Ready Youth Toolkit in a Box

A Guide to Starting a Youth Preparedness Council or Club in Your Community

FEMA

FEMA Region 2 created this toolkit to assist State, Local, Tribal, Territorial partners in creating a Youth Preparedness Club or Council. The contents of this guide are suggestions for independently starting a YPC in your community, but it does not have to be followed to the letter. All content in this guide that isn't a federal seal or logo is copyright-free, to be used as it serves your needs.

Please contact us with any questions or comments FEMA-R2-Prepares@Fema.DHS.gov.

Table of Contents

Welcome to Ready Youth Toolkit in a Box..... 4

What is preparedness?..... 6

Why is youth preparedness important?..... 7

Start-up Checklist..... 8

Child Safeguarding for Adult Sponsors..... 10

Organizational Structure..... 12

Trainings..... 17

- Social Media Do's and Don'ts..... 19

YPC Constitution Template..... 22

Contact..... 26

Appendix..... 28

- A. Resources for Ready Youth in a Box..... 29
- B. Example Commitment Pledge..... 30
- C. Example Parents/Guardian Consent Form..... 32
- D. Example Photo-Video Release Consent Form..... 36
- E. Example Yearly Meeting Calendar..... 37
- F. Example Yearly Training Curriculum..... 38
- G. Example Member Activity Log..... 39
- H. Sample Projects..... 42
- I. Project Planning Worksheets..... 44
- J. Child Safeguarding Brief..... 60

Welcome to Ready Youth Toolkit in a Box

To build the next generation of emergency management professionals, the Federal Emergency Management Agency (FEMA) developed the national Youth Preparedness Council (YPC) in 2012. The YPC brings together a group of teens from all over the country who work on disaster preparedness projects nationally and locally. FEMA also began regional YPCs to promote preparedness at the state, tribal or territorial level. Since all emergencies begin and end at the local level, it's important to build up Youth Preparedness Councils or Clubs in every community—in *your* community. That is why we have developed Ready Youth in a Box.

Students **aged 14-18 years old or adults aged 18+ who work with young people** are invited to start a Youth Preparedness Council or Club to build the next generation of preparedness heroes.

FEMA Mission Statement

"Helping people before, during, and after disasters."

To help them on this journey, FEMA Region 2 has developed the **Ready Youth Toolkit in a Box.** This guide gives young people, or adults working with young people, the resources to start a YPC in their school or community. With their fellow Council/Club members, they may identify the needs of the community, connect with local emergency partners, get trained on emergency preparedness, and share knowledge and skills with their network.

Projects

Does the local animal shelter need a power outage emergency plan for winter storms? YPC members can step in and identify local partners who can share their generators.

How should persons with disabilities evacuate a local library in the event of a fire? YPC members can meet with the librarian and develop an emergency evacuation plan that assigns people as helpers.

Is it flu season? The YPC can conduct a public health education session with a local school to teach kids the importance of washing their hands.

Other examples of YPC projects include:

- Produce and distribute an emergency preparedness video, Facebook, Instagram or other social media messaging.
- Plan and conduct a school dance, bake sale or other event to raise funds to purchase emergency lifesaving backpacks that will be kept at schools in case of a disaster.

- Develop a disaster preparedness exhibit for children in a local museum with hands-on, interactive activities and workshops.
- Plan a leadership conference or school assembly for young people including a session about disaster preparedness.
- Host a Preparedness Fair and invite local Fire, Law Enforcement, EMT, American Red Cross and others to talk with students and their families about basic preparedness steps.

Scroll down to **Appendix H: Sample Projects** in this toolkit for more suggestions.

One last thing…

YPCs are the real deal, but please note that while FEMA can offer guidance to them, **the YPC will be unaffiliated with FEMA**. They cannot use the FEMA or National YPC name/logo in their club communications.

Member Benefits

While they are busy helping their families, neighbors and community, YPC members also benefit by:

- **Building a skill set**, including how to identify risks in their community, how hazards can impact them, and how to pass on this knowledge to peers and community members.
- **Networking** with other young people in the area who are equally passionate about emergency preparedness and emergency management professionals, and how to organize a group of people toward a common goal.
- **Stepping stone.** Members of this YPC can cite their experiences when applying for the National YPC, where they can team up with a select few youths from across the country and FEMA will help them become future leaders in emergency preparedness.

The Ready Youth Toolkit in a Box can help improve the disaster readiness of a community and build a culture of preparedness. The only missing pieces are the members themselves.

Start your own Youth Preparedness Council/Club today!

What is preparedness?

Source: Ready.gov

Preparedness is defined by FEMA as "a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response."

Sounds like a tall order when you're facing hurricanes, earthquakes, wildfires, or pandemics, but when you break it down into individual steps, preparedness is much simpler.

Here are just a few examples of emergency preparedness…

- Buying extra food a few days before a hurricane makes landfall.
- Securing a bookcase against the wall to ensure it doesn't topple over during an earthquake.
- Learning your community evacuation route in case there is a wildfire.
- Before traveling, go online and check the COVID-19 status of your destination.

All these little actions add up in the event of an emergency or disaster. They can save lives and homes, and they can shorten the time it takes to recover. These actions only work if someone actually puts in the effort to do them.

Preparedness means taking small steps now, so you don't have to take big ones later.

Why is youth preparedness important?

Disasters affect **everyone**—adults, senior citizens, people with disabilities, dogs and cats, and young people, too.

Young people are especially powerful when it comes to making a difference. They are tapped into their community, school, after-school sports, local organizations where they work or volunteer—or even on social media. Their message can reach a far and wide audience. If youth learn how to protect themselves in an emergency, they can become a "peer" resource for their family and friends using the **"whole community"** approach.

What is the "whole community" approach?

Partnering with leaders or institutions in the community—families, businesses, houses of worship, schools, local news—to come together and understand their collective needs, and determine the best ways to organize and strengthen their resources to prepare for emergencies.

Youth preparedness is important because young people can quickly share and spread information.

Start-up Checklist

Once they've committed to starting a YPC, future members should follow these steps to make it happen.

1. Assemble a Dream Team
    a. **Recruit at least 2 interested youths** to commit to being active members of the YPC. These should be people who have a passion for helping their community and are ready to act.

2. Find a Sponsor
    a. **A YPC requires an adult (age 18+) sponsor** to guide its members and provide support when needed. It could be a teacher, clergy member, coach -- as long as they are associated with your host organization. Experience working in emergency management is always a plus.

3. Approve the YPC Constitution
    a. **Every YPC should have a Constitution** approved by the sponsor and host organization. Council/Club members can write their own or use a readymade template provided in this toolkit. Everyone who plans to participate in the YPC should review the Constitution and agree to the mission.
    b. Assign roles. Determine who will be President, Treasurer, Secretary, and so on. Talk about what kind of tasks should be assigned to each role.

(continued on next page)

4. Make It Official
    a. A YPC must be associated with a host organization, like a school, house of worship, or community center, **so it should also receive approval from the host** and meet any of their requirements. This is especially important if the host is a school since they may offer funding to clubs.
    b. Make sure all members sign commitment pledges, parental consent forms, and all other necessary documents, especially ones required by the host organization
        i. Take a look at **Appendix B: Commitment Pledge** and **Appendix C: Parent-Guardian Consent Form** for good examples, but these specific documents are not required
    c. **Schedule their first meeting** and advertise the YPC to future members. Make sure to find a space that fits everyone in one room.
        i. If they are hosting a digital meeting, then email invitations in advance and double check that the video conference app is capable of running the meeting effectively.

