



YOUTH INSTITUTE ALUMNI SPECIALIST APPLICATION 2024

(Turn in at YMCA Membership Desk, Youth Institute, or scan and email to rcymedia@gmail.com)
This program is made possible by funding from the 21st Century Community Learning Center Program of the SD DOE

GENERAL INFORMATION

TEEN'S NAME _____ NAME LIKE TO BE CALLED _____

First Last

BIOLOGICAL SEX: M ___ F ___ AGE _____ BIRTHDATE ____/____/____ ETHNICITY _____

TEEN'S CELL PHONE (Optional)(_____) _____ OKAY TO TEXT CELL PHONES? Y N

TEEN'S EMAIL (optional) _____

HOME PHONE (_____) _____

HOME ADDRESS _____ CITY _____ ZIP _____

FOR 2024-2025 SCHOOL YEAR: SCHOOL: _____ GRADE _____

1st PARENT/GUARDIAN'S NAME _____

PHONE: (____) _____ EMAIL(S) _____

2ND PARENT/GUARDIAN'S NAME _____

PHONE: (____) _____ EMAIL(S) _____

TEEN LIVES WITH _____

NON-PARENT EMERGENCY CONTACT _____ PHONE (____) _____

PARENT / GUARDIAN PERMISSION STATEMENT

I, _____ give my son / daughter _____

Parent/ Guardian's

Participant's Name

permission to participate in the YMCA Youth Institute, which includes a training week May 28th – May31st, computer class time and helping lead the New Classes from June 3rd to August 2nd, 2024. I understand that upon completion and graduation (meaning they passed the summer program by finishing all projects on time and met expectations) of this summer program my teen is eligible for attending the camping trip August 5th-9th at no extra cost. I understand that 100% attendance is crucial to my child's success in the program. I understand that my child is in good health and able to participate in all activities. I understand that my child will be under direct adult supervision at all times. I understand that my child may be suspended or terminated from the Youth Institute for violating any rules or the Code of Conduct or unexcused absences. I understand that my child will be terminated from the program for more than two unexcused absences. I understand that the YMCA is not responsible for any lost, damaged or stolen personal articles that my child may bring to the program. I give my permission for responsible adult leaders to seek out any necessary medical care for my child in the event of an emergency and I cannot be reached. I authorize the YMCA to have and use photographs, slides, and video of the person named on this application as may be needed for its public relations program. I agree to waive any claims against the YMCA and its members, volunteers, and consultants for injuries or damages that may result from the conduct of other participants in this program.

Parent / Guardian Signature _____ Date _____

Due May 3rd 2024 at 6:00 PM



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YOUTH INSTITUTE'S CODE OF CONDUCT

- I understand the Youth Institute is eight (8) full weeks, of Monday through Friday, 9:00am to 4:00pm, June 3rd-August 2nd Alumni Showcase (graduation) will be Saturday, August 3rd, 2024.
- I understand that there is a training week May 28th - 31th, 2023 (Tuesday – Friday) from 9:00am to 4:00pm for Alumni and higher.
- I understand that graduation and completion of my summer program is required to attend the extra camping trip for free Aug. 5-9th. (I understand can still attend the camping trip if I don't graduate but will need to pay full price).
- I understand that 100% attendance is essential to my success in the program. Having less than 100% attendance may result in consequences including not graduating. This includes being on time.
- I also understand that more than two (2) unexcused absences are grounds for termination from the Youth Institute.
- I understand that I must be present for the full length of the Wilderness Retreat, as it is a vital time for relationship and team building. Choosing to leave early (or having to leave as a result of behavior issues) will mean forfeiture of my position in the rest of the Summer Program.
- I understand that I am expected to use appropriate language, am not allowed to smoke, chew tobacco, possess any smoking materials, possess alcoholic beverages or illicit drugs while a participant in the Youth Institute.
- I understand that possession of illegal weapons or firearms is immediate grounds for expulsion.
- I understand that I will be terminated immediately if I access any sexual content or hate websites while attending the Youth Institute or using their computers or Internet hookups.
- I understand that there is a dress code. No suggestive low cut halter-tops. No clothing with suggestive or derogatory logos. Casual dress is allowed.
- I understand that as a participant, I am encouraged to develop friendships with other members of the program, but displays of affection (hand-holding, kissing, excessive hugging, etc.) and starting new dating relationships with other YI members are NOT permitted during the 8 week summer of Youth Institute. Violation of this may result in termination from the program.
- I understand that I may not bring cell phones, tablets, video games, or other electronic devices to the Youth Institute Wilderness Retreat. Any devices (including cell phones) brought during the day will be safely stowed away by YI Staff and returned at the end of the week.
- I understand that I may also be suspended or terminated for fighting, threatening, stealing, disrespecting any staff member's authority, or being disruptive to the learning environment of the Youth Institute.
- I understand that messing with or deleting another person's files on a computer is grounds for expulsion from the program.
- I understand that I may be terminated for not following any staff member's instructions while in the Youth Institute class or on the Wilderness Retreat.
- I understand that all of my personal belongings while attending the Youth Institute are my sole responsibility and that the YMCA is not responsible for damaged, stolen or lost possessions.
- I agree to attend the school year's Youth Institute program at a minimum of 22 days during the school year. *(Required for those wanting to be part of future summers and gain higher rankings within YI)*
- I understand that I am committed to helping YI with 10hrs of YI Projects between September 2024 and May 2025 after I graduate the Youth Institute Summer Program. *(Required for those wanting to be part of future summers and gain higher rankings within YI)*
- I understand that I will have the opportunity to help with Youth Institute's Perspective and other in-house projects as needed.

