

APPLICATION KIT

BECOMING A FEDERATION LOCAL YOUTH IN CARE NETWORK

THIS WAY

!
**YOUTH
NETWORKING
AHEAD**

FBCYIGN LOCALS



TOGETHER WE'RE STRONGER

1ST EDITION

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WELCOME

We are so excited that you are interested in becoming a Federation Local! By becoming one of our Locals, you are joining a movement to help improve the lives of BC youth in/from care. It is so important for us to unite and create a collective voice to identify and address the issues affecting youth in/from care!

TOGETHER WE'RE STRONGER!!!!

All groups interested in becoming a Local of the Federation of BC Youth in Care Networks (Federation) are asked to complete all five sections of this application kit.

THE FIVE SECTIONS ARE:

1. Getting Prepared
2. Dreaming Big
3. Discovering Hidden Gems
4. Building Your Foundation
5. Sharing Your Details

It is hard work to keep a Local running and we hope that this application process will help communities discover that they have the skills, resources, and commitment needed to run a Local. If you have questions or need help, please don't hesitate to contact us.

Yours in Networking,

the A-Team

The A-Team

SECTION ONE : GETTING PREPARED

This section of the Application Kit is designed to help you create a strong team that will be able to work with you to complete the application process. It provides information on how to make effective decisions, create a positive, safe working environment, and how to run effective meetings.

To help you create a great experience for everyone involved in completing the application kit, we strongly encourage you to take an appreciative approach. This means focusing on the strengths that everyone brings to the table as well as the positives like what is working, what opportunities exist, and areas to grow. For more information about how to take an appreciative approach, please check out the following resource:

<http://heartwood.ns.ca/tools/AppreciativeApproach.pdf>

Building on the strengths of everyone allows you to create a strong team. It is important to give everyone a chance to get to know each other and discover ways to participate in the process. A really great way to do this is to use games and interactive activities. For more information about how to do this, please check out the following resource:

http://www.unssc.org/home/sites/unssc.org/files/games_and_exercises.pdf

One of the key tools you can use to support a safe and positive working environment is creating group guidelines (community standards). This allows the group to identify all the things that need to be in place for everyone to get along and work together. It also gives you something to come back to if the group's dynamics (behaviour) starts to become unproductive or unsafe. For more information about this, please check out the following resources:

FBCYICN Code of Conduct – <http://fbcyicn.ca/wp-content/uploads/2010/03/Code-of-Conduct.pdf>

Community Standards – <http://heartwood.ns.ca/tools/CommunityStandards.pdf>

It can also be helpful to know a little bit about the stages of group development. This can provide you with a way to understand the dynamics of your group and how to encourage positive dynamics. The stages of group dynamics are:

- Forming
- Storming
- Norming
- Performing
- Re-Storming
- Transforming

For more information about this, please check out the following resource:

<http://heartwood.ns.ca/tools/GroupDevelopment.pdf>

Now that you have a strong team and various tools to support them, you will need to figure out how your group is going to make decisions. There are lots of different methods groups use to make decisions, but the two main ways are:

1) CONSENSUS – everyone votes and are given an opportunity to explain their vote (if they choose), ask clarifying questions, raise concerns, etc. A decision is not finalized until everyone is comfortable with the decision being made. Pros: everyone's voice is heard. Cons: can be time consuming.

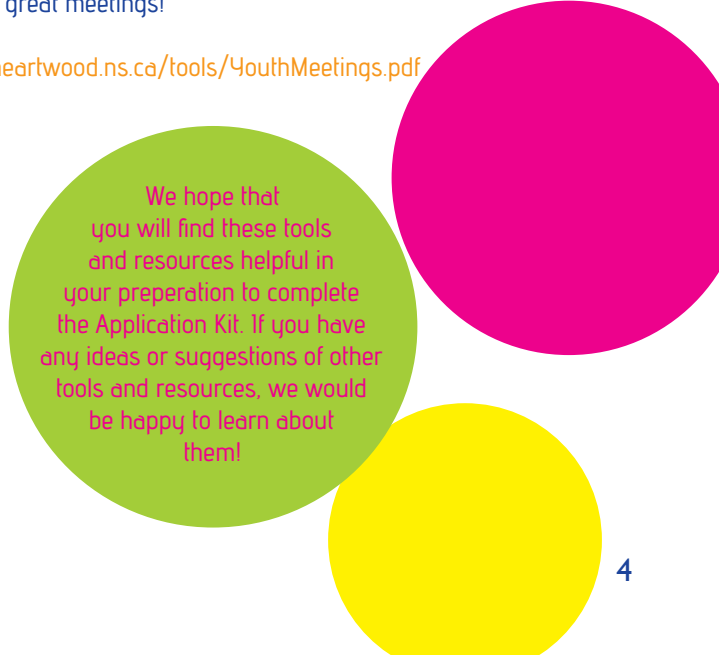
2) MAJORITY – everyone votes and the vote is finalized if more than 50% voted for the same thing (i.e. in favour of something). Pros: can be very efficient. Cons: some people's votes don't count.