5. Take Action
    a. Introduce themselves! **Host their first meeting** and say hi to their future partners in emergency preparedness. Learn about everyone's background, strengths, and what they want to learn as a YPC member. Vote for Officers, too!
    b. Discuss what needs to be done in the community, like, for example, potential organizations that might need your help and what projects you can do.
        i. See **Appendix H: Sample Projects** for some ideas.
    c. And they're off! Members should get out there, contact the people they want to help, organize events and projects, make plans, and create change in their community.

Remember to check with your host organization for approval—whether it's a school, community center, or any youth-facing organization.

Child Safeguarding for Adult Sponsors

Calling all sponsors! This page is just for you.

Sponsoring a YPC is a fulfilling experience for any adult lucky enough to guide the young people into the world of emergency preparedness, but that experience comes with a great deal of responsibility.

Child Safeguarding is the organizational protocols, policies and procedures aimed at ensuring that every child that the YPC and its partners work with is protected from harm. Child Safeguarding is the responsibility that every organization must ensure that their staff, operations and programs do no harm to children, do not expose children to the risk of harm and abuse, and that any concerns about children's safety is reported to the appropriate authorities.

FEMA strongly encourages all adult sponsors read through the child safeguarding best practices below to better understand how to help YPC members while recognizing your role as a leader and their reality as legal minors. When you're done, review **Appendix J: Child Safeguarding Brief** to learn how to commit to following these principles.

1. Treat all children and their families with dignity and respect.

2. Child abuse and negligent treatment will not be tolerated in any form including inappropriate physical contact of a violent or sexual nature, verbal aggression, and/or emotional maltreatment.

3. Never be alone with a child, and always follow the Two-Adult Rule. Ensure adults present are vetted partners actively engaged in the event, or the child's guardian or chaperone. At least one supervising adult should be a YPC sponsor, though two is recommended.

4. Only share your professional contact information with a child, never your personal information. Program leads will ensure children receive appropriate information about contacts and opportunities through established processes. This includes phone, email, social media, instant messaging, or any other method of communication.

5. Do not ask children for personal information beyond what they choose to share.

6. Do not provide money, gifts, or anything of value to a child. Gift-giving can blur boundaries and indicate favoritism, grooming, and/or a personal relationship with a child.

7. Do not photograph or record children without receiving prior clearance from parents/guardians who will ensure written informed consent has been obtained and will share Child Safeguarding Media best practices.

8. Create an environment that promotes and enables children's participation and is welcoming, culturally safe, and inclusive for all children and their families.

By implementing these protocols, YPC sponsors are taking steps to:

- **Protect children** — while no standard can offer complete protection, following these standards minimizes the risk to children of harm.
- **Protect themselves** – by implementing these standards, all YPC sponsors will be clear about how they are expected to behave, and what to do if there are any concerns about the safety of a child.
- **Protect the YPC** – by implementing this, participating YPC sponsors mitigate risk to the Council/Club and ensures its reputation and longevity.

Organizational Structure

Membership

Football teams have quarterbacks, linebackers, and field goal kickers. There is an assigned role for every person on the team, so everyone knows exactly what they're supposed to do on game day. Their YPC should be no different. Here are the roles every YPC should consider having…

YPC President

The President knows everything about their community—well most everything. They know where the problems are and how to fix them, but they can't do it alone. A leader understands the limits of their knowledge and skills, so they recruit the best team possible to support the YPC's mission, which is helping the community. **The best Presidents share the spotlight by inspiring and uplifting their teammates so that everyone feels like a leader.** Some of their responsibilities may include:

- Lead YPC meetings and set the agenda
- Help write and approve the YPC Constitution
- Ensure the YPC maintains its status as an official club under the host organization's rules
- Coordinate projects with Secretary, Ambassador, and Treasurer so that all members are on the same page
- Sets agenda and schedule for member trainings. See **Yearly Training Curriculum (Appendix F).**
- Reviews and approves all documentation, like Member Activity Logs and Consent Forms.
- Goes through the **Project Planning Worksheets (Appendix I)** with all members in order to begin new project. Ensures all sections are complete.
- Track budget with YPC Treasurer, and plan out budget needed for future projects
- Plan projects, outreach events and fundraisers with Treasurer and Ambassador
- Follow local news and goings-on in the emergency management field, and shares them with YPC members

YPC Secretary

The Secretary is a people person. They know everyone in the YPC and their phone numbers, email addresses and social media handles. They might not know how to answer every

question, but they can direct you to someone who does. Part of their knowledge comes from their meticulous record keeping. Secretaries take notes, organize documents, set up shared drives, email lists, and remind the Council/Club of upcoming events. **The best Secretaries know everything about the Council/Club and its members, and understand when to share that information.** Their responsibilities may include:

- Take notes during YPC meetings, make sure meeting follows procedure
- Create an organized, accessible database of documents, including all signed consent forms, activity logs, and worksheets.
- Schedule events, maintain calendar
- Use Doodle to take poll on availability, manages GroupMe or Slack for internal chat
- Communicate internal news to all YPC members via agreed upon form of communication
- Be the go-to person for any questions or concerns

YPC Ambassador

The Ambassador is a diplomat of the highest order. They know how to shake hands with different people in the community, and they know how some cultural norms mean they shouldn't. They can read a room, but even more, they know how to get in the room. The Ambassador is in charge of building, fostering, and maintaining relationships with your community. **When meeting with members of the community, the best Ambassadors create a good first impression for the entire Council/Club.** Their duties may include:

Source: Oregon Coast Daily News

- Conduct community outreach. They contact local schools, businesses, Houses of Worship, libraries, etc.
- Confirm scheduling and details with community members once a meeting has been scheduled.
- Check back with community members after a training has been conducted, and determine their satisfaction and any needed follow up.
- Select community members to whom the Social Media Officer should advertise.
- Listen to community members, discover new needs that were unknown to the Council/Club.

YPC Treasurer

To make a dream become a reality, you must first go through the Treasurer. They know that YPC projects need to be backed up by logistics, transportation, labor, time, and a few dollars

to make it all move. **The best Treasurers work with the YPC team to help them get the materials they need to accomplish their mission.** Their duties may include:

- Track revenue and expenses for the Council/Club, keep the record up-to-date, communicate it at every meeting.
- Complete the Budget section of the **Project Proposal Worksheet (Appendix I).**
- Help President plan a budget for future projects and events, discuss ways to make up for shortfalls.
- Track all purchased items and ensure they make it to their intended destination.
- Identify transportation for members on group projects as needed.