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I have read and understand this Code of Conduct for the YMCA Youth Institute. I also understand that these are primarily the basic rules of participation. There are other rules that may apply. I will abide by all of the above regulations or may risk termination from the Youth Institute.

Teen's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

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JOB DESCRIPTION

YMCA Youth Institute Summer Alumni Specialist

REPORTS TO: Josh Egbert

FROM: 9:00 to 4:00 Monday-Friday

General Function

This position allows you to grow in your area of choice through researching, teaching, and completing a final “capstone” project as agreed upon by you and the Youth Institute staff. This position also allows you to mentor and help the Alumni class with their final films, and other projects.

Specific Responsibilities to Graduate

This position will carry out all of the tasks given by the Instructors and the Alumni Director of the Youth Institute. This position will be under the supervision of the Youth Institute Alumni Director and other YI Staff at all times. Responsibilities include:

1. Teach a lesson to the Alumni in your chosen specialty area.
2. Be available and willing to act in Alumni final films.
3. Help other Alumni Specialists as need be.
4. Complete a final “Capstone” project agreed upon by teen and staff.
5. Be willing to participate in and lead activities.
6. Complete a work journal & checklist for each day AND Email weekly updates on progress to Alumni Staff.
7. Create a professional Portfolio in your chosen specialty area. (can be creative with this, a website, a magazine, etc...)
8. Complete Level 1,2,3 Badges in your specialty area, or agree on “project” to complete with staff.
9. Complete level 1,2,3 of the Leadership Badges.
10. Complete 5 projects in specialty area during the 2023-2024 school year.
11. Turn in all projects on or before the due date.
12. Study for and take the Adobe ACA most applicable to your specialist area (near end of July).
13. Help work on Perspective jobs that may come up throughout the summer.

Qualifications

Must be in good standing with the Youth Institute. Must be an Alumni of a Youth Institute class. Must be striving to achieve high grades in school. Must be a committed year round member who has offered to help and support the Youth Institute and other YMCA programs. Must have a good general knowledge of the assignments and the hardware / software / equipment of the Youth Institute. Must be a mature high school student. Must have worked on creating a portfolio and completing badges during the school year.

EFFECT ON END RESULTS

This position guarantees the continued success of the YMCA Youth Institute and its student body. This position also gives support to each continuing class and melds the classes into one student body within the Youth Institute framework and principles. This position also builds upon the leadership philosophy of the Youth Institute in creating future Youth Institute Instructors from the classes themselves.

I have read and understand this Job Description and promise to fulfill the duties to the best of my abilities.

Signed _____ Date _____

Youth Institute Alumni Director _____ Date _____

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APPLICATION QUESTIONS

NAME _____ YI ALUMNI CLASS OF: _____

WHY DO YOU WANT TO BE A PART OF THIS YEAR'S YI AS AN ALUMNI SPECIALIST?

WHY DO YOU THINK YOU ARE QUALIFIED TO BE AN ALUMNI SPECIALIST?

ARE THERE ANY DATES DURING THE YI SUMMER YOU KNOW YOU WILL BE GONE? IF SO, PLEASE LIST THEM BELOW:

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HOW HAVE YOU CONTRIBUTED TO THE YOUTH INSTITUTE THIS PAST SCHOOL YEAR?

WHAT YI BADGES HAVE YOU COMPLETED?

- Leadership Badge Level 1
- Leadership Badge Level 2
- Leadership Badge Level 3
- YI Guiding Principles Badge
- Level 1-3 badges in your specialty area
- Five Personal Projects in your specialty area completed (list below):

- _____
- _____
- _____
- _____
- _____

WHAT OTHER PROJECTS HAVE YOU COMPLETED THIS SCHOOL YEAR?

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WHAT WILL YOUR SPECIALTY AREA BE IN?

