

This 17 Page Document was prepared by Patrick Fitzgerald for a meeting with Louisville leaders interested in creating a Youth Institute or similar program in Louisville, KY. It is an edit by page reduction of a 345 page YMCA Long Beach, CA YI Replication Manual. It is intended to show the top level highlights of the Long Beach program. The yellow highlights were added by Patrick.



YOUTH INSTITUTE

REPLICATION MANUAL





EXECUTIVE SUMMARY

of the LONG BEACH YMCA YOUTH INSTITUTE

For the past fourteen years, the YMCA of Greater Long Beach Community Development Branch has operated the Youth Institute (www.lbymcayl.org), a year-round program that uses technology as an integral mechanism for promoting positive youth development and developing pathways to post secondary education and career readiness of low-income, culturally diverse urban high school youth.

The goals of the Youth Institute are:

1. To improve academic achievement and stimulate interest in post secondary education among low-income, culturally-diverse, urban high school youth;
2. To improve the technology, career, leadership and decision-making skills of these youth to promote readiness for post secondary education or career entry after graduation; and
3. To promote bonding to pro-social adults and community attachment among urban youth to ensure that they remain engaged in their schools and communities.

Program Description

The project is divided into two components, the Summer Youth Institute (SYI) and the Year Round After School Youth Institute (AYI). Every summer 85 incoming youth and 15 alumni (graduates of the summer program) participate in a full-time (35 hours per week), eight-week summer program. Program recruitment occurs in the spring. We target youth for recruitment from referrals by high school counselors, other youth serving agencies and youth themselves. 8th and 9th grade youth are specifically targeted for program entry because research done by the Harvard Civil Rights Institute found that over 60% of youth who drop out of high school do so in their transitional year between 8th and 10th grades. Targeting youth early also increases the length of time they are involved in the program and ensures that academic supports are available for them at the beginning of their high school careers rather than waiting until it is too late. Youth are chosen based on the risk factors they face which might influence high school completion. The factors may include neighborhood violence, poverty,

family conflict/poor family management, poor academic performance or lack of commitment to school, and involvement with antisocial peers. Youth are selected to ensure ethnic and gender diversity. Of the 900 youth served to date, 39% were Latino, 22% were African American, 19% were Asian/Pacific Islander, 11% were European American, 7% were of mixed ethnicity and <1% were Native American. About half (51%) were male.

The first week of the SYI is spent on a wilderness retreat that focuses on team building, bonding, cultural diversity training, decision-making and life sciences. Youth are assigned to diverse project teams that are maintained throughout the summer. The focus of the retreat is to help youth develop the collaborative and problem-solving skills they will need to work in their project teams. Youth also participate in activities to help them to better understand their own culture and to develop an appreciation for other cultures. Thus, a strong bond among the youth, their peers and the staff is developed. This is where the 'family' in the YI begins.

During the remaining seven weeks of the summer program, project-based learning approaches are used to teach Digital Media Arts skills using the latest software and hardware. Literacy is an important aspect of the program and all projects involve creative writing, scripting, storyboarding, and oral presentations. Youth take part in college preparation activities, visit local universities, engage in life path exercises and share family histories using multiple types of software. The youth then create digital films and music, a magazine, 3D animation, and a website. The summer culminates in the largest Youth Film Festival in Long Beach. Graduates receive a \$500 academic stipend, a DVD copy of their films and a copy of their student magazine. Graduates become alumni and can participate fully in the year-round afterschool YI.

The Year Round After School Youth Institute (AYI) operates 30 hours a week. Every day over 80 youth come to the AYI to enhance their technology skills, get help with homework and college

applications, do service learning projects, and socialize in a safe and supportive place. Staff provides academic and emotional support, Internet access and assistance to complete school assignments. The AYI is critical to school success since many of the youth need to improve their academic performance but do not have access to technology at home or school. The AYI offers up-to-date software that is not available in most urban schools where teachers often do not have the knowledge to teach high-end, corporate technology skills. The main focus on the Year Round Youth Institute is to offer pathways to support high school graduation, post secondary education access and completion. The Youth Institute College Readiness program helps youth who are first generation college attendees. It provides help with college applications, financial aid, scholarships, college visits, SAT and Pre-SAT placement exams, counseling youth and parents on taking the right A through G required classes to qualify for a University and classes for parents to learn how to support their child in getting them to college and keeping them there. Once again, we target youth who are both on target to graduate, struggling and disengaged with traditional education.

Since research indicates that youth who are involved in their communities have better long-term outcomes, YI alumni participate in community projects and service learning. For example, alumni serve under the supervision of YI staff as Tech Tutors for elementary school students at YMCA after-school sites. They implement project-based lesson plans using technology to complete projects such as a school news show, a year book, or an Internet research project connected to in-school themes. Youth also provide community service through an annual Haunted House and Family Picnic. These projects help youth to become more bonded to their community and to further build their leadership and career skills. Youth also apply their technology and leadership skills as paid interns in their work with our social enterprise, Change Agent Productions (www.changeagentproductions.org). Evaluation data of these internships indicate that these experiences help youth to develop important technology, interpersonal, and career skills.

Replication Plan

For the past fourteen years, the YMCA has operated the YI with increasing success and has a proven track record of obtaining and leveraging

resources for sustainability. The replication of the YI is a natural outgrowth of the success experienced over the last several years. In 2012 the Youth Institute was replicated at 12 different sites across the state of California and 1 site in South Dakota; 10 high school sites and 2 middle school sites.

The replication plan starts with a six-month planning phase during which the YMCA identifies select agencies, trains their staff and places consultants with them. A National Youth Institute Training Conference is the primary training mechanism for these replication agencies. The consultants are also extensively trained on the YI curriculum before they are placed. The replication department assists each site with marketing, recruitment, pre-meetings and any other issues that may arise. Each consulting team (typically 2 consultants per site) works on site at their assigned agency during the entirety of the summer program. The year-round program is supported by the replication department in Long Beach.

