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COMMUNITY YOUTH FORUM:

SET-UP MANUAL

1977-78

RESEARCH PHASE	DEMONSTRATION PHASE	GLOBAL INTENSIFICATION PHASE
1969	1977	July 1978

In Quarter I, the forum was revised during the Global Research Assembly. It was tested in 10 locations in North America during Quarter II. We are now in the process of making further necessary refinements to the construct after our experience of this past quarter. During this time there will be additional forums on the evenly numbered weeks to do further testing. Quarter IV will be a time of testing the construct outside of North America.

As we prepare to offer the Forum globally and expand the number of trained faculty in North America it will be necessary for us to carefully monitor the development of this construct and, therefore, the scheduling. We would request that you contact Research Centrum before approaching a potential forum prospect to enable adequate continental coordination.

The Gathering	Awakenment	The Luncheon	Engagement	The Plenary
<p><u>REGISTRATION</u></p> <p>An informal gathering with coffee and donuts</p>	<p><u>MORNING TALK</u></p> <p>THE NEW VIEW ON YOUTH</p>	<p>Sit down meal and conversation.</p>	<p><u>AFTERNOON TALK</u></p> <p>THE NEW VOCATION IN HISTORY</p>	<p>REPORTING ON THE DAY</p>
	<p><u>REFLECTION</u></p>		<p><u>REFLECTION</u></p>	
<p>OPENING</p> <p>CONVERSATION</p>	<p><u>MORNING WORKSHOP</u></p> <p>THE GLOBAL VISION</p>		<p><u>AFTERNOON WORKSHOP</u></p> <p>THE LOCAL PLAN</p>	

COMMUNITY YOUTH FORUM: LOGISTICS

FACILITY	DECOR	MATERIALS	FOOD
1. Kitchen	1. Iron Man	1. Tape	1. Snacks (a... or)
2. Meeting Room	2. Aboriginal print	2. Butcher paper	2. Lunch
3. Informal gathering space	3. Earth rise	3. Markers	3. Meal place settings
4. Workshop room	4. Classical art	4. Stereo/radio	4. Cooking utensils
	5. Centerpiece	5. Slide projector, carousel	
		6. Screen	
		7. Blackboard	
		8. Chalk/eraser	
		9. Extension cord	
		10. Pencils/paper	

The following is a description of the items necessary to ensure the day is the exciting event it can be. We have learned from past experience, that it is necessary to have these items cared for before the global staff arrives.

