



verizon<sup>v</sup>

# Youth Educational Enrichment Series

#LULACPrograms #SayYEESToSTEAM



# 2020-2021

## PROGRAM COORDINATOR HANDBOOK

## TABLE OF CONTENTS

<b>About LULAC</b>	<b>1</b>
<b>Latinx in STEAM</b>	<b>1</b>
<b>Introduction</b>	<b>1</b>
<b>Program Overview</b>	<b>2</b>
Program Objectives	2
Benchmarks	3
Program Execution	3
Monthly Webinars	4
Mentoring	5
Supplemental Activity	6
Program Performance Measures	6
<b>Program Platform</b>	<b>6</b>
<b>Student Recruitment</b>	<b>7</b>
Class Profile	7
Student Profile	7
Suggested Recruitment Plan	7
<b>Volunteer &amp; Mentor Recruitment</b>	<b>7</b>
<b>Required Data Collection</b>	<b>8</b>
Data Collection Checklist	8
Required Monthly Reporting	9
Required Mid-Year / Final Reporting	9
Check-In Calls	10
<b>Program Promotion</b>	<b>10</b>
Social Media	11
<b>LULAC Youth Council</b>	<b>11</b>
<b>Important Websites for YE<sup>2</sup>S Program</b>	<b>12</b>
<b>LULAC Institute Points of Contact</b>	<b>12</b>
<b>Appendix</b>	<b>13</b>
Appendix I: Reporting Checklist	13

*This handbook describes the Youth Educational Enrichment Series (YE<sup>2</sup>S) program developed by LULAC Institute, Inc. and supported by Verizon. The YE<sup>2</sup>S program aims to empower and provide mentorship to Hispanic students interested in STEAM between the ages of 13 to 18.*

## About LULAC

The **Mission** of the League of United Latin American Citizens (LULAC) is to advance the economic condition, educational attainment, political influence, housing, health and civil rights of the Hispanic population of the United States.

As the premiere grassroots Hispanic organization in the United States, LULAC has a rich history of providing Hispanic communities with the technological skills needed to reduce the economic and educational disparities that are all too prevalent in our communities. Over the last 15 years, LULAC has empowered communities to immerse themselves in the digital age by providing state-of-the-art computer technologies and safe spaces in the United States and Puerto Rico to bridge the digital divide in our communities through robust programming.

With 68 Empowering Hispanic America with Technology (EHAT) centers distributed throughout the United States and Puerto Rico, LULAC has been able to serve low-income Latinx communities by providing access to and utilization of key telecommunication technologies which have been historically out of reach for this demographic. Through this, LULAC has built technological education programs centered around literacy, technology immersion, robotics and coding, entrepreneurship and leadership.

LULAC Institute in partnership with Verizon are working to empower the next generation of leaders through LULAC's Youth Educational Enrichment Series (YE<sup>2</sup>S) program to elevate the representation of the Latinx community in STEAM education and careers.

## Latinx in STEAM

The lack of representation in STEAM fields is even more prevalent among Latinx. Although Latinos account for almost 20 percent of the country's youth population, they represent only 2 percent of the STEAM workforce. While Latinos have a strong interest in STEAM subjects, they are significantly less likely to earn a degree or certificate in a STEAM field. Some of the factors that are keeping low-income students away from STEAM occupations include low representations in the workforce as role models and lack of exposure to a robust STEAM curriculum and mentorship pipeline. Various socio-economic reasons contribute to inequality in the educational landscape and students that are classified as low-income are not sufficiently exposed to STEAM subjects at the K-12 Levels.

## Introduction

LULAC's Youth Educational Enrichment Series (YE<sup>2</sup>S) program is a movement to empower Latinx youth across the United States to emerge in the fields of STEAM and aid in diminishing the digital divide through social engagement and mentorship. The program is designed to increase digital literacy skills while exposing students to STEAM-fields and empowering them through professional development in efforts to prepare students for post-high school and expand digital inclusion in the community.

With the help of Verizon mentors and volunteers, the YE<sup>2</sup>S program will have access to over 15,000 industry professionals around the world that are eager to help program participants take advantage of technology, access to connectivity and insight on the application of technology for problem-solving, gainful employment and

entrepreneurship. Volunteers from LULAC's network of over 1,000 councils across the nation and Puerto Rico will also be available to engage with students and provide mentorship. In addition to the insightful access to different career professionals, the program will help provide professional development to prepare students for in-demand STEAM careers which will encourage academic achievement, strategic and critical thinking skills, and an understanding of the current digital world.

This guide is intended to serve as a resource outlining key program deliverables and corresponding timetables to help ensure program goals are met and that each site can communicate program achievements, challenges, and any other milestones.

## Program Overview

LULAC's Youth Educational Enrichment Series (YE<sup>2</sup>S) is a 10 month online series enrichment program for students who are aspiring to become immersed in STEAM (Science, Technology, Engineering, Art, and Mathematics) exposure and careers. The YE<sup>2</sup>S curriculum features STEAM-focused workshops, youth mentorship, academic and career guidance, social innovation, team building and leadership development. The program will help participants fortify their attitudes towards learning about STEAM careers, raise confidence towards learning, provide social innovation and foster leadership skills which will continue to support them in their future academic and professional endeavors.