YPC Social Media Officer

The Social Media Officer is set up on a variety of social media platforms as determined in the initial planning phase. They may include Facebook, Twitter, Instagram, TikTok, and maybe even Linkedin. They know who goes on these sites and they know what filters and hashtags to use. They're also a storyteller, someone who knows how to use a camera and text to tell a compelling story about the YPC, its projects, and its members. **The best Social Media Officer can make their YPC's presence known among the whole community.** Here's what they can do to accomplish that:

- Understand the audiences each social media platform, where those online communities congregate in real life, and the tools to communicate with them.
- Create and manage social media account for the YPC.
- Take photos at YPC events and post them online.
- Keeps track of **Photo-Video Release Consent Form** (see **Appendix D**).
- Market YPC events where the public is invited, like fundraisers or group volunteer days.
- Create a calendar of posts that address seasonal issues, like hurricane safety in the fall or cold weather safety in the winter, National Preparedness Month, etc.
- Follow other YPC or youth EM clubs and track their methods.

YPC Council/Club Member

Sure, someone can plan an event, another person can identify hazards, but it's hard to change your community with just ideas. The Council/Club Members are the hands and feet of the YPC. They don't just support the YPC, they join the role-players in packing emergency kits for a homeless shelter, in clearing out flammable debris on a hiking trail, and talking to

folks in the community about their needs. **The best Council/Club Members are ready to give their time, their energy, and get their hands messy.** Here are some of their expectations:

- Stay in contact with Secretary, provides dates of availability for the YPC schedule.
- Keep track of their **Member Activity Log** (see **Appendix G**).
- If they're artistically talented, they may help design graphics for social media.
- Tell their friends and family about YPC and how they can contribute.
- Represent the YPC whenever they are out working, leave a positive impression on the community.

Meetings

Let's get down to business. Before a YPC starts operating in the field, they need to do a lot of planning, communicating, and increasing transparency among all members of the Council/Club. That's why they need to hold routine meetings with all members. The President leads the meeting, ensuring that each topic is covered and that everyone has a chance to speak and be heard. Here's a few points they should consider addressing in each meeting…

a. **Announce the agenda for the day**. The President should give everyone a short preview of what is going to be discussed. Some things are usual agenda items that are discussed at every meeting, some other things are unique to just one meeting.
b. **Open the books**. The Treasurer should provide a snapshot of the current budget, costs since the last meeting, and fundraising done since then.
c. **Talk about who's who in the community**. Ambassador updates the YPC on new community partners and their needs, updates on existing partners. Also, Ambassador asks all YPC members if anyone has any recommendations for new partners or needs.
d. **All eyes on YPC**. The Social Media Officer reviews social media posts since the last meeting, addresses engagement/likes/comments that could potentially inform future projects, and shares calendar of future posts that coincide with seasons or holidays.
e. **Projects in motion**. President discusses progress on projects that have already been started, like a fundraiser, an education program, and anything that helps the YPC achieve its goals. Together, YPC members discuss how to accomplish objectives, who is responsible for doing tasks, and the resources they'll need. Secretary also sets a timeline for when these objectives should be accomplished.
f. **Get the ball rolling**. President, or any YPC member, may propose a new project. The group should discuss whether the project meets the standards of the YPC Constitution, if it's feasible to accomplish, and if any community partners have a

Help your community…one step at a time

When they are just starting their YPC, members should focus on **one single, simple project** and see it through to the end. Later, they may build up to bigger projects, or to multiple projects at the same time.

need for it. The Council/Club will then vote to move forward on the planning stage of the project.

g. **Free range conversation**. President opens the floor to everyone so that members can openly discuss anything and everything about the YPC. Topics might include changing process or duties, fixing schedules, proposing the creation of a new role, a subcommittee etc. Everyone gets heard during this time on the agenda.

Remember, these are just guidelines. Members can add some things, drop others, change the order, or remix the whole thing. What's important is that the meetings work for their YPC and help them achieve your goals.

Trainings

Heroes aren't made in a day. Once they've assembled their team, members have to equip themselves with the knowledge, skills, and abilities competencies required to be an emergency preparedness authority in their community. Yet, this is an education they'll have to get outside of school.

Novice

Student Tools for Emergency Planning (STEP) is a program geared for students in Grade 4 and older that shows them how to make emergency kits and family communication plans. This is the foundational lesson for anyone working in emergency management. You can download the training guide and pass them on to others.

Organizations Preparing for Emergency Needs (OPEN) is a self-guided training for students to learn how to identify risks, locate resources, and take preparedness action—all in ten easy steps.

One of the most important trainings members should complete is the online course for Until Help Arrives, which highlights basics of emergency preparedness that every member of the community should know, like how to communicate with emergency services or how to stop bleeding.

Your county or municipality might have a local Community Emergency Response Team (CERT), a group of volunteers who assist your local office of emergency management with everything from food distribution to house checks after a disaster. Follow in their footsteps by taking a few of their courses.

Expert

Additionally, FEMA offers a comprehensive education through the Emergency Management Institute (EMI). It's all online and its free! The following courses are recommended for anyone who wants to become an expert in emergency preparedness. Just complete the online course and take the test. A passing score means you'll be certified in an emergency preparedness best practice. Here's just a few examples of the many courses offered.

Source: Hoboken CERT

- IS-230.E: Fundamentals of Emergency Management
- IS-394.A: Protecting Your Home or Small Business from Disaster
- IS-362.A: Multi-Hazard Emergency Planning for Schools
- IS-912: Retail Security Awareness: Understanding the Hidden Hazards
- IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations
- IS-909: Community Preparedness: Implementing Simple Activities for Everyone

For preparedness insights directly from your local FEMA office in New York, be sure to check out the Region 2 Preparedness Webinar series, where subject matter experts from New York, New Jersey, Puerto Rico, or the US Virgin Islands share their knowledge.

Be sure to check out **Appendix F: Example Yearly Training Curriculum** to see how to schedule trainings with YPC members.

Contact your local OEM

Nothing beats the real thing. Contact your local Office of Emergency Management and schedule a training session with them.

Social Media Do's and Don'ts

Learning emergency preparedness skills are important, but so is communicating them. Social media is an important tool for a YPC to broadcast their message to their community. There are certain steps members can take to improve their engagement with the community…and a few things to avoid.

Do's

1. **Follow relevant handles.** First, follow your county and state OEM, your local library, your animal shelter. Listen to your community. Second, follow emergency preparedness handles to keep up with the latest developments in the scene, like FEMA, the American Red Cross, and others.
2. **Broaden your network.** When making a post, be sure to use hashtags or @ relevant partners to build off their audiences.
3. **In the "About" section of your profile**, explain, "As a Youth Preparedness Council/Club Member, I do not represent Emergency Management Agency or School Name. The views and opinions expressed here are my own."
4. **Short, sweet, and to the point.** When posting about an upcoming event or an emergency preparedness tip, make sure the important information is front and center.
5. **Have a voice.** Communicating information is important, but don't be afraid to have a brand voice that humanizes your web presence.
6. **Share links.** If you have more to say, direct your readers to other webpages that flesh out your message. There are many resources, especially on Ready.gov, that do this.
7. **Post images.** Photos, graphics, videos, anything visual can help people engage with your message, especially if they are visual learners.
8. **Be inclusive.** In your writing, you should be inclusive to all demographics. Respect pronouns, address inequities, and refrain from ableist language. On top of that, make sure your communications can be accessed by people who are blind or visually impaired by adding alt text to images, or direction to clickable links.
9. **Engage with your followers.** People may comment on your posts. If they ask questions, answer them. If they praise your work, thank them. Be part of the conversation.