WHAT ARE SOME IDEAS FOR YOUR CAPSTONE PROJECT? (If you are accepted, this will be discussed in more detail with staff)

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**YMCA of Rapid City
ADA Accommodation Policy**

General Policy:

The YMCA is committed to ensuring that it will not discriminate against any individual on the basis of one's disability. The YMCA will make reasonable modifications in policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services.

The YMCA will not exclude any individual with a disability (or one's association with a person with a disability) from the full and equal enjoyment of its services and facilities, unless the individual poses a direct threat to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services.

Request for Accommodation:

It is the responsibility of the member, guest, or participant, or if a minor, their parent/legal guardian, to seek available assistance to make his/her needs known to YMCA staff, and to give adequate time for the YMCA to make reasonable accommodations/modifications.

Public Accommodations include, but are not limited to, the following: furnishing of auxiliary aids, removal or modification of structural barriers, modifications of services (including transportation) or facilities, use of service animals on YMCA property, and modifications to policies, practices, and/or procedures to allow for equal access for individuals with disabilities.

Members, guests, or participants (or a parent/legal guardian) seeking an accommodation/modification must follow the procedures described below:

1. Notify the designated ADA Representative, Keiz Larson, 605-718-9622, keiz@rcymca.org, or designee at YMCA of the request for an accommodation by filling out the **ADA Accommodation Form**.
2. Upon receipt of the **ADA Accommodation Form**, the ADA Representative will schedule a meeting with the individual within five (5) business days to discuss the request for accommodation. The ADA Representative may ask for additional information to evaluate and/or accommodate the request.

3. After an evaluation of the request, an action plan may be developed to establish what, if any, modification/accommodation is available for the individual. Effort will be made to notify the individual of the final outcome within a period of ten (10) working days from the date of the initial meeting with the ADA Representative; however, additional time may be necessary.
4. An individual who is unsatisfied with the determination made by the ADA Representative may file an appeal with the CEO, Keiz Larson, 605-718-9622, keiz@rcymca.org, requesting an independent review of the request for accommodation/modification. Any appeal must be filed within ten (10) working days from the date of the determination made by the ADA Representative.
5. Following a thorough investigation, the individual will receive a written decision within ten (10) working days, or an appropriate date will be given as to when a response should be expected. The CEO may select a committee to hear grievances and make suggestions to him/her for final decisions. The decision of the CEO is final and binding.
6. If you or a member has any questions regarding this policy, please contact the ADA Representative.

REASONABLE ACCOMMODATIONS / MODIFICATIONS IN YMCA YOUTH PROGRAMS

1. YMCA programs welcome all children. The YMCA will provide services to children with special needs in the same manner as services are provided for other children of comparable age, to the extent it is reasonably able to do so.
2. The YMCA has the obligation to ensure the physical and emotional safety of all of the children entrusted to its care. It is essential that all pertinent information about the child's needs be available to staff from the outset of enrollment, and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent is encouraged to disclose significant medical, physical, or behavioral issues caused by a disability at the time of the child's enrollment and on an ongoing basis. All information provided will be kept as confidential as reasonably possible and used only for the purpose of establishing what, if any, reasonable modification(s) may be provided.
3. The YMCA will consider a request for extra monitoring and supervision as a possible accommodation, to the extent that such additional monitoring or supervision does not result in a fundamental alteration to the nature of the program and to the ability of the YMCA youth program to provide for the safety and well-being of all children.

The fundamental nature of most YMCA programs is that they are group based. Group based care is consistent with YMCA supervision standards for the protection of our participants and staff. For the safety of children in our programs, the YMCA does not generally provide one-to-one assistance as part of its programs. Some exceptions to group programming are mental health, mentoring, and case management programs.

4. Medication and Medical Special Needs

The YMCA programs will administer oral, topical, eye/ear drops/ointments, and nasal medications in accordance with YMCA Medication Administration Policy and Procedures and South Dakota Laws and Regulations.

Medications will only be administered to children with the medical necessity for medication administration during program hours. Medications requiring an injection or suppository will be considered as a possible accommodation on a case by case basis, to the extent that such medication administration does not fundamentally alter the nature of the program, does not put the child or staff at risk, and does not violate any local or state law or regulation.

5. Personal Aide/Assistants

There are instances when a child's personal needs cannot be met in a group care setting through accommodations which are reasonable in policy, practicality, and/or cost, but they can potentially be successfully accommodated with a personal aide or assistant not funded by the YMCA. In those instances, an agreement with the YMCA must be in place prior to such attendance by the personal assistant. The agreement will provide that the personal assistant meets all applicable state standards for the type of services that the personal assistant will provide to the child; that the personal assistant will not be an employee or independent contractor of the YMCA; and the personal assistant will be subject to the overall supervision of the YMCA program while he or she is present at a YMCA program.