Evaluation

California State University, Long Beach (CSULB) School of Social Work is responsible for program evaluation. Evaluation data suggests significant improvement in diverse leadership and technology skills as well in areas of positive youth development such as cultural competence, life skills, positive core values, social competence, community involvement and caring relationship with adults. YI youth, in comparison with other high school youth, have also been shown to have better grades and attendance and evidence improvement in academic self-perceptions. Ninety-two percent of YI youth graduate from high school while only 68% of Long Beach youth with similar demographics do so. The majority (81%) of YI youth enroll in a two- or four-year college or trade school, while only 37% of their Long Beach peers do so. Our evaluations also indicate that YI participation helps youth to explore and determine what careers will best suit them in the future. These outcomes have been consistent over a long period of time. Our evaluations have been published in two academic journals. This program has a proven track record of providing academic and social supports and a unique pathway to high school graduation and post secondary education for urban youth.

Data on the original Youth Institute Alumni have been collected since 2001. Out of a survey of 275

youth involved, YI youth had at least a 2 point increase in GPA compared to a control group from the same demographic. Results also showed 98% high school graduation rate among YI alumni compared to 67% from the same demographic control group and a 76% two and four year college attendance rate compared to a 37% from the same demographic control group. The YMCA has already replicated the Youth Institute model at a 'Beta' site in the summer of 2010 at the East Palo Alto YMCA, a branch of the YMCA of Silicon Valley. Outcomes from their first summer program indicated increased technology skills, knowledge and adoption for 22 youth, increased positive attitudes towards academics and life skills, and academic improvement over one year. Outcome data from this first full replication site indicates that the program model can be successfully implemented in different communities as long as the program design, training and youth development focus are adhered to.

National Recognition

Over the past thirteen years, the Youth Institute has received many accolades as a program that prevents high school dropout, increases college attendance, prevents youth violence, and promotes positive youth development. Organizations such as Apple Computers, YouthLEARN, the American Youth Policy Forum, SEDL, Fight Crime, Invest in Kids, and the Youth Worker News have us highlighted on their websites and in their research journals.

In the spring of 2010, at the YMCA General Assembly in Salt Lake City, Utah. The Youth Institute was highlighted and recognized as the model Youth Development program for the YMCA of the USA. Later that summer at the YMCA World Summit in Hong Kong, the YMCA World Alliance named us the Best Youth Program in the Western Hemisphere.

Southern California PBS has selected the Youth Institute and Change Agent Productions as a Community Champion for the month of December with their National American Graduate Initiative.

**ACHIEVE
FULL POTENTIAL
AS A YOUNG
ADULT**

**GREATER SELF-CONFIDENCE
SELF-EFFICACY • MASTERY
OF SKILLS • ACADEMIC &
WORKFORCE SUCCESS**

ACTIVITIES

Wilderness Retreat • Finding Our Future
Family Presentation • Object Video • College
Readiness • Logo Project • Graphics Magazine
• Digital Movie Making • Web Design • Tech
Tutor Project • Academic Field Trips • Change
Agent Productions Internships • Tutoring •
Homework Help • Technology Skills Taught •
Hired as Staff at the Agencies

**PROJECT BASED LEARNING • PRODUCT
BASED LEARNING • SERVICE LEARNING
APPROACHES**

LEARNING THAT IS...

Active • Collaborative • Meaningful
Supports Mastery • Expands Horizons

YOUTH DEVELOPMENT FRAMEWORK

Relationship Building • Safety • Youth Participation
Skill Building (social, academic, workforce) • Community Involvement

LONG BEACH YOUTH INSTITUTE METHODOLOGICAL FRAMEWORK

LONG BEACH YOUTH INSTITUTE PROGRAM HIGHLIGHTS

- **Since the summer of 2001 the YMCA Youth Institute has served over 1,380 youth and has a 98% high school graduation rate.**
- **85% of our graduated seniors attend a trade school, community college, public or private university.**
 - Long Beach Community College, Cerritos College, Cypress College, Compton College, College of the Redwoods, Golden West College, El Camino College, Santa Monica Community College, American College and Mid-Michigan College
 - UCLA, UC Irvine, UC Santa Cruz, UC San Diego, UC Berkeley, UC Davis, UC Santa Barbara.
 - CSU Long Beach, CSU Northridge, CSU Dominguez Hills, San Diego State Univ., CSU Los Angeles, San Francisco State Univ., Cal Poly San Luis Obispo, CSU Bakersfield, CSU East Bay, Humboldt State Univ. and Cal Poly Pomona.
 - Howard University, Jackson State University, Georgia Southern University, Smith College, Hawaii Pacific University, Drexel University, Gambin University, New York University, University of Chicago, San Francisco Art Institute, Otis College of Design, California College of the Arts and Mt. Saint Mary's University
- **A National & International Recognized High School After School Program**
 - YMCA of the USA – National Model Youth Development Program
 - YMCA World Summit – Hong Kong, Best Youth Program in the Western Hemisphere
 - YouthLearn Website – www.youthlearn.org
 - Apple Computers Website – <http://edcommunity.apple.com/ali/story.php?itemID=11775>
 - Fight Crime: Invest in Kids – www.fightcrime.org
 - Featured after-school program in "American Youth Policy Forum" annual report, Washington DC. www.aypf.org
 - Southwest Educational Development Laboratory (SEDL) – www.sedl.org/afterschool/afterwords/
 - A "Community Champion" - for the National American Graduate Initiative - Southern California PBS.
 - Featured in "Journal of Evidence-Based Social Work: Best Practices for Integrating Technology and Service Learning in a Youth Development Program."
 - Featured in "The Journal of Technology in the Human Services: Promoting Youth Development and Community Involvement with Technology."
 - Featured in "The Child Adolescent Social Work Journal: Youth Perceptions of a Technology-Focused Social Enterprise."
- **National & International Trainers in Teen Digital Media Arts and Youth Development**
 - American Samoa Department of Education and Pacific eCommerce Development Center.
 - California Department of Education – High School ASSET
 - Los Angeles County Office of Education – High School after-school
 - Young Peoples Project – Chicago, IL
 - Marguerite Casey Foundation – Youth Development, Seattle, WA
 - CSU Dominguez Hills – Teen Technology Camp
 - After School University – Palm Springs, CA, Jacksonville, FL, Dallas, TX, Honolulu, HI, Jackson, MS, New Orleans, LA
 - YMCA of the USA – Y-Arts National Filmmakers Voice: Anaheim, CA., Chicago, IL. & New York, NY.
 - YMCA of Greater Long Beach – Camp Oakes, Digital Arts Camp
 - Cambodia YMCA, Phnom Penh, Cambodia - Digital Media Arts & Youth Development & Team Building
 - YMCA The Gambia, Banjul, The Gambia, West Africa - Digital Storytelling
 - YMCA Youth Festival (YMCA World Alliance), Prague, Czech Republic - Digital Storytelling
- **Individual Successes**
 - President Scholar – San Diego State Univ. - Ben F., Poly High School
 - Smith College – Ivy League Women's College – Michelle M., Poly High School
 - Medical School – UC Irvine – Jerry N., Cabrillo High School, UCLA – Michael N., Poly High School
 - Apple Certified Technician – Leonard S., Poly High School, Ross H. Millikan HS
 - Helicopter Pilot – Certified Pilot & Instructor – Troy H., Millikan High School
 - TED Fellow – Prum O., Poly High School
 - 1st Generation College Students – 85% of all graduating seniors in the Youth Institute.
- **Program Successes**
 - Social Enterprise Venture – "Change Agent Productions."