10. **Check in regularly.** You don't have to post every day, but you should definitely log in to your social media accounts and monitor activity regularly to make sure you haven't missed any urgent messages or updates.
11. **Check your calendar.** Your posts should align with the season, in addition to specific holidays, like National Preparedness Month in September. This link offers good examples on how to time your posts.
12. **Proofread for grammar and spelling.** It only takes a minute, and it saves you a lot of grief.

Don'ts

1. **Don't spam the internet.** Do not post too often, both on your account and in comments. Make sure your communications are purposeful, targeted, and on brand. It's okay to post reminders for upcoming events, but it should be done sparingly.
2. **Don't engage the trolls.** If anyone starts commenting vulgar or crude messages on your posts, ignore them or delete them.
3. **Don't tag people without their permission.** Always seek approval from individuals and organizations to tag them in your posts.
4. **Don't share controversial posts.** What you share says just as much about your profile as what you post. Be careful when propping up other accounts and posts.
5. **Don't misuse a social media platform.** If you are on Instagram, don't use too much text. If you're on TikTok, don't publish a long video. Make sure you play into each platforms strengths and avoid their weaknesses.
6. **Don't post without fact checking.** If you share an emergency preparedness tip, double check the source to make sure they are legitimate and that their information is sound.
7. **Don't speak negatively about people or organizations.** Your social media presence should promote things. It should uplift. It should inform. Do not make it a space where you criticize things, especially other people and organizations.

Remember, you represent your organization in an official capacity. People will look to your YPC for leadership, and you should be the type of leader you want to follow.

Social Media Resources

Be sure to check out the following resources for graphics, hashtags, and messaging for specific hazards and audiences.

- Ready.gov: Social Media Toolkits
- U.S. Fire Administration: Fire Prevention and Safety Social Media Toolkits
- National Weather Service: Flood Safety
- CDC: Prepare Your Health
- FDA: Eating and Cooking Outdoors
- OSHA: Heat Illness Prevention

To share information on preparedness, you can repost and retweet updates from the social media accounts below:

FEMA	New Jersey	New York	Puerto Rico	USVI	Voluntary Agencies
FEMA Facebook FEMA Instagram FEMA Twitter FEMA Youtube FEMA Region 2 Twitter	ReadyNJ Facebook ReadyNJ Instagram ReadyNJ Twitter ReadyNJ YouTube	NY DHSES Facebook NY DHSES Twitter NY DHSES YouTube NYCEM Facebook NYCEM Twitter	FEMA PR Facebook NMEAD Facebook NMEAD Twitter	FEMA USVI Facebook VITEMA Facebook VITEMA Twitter	American Red Cross Facebook, Instagram and TikTok Save the Children Instagram

NOTE: *These social media resources are for YPCs in FEMA Region 2 (NY, NY, PR, USVI). If you live outside of Region 2, please find your local social media sources online.*

YPC Constitution Template

Youth Preparedness Council/Club Constitution

I. Name of Organization

a. The council/club shall be named "Youth Preparedness Council of [school, township, community, etc.]," or "Youth Preparedness Club of [school, township, community, etc.]," hereinafter referred to as "Council/Club."
    i. Schools, community centers, and other private organizations hosting the Council/Club shall hereinafter be referred to as "Host."
b. The Council/Club shall maintain its name and authority as long as it follows its Constitution and maintains good standing with Sponsor and Host.
c. The Council/Club may not directly name or allude to FEMA or any federal agency in its Council/Club name.

II. Mission Objectives

a. The Council/Club shall follow their mission: "To dedicate their efforts toward preparing the whole community equitably from emergencies by equipping them with the tools and knowledge to prepare themselves, their property, and their institutions from all hazards."
b. The Council's/Club's jurisdiction shall be geographically limited to the associated organization's area, like school district, township, etc.
c. The Council/Club shall only pursue emergency *preparedness* or *mitigation* projects. No Council/Club may pursue *response* or *recovery* projects.
d. Council/Club shall have a "Sponsor" who is older than 18 years old, has a professional association with Host, and signs Constitution along with other members.
e. All Council/Club projects are subject to the Sponsor's and/or Host's review and approval. Sponsor and Host may veto projects at their discretion.
f. Council/Club shall produce a yearly annual report to summarize and archive all projects, connections, finances, and miscellaneous detail conducted by the Council/Club.
g. In addition to this Constitution, Council/Club agrees to follow additional regulations imposed by Host.

III. Membership Requirements

a. Council/Club may only enlist members from jurisdiction.
    i. If Council/Club is associated with school, then members shall be enrolled students at school.
b. Council/Club shall have a minimum of 3 members, who are the President, Treasurer, and Secretary.
c. Members shall sign Council/Club Constitution and commit to helping people before a disaster.
d. Members shall attend meetings and project functions to maintain membership; membership is lost after missing 3 meetings in a row.

        i. Council/Club Officers lose status after missing 2 meetings in a row, but can maintain membership. Section III, Rule d applies if they miss a third meeting.
    e. Sponsor shall sign and approve Constitution each year.
    f. Sponsor shall host and/or attend meetings at least once per year.

IV. Meetings

a. Meetings shall be held once per month.
    i. Summer months and academic off-season are excluded from this rule.
b. To officially call a meeting into session, 50% of members should be in attendance and vote to begin the session.
c. The following motions may be put up to a vote, with approval requiring 51% of members to vote in the affirmative:
    i. Establishing new projects
    ii. Confirming new Council/Club Officers
    iii. Switch to a new Sponsor
    iv. Approve a new Sponsor
d. To amend any part of the Constitution, a 67% quorum and 67% vote is required.
e. Officers and Members may introduce motions for a vote, including amendments to Constitution.
f. Only Officers may authorize Council/Club spending with a 51% vote among themselves.

V. Officer Selection and Duties

a. "Officers" are any of the elected positions: President, Secretary, Treasurer, Ambassador, and Social Media Officer.
b. Officers are nominated by President, which include Secretary, Treasurer, Ambassador, and Social Media Officer.
c. At meeting, President introduces motion to vote to approve new Officer. Shall be approved with a 51% vote among entire Council/Club membership.
d. Council/Club shall have an active President, Secretary, and Treasurer all times.
e. If an Officer decides to leave their role, an acting Officer may take their place for up to 30 days. Role shall receive a formal nomination from President and be put up to a vote at the end of 30 days.
    i. Council/Club may have self-appointed acting President, Secretary, and Treasurer before first meeting, as they are gathering sponsors and recruiting members. Council/Club shall vote for President, Secretary, and Treasurer at the first meeting with a quorum.
f. All officers shall abide by their designated duties.
    i. President
        1. Ensures Council/Club follows mission and rules as dictated in Constitution.
        2. Ensures YPC maintains its official status by coordinating with Host and Sponsor.
        3. Communicates and coordinates all Council/Club functions with Officers and ensures everyone has the same understanding and access to information.

