

# Choose Your Own Youth Philanthropy Adventure

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# Objectives

- ▶ To Explore the Basic Questions and Components to Build a Teen Philanthropy Program
- ▶ To Learn About Different Ideas and Tips to Enhance a Teen Philanthropy Program

# Overview: Discussing the Different Components of a Youth Philanthropy Program

- ▶ Different Types of Programs
- ▶ Recruitment
- ▶ Registration
- ▶ Staff Training
- ▶ Request For Proposals
- ▶ Communication
- ▶ Introduction to the Program
- ▶ Sessions
- ▶ Parent Orientation
- ▶ Site Visits
- ▶ Allocations
- ▶ End of the Year Event
- ▶ Evaluations
- ▶ Questions and Comments

# Different Types of Programs

- ▶ 1 Year vs Multiple Year
- ▶ What Grade(s) Will the Program Focus On
- ▶ Cohort Model-Based on Years of Involvement
- ▶ Grade Model-Philanthropic Focus
  - Eighth Grade-Local Social Service
  - Ninth Grade-National Social Service
  - Tenth Grade-Jewish Arts and Culture
  - Eleventh Grade-Politics, Outreach and Advocacy
  - Twelfth Grade-Israel
- ▶ School/Camp Elective

**Tip: Start Small**

# Recruitment

## ▶ Teens

- Letters to Synagogues
- Newspaper Articles/Ads
- Word of Mouth
- Recommendation
- Asking other Participants
- Guidance Counselors

## ▶ Staff

- Craigslist
- Newspaper Ads
- E-mailing Synagogues/Colleges/Hillel
- Posting Fliers at Graduate Housing
- Staff Referrals

# Recruitment: What to Include

## ▶ Teens

- Welcome Letter
- Costs and Contribution
- Calendar
- Brochure
- Article
- Other Program Information

## ▶ Staff

- Job Description
- Salary
- Calendar
- What You Are Looking For: Age, Degree, Experience, Background, Etc

*Tip: Ideal Group Size is 2 Advisors for Every 20 Teens*

# Registration

- ▶ Snail Mail a Paper Application
- ▶ E-mail Applications
- ▶ Apply On-line
  - One Page PDF with Signatures
- ▶ Include Registration Form in Your Brochure

# Registration-What to Include

## ▶ Teens

- Name, Address, E-mail, Home/Cell Phone
- Synagogue/High School
- Prioritize Their Commitments
- How the Teens will Raise their Contributions
- Medical Information
- Photo/Travel Release
- Text Message Release
- Indemnity Form
- Fees
- Permission Slips

## ▶ Staff

- Contract
- Employment Forms
- Background Check, W-4, I-9, Direct Deposit
- Contact Information
- Emergency Information
- Job Description
- Calendar
- Staff Letter



# Staff Orientation and Training

- ▶ Separate Session/Time for New Staff
- ▶ Ice Breaker
- ▶ Overview of the Program
- ▶ Expectations
- ▶ Logistics-Payroll, Communication, etc
- ▶ Advising Tips
- ▶ Curriculum Overview
- ▶ Year in Review-Whole Picture
- ▶ Learning-Jewish Text Study, Values Activity, etc.

# Requests For Proposal

- ▶ Staff Sends RFP
- ▶ Teens Come up with Philanthropic Focus/  
Mission
- ▶ Agencies Can Apply On-Line
- ▶ Federation/Agency Databases

**Tip: Call Every Year to Update List and  
Build a Relationship with Agency Contacts**

# Request For Proposal: What to Include

- ▶ Introductory Letter Explaining the Program
- ▶ Brochure
- ▶ Guidelines Projects and Funding
- ▶ Contact Information
- ▶ Cell Phone
- ▶ Website
- ▶ Budget
- ▶ Important Dates: Notification of Site Visit, Site Visit Date (Snow Date), Notification of Funding, and End of the Year Ceremony

# Communication

- ▶ E-mail and Text Message through AIM the Wednesday before each Event as a Reminder
- ▶ Return all E-mails and Calls
- ▶ Remind Parents/Teens to Update Contact Information
- ▶ Make Sure Teens/Parents Know How to Contact Staff the Day of the Event
- ▶ Parent Handbook

# Introduction to the Program

- ▶ Confirm Contact Information/Happy New Year E-mail
- ▶ Welcome Packets
  - Welcome Letter
  - Advisor Introduction Letter
  - Program Objectives and Outcomes
  - First Meeting and Parent Orientation Information
  - Basic Agenda
  - Program Staff Contact Information and Directions

