

Youth/Family Engagement Checklist

For each of the statements, indicate if the answer is:

- Yes (our team does this activity regularly);
- Future (a team goal is to do this activity in the future); or
- No (it is not feasible for the team to do this activity now or in the future).

READINESS	Yes	Future	No
1. Create a purpose statement as to why the team wants to engage young people and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Amend by-laws to acknowledge young people and parents as full members with voting privileges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Schedule meetings in the after-school or after-work hours, thereby eliminating the time conflict.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Work with school personnel to excuse youth from school and/or work contacts to excuse parents from work to attend meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hold meetings on or close to school grounds or parents' work place/home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Establish more than one youth or parent member position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Select an adult mentor for each youth member as well as a mentor for each parent member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Commit funds to the budget to allow for trainings, transportation, supplies and conference registration fees for all members, including youth and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Reimburse youth and parents for the cost of gas or bus/taxi fares to get to and from meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provide youth and parents with money in advance to cover for expenses related to team functions (e.g., trainings, registration and travel).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total check marks per column for team readiness:			

RECRUITMENT	Yes	Future	No
11. Consider specific skills needed by youth or parent members (e.g., writing and public speaking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Select youth and parents with commitment, motivation and a passion for the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	Future	No
13. Identify tasks for youth and parent members to complete that represent a variety of the team's operational functions (e.g., provide input at meetings, plan events, promote programs to the public, serve as a committee co-chair and assist with fundraising).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Solicit recommendations for youth and parent members from a variety of community resources (e.g., schools, youth and parent service organizations and faith-based groups).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. In addition to current youth and parent leaders, recruit youth and parents with potential leadership qualities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Recruit youth in the 9 th and 10 th grades to allow youth to serve multiple years before graduating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Advertise youth member positions at popular youth hang-outs and both youth and parent member positions in the local paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Select youth and parents from underrepresented groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Create a membership application for youth and parents to complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Provide interested youth and their parents, as well as potential parent representatives, with a job description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Form a selection committee to review applications, interview applicants and select youth and parent members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Discuss the youth's or parent's talents, skills, passions, priorities and goals during the interview.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Select youth and parents that best fit the team and member role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Mail letters to all of the youth and parents who were interested in the position to inform them of the team's decision. In the letter, include strengths and challenges of their interview.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Remind youth members' parents of their child's roles and responsibilities by sending them a welcome letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Create a letter of commitment to be signed by youth and parent members, mentors and team leaders that clearly state the youth or parent's roles, expectations and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	Future	No
Total check marks per column for team recruitment:			

SUPPORT	Yes	Future	No
27. Provide an orientation for youth and parent members that covers the team's mission, history, services and organizational structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Arrange informal get-togethers for team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Understand that youth and parent members' time may fluctuate throughout the year due to other commitments and be flexible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Make meetings interactive, with ice-breakers, go-arounds and team-building activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Ask youth and parents specific questions about their opinions on a topic during meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Explain technical jargon and acronyms during meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Establish a review time at the end of team meetings for the team to reflect on discussions, issues and tasks to be completed before the next meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Send out multiple reminders to youth and parents about meetings and special events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Set aside time before and after meetings to reflect with youth about the agenda, their ideas and tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Contact youth and parent members through quick phone calls to see how tasks are progressing and if they need help to complete tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Invite the youth or parent out for lunch, coffee or ice cream to build a relationship outside of the team setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Provide regular training opportunities for youth (e.g., problem-solving, decision-making, conflict resolution, communication skills and fundraising).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Provide regular training opportunities for adults and young people to work together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Have current youth and parent members train incoming youth and parent members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	Future	No
Total check marks per column for team support:			
EVALUATION	Yes	Future	No
41. Develop a survey or an interview instrument to gather information from adult (including parents) and youth members regarding their perceptions of the experience of working together and of areas for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Address issues brought up in the survey or interview with an appropriate response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Establish a protocol for youth and parent members to voice concerns or frustrations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. If issues arise, investigate the source of the issue (team infrastructure, interpersonal relationship or member commitment level).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Use a checklist as a way to assess team infrastructure issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Use conflict resolution skills to resolve interpersonal relationship issues between members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Ask youth and parent members and their mentors to write a list of steps they'll take to prevent issues from reoccurring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Use the letter of commitment to re-evaluate youth and parent members' role on the team and their commitment levels, if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Recognize youth and parent members publicly for their accomplishments and contributions to the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Let the community know the benefits of including young people and parents on the team, as well as the accomplishments youth and parent members have achieved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Inform school personnel of youth members' contributions to the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Send a note to parents when their child has contributed in a special way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Develop a process for young people and parents to share with their peers their experiences on the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	Future	No
Total check marks per column for team recruitment:			