

YOUTH LEADERS OF MENIFEE HANDBOOK

Term runs September 2023 to May 2024

The purpose of the Youth Leaders of Meniffee (YLM) is to promote public service and community involvement, with, for and by youth. Teens will have the opportunity to be the voice of the youth in the community by creating and implementing programs and events for youth and teens. YLM creates a positive environment for teens to develop leadership skills, enhance communication, and build self-esteem and confidence. Through this program teens will also receive job readiness training and have the opportunity to volunteer at City of Meniffee programs and events.

YLM Member Requirements

- Be a current High School Student that lives and/or attends school in the City of Meniffee.
- Be available to volunteer on Special Projects, Youth Programs, and at City Events.
- Have a positive attitude and a desire to make a positive difference in the community!

YLM Positions

Following interviews of interested students, City Staff will appoint YLM Officer Positions. President and Vice-President are voted for at the final meeting of the previous school year. All other students will be Regular Members.

11 OFFICERS:

- **President** – The official spokesperson for the Youth Leaders of Meniffee. Assist City Staff Liaison with meeting agendas. Attends and facilitates each meeting. Works closely with the Committee Vice-President. Community outreach.
- **Vice President** – Works closely with the Committee President and assists with responsibilities as requested. Performs all duties of the Committee President in their absence. Volunteer coordination for all opportunities.
- **Youth Mentor Leads (3)** – The lead YLM members who plan and organize all activities and programs involving elementary school students. Will take the lead on planning and implementing the annual Youth Fair.
- **Teen Activities Leads (3)** – The lead YLM members who plan and organize all activities, programs, and events for middle school and high school students. Will take the lead on the annual ‘Ready, Set, Future!’ event.
- **Green Team Leads (3)** – Lead YLM members for the Green Team. Works on initiatives and brings awareness on keeping our planet clean and green. Promotes Youth involvement to meet their goals.

OTHER POSITIONS:

- **Regular Members** – Will be updated regularly via email with upcoming volunteer opportunities and YLM projects they can get involved with. Regular members will meet on the 4th Tuesday of each month at 6:00pm. (These meetings are optional)

Officer Responsibilities

- YLM Officers are expected to be present at regularly scheduled meetings unless excused with prior notice to City Staff Liaison (At least 2 days notice required). A committee member with three (3) unexcused absences in one school year may be replaced at the discretion of the Staff Liaison.
- Officers must complete at least 20 hours of YLM Community Service (Not including meeting hours) each school year. 15 of those hours must be completed before the end of January to be eligible for the Disney Training Trip in February.

All Member Responsibilities

- Propose, plan, and implement activities, programs, and events to benefit the youth in our community.
- Advocate for all YLM related activities and events.
- Lead by example and always be a positive role model. You represent the City of Meniffee as a YLM Member.

YLM Teams

- **Leadership Team (President & Vice-President)**
 - The Leadership Team communicates with City Staff to put together the agendas for each meeting. They also are responsible for leading and communicating with all the YLM Teams to ensure the groups are meeting their goals. The President and Vice-President will each also be the official spokesperson for the Youth Leaders of Menifee and lead each meeting.
 - The Leadership Team will also be responsible for informing YLM members of upcoming volunteer opportunities and assist in keeping a log of all volunteer hours.
- **Youth Mentor Team**
 - The purpose of the Youth Mentor Team is to provide activities, events, and programs for kids in the community.
 - **Programs:** After School Program, Holiday Workshop, Gingerbread Party, and Parents Night Out
 - **Event:** Youth Fair
- **Teen Activities Team**
 - The purpose of the Teen Activities Team is to provide activities, events, and programs for teens in the community.
 - **Programs:** Teen Hangout, Teen Camps, Teen Activity Days, and Teen Trips
 - **Event:** Read, Set, Future!
- **Green Team**
 - The purpose of the Green Team is to achieve teen involvement in the effort for a clean and green community. Green Team will work with Park Rangers on various events and projects.
 - **Programs:** Teens Keep Menifee Clean, Recycled Art Contests, Awareness Activities for Kids Programs.
 - **Events:** Clean Air Day and Earth Day Event.

Meeting Information

- YLM Officer Meetings will be the 2nd and 4th Tuesday each month at 5:30pm for 60-90 minutes. These meetings are for the 11 officers to discuss and plan YLM programs and events.
- All Member Meetings will be the 4th Tuesday of each month at 6pm. These meetings are optional for Regular Members and will include updates on YLM activities and volunteer opportunities as well as a professional development discussion topic.
- All attended meetings will count toward YLM Community Service Hours.

Community Service Hours

- All YLM volunteer opportunities will be posted on the online sign-up form available to YLM Members.
- All Volunteer Opportunities are optional, but if you sign up for a volunteer shift, you are expected to show up and complete your shift. Please notify City Staff if you are unable to make a shift you signed up for.
- YLM Shirts should be worn during all volunteer shifts.
- While volunteering through YLM you represent the City of Menifee and are expected to uphold high standards of customer service.

Incentives for Community Service Hours

- **Raising Cane's Community Services Award**
 - The YLM Member with the most YLM Community Service Hours during the school year (September 5th to May 3rd) will receive a \$500 prize and be awarded at the Teen Recognition Night.
- **Disneyland Leadership Training**
 - All Officers who meet minimum meeting and community service requirements as well as the the top 4 Regular Members with the most YLM community service hours (Sept-Jan) will have the opportunity to attend a free leadership training at Disneyland in February. After the training you have the rest of the day to explore Disneyland.
- **School Credit**
 - Some schools, including schools in the Perris Union High School District, will give students school credit for completed community service hours. Community Service hours completed through YLM are eligible towards earning school credit. Meet with your school counselor for specific details for your school.