# Sessions

- ▶ Depends on your goals
- ▶ Are Teens More Engaged in the Process
  - Create a Mission
  - Develop the RFP
  - Participate in Fundraising
  - Learn More about Grant Writing
  - Discuss How Non-Profits Work
  - Invite Guest Speakers

# Sessions-What to Include

## ▶ Minimum of 6 Sessions:

- Team Building, Jewish Values, and Learning on Giving/Focus (2 ½ Hours)
- Review Agency Programs (2 Hours)
- Role Play the Site Visit (2 Hours)
- Site Visit (Depends on Grade 4 Hours-Overnight)
- Presentation and Allocations (2 ½-3 Hours)
- End of the Year Program (2 ½ Hours)

**Tip: Start Sessions with a Fun and Interactive Ice Breaker.  
Have the Teens Wear Nametags**

# Parent Orientation

- ▶ Label Handouts-Track Attendance
- ▶ Follow up with Parents-E-mail Information to Parents who Could Not Attend
- ▶ Combining Grades-Parents Can Learn about What Teens Will be Covering Next Year



# Parent Orientation-What to Include

- ▶ PowerPoint Presentation Playing on a Loop as Parents Arrive
  - Mission Statement and Goals
  - Philanthropic Focus by Grade
  - How Much Money the Teens have Donated Since the Program Started
  - Quotes from Parents, Teens, and Graduating Seniors
  - Statistics
    - ▶ How many Schools and Synagogues the Teens Represent
  - Information about our Youth Advisory Board
  - Pictures Highlighting
    - ▶ Learning Jewish Values
    - ▶ Reviewing grant proposals
    - ▶ Site Visit Presentations
    - ▶ Volunteering
    - ▶ Highlights from the Check Presentation Ceremony

# Parent Orientation-What to Include

- ▶ Program Overview and History
- ▶ Goals and Objectives
- ▶ JCYF – 5 Year Curriculum Plan
- ▶ Who's Who in JCYF-Program Partners, Staff, and Advisor Introductions
- ▶ Parent Education-Jewpardy, Skit about Giving, or Guest Speaker
- ▶ Review Expectations
- ▶ Site Visit/Overnight Trip Information
- ▶ Review Agencies
- ▶ Learning Objectives by Grade
- ▶ Youth Advisory Board and J-Serve Day of Service
- ▶ Staying Connected
- ▶ Parent Volunteers
- ▶ Questions

# Site Visits

- ▶ Designate a Number of Sessions for Site Visits. Have the Whole Group Attend Every Site Visit
- ▶ Split the Group up and Have Small Groups Attend One Site Visit. Teens Will Report Back What They Learn to the Group
- ▶ Speed Philanthropy-Teens Meet with Agency Representatives in One Room and Interview the Representatives in Small Groups
- ▶ Have Agencies Present to the Group: in Person, Skype, Phone Conference, Etc.

# Allocations

- ▶ **Fist of 5**
- ▶ **Consensus**
- ▶ **Majority Rules**
- ▶ **Debate**
- ▶ **Anonymous Envelope/Averaging**
- ▶ **Rank Order and Discussion**

# End of the Year Event

- ▶ Final Presentation-Invite Parents, Rabbis, Community Leaders, and Recipients to Celebrate Teen Allocations
- ▶ Philanthropy Fair with Teen Site Visit Posters
- ▶ Combine the Event with Community Service, for example Senior Prom

**Tip: Put Together an Advisor Reflection Booklet.  
Ask Advisors to Write a Paragraph Naming Each Teens' Contribution to the Group**

# Sample End of the Year Program

- ▶ 4:30 pm-5:00 pm-Staff Run Through
- ▶ 5:00 pm-5:40 pm-Teen Final Meeting
  - Dinner
  - Evaluation
  - Practice Presentation
- ▶ 5:00 pm-5:45 pm-Philanthropy Fair and Dessert Reception (Parents and Recipients)
- ▶ 6:00 pm-7:30 pm-Check Presentation Ceremony (Including Guest Speaker and Senior Speeches)

# Evaluations

## ▶ Teen

- Site Visit
- Program

## ▶ Staff

## ▶ Parent

- Quotes
- Benefits for Teen and Family
- Suggestions

## ▶ Agency

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**Questions or Comments**