

HOST AGENCY iNFORMATION PACKAGE

HOSTING A LOCAL YOUTH IN CARE NETWORK

THIS WAY

!
**YOUTH
NETWORKING
AHEAD**

FBCYICN LOCALS



TOGETHER WE'RE STRONGER

1ST EDITION

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iNTRODUcTiON

Use this information package to assist your organization's in decision about whether to become a Host Agency for a Local Youth in Care Network (Local).

A Local is a group of young people (14-24) who are in/from government care that come together regularly in their community. They come together for support so they don't feel alone in their experiences. Locals give young people an opportunity to meet new people, try fun activities, develop skills, and unite their voices to create change in the systems that affect them.

Locals are run by a Leadership Team of at least three people that are, ideally, both youth and adults; they are elected by the Youth Members (young people ages 14-24). This team is trained and supported to run their Local by the Federation of BC Youth in Care Networks (Federation). Becoming a Host Agency to a Local is an exciting opportunity to support youth in and from care in your community.

For more information, please do not hesitate to contact us.

ROLES

What is the role of the Host Agency?

A Host Agency is an organization that provides the Local with office space for their Local Leadership Team to work and, if possible, also provides space for the Local to run their meetings, projects and events. The Host Agency's role also includes providing administrative supports: specifically accounting support, access to basic office equipment, and a staff member to act as a liaison between the Host Agency and the Local.

If your Host Agency runs other youth programs, you can promote the Local to youth who access your programs who are in or from government care. The Host Agency staff can promote the Local to community partners and the community at large. It is also possible for the Host Agency to partner with the Local on projects, advocacy issues or fund-raising initiatives.

What is the role of the Host Agency Liaison?

The liaison between the Host Agency and the Local is a staff member from your organization who will act as the main contact person for the Local Leadership Team. The liaison assists the Local to navigate the ins and outs of the Host Agency, as well as brings forward needs, issues and/or concerns that may come up for the Local to the Host Agency and vice versa. The liaison does not manage or lead the Local. For more information, please check out the Host Agency Liaison Position Description.

<http://fbcyicn.ca/wp-content/uploads/2009/08/liasion-position-description.pdf>

What is the role of the Local Leadership Team?

The Local Leadership Team is a minimum of three people, ideally both youth and adults, who are elected by the Youth Members to run the Local on a day-to-day basis. They are responsible for managing the Local's funding, programming, volunteers, and reporting out to the Federation. The Local Leadership Team is also responsible for communicating with the Host Agency Liaison.

What is the role of the Federation of BC Youth in Care Networks?

The Federation supports and trains the Local Leadership Team to run the Local, as well as provides some funding and administrative support. The Federation also supplies the Local with a mobile office which consists of a laptop, cell phone and other IT tools that will support their work. The Federation is ultimately accountable for all Locals whose membership is in good standing.

BENEFITS AND EXPECTATIONS

Benefits of a being a Host Agency:

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

Basic Expectations of a Host Agency:

- Provide office space for 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
- Agree to an annual Memorandum of Understanding between FBC4ICN, the Local, and the Host Agency
- A Host Agency may also partner with the Local to fundraise and/or take on various projects

MEMORANDUM OF UNDERSTANDING

It is important for all three parties to be on the same page so we will be working together to create a memorandum of understanding (MOU) once the Local's application for membership has been approved. This document outlines the agreement between the Local, the Host Agency, and the Federation, and includes the specific expectations of each party. It will also provide us all with an opportunity to modify or create any policies and procedures that will be used to support the Local. For more information, please check out the following link to see an example outline of the MOU.

<http://fbcyjcn.ca/wp-content/uploads/2009/08/mou-template.pdf>

MEMORANDUM OF UNDERSTANDING

This is an agreement between the Federation of BC Youth in Care Networks, the Host Agency, and the Local Youth in Care Network. Its purpose is to provide clarity on the expectations and responsibilities of each party as well as the procedure for addressing any conflicts that may arise.

HOST AGENCY INFORMATION

NAME:
ADDRESS:
PHONE: FAX:

SENIOR CONTACT

NAME: PHONE:
EMAIL:

LIASON CONTACT

NAME: PHONE:
EMAIL:

LOCAL YOUTH IN CARE NETWORK INFORMATION

EMAIL ADDRESS:
PHONE:

LOCAL LEADERSHIP TEAM MEMBERS

NAME: PHONE:
EMAIL:

NAME: PHONE:
EMAIL:

NAME: PHONE:
EMAIL:

FEDERATION OF BC YOUTH IN CARE NETWORKS

ADDRESS:
PHONE: FAX:
MANAGER CONTACT

NAME: PHONE:
EMAIL:

COORDINATOR CONTACT

NAME: PHONE:
EMAIL:

ARE YOU READY?

Now that you know a little bit more about what a Local Youth in Care Network is and what would be expected of you as a Host Agency, we have created an assessment tool to help you determine if you are ready to take on this role. Please circle YES or NO to the following questions:

To what extent...

- yes | no Do you have a space that is warm, welcoming and not intimidating for young people?
- yes | no Would young people from a variety of backgrounds feel welcomed in your organization (street involved, lgbtq, Aboriginal, single parents, young people with varying abilities, etc.)?
- yes | no Have you ever supported a project or group where youth were considered (and felt) equally important in such things as decision-making, policy formation and program development?
- yes | no Is your organization willing to allow the Local to operate outside of your programs, policies and procedures?
- yes | no Does your organization see young people not just as service recipients but as contributors to your services?
- yes | no Is your staff used to having young people working in your office?
- yes | no Is your organization excited about learning from the young people involved in the Local?
- yes | no Are you willing to provide the Local Leadership Team with an orientation to your organization?
- yes | no Do you have at least one staff person who has extensive experience working with young people and would also make a good Liaison?
- yes | no Are there people involved in your organization that would be willing to mentor/coach young people involved with the Local?

Now count number of YES's you answered to these questions. If the total is between 0-5 you are probably not ready to be a Host Agency just yet. If the total is between 6-10 then this is likely going to be a good fit for you.

NEXT STEPS

Hopefully you are both ready and interested in becoming a Host Agency! If this is the case, you will need to let the group applying to the Federation to become a Local know, and possibly provide them with some information about your organization (name, address, contact person, history, mission, etc).

Once the group has submitted their application form to the Federation, you may receive a phone call to confirm the information that has been provided.

If the group is selected to become a Local Member of the Federation, we will first work with them to select their Local Leadership Team and then we will bring all three parties together to create our Memorandum of Understanding.