A new Youth Institute business has been formed - Change Agent Productions (CAP). CAP's services include digital movie making, graphic design, web design, technology set up and consultation for school districts, colleges and national non-profits. They even do AV for conferences! This social enterprise consists of three professional digital media artists who teach & mentor our Youth Institute participants 21st Century Workforce skills in technology by having them work on real world 'paid' projects for corporate clients. Within the last six years we have worked with over 150 clients, generated over \$500,000 in revenue and have provided \$300,000 in services to over 150 youth.

Note: All youth did not come to us as scholars, with our assistance & guidance we helped them navigate towards post-secondary education.

2014 Youth Institute Replication Sites

13 Cities, 18 Sites, 51 Staff, 600+ Youth

YMCA of Greater Long Beach

Long Beach Youth Institute – New Class

YI Director: Daniel Meza & Ben Candee
YI Staff: Jonathan Torres, Jose Lara, Jairo Moralez, Ana Duarte, Julio Duarte, Melissa Villegas, Jesvin Seda, Jon Cabral, Jeanette V.

Long Beach Youth Institute – Alumni

YI Director: Jonathan Gray
YI Staff: Javier Tapia, Elmer Sapiens, Larrisha Kirven

Long Beach Youth Institute – Stephens Middle School

YI Director: Catrina Curato
YI Staff: Chandani Bawa, Noel Gonzalez, Christian Magallanes, Vanessa Ledesma.

YMCA of Metropolitan Los Angeles

East LA Youth Institute – New Class

YI Director: David Valdez
YI Consultants: John Sanders

East LA Youth Institute – Alumni

YI Director: Emmanuel Icaza

South Central LA Youth Institute

YI Director: Trina Greene
YI Consultants: Leslie Barnes

Crenshaw LA Youth Institute

YI Director: Ben Sanchez
YI Consultants: Brian Vargas

Anaheim Family YMCA

Anaheim Youth Institute

YI Director: Alex Chung
YI Consultants: Romana Vera

YMCA of the Central Bay Area

Berkeley Youth Institute

YI Director: Pegah Rahmanian
YI Consultants: John Oliver Santiago and Zach Haywood

YMCA of Rapid City

Rapid City Youth Institute – New Class

YI Director: Anthony Raaphorst

Rapid City Youth Institute – Alumni

YI Director: Rebecca Egbert

YMCA of Greater Seattle

Seattle KTUB Youth Institute

YI Director: Emily Smith
YI Consultant: Carlos Guerrero

YMCA of Silicon Valley

East Palo Alto Youth Institute

YI Director: Dasire'e P Norman
YI Consultant: Cesar Cruz

San Luis Obispo County YMCA

Cambria High School Youth Institute

YI Director: Dan Hartzell

Cambria Middle School Youth Institute

YI Director: Dan Hartzell
YI Consultant: Jose Perez

YMCA of San Diego County

Mission Valley Youth Institute

YI Director: Edreace Purmul
YI Consultants: Kevin Peraza

YMCA of Greater Vancouver • Canada

Vancouver, BC Youth Institute

YI Director: Jethro Kambere
YI Consultants: Braulio Roman

THINK Together, INC

THINK Century Youth Institute

YI Director: Gloria Alday and Vincent Avila
YI Consultants: Sally Sanchez

THINK Valley Youth Institute

YI Director: Rocio Chavez and Rosemary Escalata
YI Consultants: Edurado Mendoza

FUTURE YOUTH INSTITUTE SITES

- YMCA Australia – Fall of 2014
- YMCA Colombia – Fall of 2014

YOUTH INSTITUTE EVENTS

- International Youth Institute Conference
March 2015 @ Cambria, CA
- International Youth Institute Showcase
August 2015 @ Long Beach, CA

YMCA SUMMER YOUTH INSTITUTE APPLICATION 2015

NAME _____ AGE _____ SEX: M _____ F _____

First last
GRADE THIS YEAR _____ BIRTHDATE ____/____/____ DISTRICT ID# _____

SCHOOL PRESENTLY ATTENDING _____

HIGH SCHOOL ATTENDING NEXT SCHOOL YEAR _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

HOME PHONE(____) _____ PARENT'S WORK PHONE(____) _____

PARENT / GUARDIAN NAME/S _____

PARTICIPANT LIVES WITH _____

EMERGENCY CONTACT _____ PHONE(____) _____

PARTICIPANT'S ETHNICITY _____

LANGUAGE/S SPOKEN IN THE HOME _____

PARENT / GUARDIAN PERMISSION STATEMENT

I, _____ give my son / daughter _____

Guardian's Name

Participant's Name

permission to participate in the YMCA Youth Institute, which includes a five-day wilderness retreat, field trips, and computer class time from June 22 to August 9, 2015. I understand that my child is in good health and able to participate in all activities. I understand that my child will be under direct adult supervision at all times. I understand that my child may be suspended or terminated from the Institute for violating any rules or the Code of Conduct, and forfeit the entire \$500 stipend. I understand that my child will lose \$50 per day from the \$500 stipend for every day they have an unexcused absence from the program.

