

Gilda's Club Westchester Youth Committee Handbook



An Affiliate of the

CANCER SUPPORT COMMUNITY



Gilda's Club Westchester
80 Maple Avenue, White Plains, NY 10601
Phone: 914.644.8844 Fax: 914.644.8284
www.gildasclubwestchester.org



Gilda's Club Westchester Youth Committee

Who are we?

We are students from public and private high schools (grades 9-12) around Westchester, Rockland, and Lower Fairfield Counties.

We currently have over 45 students from 18 high schools in the area.



What do we do?

We meet once a month (during the school year) to plan events in the community and our schools to raise awareness of Gilda's Club.

Some of the events we plan include awareness days at our schools, and an a cappella concert in the spring.

What is Gilda's Club Westchester?

The mission of Gilda's Club is to create welcoming communities of free support for everyone living with cancer – men, women, teens and children – along with their families and friends. Our innovative Program is an essential complement to medical care, providing networking and support groups, workshops, education and social activities –all free of charge.

How do I join the Youth Committee at Gilda's Club Westchester?

Call the clubhouse, 914.644.8844, to sign up. High school students are eligible to sign up over the summer as well as in September and October.

Gilda's Club Westchester
80 Maple Avenue, White Plains, NY 10601
phone: 914.644.8844 / fax: 914-644-8284

**Gilda's Club Westchester
Youth Committee
Member Commitments**

The Youth Committee at Gilda's Club Westchester is a volunteer group of high school students around the county whose goal it is to raise awareness about Gilda's Club Westchester in the community.

Primary Requirements

- 1.) The Youth Committee meets one Sunday a month from 12-1pm at Gilda's Club Westchester.
- 2.) Youth Committee members work together to plan the A Cappella Extravaganza – a fundraising event that takes place in April.
- 3.) Youth Committee members plan Awareness Days in their own schools (i.e. bake sales, Gilda's Day, Dancing with Our Stars, etc).
- 4.) Youth Committee members participate on a sub-committee (e.g. Teen Newsletter Committee, Awareness/Fundraising Committee, A Cappella Committee, Facebook/Member Book Committee)

Other Opportunities

- 1.) Youth Committee members may also volunteer to help out at Family Time Events at Gilda's Club Westchester (e.g. Noogiefest - GCW's annual Halloween party).
- 2.) The Youth Committee may work together to plan other fundraising/awareness events as a group to benefit Gilda's Club Westchester.

Paperwork Requirements

Youth Committee members are required to complete a Youth Volunteer Application, a Youth Committee Contract, Bio and a Photo Release (all paperwork is enclosed in packet). All paperwork must be completed before a member can participate.



**Gilda's Club Westchester
Youth Committee
Calendar 2011-2012**

September 11, 2011, 12-2pm	YC Meeting (*please note this is 2 hours)
October 23, 2011, 12-1pm	YC Meeting (*please note volunteers can stay to decorate for Noogiefest from 1-2pm)
October 24, 2011, 5-8pm	Noogiefest (optional)
November 20, 2011, 12-1pm	YC Meeting
December 18, 2011 12-1pm	YC Meeting
January 22, 2012, 12-1pm	YC Meeting
February 12, 2012, 12-1pm	YC Meeting
March 4, 2012, 12-1pm	YC Meeting
March 18, 2012, 12-1pm	YC Meeting
April (Date to be determined)	YC A Cappella Concert
May 20, 2012, 12-2pm	YC Meeting/YC Appreciation Lunch (*please note this is 2 hours)

Attendance at YC meetings is very important. Every month you will receive an email asking you to RSVP to Gilda's Club Westchester Program Social Worker/YC Co-Coordinator, Stacey Zanoni for the next meeting. Stacey's email address is: szanoni@gildasclubwestchester.org

Other important contacts:

Karen Martino - Youth Committee Co-Coordinator: martino.karen@gmail.com

Jenn Tschetter - Youth Committee Co-Coordinator: jenn.tschetter@gmail.com

Samantha Miller –Officer (A Cappella Committee): Sammiller1121@aol.com

Taylor Midgette –Officer (Awareness/Fundraising Committee): tnm2012@yahoo.com

Amanda Puglise –Officer (Teen Newsletter Committee): aepuglise@gmail.com

Chloe Williams –Officer (Facebook/Member Book Committee): cjw4294@aim.com

Youth Committee Monthly Meetings

Youth Committee meetings take place once a month on Sundays from 12-1pm. Youth Committee co-coordinators lead the meetings with the assistance of the YC officers. YC members are expected to RSVP to meetings through email to the co-coordinator and they are required to attend at least 7 of the 9 meetings. You will be contacted by Co-Coordinator, Stacey Zanoni in August regarding the first YC meeting of the year. Absence from meetings may result in review of your commitment.