Your group may choose to use one of these methods, a combination of the two, or an entirely different method. It is, however, really important for you to decide on your method so people know what to expect when decisions are being made and how they can best contribute to them. It may also be helpful to understand the steps involved in making a decision. For more information about this, please check out the following resource:

<http://fbcyicn.ca/wp-content/uploads/2009/08/decision-making-steps.pdf>

Another thing that you may find helpful is related to how you run your meetings. It takes preparation and hard work to make sure your meetings run smoothly. Without this, they can be a waste of time, boring, or create negative energy for the group. Be sure to check out the following resource to find some tips & tricks for running great meetings!

<http://heartwood.ns.ca/tools/YouthMeetings.pdf>



We hope that you will find these tools and resources helpful in your preparation to complete the Application Kit. If you have any ideas or suggestions of other tools and resources, we would be happy to learn about them!

SECTION TWO : DREAMING BIG

This section of the Application Kit is designed to help you create a vision for your Local (a picture of the future, where you would like to end up), a mission statement (your specific purpose), and values (the group's shared beliefs and ideals). It also involves creating a plan and identifying the resources you need to make your vision a reality.

CREATING YOUR LOCAL'S VISION STATEMENT

What is a vision? It is a picture of the future—where you would like to end up.

Why do you need a vision? It helps you to know where you are going so when you are making decisions, setting goals, and creating plans, you can select things that will help you to achieve your vision. Without this direction, you are just taking a stab in the dark, which may or may not get you to where you want to go!

While there are many different ways to develop a shared vision, we encourage you to use a four-step process. That process: **1)** begins with brainstorming ideas; **2)** involves refining the results of the brainstorm into different vision statements; **3)** provides an opportunity for members to vote on the option they like best; and **4)** ends with a review of the final vision statement by the group to make sure everyone supports it.¹



Okay, so your Local now knows what it is aiming for...the vision you would like to see become a reality! Be sure to record your vision statement in the Sharing Your Details section.

¹ <http://www.aspeninstitute.org/sites/default/files/content/docs/roundtable%20on%20community%20change/rcccombuildersapproach.pdf>
² <http://www.allwords.com/word-wordsmithing.html>

SECTION TWO : DREAMING BIG CONT'D

CREATING YOUR LOCAL'S MISSION STATEMENT

What is a mission statement? It is your specific purpose, your reason for existing.

Why do you need a mission statement? There are many things that you can do to accomplish your vision. A mission statement helps you to determine specifically what you are going to do to achieve your vision. It helps you to answer the question "what slice of the pie will you focus on?"

We suggest that you follow the same four-step process you used for creating your vision.



Okay, so your Local now knows what its specific purpose is! Don't forget to record it in the Sharing Your Details section.

SECTION TWO : DREAMING BIG CONT'D

DETERMINING YOUR LOCAL'S VALUES

What are values? The group's shared beliefs and ideals. They are your Local's highest priorities and deeply held driving forces.

Why do you need values? They help you to determine how you are going to approach everything your Local does. It gives everyone an understanding of what is important, not to the individuals of a Local but to the Local as a whole, the places of agreement.

We suggest you use the same four-step process you followed to create both your vision and mission statements.



Okay, so your Local now knows what matters to its members and what will be your highest priorities in all of the work you do together. Don't forget to record your values in the Sharing Your Details section.

SECTION TWO : DREAMING BIG CONT'D

CREATING YOUR LOCAL'S GOALS & PLANS

This step will help you to create your goals and plans. To do this, we suggest you use the follow steps: 1) brainstorm ideas; 2) refine ideas; 3) create a plan; 4) review and refine your plan; 5) and summarize your plan.