I understand that my child will be terminated from the program for more than two unexcused absences. I understand that the YMCA is not responsible for any lost, damaged or stolen personal articles that my child may bring to the program. I give my permission for responsible adult leaders to seek out any necessary medical care for my child in the event of an emergency and I cannot be reached. I authorize the YMCA to have and use photographs, slides, and video of the person named on this application as may be needed for its public relations program. I agree to waive any claims against the YMCA and its members, volunteers, and consultants for injuries or damages that may result from the conduct of other participants in this program.

Parent / Guardian Signature _____ Date _____

*FOR YOUTH INSTITUTE ALUMNI ONLY: REFERRED BY: _____

This does not need to be filled out nor does it automatically qualify you for entrance to this program.

MONTH	PROGRAM	POST SECONDARY ED	COMMUNITY SERVICE
JANUARY	<ul style="list-style-type: none"> • Confirm YI program space for this summer. • Winter/Spring YI meeting – share dates of: events, trips, community service projects. 	<ul style="list-style-type: none"> • FASFA/Financial Aid – open for online submission. • Scholarships – online • Training for Parents of Seniors – “Financial Aid process” 	<ul style="list-style-type: none"> • Tech Tutor (computer literacy training & broadband awareness).
FEBRUARY	<ul style="list-style-type: none"> • Recruitment for Summer YI new class – applications are passed OUT! • Confirm YI site staff for summer. • Order & upgrade Tech for summer. 	<ul style="list-style-type: none"> • FASFA/Financial Aid – make appointments with YI alumni. • Scholarships - online 	<ul style="list-style-type: none"> • Tech Tutor (computer literacy training & broadband awareness).
MARCH	<ul style="list-style-type: none"> • Recruitment for Summer YI new class – applications are DUE! (1st work day of month) • Recruit summer YI ALUMNI – pass out applications (due in 2 wks.) • Select & call new class (3rd week) • 1st Pre-summer YI new class meeting (4th week – PARENTS must attend) • International Youth Institute Conference – Cambria, CA. 	<ul style="list-style-type: none"> • FASFA/Financial Aid – CLOSES MARCH • Schedule campus tours. • Scholarships – online • Spring Meeting – all HS juniors: prep for senior yr. 	<ul style="list-style-type: none"> • Gef Connected! Fairs & Tech Tutor (computer literacy training & broadband awareness).
APRIL	<ul style="list-style-type: none"> • Select YI summer ALUMNI. • Confirm transportation for Retreat • 2nd Pre-summer YI new class meeting (4th week) • Spring Fieldtrip – for all YI Alumni. 	<ul style="list-style-type: none"> • Schedule campus tours. • Scholarships – online • Training for Parents of Juniors: “What is College, understanding the process” 	<ul style="list-style-type: none"> • Tech Tutor (computer literacy training & broadband awareness).
MAY	<ul style="list-style-type: none"> • 3rd Pre-summer YI new class meeting (4th week) • Set up YI program space for summer. 	<ul style="list-style-type: none"> • High School Seniors Honors Dinner • Scholarships - online 	<ul style="list-style-type: none"> • Tech Tutor (computer literacy training & broadband awareness). • Tree Planting – with LB City
JUNE	<ul style="list-style-type: none"> • YI Consultants start at replication site. • Wilderness Retreat – Kings Canyon. • Start YI summer program 	<ul style="list-style-type: none"> • Post-Secondary Education classes during summer YI program. 	
JULY	<ul style="list-style-type: none"> • YI Summer Program • Middle School YI Wilderness Retreat 	<ul style="list-style-type: none"> • Post-Secondary Education classes during summer YI program. 	<ul style="list-style-type: none"> • Beach Clean Ups
AUGUST	<ul style="list-style-type: none"> • YI summer program ends – 2nd & 3rd week. • YI Graduations – 2nd & 3rd weekends. • Int’l YI Festival – last weekend of Aug. • International YI Newsletter – submit articles & photos to Les by last weekend of Aug. 	<ul style="list-style-type: none"> • Post-Secondary Education classes during summer YI program. 	
SEPTEMBER	<ul style="list-style-type: none"> • Fall YI meeting – share dates of: events, trips, Get Connected Fairs, Tech Tutor. 	<ul style="list-style-type: none"> • Schedule campus tours. • Fall meeting - all HS seniors: prep for online appts, schedule appointments. 	<ul style="list-style-type: none"> • Tech Tutor (computer literacy training & broadband awareness).
OCTOBER	<ul style="list-style-type: none"> • Fall fieldtrip – for all YI alumni. • Young Adult YI Alumni Retreat 	<ul style="list-style-type: none"> • CSU system – online enrollment OPEN. • Schedule campus tours. • Scholarships - online 	<ul style="list-style-type: none"> • Tech Tutor (computer literacy training & broadband awareness).
NOVEMBER	<ul style="list-style-type: none"> • Holiday Dinner – for all YI Alumni (before Thanksgiving) 	<ul style="list-style-type: none"> • UC system – online enrollment OPEN. • Both CSU & UC – CLOSE online enrollment 11/30 • Schedule campus tours. • Scholarships - online 	<ul style="list-style-type: none"> • Tech Tutor (computer literacy training & broadband awareness).
DECEMBER	<ul style="list-style-type: none"> • Holiday Party – for all YI Alumni (before Christmas) 	<ul style="list-style-type: none"> • Scholarships - online 	<ul style="list-style-type: none"> • Gef Connected! Fairs & Tech Tutor (computer literacy training & broadband awareness).

