

## **Guidelines / Parameters for Creative Youth Collaborative Involvement**

### CYC Roles and Expectations:

- ❖ Active participation in annual planning (in Fall each year)
  - Meet regularly with the CYC team to discuss options, explore priorities, and set programming goals for the coming year
  - Gather information and input from your local community on their needs and wishes for programming
  - Work collaboratively with other CYC team members in between 'regular' meetings to share ideas, resources and feedback
- ❖ Engage in program planning and scheduling (throughout the year)
  - Help build and maintain master calendar of youth arts programming (each CYC member will focus on collecting dates and times of art programs for youth in their local community)
  - Work closely with CYC team to plan TVC Youth Programs for the year (most programs will be in January - August)
  - Craft proposed budgets for programming - focusing on specific costs for facilities, materials, people, and transportation
- ❖ Program promotion and participation (mostly January - August)
  - Actively promote TVC programming through networking, public and school announcements, social media, and other sources
  - Direct invitations to others, particularly underserved youth, to participate in programming
  - Attendance and participation in day-of programming (including willingness to come early to help set up or stay late to clean up)
  - Help capture events with pictures and stories
- ❖ Personal expectations for CYC members
  - You will communicate with other CYC members with sincerity, positivity, and compassion
  - You will follow [TVC's Marketing Policies and Procedures](#) when acting as a TVC representative and using social media.

- You will work to ensure all members feel heard and valued, and fully respect individual differences and identities - please read [TVC's Commitment to Diversity, Equity, and Inclusion](#)
- You will serve as a positive role model and ambassador for TVC and TVC Youth Programs when talking, writing or posting about TVC, TVC Youth Programs, and the CYC.
- When you have concerns or constructive feedback, you will share it with the appropriate people in a time, place, and means that demonstrates your professionalism and commitment to others
- You will have fun while getting things done - we all have different needs and goals regarding our creative pursuits, but we should never forget the joy of creating and sharing with others

### So... What Kind of Programs / Activities Might We Create?

#### ❖ **Connecting youth with arts opportunities**

- Creating and maintaining social media platforms to help youth keep up to date with creative / arts focused activities
- Setting up a local advisory board / youth engagement team at your school or community center
- Design our CYC logos and marketing materials - and then use those in crafting online messaging, t-shirts, backpacks, etc.
- Plan and carry out "pop-up" art, creative and cultural events

#### ❖ **Career-related programming and assistance**

- Host a speaker series at your school or community center providing youth with opportunities to learn from and network with professionals
- Create a series of "work in progress feedback sessions" where young creatives can share things they are working on and get supportive feedback from other youth and professional creatives

#### ❖ **Youth engagement and mentoring around advocacy**

- Coordinate a mentorship program linking professional creatives with youth in your local community and across Washington County
- Creating a public mural from community input and design to securing permissions and final production

#### ❖ **Help to plan and produce annual major events, such as:**

- Arts and Creative Internship / Job Fair in April or May
- Youth Arts Showcase Event in June or July
- Community Arts Advocacy Event in July or August

## CYC Time Commitment Throughout the Year:

- ❖ During Fall annual planning meetings
  - The annual planning process will likely take 4-6 weeks to complete
  - This process will generally run from late September through October (and maybe into November)
  - There will likely be weekly meetings during this time - these meetings will vary from 45-90 minutes; We will work to ensure they are online / hybrid (Zoom or similar) to ensure broad participation and input from CYC members throughout Washington County
  - You will likely need to spend 1-2 hours per week in-between the regular meetings doing research and discussing with others
- ❖ Throughout the year (after Fall annual planning is complete)
  - Regular update meetings will be held every two weeks - these meetings will vary from 15-60 minutes, with occasional longer meetings of sub-groups to plan for specific events
  - CYC members will work in smaller teams to help plan, market, and carry out programming events; time commitment will vary week to week depending on programming details and event dates
  - CYC members will be encouraged to attend and support programming events that are designed and led by other CYC teams
  - We hope to host three “big events” each year around the core goals / themes of TVC Youth Programs (arts opportunities, careers, advocacy) - CYC members should commit to attending at least two of these events - for example:
    - Arts and Creative Internship / Job Fair in April or May
    - Youth Arts Showcase Event in June or July
    - Community Arts Advocacy Event in July or August

See Table Below for Time Commitment Estimates Throughout the Year

<b>Dates</b>	<b>Description of tasks</b>	<b>Time Commitment</b>
September-October	Fall annual planning  Community research	Weekly meetings that run for 45-90 minutes  Research in your local community, 1-2 hours
November-May	CYC program planning  Small team activities	Bi-weekly meetings that run for 15-60 minutes  Help with planning, budgeting, and production of events
Summer (June - August)	Help plan and carry out milestone events  Market and attend milestone events	Likely 1-2 hours per week, with more time leading into events  A few minutes each day leading up to event; half to full day of event

Duration of Involvement:

- ❖ Over time, we hope CYC members can make a two-year commitment
  - Initially, some CYC members may be designated with a one year commitment while others will commit to two years
  - New members will join in late summer or early fall
  - This format will help ensure continuity and transitions between years
  - We ask that you truly commit to at least the full year (though we of course realize that sometimes life and change and stuff happens)
- ❖ After you finish your role as a core member of the CYC team, we hope you will stay engaged as a supporter, ambassador and mentor for the CYC - and continue to support creative activities for youth in Washington County

## Other Considerations:

- ❖ What's in it for you? (Glad you asked!)
  - Great opportunities to make a difference - in your community, with other creatives, and with yourself as an artist / creative
  - Personal, professional and career development - you will develop life-long skills related to event planning, collaboration, budgeting, organizational development, community engagement, advocacy, and so much more
  - Inspiration - you will be working closely with a diverse group of other young creatives in serving others and crafting solutions to issues that matter - we will all be creating new and amazing things together!
  - Dope schwag - you will get to help decide how to spend funding to share your story and represent the CYC and TVC Youth Programs
  - Connections - with professional creatives / artists, government representatives, community leaders, educational institutions, and lots of others that want to help you succeed and flourish - whatever that mean to YOU
- ❖ What else do you need to do to become part of this amazing community?
  - Be thoughtful, creative, and detailed in your application - be yourself and speak in your own language / ways of sharing (we will translate as needed and read with a sense of amazement and appreciation)
  - If you are under 18 years of age, talk to your parents / guardians about your interests and encourage them to support your involvement (yeah, we have to abide by legal processes to ensure that everyone stays safe and that WE don't get in trouble)
  - Be realistic about your time and other commitments - we don't want you to stress yourself out getting involved with TVC Youth Programs (we fully understand that sometimes you need to say no to potential opportunities, or give up one priority to pursue another)
  - Ask questions! - if you want to know more or just chat, contact Rob at [youthprograms@tvcreates.org](mailto:youthprograms@tvcreates.org). He will be happy to follow up by email, phone, or other preferred methods of communication.