4. Leads Council/Club meetings and ensures format is following the correct order, and all members are given space and time to speak.
5. Reviews Member Activity Logs and Project Planning Worksheets and ensures completion.
6. Sets a training calendar and ensures all members complete curriculum.
7. Ensures Parental Consent Forms and Photo-Video Release Consent Forms for any Council/Club project that may require approval of guardian are signed and dated. Consults with Sponsor and Host on this matter.

ii. Secretary
1. Maintains online database of all documents related to Council/Club, and ensures appropriate members have access to designated documents. Includes contact information for all members, consent forms, logs, and worksheets.
2. Schedules events and maintains online calendar. Shall be visible to members.
3. Any and all updates relevant to Council/Club are communicated internally by Secretary.
4. Takes notes during Council/Club meetings.

iii. Treasurer
1. Document all revenue and expenses for Council/Club in a timely fashion. Ensures Officers have access to document.
2. Communicates budget updates at every Council/Club meeting.
3. Coordinates with President and other relevant members on proposed budget and the progression of any approved budget.
4. Responsible for purchasing approved items and ensuring they reach their intended destination.
5. Completes Budget section of Project Planning Worksheet.
6. Finds transportation for group members if needed.

iv. Ambassador
1. Tracks organizations in the community that may benefit from a Council/Club project. Ambassador organizes with approval from President.
2. Acts as liaison between Council/Club and organization, with communications and scheduling, and understanding their needs before a project, and confirming those needs were met after the project.

v. Social Media Officer
1. Maintains social media presence for Council/Club across all channels and platforms, including publishing posts and visual materials, and advertising fundraisers.
2. Creates print or digital materials to be used in social media, including photos, designing posters, and writing text.
3. Ensures Photo-Video Release Consent Forms are distributed, signed, and submitted to President.
4. Does not use FEMA branding.

5. Uses Social media exclusively for mission- or Council/Club-related communications. Does not publish material for other organizations or tangentially-related to emergency preparedness.
6. Does not portray Sponsor, Host, or members in a negative light.

VI. Finances

a. Council/Club agrees to report all finances to Sponsor and Host, and to other members of the Council/Club.
b. This includes:
    i. Revenue coming into the Council/Club.
    ii. Expenditures made by the Council/Club.
    iii. Names of donors and the amount they donated to the Council/Club.
    iv. Names of organizations where expenses were made, and the amount spent.
c. All financial information shall be compiled into an annual report.
d. Council/Club may raise revenue through public fundraisers and drives, or private donations from friends, family, or community members. Host may also contribute funds.
e. Non-financial donations, like equipment or materials, shall also be recorded and reported to Sponsor and documented in the annual report.
f. If seeking a bank account, President and Treasurer confer with Sponsor and parents/guardians to set up an account. May also seek guidance from Host who can hold on to funds in lieu of a bank.

Contact

Communities are made up of connections. Yours is no exception. YPCs should connect with local Offices of Emergency Management (OEM) in their region for support, outreach tips, training, or even recruitment.

Click on the links below and explore the state/territorial databases to find your local OEM in FEMA Region 2. If you live outside Region 2, please contact your state or territorial government for more information.

New Jersey Office of Emergency Management (NJOEM): County Coordinators

New York Department of Homeland Security and Emergency Services (NY DHSES): Office of Emergency Management County Offices

Puerto Rico: Negociado para el manejo de emergencias y administracion de desastrates (PR NMEAD): Contactos

Virgin Islands Territorial Emergency Management Agency (VITEMA): Contact

Need a bigger team?

YPC members are encouraged to reach out to other emergency preparedness youth groups in the community to strengthen their capabilities, like adding collection points for clothing drives or pooling budgets together for region-wide projects. Expanding their network and building a coalition is an important lesson for young leaders to learn.

Here are just a few starting points for your search:

- Region 2 Youth Preparedness Council: FEMA-R2-YPC@fema.dhs.gov
- Teen CERT: Find a CERT | Ready.gov (fema.gov)
- American Red Cross Club: Club Listing (redcross.org)
- Boy Scouts: Local Council Locator | Boy Scouts of America (scouting.org)
- Girl Scouts: Council Finder | Girl Scouts
- HOSA – Future Health Professionals: New Jersey, New York, Puerto Rico
- Civil Air Patrol Cadet Program: civilairpatrol Locator (where2getit.com)

Source: Fort Bend County HS&EM

Appendix

The following documents are templates for consent forms, program management, and even project suggestions. These are here to help YPC members discover the full extent of the program's functions and responsibilities**. Please note that none of these documents are required for starting a YPC**.

YPC members and adult sponsors should check with their host organizations for required documentation, like parental consent forms.

Appendix A: Resources for Youth Preparedness Councils/Clubs

Key Websites and Social Media:

- FEMA's Ready.gov: https://www.ready.gov/
- FEMA Youth Preparedness: www.ready.gov/kids
- National Preparedness System: https://www.fema.gov/national-preparedness-system
- National YPC Website: https://www.fema.gov/emergency-managers/individuals-communities/youth-preparedness-council
- FEMA Region 2 accounts and website:
    - https://www.fema.gov/about/organization/region-2
    - https://twitter.com/femaregion2
    - https://www.facebook.com/FEMAPuertoRico/

FEMA Region 2 Webinars

Webinar recordings most relevant for YPC member viewing:

- Youth Can Help with Preparedness
- Animal Emergency Preparedness
- Come Learn Clues on How to Fight the Flu!
- Hurricane Season Is Coming, Are You Prepared?

View all Region 2 Preparedness webinars: https://www.fema.gov/emergency-managers/individuals-communities/preparedness-webinars

Getting Involved as a YPC Member:

- Teen CERT or Basic CERT (Community Emergency Response Team) https://www.ready.gov/teen-cert
- Until Help Arrives https://community.fema.gov/until-help-arrives
- Ham Radio Operator https://www.qsl.net/w0dk/barcjrs.html
- Medical Reserve Corps https://mrc.hhs.gov/homepage

Appendix B: Example Commitment Pledge

Dear YPC Members and Parents/Guardians,
The SCHOOL OR COMMUNITY NAME Youth Preparedness Council or Club (YPC) was formed to involve more young people in developing emergency preparedness and resilience capabilities for themselves, their families, and community. It also provides a way for youth that are interested in emergency preparedness and resilience to gain experience, leadership, and further develop their interest.

Your child has been invited to participate as a member of the YPC. The YPC is meant to be an interesting and rewarding experience. Members will interact with emergency management officials, community leaders, and other key stakeholders to provide a service to their community, their state, and ultimately to the country. For the experience to prove valuable, members need to participate fully. A pledge signed by both member and their parent or guardian acknowledging these expectations is required.

The following are the expectations of members required for successful completion by the end of the year:

- Act professionally and respectfully when representing the YPC and with your fellow YPC members.
- Develop and participate in projects serving the preparedness and resilience needs of your local community.
- Participate in meetings with YPC members and advisors.
- Participate in community events that promotes community preparedness and resilience priorities for your community.

Please sign and return this pledge to ADVISOR NAME.

I, _____, wish to join the YPC and agree to
(YPC Member - please print your name clearly)

meet the expectations outlined above to the best of my abilities.

_____ _____
Member (signature) *Date*

Member preferred contact information:

_____ _____
Email *Telephone*

I understand that my child is participating in the YPC and that they will be able to meet the expectations as stated above without negatively impacting their education.