LB YOUTH INSTITUTE
WEEKLY YEAR ROUND SCHEDULE
Fall 2014
Long Beach Youth Institute Hours of Operation:

- **Monday thru Friday** • College-Age Alumni: 10am to 2pm • High School-Age Alumni: 2pm to 6pm
- **Saturday** • Outdoors Club: 9am to 2pm & Special Activities/Events

WEEK • A	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Activities, Projects and Clubs	<ul style="list-style-type: none"> • Homework & Academic Advising • College Readiness • Applied Engineering (Ben) • Automotive Technology • Advance Non-Linear Editing (Les) 	<ul style="list-style-type: none"> • Homework & Academic Advising • Tech Tutor @ Elementary School sites • College Readiness • Web Design (Eddie) 	<ul style="list-style-type: none"> • Homework & Academic Advising • Advance Digital Media Art Classes • College Readiness • Applied Engineering (Ben) 	<ul style="list-style-type: none"> • Homework & Academic Advising • Tech Tutor @ Elementary School sites • College Readiness • Web Design (Eddie) 	<ul style="list-style-type: none"> • Homework & Academic Advising • Advance Digital Media Art Classes • College Readiness • 3D Animation (Eddie) • Girls Club 	<ul style="list-style-type: none"> • Outdoors Club – Surf, Hike, Bike, Fish and Golf

WEEK • B	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Activities, Projects and Clubs	<ul style="list-style-type: none"> • Homework & Academic Advising • College Readiness • Applied Engineering (Ben) • Automotive Technology • Advance Digital Audio (Les) 	<ul style="list-style-type: none"> • Homework & Academic Advising • Tech Tutor @ Elementary School sites • College Readiness • Applied Engineering (Eddie) 	<ul style="list-style-type: none"> • Homework & Academic Advising • College Readiness • Applied Engineering (Ben) • Advance Filmmaking (Les) 	<ul style="list-style-type: none"> • Homework & Academic Advising • Tech Tutor @ Elementary School sites • College Readiness • Applied Engineering (Eddie) 	<ul style="list-style-type: none"> • Homework & Academic Advising • Friday Fun Activities – Beach Day, Movie Day, Field Trips, and Events. • College Readiness • Digital Photography (Daniel) • Girls Club 	<ul style="list-style-type: none"> • Outdoors Club – Surf, Hike, Bike, Fish and Golf

- Outdoors Club: Saturday, September 20 @ 9am to 2pm – Pier Fishing
- Community Service: Saturday, September 27 @ 4pm to 8pm – Color Me LB (Broadband)
- Outdoors Club: Saturday, October 11 @ 9am to 2pm – Tiger Woods Foundation: Golf/STEM
- Holiday Feast: Wednesday, November 26 @ 4:30pm
- Holiday Party: Thursday, December 18 @ 4:30pm

SUMMER YOUTH INSTITUTE DAILY SCHEDULE

Program Hours of Operation: 9:00am to 4:00pm (lunch 12-1p) • Monday thru Friday

Daily Activity: AM Inspirational/Motivational* discussion to start each day.

Week 1:

Wilderness Retreat – YMCA High Sierra Camp • Mammoth Lakes, CA

Week 2:

Monday – Reflection on retreat • Pre-summer essay • Intro: Film • Intro: Graphics • Journal.

Tuesday – Intro: Computer Networks • Internet Safety Presentation • “Futuring” Exercise (Inspiration project) • Post-Secondary Education Awareness: Types of Degrees, A-G requirements • Journal.

Wednesday – Present: “Futuring” Exercise (Inspiration project) • Intro: Music (GarageBand) • Journal.

Thursday – Intro: Photoshop/Illustrator • Workforce: time management • Film – watch YI student films • Health Lifestyle Awareness • Journal.

Friday – Production Group: assign duties, logo/name • Imagery/Still Photography Presentation – “What does this say?” • Start: Family History project (PowerPoint) • Journal.

Week 3:

Monday – Family History project • Post-Secondary Education Awareness: Cost, FASFA, Scholarships • Intro to Storytelling. Film: Framing, etc • Journal.

Tuesday – Present: Family History project • Journal.

Wednesday – **Closed for Holiday (4th of July).**

Thursday – Intro: Film equipment • Music (GarageBand) – Theme loops • Start Teen Stories (WORD) • Health Lifestyle Awareness • Journal.

Friday – Teen Stories • Workforce: resume • Object Video Project • Journal.

Week 4:

Monday – Teen Stories: 1st draft due • Select group movie: present story • Film: Storyboarding • Journal.

Tuesday – **Post Secondary Education Field Trip**

Wednesday – Recap field trip • Photoshop project • Illustrator project • Storyboard film • Journal.

Thursday – Start Newsletter Project • Storyboard film • Workforce: professionalism • Health Lifestyle Awareness • Journal.

Friday – Finalize Class logo & saying • Teen Stories – Finalize (Word version) • Summer Films – finalized “Green Light” • Journal.

Week 5:

Monday – Mid-summer essay • Music project: GarageBand – Narration project • Skype Presentation (class logo & saying) • Journal.

Tuesday – Production Groups: editing (iMovie), sound (GarageBand), graphics • Post-Secondary Education Awareness: online applications • Journal.

Wednesday – Start Pre-Production: Framework Check List • Teen Magazine – graphic layouts (Photoshop, InDesign) • Journal.

Thursday – Teen Magazine: Rewrites, edit, layouts, etc. • Health Lifestyle Awareness • Journal.

Friday – Teen Magazine: final layouts due by lunch • Pre-Production: cast actors, practice lines & shots • Journal.

Week 6:

Monday – Pre-Production; cast actors, practice lines & shots • Start Filming.
Tuesday – Filming for movie • Journal.
Wednesday – Filming for movie • Journal. **TEEN MAGAZINE – OFF TO PRINTERS.**
Thursday – Filming for movie • Journal.
Friday – Filming for movie • Journal.

Week 7:

Monday – Filming for movie • Journal.
Tuesday – Complete Filming for movie • Journal.
Wednesday – Start Post-Production • Journal.
Thursday – Post-Production.
Friday – Post-Production – First Edit due.

Week 8:

Monday – Post-Production.
Tuesday – Post-Production – Finalize movies • **MOVIES DUE BY 3pm**
Wednesday – Field Trip/Fun Day
Thursday – “Summer Reflection” essay • Prep for Graduation: select Male & Female speakers • Finalize Newsletter project • Health Lifestyle Awareness • Journal.
Friday – Clean Up Lab/Offices • Group Closure Activity (excuse youth at lunch time) • Prep for Graduation – staff only remainder of day.

