



Youth United provides affiliates with creative means to involved local youth ages 5-25 in the effort to fund and build a Habitat for Humanity house while pursuing four essential program goals:

- Involved youth in the San Gabriel Valley community
- Engage youth in San Gabriel Valley Habitat's mission of eliminating poverty housing within the San Gabriel Valley
- Foster teamwork among diverse groups of youth
- Develop youth leaders

SGV Habitat Youth United aims fund and build an entire home within a San Gabriel Valley Habitat build. The home will be designated as the "Youth United" unit will be build by Youth United volunteers. Youth United members will decide what build they will participate in and how the funds will be raised.

The SGV Habitat Youth United program will be made-up of three levels of involvement. The steering committee, subcommittees and regular youth united volunteer.

Steering Committee

Steering committee positions are best suited to those who wish to be more involved with the planning of events are willing to make the time commitment necessary to fulfill the requirements of the position. Each member of the steering committee must make a 6 month commitment to the position.

Chair/President

- Lead all Youth United general and steering committee meetings, including preparing the agenda and facilitating the meeting.
- Attend at least one subcommittee meeting per month.
- Provide general supervision of all activities.
- Liaison with affiliate representative.
- Maintain communication among members of the committee.
- Delegate responsibilities to committee members.

Co-Chair/Vice President

- Perform all the duties of the chair if he/she is absent.
- Oversee all subcommittees of the Youth United steering committee.
- Educate the committee on upcoming events and opportunities outside of the Youth United program.

Secretary

- Prepare, record, and maintain notes for both the committee and general meetings.
- Maintain membership list.

Treasurer

- Maintain the proper financial records for Youth United.
- Provide safekeeping for all the funds.
- Receive money due and payable to Youth United.
- Prepare funds for deposit to the affiliate.

All Subcommittee Chairs

- Report on the subcommittee's current projects and progress.
- Collaborate with other subcommittee chairs on projects and/or events.

Youth United Subcommittees

Subcommittees concentrate on one issue or topic. The members of the subcommittee are responsible for the planning and execution of any events surrounding their topic. They are also responsible for communicating their ideas and plans with the rest of the group. Therefore, it is imperative that a representative from each subcommittee be present at every steering committee meeting. Best practice is to have individual subcommittee meetings an hour prior to the monthly steering committee meeting and have either the subcommittee chair or a designated representative attend to give an update.

Education/outreach subcommittee

- Educate members, peers and the local community about Habitat for Humanity, Youth United and the need for affordable housing.
- Work with fundraising subcommittee and publicity subcommittee to be present or speak at different events with the goal of education and recruitment.
- Give Youth United presentations to potential donors such as church congregations, corporations, local businesses, etc.

Fundraising/development subcommittee

- Coordinate fundraising programs and events.
- Recruit volunteers to run events and delegate fundraising roles to other steering committee members and their represented groups.
- Identify and solicit local and corporate sponsors (after affiliate approval).
- Work closely with Publicity subcommittee to ensure adequate press for events.
- Keep track of the fundraisers, how much is raised at each and any major donations received.
- Work with treasurer to maintain records of monetary transactions and profits.
- Make sure thank-you notes are sent out and receipts are given to donors.

Publicity/media relations subcommittee

- Coordinate all public relations.
- Provide resources necessary to promote Youth United such as flyers, posters, newspaper advertisements, newsletters, etc.
- Write all press releases and act as a contact for all media (i.e. newspaper, radio and television).
- Work with education/outreach subcommittee to promote Youth United at volunteer fairs and other related events.

Construction/work site subcommittee

- Maintain contact with local affiliate regarding workdays.
- Help the site supervisor to coordinate youth volunteers.
- Make sure there are enough adult advisers (one adult adviser per every four to five young people) for each build day.
- Schedule lunch crews for each build day.
- Work with affiliate to schedule training days.
- Have volunteers sign in upon arrival.
- Design and coordinate small building projects for those under 16.

Family partnership subcommittee

- Plan activities for homeowner families and Youth United members such as holiday parties, picnics, recreational sports and games.
- Work to involve homeowner youth.

Special events subcommittee

- Coordinate youth for all special events (affiliate and those related to Youth United) such as fun run/walk, shack-a-thon, hunger banquet, benefit concerts, dinners, etc.
- Work with other committees to plan events.
- Contact affiliate representative for support and resources.

Involvement of youth under 16 subcommittee

- Design and implement meaningful activities for young people under 16 (who cannot be on the active construction site).
- Provide someone as support for groups of youth under 16 participating with Youth United.
- Work with the fundraising subcommittee to design fundraisers (and thank-you notes) for youth under 16.
- Work with the publicity subcommittee to have younger kids design Youth United T-shirts or posters.

Becoming a Youth United Member

All SGV Habitat for Humanity Youth United members must sign a letter of Intent to Participate in Youth United.

For more information about or to join the San Gabriel Valley Habitat for Humanity Youth United Program please contact Brittany Klaassen, Youth Program & Marketing Coordinator at youthprograms@sgvhabitat.org or 626.387.6899 ext. 18