



TEENS LIFTING TEENS Program Overview



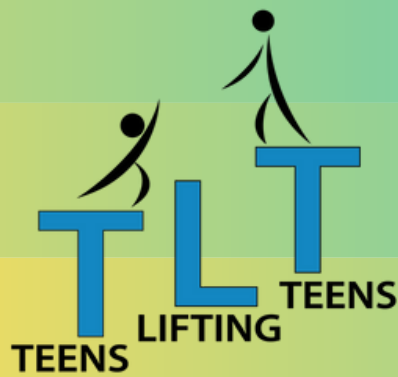


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TEENS LIFTING TEENS Program Overview



Teens Lifting Teens (TLT) is a grant funded program that empowers teens to make a difference in their communities.

WHAT'S THE PROBLEM?

Among Utah's teens, we are seeing resiliency decrease, while anxiety, social disconnect, and feelings of inadequacy are all on the rise.

HOW CAN WE SOLVE IT?

Research among teens show the effectiveness of two critical interventions—

1) positive interactions with a caring adult and/or role model; and
2) service to others—results in the following positive outcomes:

- Enhances personal growth
- Promotes empowerment
- Raises awareness
- Makes them feel respected and supported, and
- Gives them hope for the future

Following this same structure, the Teens Lifting Teens Program is built to achieve similar outcomes among at-risk teens in Utah.



TEENS LIFTING TEENS PROGRAM

The program focuses on developing skills that prepare teens to:

- Mentor and serve others
- Plan & implement events
- Build effective teams
- Grow resilience and self-confidence/self-efficacy
- Develop protective factors (reducing risky behaviors)
- Actively make a difference in their communities now and in the future

This is accomplished by intentional training and experiences that provide opportunities to learn and apply these learned skills. Demonstrating these experiences come in the form of “Near-peer Mentoring” and “Service Learning”. We facilitate these activities in a fun, social environment that encourages a sense of belonging, personal growth and confidence.

DEFINITIONS

Near-peer Mentoring

A trusted or relatable teen that teaches, coaches, encourages or empowers less experienced youth.

Service Learning

Combines serving the community with front-loading, assessment, and reflection, typically seen in project-based learning.

MORE INFORMATION



utah4h.org/more/TLT



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WHAT SUCCESS LOOKS LIKE



Near-peer Mentoring

Pairing trusted or relatable teens with at-risk youth



Community Outreach Events

3 Teen-planned and teen-implemented outreach programs or events a year



Service Learning

Learning and teaching life-skills while completing a service project in the community



Training

Participate in local, regional and statewide training conferences



Reporting & Evaluation

Reporting outcomes and evaluating efforts to improve effectiveness



Background Check

Background check for all adult advisors



TEENS LIFTING TEENS PROGRAM TERMS & DEFINITIONS

At-risk Youth Populations—The CDC identifies six categories of at-risk behavior. They include:

- Behaviors that contribute to unintentional injuries and violence.
- Tobacco use (when tobacco was first used & how many cigarettes smoked per day).
- Alcohol and other drug use.
- Sexual behaviors that contribute to unintended pregnancy, STDs, and/or HIV infection.
- Unhealthy dietary behaviors or physical inactivity, including obesity and asthma.

Design Teams—Youth-led planning teams that organize need based community events ranging from day camps, city-wide festivities, literacy initiatives, bicycle safety workshops, and mental health awareness programs.

Design Team Trainings—Tailored for aspiring young leaders engaged in developing community events across local, county, and state areas. Participants will receive training in leadership, designing, planning and executing impactful events.

Fall Advisor Training—At this training, advisors are given resources and tools to structure the program, teach positive youth development, solve issues in councils, and network with other youth advisors across the state.