Meeting format:

- 1.) Introductions and check-in
- 2.) Educational Component - 5 minute educational aspect on GCW
- 3.) Last Month's Events - report on any special events/awareness events that took place; announce member of the month
- 4.) Sub-Committee Reports
- 5.) Upcoming Events - report on any special events/awareness events coming up, including A Cappella; officers can also report on what is happening in their sub-committees
- 6.) Miscellaneous - report on any miscellaneous topics including the next meeting date
- 7.) Sub-Committee Meetings - YC members meet in their sub-committee groups to work on goals

Youth Committee Officers

The Youth Committee has 4 co-officers who equally share the following responsibilities:

- Help run Youth Committee Meetings
- Head sub-committees
- Take meeting minutes and type report
- Attend Officer Meetings from 11am-12pm on YC meeting day

Officers are elected during the last meeting of the year (May) for the following year. Officers must be a returning member and can serve a maximum of 2 years.

Sub-Committees

Upon joining the Youth Committee, every member will be asked to join a sub-committee which will focus their attention and efforts on certain tasks. Each sub-committee is led by a Youth Committee Officer.

Facebook/Member Book Committee: This committee is responsible for updating and maintaining the GCW YC facebook page. The committee is also responsible for the creation of and maintenance of a member book which will include pictures and information on YC members. This book will be used as a tool to educate GCW members and the public about the Youth Committee.

A Cappella Committee: This committee is responsible for developing and following a timeline of steps that needs to be followed in order to plan the annual A Cappella Extravaganza. This includes creating and distributing contracts to a cappella groups at local high schools, finding donations of food and water for the concert, confirming judges, editing flyers and programs and creating/assigning jobs for YC members the day of the event.

Awareness/Fundraising Committee: This committee is responsible for tracking awareness events completed by YC members. They also can be helpful in offering suggestions to YC members who are not sure how to plan an awareness day.

Teen Newsletter Committee: This committee is responsible for developing a teen newsletter that will be published online and sent to members in our monthly mailing. The newsletter should include information on what teens are doing at GCW.

Youth Committee Member of the Month

Every month the Youth Committee Co-Coordinator select a Member of the Month. This selection is based on the following:

- Attendance and punctuality
- Dedication to the Youth Committee
- Going above and beyond by volunteering at family time events or other GCW events
- Enthusiasm about spreading awareness of GCW

Youth Committee Awareness Days

All Youth Committee members are required to host an awareness day at their school. Awareness days can also include some aspect of fundraising. The goal of an awareness day is to share information about GCW with other students and faculty so the community becomes more aware of GCW as a resource for social and emotional support for those impacted by cancer.

Examples of Awareness Days:

The following are examples of possible awareness days. Concepts/ideas are certainly not limited to those listed below.

- Bake sale (have GCW info at table)
- Information table at lunch
- Red & Black Days
- Wish List Drive
- Distribute GCW brochures to faculty and hand out GCW stickers to students
- Hold an informational assembly on GCW (show GCW video and speak about YC)
- Plan/host an event in which all funds generated are given to GCW (e.g., volleyball tournament, Eastchester's Dancing with Our Stars)

Youth Committee members are encouraged to complete their awareness days by late winter/early spring so that they can then focus on the A Cappella Extravaganza in March and April.

Annual A Cappella Extravaganza

The Annual A Cappella Extravaganza is an awareness and fundraising event that the Youth Committee works on every year. The Youth Committee recruits a cappella groups from high schools around the area to compete in the concert. A local college a cappella group judges the competition. Youth Committee members are responsible for planning all aspects of this event which occurs at The Master's School in Dobbs Ferry, NY in April. Planning includes the following:

- Recruiting a cappella groups and getting contracts of agreement completed from schools participating
- Creating a flyer and program for the event
- Advertising the event in the community and the students' school
- Finding candy and water donations for the event
- Running the event on the day of - ticket sales, raffle sales, directing a cappella groups, MC'ing the event, etc.

Inclement Weather Policy

If there is inclement weather, Youth Committee members will be notified that a meeting has been cancelled in the following ways:

- Gilda's Club Youth Committee Co-Coordinator Stacey Zanoni, Jenn Tschetter and Karen Martino will contact YC officers by 10am.
- Officers will call their sub-committee members (remainder of the YC) by 11am.
- A message will be posted on the GCW YC Facebook page by 10am.
- Gilda's Club Westchester will email all YC members by 10am.

**Youth Committee
Paperwork**

****Please read the following instructions carefully. The remaining pages in this packet are paperwork that must be completed and returned to Gilda's Club Westchester in order to participate in the Youth Committee. Please read all of the paperwork carefully, and fill out in neatly printed writing. Paperwork should be returned to Gilda's Club Westchester by fax or mail by September 5th:**

**Gilda's Club Westchester
Attn: Youth Committee
80 Maple Avenue
White Plains, NY 10601
fax: 914-644-8284**

**Gilda's Club Westchester's Program Social Worker, Stacey Zaroni will contact you prior to the first Youth Committee Meeting to confirm the receipt of your paperwork and your participation in the Youth Committee.
Contact info: szaroni@gildasclubwestchester.org**

Gilda's Club Westchester Youth Committee Contract (2011-2012)

The following is a list of requirements necessary to be a part of the GCW Youth Committee.