1

BRAINSTORMING IDEAS

It is important for your Local to decide what it wants to do for the next year. A great way to do this is by having your youth members brainstorm what goals they would like to accomplish this year. This should not just be about the activities that your members want to do; it should include all aspects of your Local. So keeping the vision, mission, and values of your Local in mind as well as the Essential Elements of a Local here are some things you could ask the group: Be sure to record all these ideas on flip chart paper.

What do you want to accomplish this year?
What opportunities exist that we can build on?
<http://fbcyjcn.ca/wp-content/uploads/2009/08/eel-overview.pdf>

2

REFINE IDEAS

Once all of the goals are recorded, the youth members need to select the ones that are realistic and fit with your vision, mission, and values. Choose your goals wisely as this will determine what your Local will be focusing on for the next year. Be sure to check out the decision making techniques on page nine to help with this.

3

CREATE A PLAN

Now that your Local knows what it wants to accomplish this year, you need to develop a plan for each goal to help you figure out how you are going to accomplish them. To do this, you could break up into smaller groups, assign a goal to each group, and then ask them to complete the Goal Setting Worksheet for their goal.

<http://fbcyjcn.ca/wp-content/uploads/2009/08/goal-setting-worksheet.pdf>

4

REVIEW & REFINE YOUR PLAN

Now that you have a plan for all of your goals you will need to discuss these plans as a large group and figure out if you need to make any changes. To do this, you could have all of the small groups present their plans back to the large group. Then as a large group discuss each goal and any changes that are needed.

5

SUMMARIZE YOUR PLAN

So looking at your goals the group will need to decide if it is realistic to accomplish all of them or if some of them will need to be postponed until next year. Once you have made these decisions, please summarize all of your goals in the Annual Plan Template.

<http://fbcyjcn.ca/wp-content/uploads/2009/08/annual-plan-template.doc>

Great! Now that your Local has an annual plan, make sure you attach it to your application form.

SECTION THREE : DISCOVERING HIDDEN GEMS

This section is designed to support you to find the hidden gems in your community that will help you accomplish your vision, mission, values, and plans. One way to do this is through a process called Community Asset Mapping, which, involves identifying the assets and mapping them out (i.e., seeing how they are connected, where they overlap, any gaps that exist, where the assets may not be fully utilized, etc.). This process allows everyone to be more aware of what is going on in the community and more intentional in using these resources to support their work.

Please complete the Community Asset Mapping Plan (CAMP) we have modified for you.
<http://fbcyjcn.ca/wp-content/uploads/2009/08/camp-form.pdf>

This will help you figure out which assets you want to map, how you are going to map them, and which resources you need to do all of this. For more information about Community Asset Mapping, check out this resource developed by HeartWood Centre for Community Youth Development.
<http://heartwood.ns.ca/tools/CommunityAssetMapping.pdf>

Once you have mapped the assets in your community, please answer the questions found in the Sharing Your Details section. Also, you will need to attach a copy of your CAMP to your application form.

BRAINSTORMING TECHNIQUES

Option 1: The group is broken up into smaller groups (5-7 ppl) and given a piece of flip chart paper along with various writing tools (markers, coloured pencils, crayons, pastels, chalk, etc.) to record all their ideas. These ideas can be recorded in whatever way the participants are comfortable with (for example, drawing pictures instead of writing words). The facilitator then asks the small groups to discuss what they have recorded. This is then presented back to the large group. The facilitator summarizes the themes coming from each group's brainstorm on flipchart paper.

Option 2: Each participant is given about 5-6 index cards to write down his or her thoughts. As the participants finish, the notes are posted on the wall. Participants then organize the notes, putting similar ideas and key words together. Individuals can move around the notes, or for a large group, the facilitator can move them. Once the notes have been sorted, facilitator summarizes the ideas and key phrases.³

DECISION MAKING TECHNIQUES

Dotmocracy - youth members are given a certain number of stickers (number depends on number of options to choose from) then they are asked to place them next to the option they want to vote for. The option with the most dots/stickers is selected.

Thumbs Up, Thumbs Down - this involves someone leading the discussion and asking the group, on the count of three, to put your thumb up if you agree, your thumb to the side if you need clarification or more information, or your thumb down if you disagree. If there are people with their thumbs to the side, give them an opportunity to get their questions answered. Once this is done you can re-vote. If you are using majority decision making, then the result with the most votes wins. If you are using consensus decision making, you continue to discuss it until everyone is comfortable with the group's decision.