Full Mentoring Experience—should be at least 1 hour, but doesn't have to be one-on-one. Examples of a full mentoring experience: Teaching experience, day camp, structured event lasting at least an hour (not just a booth where youth have light mentoring), A day at the park the youth are there for 3 hours, library events once a month for an hour, partner with a Jr. High, hospital read books to kids for an hour, Anything interacting with younger youth for a minimum of one hour.

Light Mentoring Experience—short mentoring experience or quick activity, around 10 minutes. **Examples of light mentoring:** booth at a fair, or outreach day at the park, family night out at different booths, school lunch booth, any light-contact peer mentoring. If the youth are at a booth for a few hours and have the opportunity to mentor several different youth for the equivalent of an hour then it's a full mentoring experience.

Multi-Council Training—Multiple youth councils/groups come together to model and showcase to advisors and youth how to run a council. The goal of this training is to create opportunities and skills to improve their programs and network with other councils. A meal is provided.

Near-peer Mentoring—Youth seek to teach a new skill or guide their peers (or younger youth) in a learning experience. This gives social identities to youth, helping them develop a sense of belonging by connecting to role models from similar groups.

Examples of Near-peer Mentoring: youth council working with Jr. high after school program teaching leadership curriculum, day camp where youth teach new skills they have learned from training

Service Learning—Intentional program used to learn and apply knowledge and skills from clearly articulated learning goals through the identification, planning, implementation and reflection of personally relevant community service. **Examples of service learning:** community garden, community outreach event for suicide prevention.

State Youth Conference—At this training youth have the opportunity to participate in workshops to develop new skills they can take back and apply to their own councils. They also get the chance to network with other youth across the state. ie. Teen Summit, Design team, Try team

Teen Mentors—The teens that are participating in various youth councils who will be mentoring other youth we refer to as teen mentors.

TRY Teams—TRY stands for "Teens Reaching Youth". Teams of 3-5 teens with an adult advisor come together from across Utah to learn leadership skills and strategies to be a good teacher. In addition, they will receive a project related curriculum coupled with hands-on interactive lessons about that curriculum. Teens then return home to their own communities and teach what they have learned to younger youth and peers.

Youth Mentees—The youth being mentored to by the teens in the youth council.



PURPOSE OF THE PROGRAM

Expand positive youth development skills and increase youth protective factors through near-peer mentoring and service learning.

DESIRED OUTCOMES

Increased resiliency and self confidence, leading to a reduction in risky behaviors.



NEAR-PEER MENTORING

SERVICE LEARNING

EXAMPLES

Community Outreach Events

Every community outreach event should have some aspect of Near-Peer Mentoring or Service Learning. Many youth councils already include aspects of this into their program. Our goal is to intentionalize the way your youth mentor one another and learn and serve in their communities. Often times service learning projects also include near-peer mentoring. For instance, a youth councils that develops a community garden event (identification, planning, implementation and reflection of the service) learns from the process, while participating community youth learn the skill of gardening while in service. The event can also include near-peer mentoring, if some of the youth are teaching/mentoring other youth on how to work (skill development) in the community garden.

Near-Peer Mentoring

- Cloverbud camp or day camp for families/ young children
- Youth led booth at YMCA to spread awareness about an issue or teach something
- Host a workshop to teach a skill to younger kids
- A youth teaching a leadership curriculum to the rest of the council
- Youth led lesson on inclusive behavior.
- Holiday family night. Youth mentored families on putting together family bonding kits.
- Youth led community cookoff. Youth mentored others on planning an event, and how to make a healthy meal for the family.

Service Learning

Note - Service learning is not the activity as much as the process (identify, plan, implement, reflect). Just about any service activity can be enhanced into service learning by following the process.

- Community garden
- Tied blanket project donated to the hospital
- Secret Santa
- Christmas Festival- help individual youth by teaching them new skills and helping them create project
- Community issue awareness event

TEENS LIFTING TEENS PROGRAM EXPECTATIONS



Upon qualifying for a Teens Lifting Teens program there are specific criteria that need to be implemented to ensure the mission of Teens Lifting Teens is carried out. These criteria include the following:

TARGET AUDIENCE



Recruit and serve youth from at-risk populations

In both the youth councils and the youth mentees they serve, there should be an effort to recruit and serve youth from at-risk populations. All reasonable effort should be made to work towards this expectation.

