



YOUTH LEADERSHIP COUNCIL TOOLKIT

Beginners Guide

This beginner's toolkit is designed to guide your Youth Leadership Council program activities. Whether you have an existing Council and it needs a re-boot or you are launching a new Council, we hope this guide will be helpful to you. It is a model and can and should be tailored to meet the needs of your Clubhouse community. An expanded toolkit will be published in 2021 with case studies, best practices, and shared learning from Clubhouses around the world.

Local Youth Leadership Council (YLC) Program Model

Composition of YLC: Youth Leadership Council consisting of 10(+/-) Clubhouse Members, ages 16-21. Members of the YLC are current Members and alumni (maximum of two to center the Member experience and voice on the YLC). Alumni involvement is helpful in creating transition for Members who are aging out of the Clubhouse and allows for alumni engagement and near-peer mentorship under a cascading leadership model.

Membership Process: Create and collect a Membership Application from those interested in joining the YLC.

Sample Questions:

- ✓ Why do you want to be on the YLC?
- ✓ How will you use your skills learned in the Clubhouse to improve the Clubhouse Community?
- ✓ Consider accepting various pieces of creative expression that answers the application questions, including poetry, short essay, video, drawing or music.

Membership Term: YLC Members serve a one-year term with the opportunity to extend to two years.

Meeting Schedule: Meetings can take place twice a month for two hours at the Clubhouse. The meeting schedule can be adjusted to accommodate Clubhouse staff capacity and schedule. The structure should work well with your Clubhouse community.



Community Engagement: The YLC will complete one community project and present it to current Clubhouse Members at a public event such as a block party, STEAM event, the State House, City Hall or community function. This community project will use technology from the Clubhouse to address a social need. For example, designing body-positive t-shirts, organizing a music concert showcasing a diversity of cultures and communities, or developing an app that maps the location of safe and empowering afterschool programs for youth.

Teen Summit Engagement: The YLC organizes a committee to help identify Teen Summit participants, organize fundraising efforts, and lead or contribute to a workshop or presentation at the Summit.

Role of YLC Members: YLC can support your Clubhouse community through taking on useful roles that have great impact. A sample of roles are listed below:

- ✓ Providing input to the decisions made about your Clubhouse programming and policies
- ✓ Act as an Ambassador to the Clubhouse to new Members, parents, and community partners.
- ✓ Design programming that is innovative and meets the interests of youth in the Clubhouse
- ✓ Assist with identifying solutions to problems that occur in the Clubhouse

Core Components of the Model

Members are encouraged to lead part of a session or entire session that reflect the following overarching goals. These topics and themes can be tailored to meet Member's interests.

Building Community and Fostering Teamwork

- Starting the first Youth Leadership Council meeting with icebreakers where members get to know one another is important to building community. Once the group gets to know one another, introduce an activity where members create and collectively decide on norms or guidelines for meetings and any YLC decisions. Throughout the term of your YLC, continue to build and strengthen relationships among Members by facilitating check-ins and teambuilding activities.



The Role of Leaders

- One goal of a Youth Leadership Council is to help Members' develop personal leadership styles while they begin to discover what qualities makes an effective leader. It is important for Members to begin to see themselves as leaders and one way they are able to do this is through engaging in leadership activities.

Activity 1: Ask the group define "leadership" based on their own experiences and observations. Then facilitate an activity where Members create "good leader," vs "bad leader" scenarios.

Activity 2: Ask Members to identify their own leadership styles by acting out different scenarios that might require different approaches and decision-making power. Debrief and Reflect after each activity.

Define Leadership in the Clubhouse

- Ask the YLC to create a list of topics they want to address through the Youth Leadership Council. Are there policies or programming they want to create or change? Identify a few topics and create an action plan together.

Sample Topics:

- ✓ Food to offer at the Clubhouse
- ✓ Events Members want to launch at the Clubhouse
- ✓ Community projects the Clubhouse wants to join
- ✓ Guidelines to keep the Clubhouse safe, clean, and fun for all
- ✓ Workshops about topics that interest Members

YLC Members should deliver at least two workshops on a topic of their choosing for current YLC and Clubhouse Members. More than two workshops are useful in building the strength and programming of the YLC.

How to Use Technology to Improve Your Community

- When an action plan is created, think about how members can use tools in the Clubhouse to address the topic areas and/or an issue in their community. Ask members to identify projects that use technology for "good."



Launching a Digital Campaign

- The Council may choose to launch a project about a new policy or program in the Clubhouse and/or a topic in their community they want to address. How can members use media to get the word out and inspire others? Have the Council develop a communications plan with the guidance of the facilitator. Introduce digital branding including, personal branding.

Social Entrepreneurship

- This is another example of how technology can be used for “good.” Many young people look for “side hustles” or part-time work. Learning more about social entrepreneurship and asking members to fundraise for their cause is leadership in action.

Practice your Pitch and Public Speaking

- Public speaking can be scary. The ability to articulate your message in public settings is a valuable leadership skill. This skill can be mainstreamed throughout each YLC session or be introduced at any time. Ask Members to take on various tasks that require public speaking such as meeting facilitation, pitching an idea to the YLC, representing the YLC in a larger organizational Meeting or talking about the YLC to parents, Members, and interested community members. Invite Clubhouse members to provide constructive feedback to each other.

Others

- This list is a small sample of topics you might consider exploring in your Youth Leadership Council. There are numerous others and we encourage you to be creative, have fun and tailor the topics and YLC sessions to meet the needs of your Clubhouse and community. Encourage members to take the lead, direct the shape of the program and provide feedback for any changes.



Sample of Outcomes from Establishing a Youth Leadership Council in Your Clubhouse

Here are some examples of some of the outcomes you may see from establishing a Youth Leadership Council. You might want to reflect on these with Council Members as they embark on their leadership journey.

- 1) Increase in number of Mentors in the Clubhouse
- 2) Increase in workshop offerings and in diversity of voices
- 3) Increase in Member recruitment via community events, projects, campaigns
- 4) Increase in and deepening of alumni engagement and leadership development
- 5) Increase in youth confidence in self and in ability to use technology to fulfill career aspirations

TCN Program Assistance

The Clubhouse Network Youth Leadership Program Manager will provide support to Clubhouse staff to assist in recruiting and launching a YLC that meets your current needs and considers potential Clubhouse capacity challenges.

If you have questions or need assistance, please reach out to:

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