Little Rock will arrange transportation for your organization.

5. Is my youth organization responsible for any supplies?

A. First, fill out a list of supplies (See Application Packet). We encourage the service sites to provide needed supplies if it is possible. If it is not possible, then youth groups will fill out a supply list for up to \$300 of materials and supplies.

6. Is there a minimum limit to the amount of volunteers a site can have?

A. Yes. A site should have a minimum of 25 volunteers.

7. Can our youth group participate if we less than 25 volunteers?

A. Yes. Smaller youth groups will be matched with other smaller groups and will work together on an approved project.

8. Can a youth group from an organization volunteer at their own site?

A. Yes. If the site meets all of the criteria listed in the Application. The site's youth must complete the application to become a volunteer group. We prefer that everyone try to reach out to other organizations, but as long as a site meets the requirements then, yes, the group can.



APPLICATION Youth Service Project

"1 Day - 1,000 Youth - 1 Community", Youth Service Day Project is funded by the America's Promise Alliance and coordinated by the City of Little Rock in partnership with UALR Children International, P.A.R.K., and many others. We invite you to join us on October 27, 2007 for a day of service designed and led by youth!

The Youth Service Day invites 1,000 young people, age 12-18, from Little Rock to work with neighbors and local agencies to design and implement a half-day project. Youth groups may select a service site from the enclosed Service Site Menu or create their own service project. The day will end with a Celebration at P.A.R.K. for all participants.

Here is how it works! Youth groups will submit a completed application by **September 17, 2007**. A panel of representatives from the City of Little Rock and community will review and approve applications. The approved applicants will be notified by **October 8, 2007**.

CRITERIA for Proposal:

- Project benefits the Little Rock community
- **Designed and Implemented by Youth**
- Approved and supported by Service Site
- Able to complete within five hours on October 27, 2007
- Request for supplies and materials **CAN NOT** exceed \$300
- Submitted Application Packet to include: Application, Supply List, Signed Service Site Agreement, and Youth Team Leader Agreement

Name of Adult Team Leader: _____

Telephone () _____ () _____ Email _____
Work Mobile

Name of Youth Team Leader: _____

Telephone () _____ () _____ Email _____
Home Mobile

Name of Youth Organization: _____

Address: _____
Street City Zip code

Telephone: () _____ Website _____



Application Youth Service Project

DIRECTIONS: Your proposal must be typed following the format listed below. Your Application CANNOT exceed two typed pages. Attach your signed Service Site Agreement, Supply List, and Youth Team Leader Agreement to the back of your completed Application.

Please check one: Our Youth Group has selected a site from the Service Site Menu
 Our Youth Group is designing our own project

1. **Service Project Design:** Provide one page describing your project in detail. Tell us how your project will meet a need in the community, the Service Site or organization you are working with, how you will recruit youth to participate, and how youth will be involved in the design of this project. Attach any drawings of the project or volunteer recruitment flyers.

2. **Service Project Goal:** Provide one to two sentences about the goal of your service project. For example: *The goal of the service project with Children International is to invite 25 youth to design and complete a mosaic wall on an existing playground serving neighborhood children.*

3. **Service Project Timeline:** Provide a timeline of your project. Include dates such as planning meetings, volunteer orientation, and the date you will implement the project.

4. **Create Supply List:** Develop a detailed supply list by completing the list provided on the back of this sheet. You will need to work with your service site to determine what you will need and if they are willing to donate any supplies.

5. **Service Project In-kind:** If other organizations are contributing funds to help with supplies or they are donating supplies, please list the name of the organization contact, their phone number, and what they will contribute.

6. We will provide t-shirts for all youth who participate on October 27th as well as the Adult Team Leader. Please place the quantity needed in the space below.

Youth T-shirt size: S ____ M ____ L ____ XL ____ XXL ____ XXXL ____

Adult T-shirt size: S ____ M ____ L ____ XL ____ XXL ____ XXXL ____

7. Does your youth organization need help with transportation on October 27th? Yes ____
No ____



Supplies/ Materials

Please be sure to list all supplies needed and indicate all donated supplies.

<u>Items</u>	<u>Quantity</u>	<u>Donated Yes/No - By Whom</u>
--------------	-----------------	-------------------------------------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.