OUTREACH EVENTS



There should be 3 teen-planned and teen-implemented outreach programs or events each year.

Every Outreach event should include some aspect of near-peer mentoring and or service learning. Most of the time they already do, but we want you to make it intentional.

Examples: Family Night Out, Night at the Library, Camps, Day at the Park, Near-peer mentoring/service learning projects, etc.

NEAR-PEER MENTORING

Each teen mentor will have 3+ full mentoring experiences each year.



Mentoring can occur individually or in small groups. We encourage small groups (2-4 youth mentees per teen mentor) and/or groups of mentors and youth working together in group activities. Mentoring for at least 1 hour counts as a full mentoring experience. A “light” mentoring experiences is around 10 minutes at an outreach event. If teen mentors work with several youth (as a light mentoring experience) for the equivalent of an hour this will count as a full mentoring experience as well. Teen Mentors are expected to have 3+ hours of mentoring a year. If they do, they can qualify to receive the certificate of completion for the TLT Program.

SERVICE LEARNING

Each teen will participate in service learning events each year.



Some near-peer mentoring includes service learning as well. That is fine to count an event as both, just make sure to intentionally teach a skill through service.

Examples: Community garden, youth planning a community event, etc.

TRAININGS

Various types of training are held to ensure quality youth development



Local Training

Your regular council meetings should occur at least 10 times a year. Teach a 10-15 minute curriculum on Leadership, Service Learning, or Near-Peer Mentoring at your monthly meetings. You're free to choose whichever curriculum from our resources you would like to teach.

<https://extension.usu.edu/utah4h/more/leadership-resources>

Advisor Training

Is held once a year in the fall, and we expect advisors to attend. We also expect to meet once a quarter over zoom or in person to check in and see how your council is developing.

Youth Training

Teen Summit, TRY Team, and Design Team, are some of the youth conferences the youth are encouraged to attend. We expect youth council members to come to at least two a year. If you can not provide youth at these events the funding will be re-allocated to others.

Multi-Council Training

The purpose of these trainings are for teens and advisors to develop their programs and network with other youth councils in their area. It is expected that each council will attend at least one of these trainings, with each training hosting 2+ youth councils to help facilitate collaboration and inter-council networking. We will work with council advisors to schedule these through out the year.



REPORTING & EVALUATION

Youth and Advisors must participate in completing quarterly surveys.

This should be done at an in person meeting, and at least 75% of the youth and the advisor should complete the quarterly survey to remain in good standing,



BUDGET SUMMARY



- If you are a 4-H group it's preferred to use your P-card. Our index number is: **A58494**
- If you are not a 4-H club you can get reimbursed for receipts or we can make the purchase and have it sent to you.
- When you make a purchase with your P-card or submit a receipt you should use this information when submitting your receipt:

Cardholders name:

Index to be billed: A58494

Purpose of the purchase: Site Code - description

Was food purchased?

If yes include:

- Event Title:
- Number of people being served:
- Department: Extension Youth Programs
- Event Location (name and address):
- Phone Number:
- List of Attendees (you may attach a list of attendees):
- Was alcohol served at this event? (yes or no):

- We provide funding for: monthly meetings, outreach events, youth conference trainings, space rentals, event insurance, and background checks.
- Your receive a bi-annual budget that accounts just for monthly meetings and outreach events.
- You will receive a number of youth you can take to each youth training event.
- Supplies and materials for monthly meetings and community outreach (including snacks, papers, pencils etc.) you are allowed to purchase.
- Meals and entertainment you're not allowed to purchase.
- If there is a purchase you are unsure is allowed or not please seek pre approval by emailing us, and we can try and get it approved from DWS.



