



CSET
JUNIOR LEADERSHIP PROGRAM
DATA COLLECTION GUIDE

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Welcome to the Junior Leadership Program Data Collection Guide!

This guide contains the answers to questions on filling out forms and collecting data for California Services Employment Training's (CSET) Junior Leadership Program. This guide is intended for all staff using forms at the Program sites including the data entry staff. Please read the guide carefully so you feel comfortable with filling out forms and collecting data for the database. A copy of each of the forms is in an Appendix at the back of this guide.

If you would like to go straight to learning about a particular form, the table below will help you:

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Reviewing the Junior Leadership Program allows for a better understanding of the data collection forms. Before we look at the different forms, let's take a look at what the Junior Leadership Program does.

About the Junior Leadership Program

Description

The Junior Leadership Program falls under the Youth Services component of Tulare County's Community Services Employment Training (CSET). This activity-based leadership development program relies on the belief that youth learn by doing. The curriculum is designed to be highly interactive and flexible to foster the creativity and full participation of youth. In a community-based setting, Junior Leaders set college and career goals and gain the skills to take on leadership roles in their communities today and in the future.

Junior Leadership is a year-long program for youth 10 to 18 years old. Approximately 240 youth participate each year, which includes around 30 participants in each of eight communities in Tulare County. When youth graduate from the program, they take with them a clear set of educational and career goals, the skills to help them succeed, and the knowledge that they have what it takes to make a difference.

Key Components of the Junior Leadership Program

The Junior Leadership Program offers activities focusing on 9 core competencies. These competencies help prepare young people to meet the challenges of adolescence and adulthood by promoting positive youth development. The 9 core competency areas of the Junior Leadership Program are:

- **Communication-** Public speaking instruction prepares youth for introducing guests at leadership sessions and speaking at Junior Leader-planned events. Youth explore both verbal and non-verbal forms of communication.
- **Problem Solving-** Youth learn to identify the components of solving a problem, then use their knowledge in a simulated Town Council meeting.

Members share available information, select a solution, and evaluate their decision.

- **Goal Setting-** Putting the power of goals to work in the real world of work and school is addressed through several sources, including the *Seven Habits of Highly Effective Youth* and *Getting Things Done*.
- **Leadership-** Youth learn to identify the qualities of leaders, assess leadership styles, and practice techniques for giving and accepting effective feedback.
- **Health & Nutrition-** Youth identify health care resources in their community, hear about healthcare careers from professionals in the field, and discuss the roles of individuals, organizations, and communities in achieving health. Youth learn how teen pregnancy, smoking, and diabetes affect their health.
- **Budgeting-** Youth learn how to establish a budget and how to manage their personal income through savings and investment options.
- **Strategic Planning-** Youth learn the steps of strategic planning and conduct research on the resources available to them. Each group selects, plans, and implements a community *Make A Difference Day* project. After the event, youth reflect on the experience and identify lessons learned for future events.
- **Relating to Community and Government Resources-** Junior Leaders meet with local and state government leaders, tour the State Capitol, and study advocacy and lobbying fundamentals.
- **Career Planning-** Youth hear from a variety of professionals, tour colleges and universities, research their short and long-term career goals, and learn how to showcase their experiences in interviews and resumes for college and jobs.