FACILITY

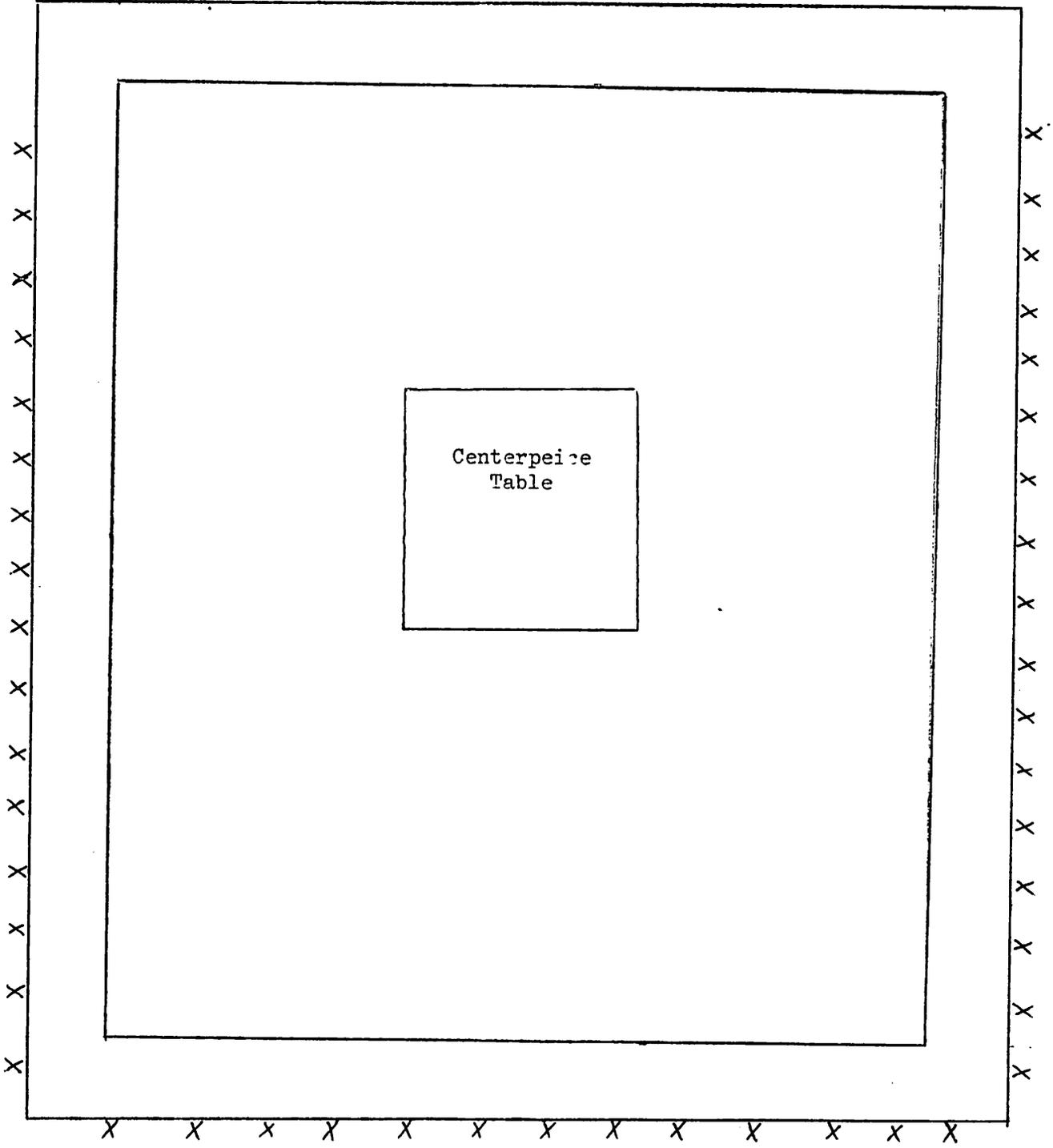
The facility needs to have a kitchen available in order to help prepare the snacks and the lunch. The meeting room needs to be a reasonable size for the number expected to attend, not too big and not too small. The adequacy of acoustics and wall space for decor need to be considered in selecting the room. If there is a group of 50 or more there needs to be a workshop room for every additional 50 people.

Room set-up is one of the most critical elements of the day. A well set, intentional meeting room communicates to the participants in the forum that the program intends to take them seriously.

Room set-up model

Blackboard

X



At the opening session a folder is set at each place containing course materials that the participants will use during the day. A table for registration and one for donuts and coffee both need to be located in a visible area for informal gathering before the opening. Lunch is a seated meal with full table setting. The following diagram indicates how the meeting room is to be set up. The room set up should be completed on Friday night by a task force assigned locally.

DECOR

The intent is that the walls be intentionally and attractively decorated. The teaching team will bring a set of quotes and any of the following items could also be used: the Aboriginal print, the earthrise, the Iron Man and pieces of classical art.

Background music plays a key part in setting the mood for the day..and during the breaks before and after lunch. Selections should be light, popular music played at a moderate volume. The host or hostess needs to be fully responsible for the music, not leaving it to the discretion of the participants. (Note: Live entertainment is inappropriate.)

MATERIALS

The materials are critical to the workshops and need to be gathered before the day of the forum and be ready on site. These include plenty of markers, pencils, butcher paper, note paper, and tape. If there is more than one workshop group there needs to be a blackboard in every extra workshop room. A carousel style slide projector and an extension cord and screen should be secured before the forum day. A stereo or radio and records or tapes should also be in place.

FOOD

The morning gathering: Coffee, juice and donuts need to be attractively set out by the time the participants arrive.

Morning workshop: A beverage needs to be served during the morning workshop.

Lunch: Lunch is simple and yet elegant. It is served as a sit down meal, not a buffet. A suggested menu is chef salad with dressing, soup and crackers, ice cream dish, and beverage.

Afternoon workshop: An afternoon snack such as fruit or cookies with a beverage is served halfway through the workshop.

All food and any cooking and eating utensils need to be secured before the forum. The local staff is also responsible for making sure that the cooking of the meal is dealt with.

OPERATIONAL PRINCIPLES

FEE

In order to allow for cost monitoring during the experimental stages of the Community Youth Forum the fee has been held flexible. The fee received thus far is \$300. This however, applies to smaller forums (fewer than 100 participants). In setting up a CYF, no fee should be negotiated before contacting Research Centrum: Chicago for discussion. The Forum fee should be receivable by check upon the arrival of the teaching team.