BUDGET

Your budget through this grant depends on how many youth you have in your council. The budget increases as your council numbers grow.



Each year in July we will send you your council's specific budget determined by the number of youth accepted into the program. This is a 6 month budget. In December/ January we will evaluate and re-allocate the funds to youth councils that are using their funds. Then you will receive your January-June budget. You're budget accounts for Monthly Meetings and Community Outreach. Everything else does not come out of your budget.

FUNDING IS AVAILABLE FOR:

- Monthly Meeting Supplies (Your budget)
 - ex. snacks, pens, paper, etc.
- Community Outreach Supplies (Your budget)
 - ex. flyers, mentoring/service materials, etc.
- Youth Trainings
 - ex. Teen summit, Design Team, Try team
- Advisor Training
- Event accident insurance
- Space rentals for events
- Background checks for advisors

YOUTH TRAININGS

We expect that some of your teens will attend at least two trainings each year. We will provide funding for conferences such as Design Team, Try Team, and Teen Summit. Based on the number of youth in your team, we will give you a number of youth that registration will be covered by TLT funding. If you have x amount of teens in your program, then Y amount of teens will have registration paid for by TLT funds. Grant funded youth and adults should select the “My county office will be paying some or all of my registration fee.” when they register.

(X) Youth participating in TLT	(Y) Youth who go to Teen Summit & Design Team using TLT funds	Teams that go to Try Teams using TLT Funds
5-10	4	1 Team
11-15	5	1 Team
16-20	6	2 Teams
21-25	7	2 Teams
26+	8	3 Teams

COMMUNITY OUTREACH

Link for insuring Outreach events:
<https://www.aillife.com/specialrisk/division/4h-extension>

We expect each site to have at least 3 community outreach events per year. Funds for these are included in your council budget. These events will include service learning or near-peer mentoring experiences. (See Near-Peer Mentoring & Service Learning examples page)

MONTHLY MEETINGS

At each monthly meeting your youth should be teaching and learning some of the leadership curriculum provided. Most of your budget should be used on Community Outreach. If you would like to use more than 75% of your budget on outreach that is fine, but try not to spend more than 25% of your budget on monthly meetings.

Allowable Expenses:

- Materials and Supplies
- Training and education
- Advertising (flyers, etc)
- Outreach event costs
- Near-Peer Mentoring costs
- Service Learning costs
- Space rental costs
- Insurance for events
- Snacks (chips and salsa, granola bars, bag of chips, fruit snacks, gogurts, applesauce packets, vegetables, fruits, crackers, cheese sticks, etc)



Disallowable Expenses:

- No Entertainment
 - If you want to do an escape room or go bowling that is great! Unfortunately you can't use TLT funding for it.
- No Parties
 - If you have a Christmas Party, or Award dinner that's fine. If there is a training aspect you can use TLT funding, but on your receipts put training or monthly meeting not party, or award dinner.
- No Meals
 - if you have to assemble it, prepare it, need supplies for it, it is a meal.
 - Examples include: sandwiches, microwave food, pizza, sushi, tacos, potato bar, etc.



If you have a question if an expense is allowable or not, we will ask the DWS directly. Please email Megan or Holly the following, and they will forward it to DWS to get it approved.

- What do you want to buy?
- What is the approximate cost?
- How does it relate to Near-Peer Mentoring or Service Learning?
- Does it connect to a curriculum or training you will share with the youth (if so please attach it to the email)
- Any other relevant information

Things that can be approved on individual basis

- Food: for an event over 6 hours, or if it has some kind of curriculum tied to it, or if it's on the borderline between meal and snack and you aren't sure.
- Equipment or assets that you will use long term. (for instance things like a heat press, gardening equipment, etc.)
- Something that could be seen as entertainment, but it also helps with some aspect of service learning or near-peer mentoring (a ropes course, corn hole, paddle board, etc.)
- Any single item that is over \$100 you should get pre-approval for. like renting a space.
- Travel reimbursement can be given on a need basis. If you have to travel a long distance.