- Members are required to attend at least 7 of the 9 meetings scheduled during the 2011-2012 academic year (calendar of meetings enclosed in Youth Committee Handbook)
 - o College visits and interviews should be planned around YC meetings to the best of your ability
- Members must complete ALL paperwork (YC Contract, GCW Youth Volunteer Application, Bio & Photo Release) by September 5th. Membership will be contingent upon the completion of your paperwork.
- Members will read Youth Committee email updates in a timely fashion and respond promptly when needed.
- Members will plan their school's awareness day by March 1st, 2011 and will host their awareness day by April 1st, 2011.
- Members will volunteer the day of the Youth Committee's Annual A Cappella Extravaganza (April - date to be determined)
- Seniors will recruit at least one underclassman by the end of the academic year to take their place next year on the Youth Committee.

Please think about your ability to commit to the Youth Committee if you will have prior responsibilities scheduled on Sunday afternoons (e.g., sporting events, religious obligations, work, SAT classes, etc)

By signing this contract you agree to follow the above commitments necessary to be part of the Gilda's Club Westchester Youth Committee. **You acknowledge that if you are unable to follow any of these obligations you may be asked to meet with the Youth Committee Coordinators for a review of your commitment which may result in no longer participating.**

Signature

Date

Printed Name

Gilda's Club Westchester Youth Committee Volunteer Application

Name: _____ Date: _____

Address: _____

Home Phone: _____ Cell phone: _____

Email: _____

(Please be aware that Youth Committee Members will get updates and information via email)

School: _____ Birthday: ____/____/____

Grade: _____ Age: _____

Please provide the following information:

Best times for volunteering:

9am-12 pm							
12-4 pm							
4-6 pm							
6-9 pm							

Please tell us why you want to get involved at Gilda's Club:

Please give any other information you would like us to know about you:

- Special talents or skills:

- Other volunteering that you do:

- How you heard about volunteer opportunities at Gilda's Club:

**Can Gilda's Club Westchester give out your email address to other Youth Committee Members?
(circle one)**

yes

no

Gilda's Club Westchester Youth Committee
BIO
(2011-2012)

Please fill out the following information so that your bio can be included in the GCW Youth Committee Member Book.

First and Last Name: _____

School: _____ Grade: _____

Age: _____

Fun fact about yourself: _____

Why would you like to join the Youth Committee at Gilda's Club Westchester? _____

Please circle how many years you have been on the Youth Committee:

This is my 1st year

This is my 2nd year

This is my 3rd year

This is my 4th year

Perspective Youth Committee Member - please have parent/guardian complete the following paperwork:



Dear Parent or Guardian,

I would like to take this opportunity to introduce myself as the Program Social Worker of Gilda's Club Westchester. Gilda's Club Westchester is a free cancer support community where men, women, and children living with cancer, and their families and friends, join with others to build social and emotional support.

Your child has signed up to participate in the Youth Committee of Gilda's Club Westchester. The Youth Committee is a volunteer group comprised of high school students from area high schools whose goal is to plan events in the community and their own schools to raise awareness of Gilda's Club. The Youth Committee has been a valuable part of Gilda's Club Westchester's community for over 12 years.

On the following page you will find a Photo Release. Please fill out the release, and have your child return it to Gilda's Club with the other paperwork in this packet.

If you have any questions regarding the Youth Committee at Gilda's Club Westchester, please do not hesitate to call or email me directly: (914)644-8844; szanoni@gildasclubwestchester.org

Sincerely,

Stacey Zanoni
Program Social Worker



2011-2012 Photo/Video Release

I, _____, give permission for photos and/or
(Parent or Guardian's name)

videos of my child, _____, taken at Gilda's Club
(Child's name)

Westchester during the 2011-2012 school year to be used in the following manner:

****Check any or all of the statements below:***

___ **PHOTOS:** for use in and around the Clubhouse (to be posted on Clubhouse bulletin boards).

___ **PHOTOS:** for use in Gilda's Club Westchester's newsletters, outreach and fundraising publications, and/or websites.

___ **PHOTOS:** for use in television or news publications.

___ **PHOTOS:** for use on Gilda's Club Westchester's Facebook page.

___ **VIDEOS:** for television or news publications; outreach purposes (i.e. schools and community organizations); fundraising events; website purposes; and to be shown at Gilda's Club Westchester to members.

Or:

___ I do **not** wish to have my pictures or videos of my child used in any of the forums listed above.

Signature

Date