



# **Appendix A**

## **Steering Committee Selection Process**

### **Steering Committee Application**





# Youth Master Plan Update Steering Committee Application

2006-2007 Youth Master Plan Update

[www.ympupdate.com](http://www.ympupdate.com)

(909) 445-7840



## Claremont Unified School District

2080 N. Mountain Avenue  
Claremont, CA 91711  
(909) 398-0609 ext. 70101



## City of Claremont

207 N. Harvard  
Claremont, CA 91711  
(909) 399-5446

### 1995 YOUTH MASTER PLAN VISION – THE ACTION PLAN

The Youth Master Plan (YMP) details an Action Plan, which summarizes the steps necessary to create a Community Vision for Claremont Youth. Our approach has three prongs: the first is aimed at mobilizing, energizing and informing the community; the second focuses on creating a unified and coordinated system of family and youth activities, support and opportunities; and the third provides the coordination and monitoring to ensure full implementation. The Youth Master Plan provides a blueprint to lead our community to become more healthy, nurturing, and supportive of its children, youth and families.

### GENERAL STEERING COMMITTEE INFORMATION

The Youth Master Plan Update Steering Committee will be the advisory group to guide the revision of our 12-year old Youth Master Plan. The committee will determine a vision statement, revise the Action Plan from the 1995 YMP and update the plan through a community-wide subcommittee process.

### TIME COMMITMENT

Applicants must be able to commit to:

- An eight (8) month process, beginning in mid-September 2006 and concluding late spring 2007.
- Commit to attending at least (2) meetings per month.
- Serve as liaisons to assigned task groups.

### APPLICATION DEADLINE & HOW TO SUBMIT

Submit your application by 5 pm on Thursday, June 29, 2006. Applications are located online or at the addresses listed below.

- Electronically, visit [www.ympupdate.com](http://www.ympupdate.com)
- Fax at (909) 626-9862, or
- Returned to one of the addresses listed below.

Youth Master Plan Update  
2080 N. Mountain Ave.  
Claremont, CA 91711  
Monday-Friday: 8 am to 5 pm

Youth Master Plan Update  
207 N. Harvard Ave  
Claremont, CA 91711  
Monday-Friday: 8 am to 5 pm

## REPRESENTING THE DIVERSITY OF CLAREMONT

Our goal is to accept Steering Committee Members who represent one or more of the following suggested categories (Claremont residency status is not a requirement):

- Private & Public Education
- Medical Health
- Housing
- Parents and Guardians
- Faith-Based Community
- Differently Abled
- Mental Health
- Business Community
- Youth & Seniors
- Law Enforcement
- Technology
- Non-English Speaking
- Community College
- Child Development Programs
- Fitness & Well-being
- Public Transportation
- Non-Profit Organizations
- Youth Sports
- Other Underrepresented Populations

## GET EVERYONE INVOLVED

To learn more about the 2006-07 Youth Master Plan Update, visit [www.ympupdate.com](http://www.ympupdate.com).

Questions, or to arrange childcare, language translators or transportation for meetings, call Denise Stevenson at the Youth & Family Support Center at (909) 445-7840 Monday through Friday from 9:00 am to 5:00 pm or you may reach her via email at [dstevenson@ci.claremont.ca.us](mailto:d Stevenson@ci.claremont.ca.us).

## STEERING COMMITTEE APPLICATION

Please type or print legibly

Name \_\_\_\_\_ Profession \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

What experiences do you have that will benefit the update of Claremont's Youth Master Plan?

What are the key issues that you see impacting the quality of life for youth and families?

Please share additional insight about yourself and why you'd like to be a part of the planning process

Please list three local references that are familiar with your work/experience:

- |          |               |
|----------|---------------|
| 1. Name: | Phone Number: |
| 2. Name: | Phone Number: |
| 3. Name: | Phone Number: |

Attach additional pages if necessary





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## **Steering Committee Selection Process**

### **Task Group Member Recruitment**





# Youth Master Plan Update

## Task Group Member Recruitment

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October 9, 2006

To Whom It May Concern:

This correspondence is being sent you because of your expressed interest in assisting with the 2006-2007 Youth Master Plan Update. Please take the time to consider involving yourself in the process by serving on one of the Steering Committee's working Task Groups.

The Steering Committee is currently focusing its work efforts into various Task Groups. These Groups include:

- Review (consider outcomes of the 1995 YMP)
- Goals and Guiding Principles (determine current relevancy of the 1995 YMP goals)
- Communication & Media (make sure everyone knows about the Update)
- Community Outreach (involve the community in the Update through forums and other events)
- Evaluation and Measurement (measurement that considers process and outcomes of goals)

Additional Task Groups are anticipated to form as the plan unfolds and groups complete their assignments. Working groups are mobilized by the Steering Committee and are developed based on emerging investigative needs, issues and ideas. Members from the community are invited to participate in the various Task Group work efforts by visiting [www.ympupdate.com](http://www.ympupdate.com) and clicking on Steering Committee (note the message section where input can be sent to the committee).

If you are interested in serving on one of the Task Groups, please complete the attached nomination form which provides a description of each group's work plan (note that the Evaluation and Measurement Task Group is full). Some of the Task Groups have time sensitive projects such as the Review and Goals and Guiding Principles work groups; however, the Communication & Media along with the Community Outreach groups will continue throughout the (7) month update process. If you are interested in serving on any of these groups, please submit your nomination form by October 12, 2006. Your form will be forwarded to the Task Group chair.

### How to Submit a Nomination Form:

- EMAIL to [msantoro@ci.claremont.ca.us](mailto:msantoro@ci.claremont.ca.us) or nominate yourself on [www.ympupdate.com](http://www.ympupdate.com) (see send a message section to the Steering Committee)
- FAX your form to: 626-9862 (attention YMP Update Steering Committee)
- MAIL your form to: Youth & Family Support Center, C/O YMP Update Steering Committee, 1717 N. Indian Hill Blvd., Ste. B, Claremont, 91711
- WALK your form into the Youth & Family Support Center located at 1717 N. Indian Hill Blvd., Ste. B, Claremont, 91711 (corner of Scripps and Indian Hill)

If the current groups do not match your interests or you do not have time right now to assist with the Update, please consider visiting the Discussion Room located on the YMP Update website at [www.ympupdate.com](http://www.ympupdate.com). We cannot fulfill our mission without your help. Please get involved in the process and use this website to share your ideas. You are also invited to contact the Claremont Human Services Department, Youth and Family Services Division, at 445-7840 or you may contact the Steering Committee by visiting the YMP website [www.ympupdate.com](http://www.ympupdate.com). Keep in mind that this website not only provides important information on the process but also gives you the opportunity to share your insights. Visit us often! I am honored to be selected to lead this process and look forward to being led by your ideas and vision.”

**Butch Henderson,**

Steering Committee Chair