RECIPT PROCEDURE

- All USU employees may use their own P-card and charge their purchases to index: **A58494**
- All advisors may use their own money to make purchases and then submit receipts to the Program Director for reimbursement. Reimbursement checks will be sent in the mail and take 2 or more weeks to receive them.
- All advisors may ask the Program Director to make the purchase for them (i.e. send link of what they need purchased via email). Please allow reasonable time for purchase.



- Each site will be given a number. This will be your “site code”. Every time you submit a receipt you will put your site code in the description.
 - The purchase will be rejected if it doesn't include the site code.
- When you submit a receipt please put a description of your purchase. Most of what you buy is considered materials and supplies, but please write in the purpose of purchase if this was a SPACE RENTAL, EVENT INSURANCE, or BACKGROUND CHECK.
 - This will help us to send you an accurate budget update.
- All receipts must be processed within 30 days of purchase.

Template for those of you with a P-card.
(you can copy and paste this when you
submit receipts):

- Cardholders name:
Index to be billed: A58494
Purpose of the purchase: Site Code -
description
Was food purchased?
If yes include:
- Event Title:
 - Number of people being served:
 - Department: Extension Youth Programs
 - Event Location (name and address):
 - Phone Number:
 - List of Attendees (you may attach a list of attendees):
 - Was alcohol served at this event? (yes or no):

Filled out Example:

- Cardholders name: Megan Hall
Index to be billed: A58494
Purpose of purchase/description: 30 - supplies and snacks for an outreach event. We bought flyers, fidget toys as prizes, water bottles, and fruit snacks for this event.
Was food purchased? Yes, just snacks
If yes include:
- Event Title: Family night at the library
 - Number of people being served: 9
 - Department: Extension Youth Programs
 - Event Location (name and address): Murray Library 166 E 5300 S, Murray, UT 84107
 - Phone Number: (801)708-2331
 - List of Attendees (you may attach a list of attendees): Katy, Joey, Noah, Mandy, Ronda, Vernon, David, Holly, Megan
 - Was alcohol served at this event? (yes or no): No

BACKGROUND CHECK PROCESS

If you did this process through RapBack live scan fingerprints, theoretically you should be covered for the next 2 years. If not Megan will contact you and ask you to update your background check each year of the grant.

1. Fill out the application at <https://ccl.utah.gov/ccl/#/background-screening-form>. Under facility name, provider name, or facility Id, choose USU Extension Entheos Academy Kearns or F15-47036. There are a few other USU sites on there, but they go to a different faculty member. You must choose this USU site for us to authorize the process.

2. Email Megan at megan.o.hall@usu.edu to let her know you have completed the application. You will receive an email with a form that you MUST take with you when you go get the fingerprints, also you MUST bring a photo ID.

3. Set up an appointment to complete the fingerprinting. We want livescan fingerprints. This site tells you all of the locations that can do them. Be sure to call for an appointment or you may not be able to get in at many of the locations. <https://childcarelicensing.utah.gov/wp-content/uploads/Some-Fingerprinting-Locations.pdf>

4. Let Megan know when your fingerprints are done. The background check usually takes 3-5 business days to clear.

5. To be reimbursed, use your p-card and our index. If you don't have a p-card, take a clear picture of the receipt and email it to Megan along with your name and the address you would like the reimbursement check to be sent to.