Saturday:

Film Festival and Graduation Event – Potluck, Showcase Films, Hand out Certificates, Magazines, DVD's of movies and Stipends.
 Take Class picture.

*Daily Activity: Inspirational/Motivational Themes – Leadership, Identity, Diversity, Community, Education, Career, Citizenship, Community Service, Service Learning. LIA learning principles: “Learning that... is Active, is Collaborative, is Meaningful, Supports Mastery and Expands Horizons.”

YOUTH INSTITUTE YEAR-ROUND PROGRAM

KEY LEARNING CONCEPTS:

1. Youth Development – Relationship Building, Safety, Youth Participation, Skill Building (social, academic, workforce) and Community Involvement.
2. Learning that is... active, collaborative, meaningful, supports mastery and expands horizons.
3. Project Based Learning
4. Product Based Learning
5. Service Learning Approaches

DATA:

Lab attendance – Daily attendance sign-in sheets for youth who come to the program. YI Alumni must sign-in (proof that they are attending the program), also have a sign-in sheet for YI Guests. YI Alumni are allowed to bring one guest to YI program. *“Remember they vote with their feet, if they bring their friends to program then you are doing something RIGHT!”* If YI Alumni bring a guest to the program, they must stay with them at ALL times.

Meetings/Events – *“It didn’t happen, if you don’t have proof!”* Must have sign-in sheets for ANY event/meeting/trip, this will be proof that it happened.

Release Forms – You must keep current VIDEO/PHOTO/WEB/AUDIO release forms. Make sure you keep current contact information (phone, cell, email, etc.)

Medical Forms - Make sure you keep current contact information (phone, cell, email, etc.)

ACADEMIC ADVISING:

Homework assistance – Provide a quiet space, where YI Alumni can work on homework assignments and projects. YI staff – that is your JOB to provide academic support. YI Alumni should never be IGNORED when they come to you for help.

Open computer lab/access to Internet – YI Alumni should have access to the technology for academics, creative expression, create resumes, complete school projects, etc.

Textbooks – If you are able to purchase or borrow USED school textbooks for your YI Alumni to finish homework, please do so. YI Alumni will give the excuse that they don’t have the textbook with them, so by having copies of textbooks on hand you can help them complete their homework and assignments.

COLLEGE READINESS:

A-G requirements - YI staff must be proactive in making sure YI Alumni are getting the right A-G classes to graduate HS and go on to college. Many of our parents don’t feel comfortable or empowered to go to the school counselor and demand that their son or daughter should be enrolled in the A-G classes. Always check their class schedule when the new semester/quarter begins.

SAT/ACT prep – Provide opportunities for YI alumni to receive assistance with online or textbooks to prep for SAT/ACT. If YI staff are able; PAY for test fees for YI alumni who do not qualify for fee waiver. Make sure YI Alumni have active email accounts that are named appropriate.

College/University application assistance – Make sure YI staff are available to assist all HS Seniors with the online application process. Make appointments with YI Alumni to spend at least 40 minutes with them to fill out the application correctly.

College essay review – YI Staff please review all essays for scholarships and college applications. Have YI alumni rewrite two to three times before submission – also save a copy.

Letters of Recommendations – YI Staff provide appropriate letters of recommendation, highlighting GPA, Awards, Community Service, etc.

FAFSA & Financial Aid - Make sure YI staff are available to assist all HS Seniors with online application process. Make appointments with YI Alumni to spend at least 40 to 90 minutes with them to fill out the application correctly. Make sure YI Alumni have all the required documents (ie Tax Returns, DOB of Parents, SS #'s, etc.).

Online Scholarships - Make sure YI staff are available to assist all HS Seniors with the online application process. Make appointments with YI Alumni to spend at least 40 – 60 minutes with them to fill out the scholarships correctly.

Campus visits – YI Staff plan day trips to your local Trade Schools, Community Colleges, CSU's & UC's and private colleges. Contact – Outreach Office or EOP office to schedule a visit and tour. You are providing an experience for your youth about going to college and letting them ask questions to staff that work at those institutions.

Parent & Youth workshops – Provide workshops

and training for parents on: "What is college?" "Why is it important to attend?" "What is FAFSA/Financial Aid?" "Applying Online – colleges/universities & scholarships" "Making parents advocates for their child" Making training available in Spanish or language of preference for parents to fully understand the process of going to college.

Once accepted into college/university – YI Staff meet with YI Alumni to assure that all required documents are submitted. YI Alumni are reminded about entrance exams and orientation dates. Maintain contact with them when they do go off to college – they will have additional questions. Remember you are a youth developer; they still need guidance and advice. If you have done your job correctly they will become your friends and maybe come back and become staff.

COMMUNITY SERVICE/SERVICE LEARNING:

Tech Tutor at schools/community centers/etc. – Remind all YI Alumni, they signed a Code of Conduct to provide at least one month of community service back to the Youth Institute. We tell our alumni, if they want to become "summer" alumni they need to be active in the year-round program. Tech Tutor (Technology Tutor) is a program for our alumni to give back to the community by providing computer literacy & digital media arts training in a project-based learning environment for youth, teens and families. The highest form of learning is TEACHING back. We are reinforcing the computer technology skills they have learned over the summer and helping them to make the connection between academics and workforce by teaching back – "mastery of skills."

Work with your agency or CBO to provide classes on basic computer literacy and digital media arts (video, graphics, music). If your agency provides afterschool programming, develop a Digital Arts Club and have your YI alumni run it. You have developed those leadership skills in them, now it's time to let them shine.

Work with one grade level or group per month and provide at least 3 to 5 hrs of instruction per participant. In doing so, you are creating a positive atmosphere for learning by having that one-on-one instruction. You are developing communication skills, group work, problem solving skills and computer literacy skills with the alumni. A sense of pride and accomplishment will develop with them – "that I know how to make a movie, create a graphic logo, and teach a skill that will help this person/child in the future." Remember to have lesson plan for each activity or project – if

you don't your participants will lose interest.