Service Site Menu

Below is a list of organizations who have agreed to serve as a service site for the "1 Day - 1000 Youth - 1 Community" on October 27, 2007. The volunteer sites are committed to work with your youth group to describe the needs that exist at their site and assist your youth group in planning and implementation of the project. Your youth group may select one of the sites below or design a project that meets a need in your community. The adult team leader and the youth team leader will set up a meeting with the volunteer site. The Service Site Agreement form needs to be completed and returned with your application.

Helping Hand
Contact: Sister Doris Moore
1601 Marshall St.
Little Rock, AR 72202
(501)372-4388
www.helpinglittlepaws.com

SCAT (Senior Citizens Activities Today)
Contact: Jinjer James Green
1800 Broadway Parris Towers
Little Rock, AR 72206
(501)374-0123
www.manta.com/

Rice Depot
Contact: Hannah Halfhill
3801 W. 65th Street
Little Rock, AR 72209
(501) 565-8855 fax (501) 565-8941
www.ricedepot.org

Arkansas Food Bank Network
Contact: Virginia Zuco
8121 Distribution Drive
Little Rock, AR 72209
(501)565-8121 or (877)565-812
www.arkansasfoodbank.org

Our House Shelter Director
Contact: Georgia Mjartan
302 East Roosevelt Rd.
Little Rock, AR 72206
(501)374-7383
www.ourhouseshelter.org/

Department of Housing & Neighborhood Programs
Contact: Sheila Reynolds
500 St. Suite 120
West Little Rock 72201-3904
(501)371-4685 fax (501)399-3461
www.littlerock.org/

Arkansas Enterprises for the Developmentally Disabled Inc.
Contact: Suzanne Wisdom
1300 West 18th St.
North Little Rock, AR, 72114
(501)562-6579 fax (501)666-2113
www.aeddinc.org

Dunbar Garden Project
Contact: Sylvia Blain
1800 S. Chester St.
Little Rock, Arkansas 72206
(501)529-8520
auger-ar.org

Oak Forest Community Garden
Contact: Debbie S. Dillard-Preston
25th and S. Monroe Street
Little Rock, AR 72204
501-603-9544 or 501-663-6550

UALR Children International
Contact: Cheryl Chapman
2510 Fair Park
Little Rock, AR 72204
(501)663-5541 fax (501)663-5631
www.ualr.edu/children

Watershed Human & Community Development Agency
Contact: Reverend Hezekiah Stewart
3701 Springer Blvd.
Little Rock, AR 72206
(501)378-0176



Service Site Agreement

This agreement outlines the value and support of volunteers who serve on behalf of the Youth Service Project Day coordinated by the City of Little Rock and local partners. We sincerely appreciate your service commitment, and we are committed to help make this a rewarding learning experience for young people in Little Rock.

I. Youth Team Leader

I, _____ of _____ agree to serve as a
 (Team Leader) (Name of Organization)

youth team leader for the volunteers from _____ and to commit
 (Name of Organization)

the following:

- To perform my volunteer duties to the best of my ability.
- To adhere to agency rules and procedures, including record keeping and confidentiality issues.
- To meet time and duty commitments to provide adequate notice so the agency can make alternate arrangements.

II. Service Site Agency

I, _____ at _____ agree to accept the services of
 (Agency Director) (Agency)

_____ youth and agree to commit the following:
 (Organization)

- To respect the skills, dignity and individual needs of the volunteer.
- To be receptive to youth comments about ways to better accomplish our respective tasks.
- To provide a description of the volunteer project, training, supervision, and ongoing feedback about the volunteers' performance.

III. Approval

 (Team Leader)

 (Date)

 (Agency Director)

 (Date)



Guidelines For Adult Team Leader

The Adult Team Leader plays a critical role in keeping the project on track and ensuring a smooth and successful project. The Adult Team Leader is responsible for making sure that all of the required materials are ordered, the Youth Service Project Application is completed and submitted on time, serves as a mentor to youth throughout the course of the project, assists in creating or selecting a project, helps set up meetings with the service site, and completes the application packet. The Adult team leader is also responsible for preparing sign in sheets and reporting volunteer hours. The Adult Team Leader must attend a brief orientation session with project organizers and a debriefing meeting after October 20th.

Name of Adult Team Leader: _____

Name of Organization: _____

Address: _____

Phone Number: _____
Work Home Cell

Email: _____

As an Adult Team Leader, I agree to the above role and responsibilities:

Signature, Adult Team Leader

Date