[Background Check Application](#)

[Locations for livescan fingerprinting](#)



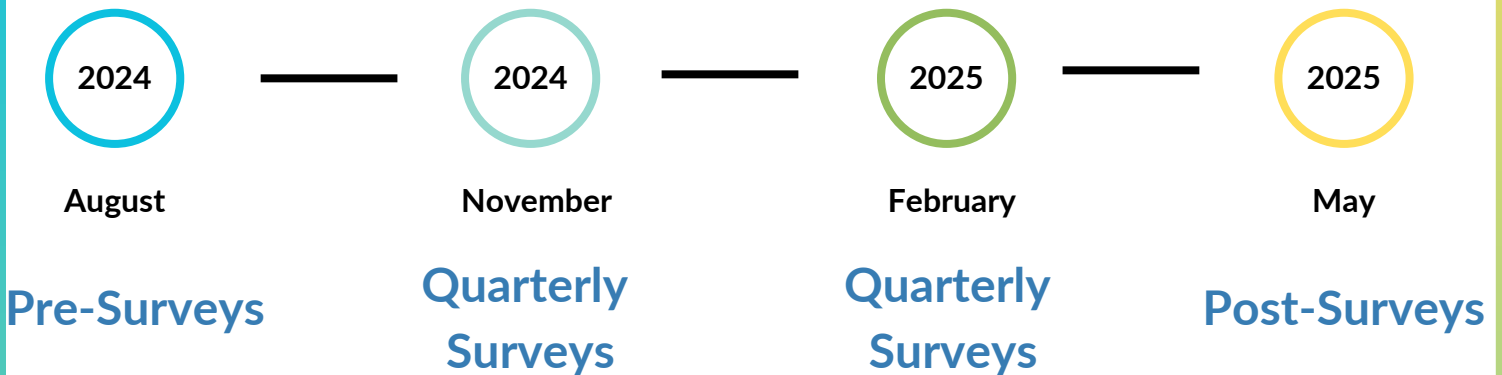
Megan's Email:

Megan.O.Hall@usu.edu



EVALUATIONS

Surveys for Advisors and youth take place at the same during these months:



KEEP TRACK OF:

- How many YOUTH were mentored/served at all of the Community Outreach events you held in the last 3 months.
- How many youth attend & sign up for your program each quarter.

ADVISOR SURVEYS

- Quarterly surveys ask you every three months to share experiences of the youth leadership team
- Pre- and post-surveys ask questions that help us know how well we prepared you to implement TLT
- Surveys can be filled out on your phone and will come to you via email from Qualtrics and cris.meier@usu.edu
- Surveys take 5-10 minutes to complete
- You will continue to receive reminders until you complete the survey

YOUTH SURVEYS

- Surveys are required by the funder to be completed by youth every three months
- The surveys should be completed by youth at a in person monthly meeting
- You are provided with a script to read to the youth to help explain why they are being asked to complete the survey
- You can have the youth complete the survey online via Qualtrics by
 - sharing the link
 - display the QR code
- Paper versions of the survey are available
- Quarterly surveys ask about youth protective and risk factors—which are required by the grant funder
- Surveys take 5-10 minutes to complete
- No prior parental consent is required
- You do not have to force youth to complete the survey
 - By sharing with them the importance of the survey that should help them understand why it is important for program funding purposes (which is explained in the script)

QUESTIONS?

Email cris.meier@usu.edu the Evaluations Specialist or megan.o.hall@usu.edu the Program Director.

YOUTH COUNCIL PLANNING GUIDE

1

Select an Activity

- Including its purpose, goal, & outcomes
- When the youth are involved in the selection process then they will also have buy-in and will support it.

2

Recruit Leadership

- Who in the youth council is spearheading this activity?
- This is a great opportunity for youth to learn leadership skills.