_____

Parent/Guardian (print)

_____ _____

Parent/Guardian (signature) *Date*

Parent/Guardian contact information:

_____ _____

Email *Telephone*

Appendix C: Example Parent/Guardian Consent Form

Below is a sample Parent and Guardian Consent Form that can be adapted for program use. Before using, please fill in relevant details where noted, review for accuracy, and ensure it aligns with your office/program's needs and relevant regulations.

If any information changes throughout the year (for example, points of contact), YPC personnel should send updated information to the parent or guardian and request that they acknowledge receipt.

Overview

Your child is able to participate in **[HOST ORGANIZATION] Youth Preparedness Council (YPC)**, an independent program developed to further the Federal Emergency Management Agency's (FEMA) mission of creating a culture of preparedness. Because YPC is committed to ensuring the safety of all children participating in our preparedness programs, your consent is needed before personnel engage in direct communication with your child.

This form includes information about the type of communication your child may have with YPC adult sponsors and external parties while participating in this program and requests your consent as well as communication preferences. YPC adult sponsors follow FEMA Individual and Community Preparedness Division's Child Safeguarding Guidance to ensure that your child has a positive and safe learning experience. For any questions or concerns, please contact your YPC adult sponsor. **Please acknowledge your consent by replying all to this email and attaching this document with your signature and communication selections, by [DATE AND TIME].**

YPC Adult Sponsor

A YPC adult sponsor will facilitate your child's participation in **[HOST ORGANIZATION] YPC.** Throughout their involvement in the YPC, your child may also come into contact with other adult-age partners and stakeholders However, YPC adult sponsors will be copied in all communications between your child and other staff.

Points of Contact

The YPC adult sponsors listed below lead the program your child will be participating in. Please contact them with any questions or concerns regarding this form or the program in general. **[FILL IN TABLE BELOW WITH RELEVANT PERSONNEL INFORMATION]**

Personnel Name	Email Address	Role	Host Org.
First Last Name	Email	Role	
First Last Name	Email	Role	

Media

FEMA may at times feature your child in the media or connect them to relevant media to share their stories. This could include but is not limited to print media, online media, social media, and more. If you consent to your child's photo, video, and audio being used, please sign the Photo, Video, and Audio Consent Form included herein. As part of the program, [HOST ORGANIZATION] YPC may also disclose your child's name to the public through media or other means.

Communications Authorization

To facilitate a dynamic and engaging experience, the YPC will use several different communication platforms. Please initial and indicate your preference for each platform that you approve of; the only required platforms for participation in the YPC are **[LIST REQUIRED PLATFORMS, IF ANY]**. Your communication preferences will have no negative impact in your child's ability to fully participate in the YPC.

1. **Written Correspondence:** All items sent via mail will be addressed to your child in care of their parent or guardian.

2. **Email:** All emails sent to participants will be from the YPC adult sponsor's professional email account.

   Please initial one:

   _____ You may email my child individually

   _____ Please copy me on all email communications with my child

3. **Phone Calls:** The YPC will have pre-scheduled group conference calls. YPC adult sponsors are also available to offer event support or technical assistance in small groups or to individual participants.

   Please initial one or both:

   _____ My child may participate in group conference calls

   _____ My child may participate in individual calls with program staff to support their participation in the program. Calls initiated by YPC adult sponsors will be confirmed via email ahead of time whenever possible, and a second adult will join.

   Please initial one:

   _____ You may contact my child via text message

   _____ Please copy me on all text messages with my child

4. **Video Conferencing:** To host an engaging meeting, YPC adult sponsors and members may organize an optional video conference option for participants. Video conference platforms include, but are not

limited to Adobe Connect, Zoom, WebEx, Google Hangouts, and Facetime. There will always be two adults on any video conference calls.

Please initial:

_____ You may invite my child to participate in video conferences

5. **In-Person Meetings:** While most of your child's program activities will happen remotely, there may be opportunities for YPC adult sponsors to meet your child at in-person meetings, or to provide in-person program support for your child. Any in-person meeting will be scheduled well in advance and with your approval. No program personnel will ever be alone with your child, nor will they ever be in a vehicle with your child.

Please initial:

_____ You may invite my child to in-person events

6. **Collaboration with Partners:** [HOST ORGANIZATION] YPC fosters collaboration with community-based organizations, like schools, small businesses, libraries, houses of worship, and local government. The YPC adult sponsor may facilitate email introductions between your child and these partners to connect them with events and opportunities. Efforts will be made to ensure two adults can actively supervise these interactions. The supervision will typically be led by YPC adult sponsor or a collaborating partner. You will be made aware of instances when this is not possible to ensure you are able to provide appropriate supervision for your child.

Please initial one:

_____ You may individually connect my child via email with preparedness partners

_____ Please copy me on all partner communications with my child

7. **Social Media:** In order to support their professional development, YPC adult sponsors and members may accept LinkedIn requests from program participants. Besides this exception, YPC adult sponsors will not engage with your child on any other social media or messaging platforms using their personal accounts. This includes, but is not limited to: Facebook, Twitter, Instagram, TikTok, SnapChat, YouTube, Tumblr, GroupMe and WhatsApp.

8. **Text Messaging:** YPC adult sponsors will not correspond with any YPC member via text message, either on personal or professional mobile devices. Only parents/guardians may have access to YPC adult sponsor via text message.

_____ Please contact me via text message on my personal mobile device

[FILL IN CHILD'S NAME]

Child's Name:

_____

Please sign:

_____ _____

Parent/Guardian Signature Date

Appendix D: Example Photo-Video Release Consent Form

NAME OF AGENCY OR SCHOOL YPC
PHOTO, VIDEO AND AUDIO CONSENT FORM

I, _____, do hereby grant the AGENCY OR SCHOOL NAME YPC permission to take, use and release photographs, video, and/or audio recordings in which I (and or my minor child named below) is represented or in which my likeness appears in print, audio, digital, internet or other forms of media and broadcasting. I also grant AGENCY OR SCHOOL NAME YPC permission to use and display any products recorded, including the display of logos and artwork.

I fully understand that, in the case of news interviews, all or portions of the interview may be quoted and/or aired both locally and nationally. I understand that I will not have any editorial input regarding the final product. I also understand that the video or film footage is the property of AGENCY OR SCHOOL NAME YPC. I understand that these photographs, video, and/or audio recordings may be included in a AGENCY OR SCHOOL NAME YPC Media Library subject to the Media Library guidelines respectively. However, this consent does not authorize the release of my home address, social security number, date of birth, and/or any other identifying information that it may possess.

I understand that no time limitations shall apply to this release of rights for the use of my likeness, photograph, video, and/or audio recordings. My signature below acknowledges that I have read the above information and I fully understand it. By signing this statement, I hereby consent to the above conditions and further release to AGENCY OR SCHOOL NAME YPC all rights, claims, interests for use in fixed or broadcast media.