SECTION FOUR : BUILDING YOUR FOUNDATION

This section involves youth members selecting their Host Agency. A Host Agency is an organization that provides the Local with office space for their Local Leadership Team to work from and some administrative supports like accounting (money management). It is also possible for the Host Agency to partner with the Local on projects or fund-raising initiatives. This can be discussed as opportunities/need arise.

SOME OF THE BENEFITS OF BEING A HOST AGENCY:

- Increased awareness of their organization within your community and provincially
- An opportunity to support the work of amazing young people
- Ability to meaningfully engage youth in and from government care
- Increase community involvement
- Potential to connect with other Host Agencies throughout BC
- New dynamics/energy to the workspace
- Provincial recognition for their contributions to the Local

SOME OF THE EXPECTATIONS OF A HOST AGENCY:

- Provide office space for the Local Leadership Team to work
- Provide accounting and bookkeeping services
- On behalf of the Local, hold the Federation's Local Membership Certificate
- Provide access to office equipment such as a photocopier, fax, printer, etc.
- Provide some IT support and access to network passwords
- Provide a liaison to support the Local Leadership Team to navigate your organization <http://fbcyicn.ca/wp-content/uploads/2009/08/liaison-position-description.pdf>
- Agree to an annual Memorandum of Understanding between FBCYICN, the Local, and the Host Agency <http://fbcyicn.ca/wp-content/uploads/2009/08/mou-template.pdf>
- Provide a youth friendly space that is inclusive of young people between the ages of 14-24
- Doesn't try to dictate the views, ideas and operations of the Local

1

As a group review the information about the benefits and expectations of a Host Agency. Then ask the group to brainstorm what some of the things that they should look for in a Host Agency?

2

Now you will need to think of organizations that will make a great Host Agency. Your group should brainstorm a list of possible options and discuss the pros and cons of each organization. When you are finished your discussion you should ask the youth members to vote on their top choice (see the decision making techniques on page nine).

3

Once you have identified the organization you would like to be your Host Agency you should set up a time to meet with them to discuss this. There is an information package you can give them so they can decide if this is a good fit for them too! <http://fbcyicn.ca/wp-content/uploads/2009/08/ha-info-package.pdf>

If you are having a hard time finding a Host Agency don't stress just let us know so we can help you with this.

Now that the organization you have selected has agreed to become your Host Agency, make sure you include their information in the Sharing Your Details section.

SECTION FIVE : SHARING YOUR DETAILS

This section involves completing this application form to become a Federation Local. This form gives you an opportunity to summarize all the information you have collected from the other sections. Please submit pages 11 - 14 (just detach them from the kit) along with your Annual Plan and your Community Asset Mapping Plan.

CONTACT PERSON FOR LOCAL

Name: _____

Role: _____

Address

Street: _____ Suite: _____

City/town: _____ Postal code: _____

Telephone: _____ Email: _____

ALTERNATE CONTACT PERSON FOR LOCAL

Name: _____

Role: _____

Address

Street: _____ Suite: _____

City/town: _____ Postal code: _____

Telephone: _____ Email: _____

Why do you want to start a Local?

What do you hope to gain from becoming a Federation Local?

Do you all agree to uphold the expectations of being a Federation Local? Yes or No?

GETTING PREPARED (SEE SECTION TWO)

List the guidelines your group has created:

-
-
-
-
-
-
-
-
-
-
-
-

Describe the decision making process your group will be using:

How often will your local meet?

DREAMING BIG (SEE SECTION TWO)

What is your Local's vision?

What is your Local's mission statement?

What are your Local's values?

DISCOVERING HIDDEN GEMS (SEE SECTION THREE)

What assets did you discover through your community asset mapping process? Did anything surprise you?

How can these assets help support your Local?

Will any of these assets help you accomplish your goals? If yes, how?

Do you still need to start a Local? If yes, why?

BUILDING YOUR FOUNDATION (SEE SECTION FOUR)

NAME OF YOUR HOST AGENCY

Name: _____

ADDRESS OF YOUR HOST AGENCY

Street: _____ Suite: _____

City/town: _____ Postal code: _____

CONTACT PERSON FROM HOST AGENCY

Name: _____

Telephone: _____ Email: _____

INFO ABOUT YOUR HOST AGENCY (i.e. mission, vision, values, history, services, etc.):

NAME, AGE, AND EMAIL FOR ALL OF YOUR YOUTH MEMBERS

NAME	AGE	EMAIL

Please send us your completed:

- Application Form
- Annual Plan
- Community Asset Mapping Plan

To the Attention of:
The A-Team c/o Federation of BC Youth in Care Networks
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