3

Hold Preliminary Planning Meeting

The youth and advisors should meet around 120 days prior to the event

- a. Review job descriptions of responsibilities- what is everyone's role in this project?
- b. Review last year's report of activity, if applicable
- c. Build a schedule working backwards from the event date
- d. Create budget- youth and adult advisors should work together on this
- e. Review purchasing procedures
- f. Establish plan for promoting event
- g. Review staffing needs, recruit those who will serve on this activity committee
- h. Set up committee meeting schedule

4

Promote Event

- a. Draft promotional materials
- b. Get local and University Marketing's approval if applicable
- c. Make or order approved materials
- d. Distribute materials

5

Conduct Activity Committee Meetings

- a. Keep goal or outcome in mind as decisions are being made
- b. Make and review assignments
- c. Review procedures, make purchases
- d. Follow promotional plan
- e. Follow up, accountability
- f. Keep lines of communication open

6

Conduct Event

- a. Follow set agenda
- b. Keep purpose and outcome in mind
- c. Be flexible
- d. Relax and have fun!

7

Close out the Activity

- a. Finalize all financial transactions
- b. Conduct a committee evaluation meeting
- c. Fill out Activity Report and file it away
- d. Send out Thank You notes
- e. Celebrate your success!



PLANNING GUIDE OUTLINE

EVENT TITLE

DATE

WHAT:

PLANNING NOTES

Goals/Outcomes:

Schedule:

WHERE:

Create budget:

IMPORTANT CONTACTS:

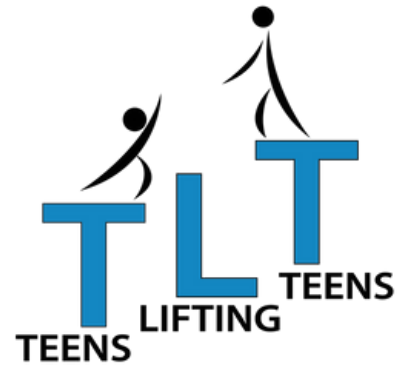
Promoting event:

Committee meeting schedule:

WHAT CAN BE BETTER NEXT TIME?

YOUTH COUNCIL MEETING AGENDA GUIDE

This guide is meant to be helpful to both advisors and youth. Ideally a youth council is youth led, meaning they have the opportunity to conduct, and lead meetings. This outline can help youth to know the items of business on the agenda, and it will help the council to stay focused and organized as they meet. It is important that every meeting should have some element of business, an element of training, and an element of social activity. Some meetings may focus on planning for an upcoming event so most of the meeting may focus on business. Another meeting you might have a speaker training on leadership skills that takes up the majority of the time. You may have team building social activity meetings where the majority of that meeting is a fun activity to build the team like bowling. All meetings will have a combination of all three elements. For instance after doing an icebreaker and reviewing the agenda there might be a brief training on how to brainstorm, then the business of that meeting will be brainstorming ideas for an upcoming community outreach event. Then the last ten minutes might be socializing activity while they eat cookies. Each meeting agenda should have these three elements present.



[Curriculum/Training link](#)



Business may include things like planning events, discussing community problems, brainstorming ideas of service learning projects or near-peer mentoring experiences. Although this is an important part of youth councils, it shouldn't completely monopolize the entire meeting time.



Training may include any positive youth development, practicing workshops, learning new skills, leadership development. USU extension has some wonderful resources there are small interactive lesson plan to help youth learn skills that will help them in the youth council. For instance if you notice some youth in the council are struggling with things like motivation, follow through, commitment, communication etc, there are lesson plans on those things that are fun and the whole council will benefit from. Here is a [link](#) and QR code to that resource.



The social aspect or activity portion of a youth council meeting is important and shouldn't be overlooked. Often times the biggest draw for youth to come and stay and become a part of a council is for the social fulfillment it brings. Also youth need movement and especially after a long day of sitting in classes this should be an opportunity for them to feel relaxed, safe, and have an opportunity to move around and socialize a bit. This can include ice breakers, bringing cookies, doing a social activity to bond the team, etc.