MARKETING

We have learned that Community Youth Forum is most appropriately and effectively marketed to already existing groups of youth. The main advantage here is that because there is an operating structure through which to work maximal attendance is ensured. The various groups and

networks that have purchased the Forum are church groups, clubs, social organizations and schools. At this stage we suggest that CYF's in schools be done in small high schools or with a representative group within a high school. We are not yet ready to do large high schools or school systems.

STAFFING

For purposes of training the teaching staff for Community Youth Forum, it is requested that when a forum is held, two people be provided locally to assist the continental staff in the teaching. They should be late Phase I/early Phase II in age. The assignment of these two people is to be done in coordination with Research Centrum, Chicago Nexus.

HOSTING

A host or hostess needs to be assigned to be present during the forum. This role has been a major factor in assuring the quality of the forum in many locations. This person will greet people as they arrive, offering them donuts and beverage. He or she will also be in charge of registration and is responsible for coordinating the enablement of lunch and snacks, though may not necessarily actually do the preparation. All practical issues such as locating necessary supplies and provisions are the responsibility of the host or hostess. In order to ensure that this role is most adequately fulfilled, it is suggested that either someone from the house or a relatively experienced colleague be assigned.

IF YOU ARE SETTING UP A COMMUNITY YOUTH FORUM ...

Following are some of the most critical components to having a quality CYF. They include the set-up, the actual doing of the event and the question of training.

How much time does it take?

The construct takes a minimum of 5 hours. This includes 2 talks, 2 workshops, an opening, a conversation and a closing plenary.

What is the appropriate age?

In North America the CYF construct is aimed at high school aged youth. The questions of vocation, identity and engagement that are raised are particularly addressing that age group. Younger youth (i.e. junior high) are objectively at a different point in their journey. We have seen that the construct is not as effective with other age groups and is probably not the appropriate tool for them.

Securing attendance

This is one of the trickiest things to assure in setting up a CYF. We have seen two key ways to win. 1.) Always go through an already existing group or groups. Youth are very social being and they tend to operate as groups rather than solitarily. The most frequent reason for poor attendance is when a forum was set up through one-to-one recruitment. 2.) Have the youth themselves involved in the set-up of the forum. This may not be possible if you are dealing with a group that is pretty well totally controlled by adults, such as a school. But if it is a small group, such as a club or a church group, the best way to make sure people come is to get the youth themselves to set it up and do the recruitment.

Materials and supplies

Following are the supplies that need to be secured locally for a CYF.

1. tape
2. butcher paper
3. markers
4. music (tapes, records, or radio)
5. blackboard
6. chalk and eraser
7. pencils and paper

Food

There needs to be food for one meal, plus a snack to have out during registration and one for the afternoon workshop.

Room set up

It is very important that the tables be set up in a rectangle shape so that all the participants are facing each other. This is one of the most critical factors to enabling participation. Suggestions for wall decor include the earthrise, the Cat Stevens quote from the CYF brochure ("Oh very young, what will you leave us this time? You're only dancing on this earth for a short while."), selected LENS or Town Meeting quotes (if using TM quotes, rewrite them on another paper), and a montage of youth. However, if you don't have decor, it is better to have the walls blank than to have inappropriate decor up. There needs to be a centerpiece for the table that in some way represents the future and the mystery of the times.

Getting trained

If a CYF is set up in a region where there are no experienced teachers, staff should be drawn from the area if possible. Otherwise Operations Centrum will ensure the staffing. It is critical to creating faculty on the regional level that any time a CYF is held, training happens. Therefore, the local is responsible for having people at the forum to get trained.

How to fund it

The key to getting program fees for CYF has thus far lain in requesting the money from the group who is doing the forum. Where we have failed to get money has most often been where we assumed we would develop it and did not ask anything from the people who were having the CYF. Almost any school can pay at least a portion of the \$200.00 fee. And they assume that it costs us money to do the forums. Most clubs and neighborhood groups can pay some, if not all, of the fee and would probably be willing to raise money. The best model, in any case, is to explain that the forum is \$200.00 at the outset and to work with the group from there to determine how to bring it all in.

High schools

We have experimented twice thus far with doing CYF with entire high schools and both of those were small. Many things have pointed to the readiness of schools to do CYF. Part of guarding our flanks is ensuring that we pull off quality events if we do something this public. The suggestion is that we move carefully in regards to high schools and that we push more toward having a representative group within the school (i.e. the student council, a particular class, etc.) do the forum. If you are in a position of being pushed to do an entire high school, we'd request that you inform Operations Centrum before setting anything.