Self/Parent/Guardian (print) _____ Date: _____

Signature: _____

Names of Children if under 18:

_____

_____

_____

Appendix E: Example Yearly Meeting Calendar

Date	Special Topic	Invited Speaker	Project Updates
August	Welcome – Expectations, Roles, and Responsibilities	YPC Advisor	
September	National Preparedness Month	Regional FEMA Representative	
October	Cybersecurity	Local/State Cybersecurity Agency	
November	Winter Preparedness	Local/State Emergency Management Agency	
December	Holiday Safety	Local Police Department	
January	Resume Workshop	Career Advisor or Counselor	
February	Public Speaking Skills	Toastmasters International Representative	
March	Leadership Skills	Local Community or School Leader	
April	Financial Resilience	Local Bank or Financial Education Teacher	
May	Hurricane Preparedness	Local/State Emergency Management Agency	
June	Extreme Heat Preparedness Project Overviews	Local Health Department	

Appendix F: Example Yearly Training Curriculum

Month	Training Topics
August – September	Incident Command System (ICS) ☐ IS-100.c: Introduction to Incident Command System, ICS-100 ☐ IS-700.b: National Incident Management System (NIMS) An Introduction
October – November	Community Preparedness ☐ IS-909: Community Preparedness: Implementing Simple Activities for Everyone ☐ Choose a special topic to research such as pet preparedness, youth preparedness, etc.
December – January	Hazards ☐ Research local hazards ☐ Make a poster on preparedness actions for one hazard to share with your YPC
February – March	Health Preparedness ☐ First Aid/CPR Course ☐ Until Help Arrives ☐ Psychological First Aid
April – May	Teen Community Emergency Response Team (CERT) ☐ Coordinate a Teen CERT training for your YPC

Appendix G: Example Member Activity Log

First Name, Last Name
Project Title
Project Description
Project Goals
1) 2) 3)

Project Milestone Tracker
Your milestones will depend on what kind of project you're doing. Examples may include identifying the date and location of an event you plan to hold or meeting with community partners to help with your project.
1.
2.
3.

Monthly Activities and Progress

Share any project activities or updates in bullet form. Please include meetings or discussions with your Mentor or Advisors.

Month	Activities and Progress
September	• Bullet 1 • Bullet 2 • Bullet 3

Challenges

This is where you'll share any challenges you're facing with your project plan. You may not have any challenges, but even when little challenges come along, record them here since we may be able to help!

Month	Challenges
September	• Bullet 1 • Bullet 2 • Bullet 3

Plans and Goals for Next Month

This is where you'll write your plans and goals for the next month to help keep you organized and help keep your project on schedule.

Month	Plans and Goals
Plans for October	

Outreach and Preparedness Events

Keep a list of the events you participated in throughout the year. Some of these events may not be directly related to your project, but if it's related to preparedness, include those too! If you're holding an event or speaking to a group, include the number of attendees and any important stakeholders.

Date	Description	Role and Reach

Media and Publicity

Provide a brief description of any outreach or publicity about emergency preparedness that you published yourself, or someone else published. This can range from a news story, blog, YouTube video, social media mention, etc. If in doubt, include it! Whenever possible, provide an online link, and download and save a copy for record keeping.

Date	Description and Link

Service Hours

Be sure to track the hours you've spent planning and implementing your legacy project. If you need help calculating your hours, or knowing what counts as service hours, reach out to us and we'll be sure to help!

Total Service Hours to Date: 0

Date	Hours	Description

Stakeholders and Contacts

Add contact information for the people you are working with on your project. The first entries can be your Advisors and Mentor.

Name	Organization	Email	Phone	Notes/Other

Appendix H: Sample Projects

Program Development

- Start various programs or clubs in school or in the community, such as a Teen CERT program and Student Tools for Emergency Planning (STEP) program.
- Develop a coalition to unify local youth preparedness organizations.
- Develop a Junior Medical Reserve Corps program among local HOSA chapters.
- Help a local community become a StormReady community. (StormReady is a National Weather Service (NWS) program that helps communities prepare for severe weather events. The program outlines guidelines that communities must meet in order to be certified as StormReady.)

Training

- Train others to do preparedness presentations.
- Teach teens how to create a disaster supply kit for their car—or Blizzard Bag—in the event that they get stuck in a storm.
- Expand the Pillowcase Project by training fellow students and building partnerships with local elementary schools.
- Prepare local teens with CPR and first-aid training in collaboration with the American Red Cross.

Exercises

- Conduct a mass casualty incident training drill that simulates a plane crash.
- Conduct a mass casualty training exercise involving local agencies such as fire, police, and EMS, and developing a safety conference featuring a demonstration house to teach fire safety.
- Engage families, the Department of Transportation, private sector, and emergency response and volunteer organizations in a simulated exercise to practice emergency actions for severe storms and flooding.
- Hold a shelter-in-place exercise.

Outreach

- Conduct a tribal preparedness fair and distributing emergency kits to tribal elders.
- Create a disaster preparedness project toolkit.
- Develop a disaster preparedness exhibit for children in a local museum with hands-on, interactive activities and workshops.
- Plan a leadership conference for young people including a session about disaster preparedness.

- Present to different groups, such as the public, elementary school students, homeless populations, Boy Scout troops, and Civil Air Patrol units, about various preparedness topics.
- Go door-to-door throughout the community to share preparedness information.
- Work with FEMA Corps on canvassing and sharing home fire safety information.
- Collaborate with local emergency management to conduct a presentation on preparedness at a school.
- Talk with students, administrators, and the public on how to handle an emergency active shooter situation.

Technology/Media

- Develop a smartphone application that can improve communication during disasters among block leaders, neighborhoods, and the city's office of emergency services.
- Plan a local or national video competition for students, including creating the website and promoting the competition.
- Produce and distribute an emergency preparedness video.
- Establish a youth preparedness online certificate program to help better prepare local youth.
- Create a website about preparedness.
- Promote youth preparedness through social media outlets.

Appendix I: Project Planning Worksheets

It is important to determine the hazards your community faces, the actions that would help your community be more prepared to face those hazards, and who your project will focus its efforts on. Working through the questions below can help you focus your ideas.

Activity: What Hazards Does Your Community Face?

Instructions: Communities across the Nation are disproportionately impacted by specific types of disasters and emergencies. For example, tornadoes frequently occur in areas of the central United States, whereas hurricanes are common on the eastern and Gulf coasts. Talk with your fellow YPC members and leaders about the hazards facing your community, or visit disastersafety.org (Scroll down to the bottom of the page and type in your ZIP code).

What disasters or hazards are specific to your community?

Activity: Who Will Your Project Focus On?

Instructions: Identify people within your community who you would like to focus your efforts on. Be specific. For example, don't just say "youth"; instead say, "Youth in grades 4–8 who attend X, Y, and Z schools." Keep in mind that certain groups of people may be more disproportionately impacted by disasters, such as children, older adults, people with access and functional needs, and people who speak a language other than English.

What populations will you focus on?

Activity: What Preparedness Actions Would Help Your Community Be More Prepared?

Instructions: Consider the hazards your community faces and list some actions that would help your community be more prepared. For examples of actions that can help you prepare for a variety of hazards, talk with your leaders or visit community.fema.gov/take-action/activities.

Action 1:	
Action 2:	
Action 3:	
Action 4:	
Action 5:	

Activity: What Preparedness Programs Exist in Your Area?

Instructions: Research and talk to your Mentor about existing preparedness programs and resources so you don't create something that already exists. For example, you don't want to create a mobile app of shelter maps in your area if one already exists.

What preparedness programs already exist in my area?

Activity: What Are Your Project Ideas?

Instructions: Now that you've thought about the hazards, actions, and populations in your community, start brainstorming different legacy projects ideas.