Youth Council Meeting

Date: _____

Conducting: _____

Attending: _____

Icebreakers: _____

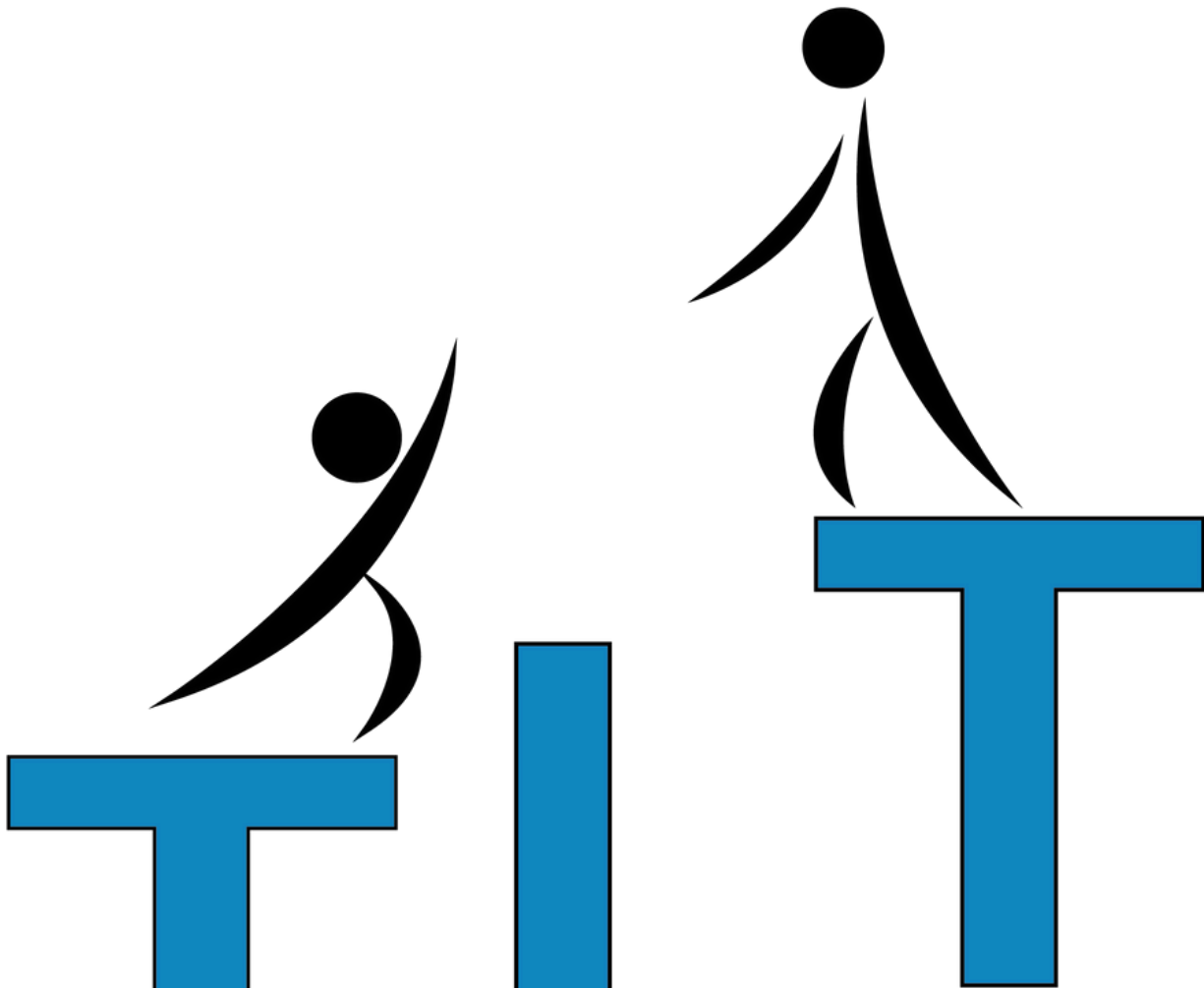
Welcome

Flags: _____

(____) min Business:

(____) min Training:

(____) min Activity:



TLLT
TEENS
LIFTING
TEENS

2023-2026