



## Learn and Serve – Michigan Youth Council Summary



### Youth Council Organization

#### COUNCIL DESIGN

The Council will consist of youth representatives (in 7<sup>th</sup> – 11<sup>th</sup> grade) from Learn and Serve – Michigan School-Based programs.

#### SIZE OF THE COUNCIL

Each Learn and Serve School-Based program will have the opportunity to nominate two young people in 7<sup>th</sup> – 11<sup>th</sup> grade to serve as a member of the Council.

#### SUB-COMMITTEES

Sub-committees may be established by the Council as needed to address specific questions or issues. All sub-committees shall be responsible and report to the full Council.

#### TERMS AND METHODS OF APPOINTMENT

The appointment for membership will be a one-year term. Each Learn and Serve School-Based program will have the opportunity to nominate one young person in 7<sup>th</sup> – 11<sup>th</sup> grade to serve as a member of the Council. After the first year of operation (2002-2003), programs will have the opportunity to nominate one young person in 7<sup>th</sup> – 12<sup>th</sup> grade to serve on the Council. If a 12<sup>th</sup> grade student is nominated, (s)he must be a returning member and will serve in a 'mentor' role to other members during that last year of eligibility.

#### MEETINGS

There will be two (2) Council meetings each year. Attendance at these two meetings is critical. If the need arises, additional meetings may be called. Attendance at any additional meetings would be voluntary.

#### Guidelines for Council Members

#### MEMBER ROLE

As Council members, you will be connected to the youth-focused grant making of the Michigan Community Service Commission (MCSC) – Learn and Serve - Michigan. You will help to 'spread the word' about service-learning and the benefits of bringing it to schools and community-based organizations.

Responsibilities include:

- Attending the two (2) required Council meetings
- Conducting two (2) service-learning outreach presentations
- Organizing one (1) service-learning project with the assistance of your service-learning coordinator or another adult in your L&S program

## **Learn and Serve TEAM**

The success of the Council depends a great deal on the Learn and Serve team. These individuals must devote enough time and attention to keep the Council actively involved.

Responsibilities include:

- Coordinating meeting arrangements
- Developing meeting agendas
- Providing all Council members with any necessary training, including orientation
- Acting as secretary for the Council (e.g., coordinating all mailings, compiling a directory, taking minutes)
- Reviewing goals and objectives with the Council
- Providing members with resource materials and information as needed
- Tracking member participation in required activities (including service-learning outreach presentations, service-learning project, etc.)
- Initiating and facilitating discussion during each meeting
- Conducting year-end Council review

### **Procedure for Nominating A Council Member**

1. Each Learn and Serve School-Based program will nominate one young person in 7<sup>th</sup> – 11<sup>th</sup> grade to serve on the Council. Selection forms will be sent to the MCSC.
2. Make sure all the required information is provided on the nomination forms.
3. The MCSC will send a confirmation letter to the young person, along with any pertinent introductory information.