Legacy Project Ideas
1.
2.
3.
4.
5.

Activity: What Is Your Top Project?

Instructions: Narrow down your project ideas to 2 or 3 top contenders and think through each project in detail.

	Project:	Project:	Project:
What would make the project a success?			
Are there any costs associated with the project? Who would cover those costs?			
What timeframe will you complete the project in?			
What are the biggest challenges to the project?			

How big of an impact would the project have?			

Identify Your Project's Mission

Now that you've identified your project, the next step is to create a mission statement. A mission statement ensures that everyone who supports your project and the people you are trying to reach understand the purpose of your youth preparedness project. An example of a mission statement could be something like:

My/our project's mission is to ensure that every student at Park Middle School is more prepared for emergencies by educating them about the types of disasters that can occur in our area and helping them create their own disaster supply kit and family emergency communication plan.

Activity: What's Your Mission?

Instructions: Brainstorm some ideas for your mission statement by answering the questions below. Then write your full mission statement.

What Is the Purpose of Your Project?	
Who Will Your Project Reach?	How Will Your Project Benefit the Community?

My Project's Mission is to...

Identify Your Project's Goals

Once you have decided on your mission, it's time to set goals. Set long-term and short-term goals that are Specific, Measurable, Attainable, Relevant, and Time-bound (SMART).

Activity: What Are Your Goals?

Instructions: Create SMART goals by answering the questions below.

SPECIFIC: What exactly do you want to achieve?

MEASURABLE: How will you know when you've achieved it?

ATTAINABLE: Is it something you have control over?

RELEVANT: WHY IS THIS APPLICABLE TO YOUR COMMUNITY?

TIME-BOUND: When do you want to achieve your goal?

Goal 2	
Goal 3	

Identify Your Project's Major Steps

Now that you've identified your project's mission and goals, think about the steps you need to take to accomplish them. First, determine the largest steps, or "chunks of work," that will be involved. These steps may include items like developing materials, promoting the project, and fundraising.

Activity: What Are Your Project's Major Steps?

Instructions: Use the space below to outline the steps and activities that will help you meet your project goals.

Step 1	Step 2	Step 3	Step 4

Identify Potential Project Champions

Remember that you don't need to tackle your project alone. Who are some other people who may be able to help?

Activity: Can You Identify Fellow Champions?

Instructions: List other champions below who may be able to help you and identify how they can help.

Champion 1:
How they can help:

Champion 2:
How they can help:

Champion 3:
How they can help:

Detail Your Activities

Now that you have identified the largest steps (or "chunks") of your project, detail the smaller steps and activities that will be involved. Think carefully about each activity, the timeline for its work, exactly what resources you'll need, and who you need to tell about your project. Be thorough.

Activity: What Activities Will You Do?

Instructions: Now it's time to work out the details of your plan. Use the space below to detail the activities you will do to best meet the needs of your community/audience.

Step 1					
Start Date/ End Date	Activities	Topics Covered	Hours Required	Start Date/ End Date	Activities

Step 2					
Start Date/ End Date	Activities	Topics Covered	Hours Required	Start Date/ End Date	Activities

Step 3					
Start Date/ End Date	Activities	Topics Covered	Hours Required	Start Date/ End Date	Activities

Step 4					
Start Date/ End Date	Activities	Topics Covered	Hours Required	Start Date/ End Date	Activities

Detail Your Resources and Budget

Activity: What Should You Budget For?

Instructions: After you identify your activities, use the worksheet below to plan your donation needs. Think about what partners you can reach out to for resources.

Timing/ Deadline	Item/Resource Needed	Amount/Quantity Needed	Where to Get Funding/Donation	Amount Budgeted	Actual Cost	Notes

Promote Your Project

There are a number of activities and materials that you can use to promote your project to your intended audience, including:

- Conferences and events
- Website
- Email
- Social media
- Print materials
- Press release
- Blog

Some of these items cost more than others, so be sure to include them in your budget.

Activity: How Will You Promote Your Project?

Instructions: Use the worksheet below to identify who you want to reach with messages about your project and how you will reach them.

Target Audiences Who are the people that should know about and participate in your project?	Message Outlets Where does your audience get its information? (Hint: refer to the list above.) This could be different for each audience.	Messages Write at least one message for each audience. It should be informative, persuasive, and sincere.
1.		
2.		
3.		
4.		
5.		

Success Factors

Ideally you should begin to evaluate your project during its early stages of development. Evaluation is an ongoing process that periodically provides input into how well the project met or is meeting its goals.

Activity: How Will You Know That Your Project Has Been Successful?

Instructions: Use the following box to come up with how you'll determine if your project was a success. Think of metrics you will track like the number of events, the number of people at the events, social media reach, etc.

What Are Your Success Factors?

Project Timeline

Activity: Map Your Project Timeline

Use the space below to start assigning deadlines for project accomplishments. Think about other things that will be going on during your life— exams, holidays, family obligations, etc.—that may impact your timeline. A calendar is also provided in your Activity Log to help you plan.

Month	Planned Activities
Plans for August	
Plans for September	
Plans for October	
Plans for November	
Plans for December	
Plans for January	
Plans for February	
Plans for March	
Plans for April	
Plans for May	
Plans for June	

Appendix J: Child Safeguarding Brief

Below is a Child Safeguarding Brief intended for external parties joining a Youth Preparedness Council (YPC) event or co-led events that are attended by children participating in YPC programming. Written agreement to these terms should be obtained from relevant parties. For co-led events, this guidance is intended to support only children participating in the program through YPC involvement.

The [HOST ORGANIZATION] YPC is committed to creating and maintaining programming environments that are safe for children, aid their learning, and promote their development. In accordance with the FEMA Individual & Community Preparedness Division (ICPD) Child Safeguarding Guidance, ICPD requests that all partners and external parties collaborating with [HOST ORGANIZATION] YPC personnel, events, and/or initiatives for or with children follow the 10 key tenants highlighted in this brief. For co-led events, this guidance is intended to support only children participating in the program through FEMA ICPD involvement.

Your ongoing engagement with [HOST ORGANIZATION] YPC initiatives constitutes your agreement with this guidance.

1. Treat all children and their families with dignity and respect.

2. Child abuse and negligent treatment will not be tolerated in any form including inappropriate physical contact of a violent or sexual nature, verbal aggression, and/or emotional maltreatment.

3. Never be alone with a child, and always follow the Two-Adult Rule. Ensure adults present are vetted partners actively engaged in the event, or the child's guardian or chaperone. At least one supervising adult should be a YPC sponsor, though two is recommended.

4. Only share your professional contact information with a child, never your personal information. Program leads will ensure children receive appropriate information about contacts and opportunities through established processes. This includes phone, email, social media, instant messaging, or any other method of communication.

5. Do not ask children for personal information beyond what they choose to share.

6. Do not provide money, gifts, or anything of value to a child. Gift-giving can blur boundaries and indicate favoritism, grooming, and/or a personal relationship with a child.

7. Do not photograph or record children without receiving prior clearance from parents/guardians who will ensure written informed consent has been obtained and will share Child Safeguarding Media best practices.

8. Create an environment that promotes and enables children's participation and is welcoming, culturally safe, and inclusive for all children and their families.