School/YMCA community events – Community service can also happen within your own scheduled events: picnics, open house, carnivals, etc. You need to provide a lot of activities for your Alumni to stay engaged and active.

TECHNOLOGY:

Access to technology – YI Alumni should have access to technology when they come to the Youth Institute to do homework, practice moviemaking, graphic design, music creation, etc. Don't be like school and put up barriers & restrictions to access technology – if that happens, they will stop coming. Remember computer technology becomes obsolete within 3 years, due to upgrades in software and new technologies & hardware. So use it, abuse it – you have AppleCare to repair your computers.

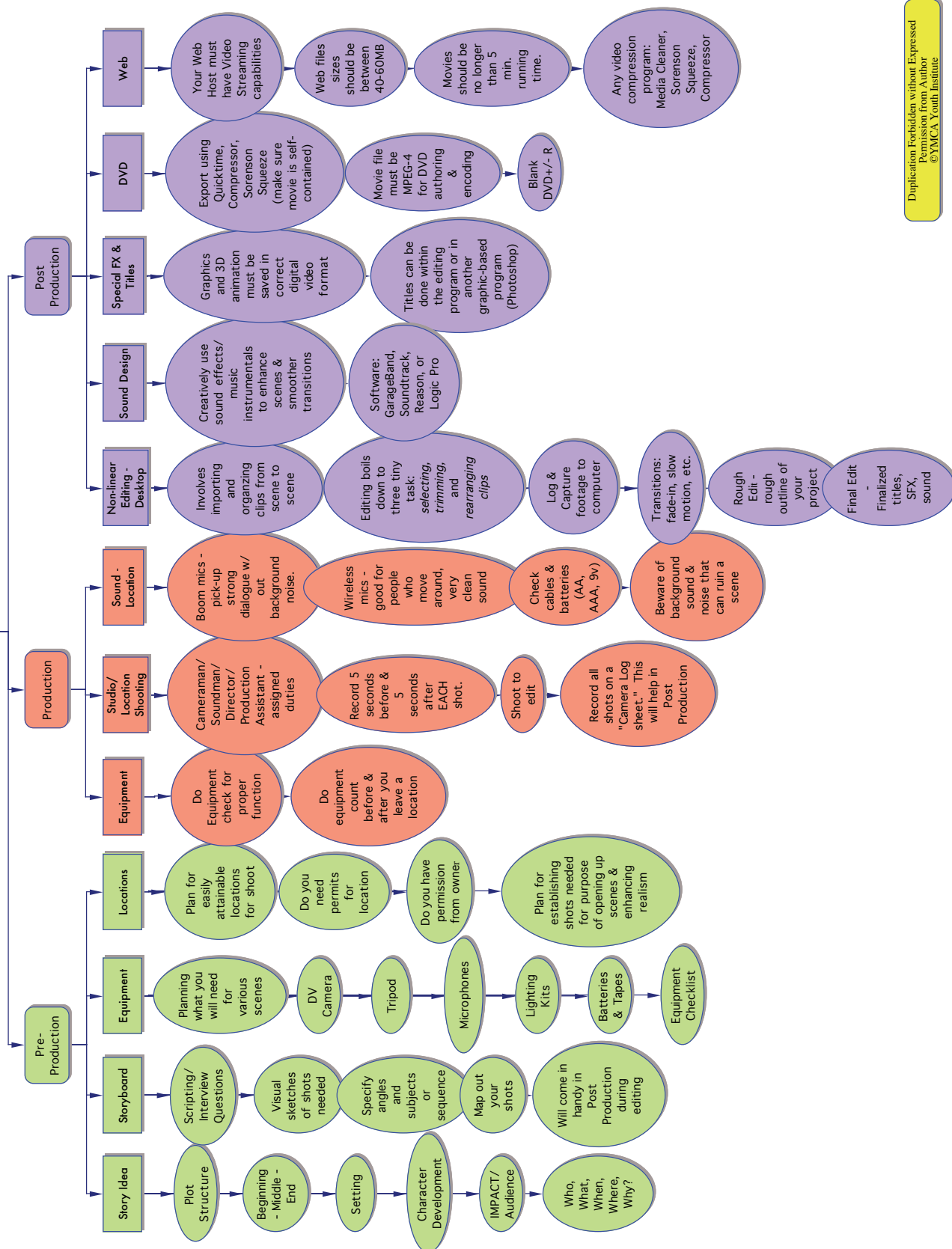
Always keep technology under lock and key at all times – take daily inventory. Create a daily check out sheet for technology, so that you know who is responsible for it. Tell them we have a limited budget, once its broken or lost – we can't replace it and then we will have less technology to go around. They have to take ownership of the program and be responsible for it.

Digital media arts projects – Look within your agency or CBO for opportunities for your YI Alumni to create videos, newsletters, flyers, etc. for the organization. Become your own in-house Production Company. By doing so, you are further developing their digital media arts skills and "mastery of skills." You are creating that next level of computer skill sets for your program – peer mentors for the next new class coming in the summer.

When the YI Alumni skill sets become professional – look outside your agency at other non-profits & CBO's for small paid projects.

Provide services to agency and CBO's – Within your second or third year of the Youth Institute program, you will have a core group of YI Alumni who have developed professional digital media arts skills. Go out into the community and look at local businesses (coffee shops, flower shops, family businesses, etc.) – ask if they need new business cards, new flyers, new menus, etc. Have a portfolio of your Alumni best video projects and graphic design works; take YI Alumni with you to make the pitch.

Long Beach YMCA Youth Institute

DIGITAL
STORYTELLING

Technology as an Engagement Tool for Youth

The YMCA Youth Institute chose Digital Media Arts Technology as an engagement tool for Youth for multiple reasons.

First and foremost, we are living in a rapidly changing society where youth are able to access information like never before and do not need an adult access point to do so for good or for bad. In fact this is the first generation in the history of humanity that has this kind of access to information without an adult gatekeeper. So we as adults have a very important responsibility to both educate youth on that access and to show youth the positive and negative implications to this unparalleled freedom. There is no going back and this is not a trend or a fad, it is the future.

So the Youth Institute decided to use technology as both a way for youth to express themselves artistically, and use it to have youth gain skills that will benefit them both in their academic pursuits and careers.

Technology should be looked upon as a river with Youth being digital fish. If you are over 30 then you tend to be a digital reptile, comfortable swimming in the digital world but having to learn some things as an adult. If you are over 40 then you are a digital mammal who had to learn everything that you know about technology either in higher education, the workplace or on your own. Thus you have had to learn how to swim digitally as an adult. Some adults never totally learn how to swim in the digital world.

This is why we have such a schism in our schools today where youth actually have better technology skills than their teachers. Teachers can either embrace this and create cooperative learning environments or shut it down with a 'rules based adult knows all' old school teaching methodology. Either way, youth will embrace and become engaged with technology where it suits their needs as consumers.

Thus we have made a conscious decision to teach youth technology and have them create content with it to tell their own stories, stories of their communities and make their stories heard by a digital audience. Youth have become content creators.

In doing so, we have taught youth 21st Century skills such as literacy, group work, problem solving, critical, abstract and sequential thinking, and

entrepreneurial business skills. For example: 'I learn the skill, I can use the skill in school and work, and I can monetize the skill'. We call this connecting the dots.

It's not only what we teach but also how we teach it. You see we approach everything in project based, product based or service learning ways. That way, youth retain the skills that they learn, teach each other (cooperative learning), and use the skills that they learn in their everyday lives (real world context).

So in closing, teaching technology on the side is a huge mistake. Integrating creative content technology in all areas of teaching and teaching it in project based, product based ways has shown to be a huge success in reengaging youth to their academics, careers and their futures. It truly is a great American equalizer.

Technology needs for a Youth Institute

Computer technology needs vary based on your knowledge and usage of technology in your particular work place. Most of us have basic computer knowledge and usage skill sets to copy, paste, print, send emails, do internet research, make basic flyers and have a working knowledge of Word, Powerpoint and Excel. Youth today are digital natives. With touch screens and mobile devices as part of their everyday life, they are not afraid to explore and try new things to better understand how to use technology in their daily lives. As youth developers, we need to channel their innate curiosities and help them harness the power of technology for academic success, creative expression and workforce development.

In the Youth Institute we teach over 16 types of software computer programs, digital storytelling, digital graphics, and digital music creation in a project-based hands-on learning environment that encompasses 21st Century Skill Sets. Our National YI Replication staff will assess your technology needs and make recommendations to fit your budget needs and program outcomes. There are two technology packages that are recommended: a 1st year package for fledgling programs with beginning skill sets and a 2nd year package for advanced skill sets. By the end of your

1st year of the Youth Institute, you will have a much better understanding of the technology and the youth will too. Always budget money for the following year to upgrade computers, software and all other related equipment. As your indigenous knowledge base grows between staff and youth at your site, you will have a better understanding of what programs and hardware you will need to keep your program growing.

We have seen many programs blindly buy the newest high-end technology equipment and software without having any knowledge on how to use it or integrate it into programming; This is a waste of time and funds. We have been running technology programs for over 14 years and have gone through the common pitfalls of purchasing equipment and adapting it for use in programming. Our advice stems from that experience and will gladly answer any questions about technology not listed below.

A word of caution, we have all heard the saying "build it and they will come." Remember youth bond to people, not programs. Always remember that youth development is the key and technology is just an engagement tool.

1st Year Youth Institute and Beginning Technology Skills Recommendations:

- Computers:** Apple iMac (Base model 21.5" Desktop) or MacBook Pro (Base Model 13" Laptop). If RAM upgrade is desired, buy aftermarket RAM (DDR3) and install yourself
- Software:** Microsoft Office for Mac 2011 (Word, PowerPoint, Excel), Adobe Creative Suite CS6 (Photoshop, Illustrator, InDesign), Inspiration, Apple iLife Suite (iMovie, Garageband, iPhoto, iTunes), Skype
- Printer:** Epson WorkForce Pro WP-4530 All-In-One Color Laser Printer
- Video Camera:** Canon Vixia HF R600 Camcorder with built-in stabilization
- Camera Tripod:** Magnus VT-4000 Tripod System with Fluid Head for each camera
- External Storage:** Western Digital My Passport 1TB or 2TB
- Memory Cards:** SanDisk 8GB or 16GB SDHC Memory Cards for each camera
- Audio:** Rode VideoMic Boom Kit with pole and budget headphones for each camera, M-Audio Keystudio 49 USB MIDI controller and Blue Snowball USB Mic for recording in lab.
- Accessories:** Padded bags for Canon Vixia cameras and accessories, Neewer 43" collapsible reflector for each camera, Power strips and extension cables for lab set up.

2nd Year Youth Institute and Advance Technology Skills

- Computers:** increase RAM in existing machines, consider purchasing higher end iMac or MacBook Pro based on needs
- Software:** Apple Final Cut Pro X, Adobe Premiere, Adobe After Effects, Reason, Logic Pro X, Pro Tools
- Printer:** Consider purchasing a large format printer
- Video Camera:** DSLR cameras - Canon Rebel T6i/T6s, 7D MKii, or 5D MKiii. Also consider Sony A7ii or A7s. Upgraded camera lenses are strongly recommended
- Camera Tripod:** Manfrotto MT055XPRO3 Aluminium Tripod Legs with MVH502AH Video Head or equivalent and/or Manfrotto MVM500A Aluminum Fluid Monopod with 500 Head
- External Storage:** Western Digital My Passport 1TB or 2TB
- Memory Cards:** SanDisk Extreme Class 10 Memory Cards (Faster write speeds)
- Audio:** Consider buying a Sennheiser ew 100-ENG G3 Lapel Mic Kit for interviews and speakers. Also the Zoom H5 Modular Recorder and Over-the-Ear headphones for Audio Recordings in the field
- Accessories:** Consider buying a continuous light kit that fits in your budget for video recording (LEDs are more expensive but easier to use. Tungsten lights are most cost effective but may burn you as they get hot after use)

NOTE: If you are starting a Social Enterprise with a focus on Digital Media Production, please let us know. We can provide you a list of professional-level equipment, software and hardware.