This 10-month series program will have a monthly webinar/workshop designed to stimulate and create "out of the box" thinking for youth on the path to STEAM careers. The series will contain different ways to think about STEAM careers while connecting to day-to-day challenges. With the help of Verizon and LULAC volunteers, each webinar will be created uniquely by 1-3 volunteers through guidelines and requirements that must be fulfilled before the execution of presentations. Each webinar will require students to engage in critical thinking, introduce social responsibility, and provide insight on how to navigate or become socially aware of each topic in the current day-to-day reality. It is essential that students reflect on what was successful throughout the program and what needs to be considered when building a self sustaining and inclusive community series that creates a positive direct impact on our students and their respective communities.

Students will also be paired with carefully vetted mentors whom they will meet bi-weekly, by video chat, for a minimum of 120 minutes per month throughout the program. Mentors will primarily be Verizon Communications employees volunteering through their workforce volunteer programming and LULAC volunteers from the organization's network of grassroots councils. During this time, mentors will focus on training, connecting, coaching, and the learning exchange of their mentee. Mentors will be required to commit to providing mentorship for a minimum of 8-weeks and maintain contact through participation and guidance during the webinar series or at-home student learning. Mentor-mentee pairing will be completed by LULAC Institute Inc through the interest sheet that will aid in creating compatible partnerships with those who have similar interests and goals.

Each location will have a program coordinator "on-site" who is assigned to lead and complete the YE<sup>2</sup>S program goals and requirements. The program coordinator will be responsible for data collection, use of funds, execution of activations, program promotion, social media and completing/submitting all reporting requirements. Each program coordinator will be approved based on their complete submission of application and checked references.

## Program Objectives

The LULAC Youth Educational Enrichment Series (YE<sup>2</sup>S) program aims to:

- Improve participants' attitudes towards studying and increase their knowledge of effective and efficient studying techniques;
- Promote participants' confidence and self-esteem towards learning in general;
- Increase participants' on-time promotional rates to the next grade level, leading to graduation from high school and enrollment in an institution for higher learning;
- Immerse participants' in a social innovative thinking, including leadership and entrepreneurship;
- Provide participants opportunities and resources for leadership development, networking, and the development of workforce and business skills; and
- Expose participants to STEAM-related careers, with a mentorship with professionals that can serve as guides.

The LULAC Youth Educational Enrichment Series (YE<sup>2</sup>S) program will:

- Introduce the digital world in a safe, legal, and ethical way. Participants will learn about their rights and responsibilities, as well as opportunities available to them in an interconnected digital world;
- Empower participants' learning and ensure that they take an active role in learning;
- Help participants become creative communicators participants will learn how to think critically and find creative solutions; and
- Administer career awareness and/or leadership workshops through a speaker series.

### ***Benchmarks***

The program's progress and success will be measured by site liaisons using qualitative, quantitative, and anecdotal measurements to assess whether:

- 75% of participants will develop more positive attitudes towards the STEAM fields;
- 60% of participants will become more self-sufficient in their use of digital;
- 60% of participants will become more self-confident learners;
- 75% of participants will intend to continue learning about STEAM fields beyond program participation;
- 60% of participants will demonstrate problem-solving techniques;
- 80% of participants' knowledge of various tech careers and professions will increase;
- 60% of participants' parents will better understand the importance of participants graduating on time and pursuing a college education; and
- 65% of volunteers will have a positive volunteering experience and feel they are having a positive effect on students.

### ***Program Execution***

The YE<sup>2</sup>S program will be hosted by local LULAC councils and community organizations who will work directly with students and parents to engage them in the program. Each site will assign an on-site program coordinator who will be the main point of contact for students and parents.

Students will receive a minimum of four (4) contact hours per month. These hours will be met through three major components: monthly webinars, mentoring, and supplemental activities. The monthly webinar will fulfill one (1) contact hour. Mentoring between students and volunteers will fulfill two (2) contact hours. The remaining contact hour will be completed through a supplemental activity conducted by the on-site program coordinators. On-site



program coordinators and LULAC Institute staff will work closely throughout the duration of the program to ensure the program components are executed successfully.

All program activities will be hosted by the on-site program coordinator through the Zoom platform or another platform approved by LULAC Institute of the on-site program coordinator's choice that allows for breakout rooms and recording.

If any program activities are hosted in-person, a COVID-19 Waiver and Health Symptoms Acknowledgement form **MUST** be completed and signed on the date the event is taking place by the attendee's parent/guardian. Each student must have a signed and dated waiver for **EACH** in-person event **BEFORE** the student is allowed to enter the in-person event location.

### Monthly Webinars

LULAC Institute will work with volunteers to pre-record 45-minute to one-hour webinars focused on STEAM exploration, academic and career guidance, and leadership development. LULAC Institute staff will provide the recording to on-site program coordinators for them to present to their students via their chosen online platform. On-site program coordinators are encouraged to review the webinar prior to presenting it and engage students by asking follow-up questions and inviting them to share their thoughts on the topics discussed.

Webinars can be hosted on the date and time that works best for your students but must be presented using the following timeline (unless alternate arrangements have been approved by LULAC Institute staff):

Webinar Description*	Date*
<b>Introduction for Students &amp; Parents**</b> This webinar will focus on introducing and explaining the LULAC Youth Educational Enrichment Program (Y.E.E.S.). LULAC will focus on explaining the mentoring and webinar participation requirements, structure, and commitment process for students!	October 2020
<b>Let's Get Crafty</b> Our Verizon artists are excited to show you how to build a creative and crafty resume that outlines your colorful skills and unique experiences. Come learn how you can make a splash!	October 2020
<b>CHECK me in!</b> Adulthood can be difficult, I'll give you some CREDIT there, but the SCORE is what counts! LULAC, with the help of Verizon masterminds, will guide you through the process of why a credit score is important, how to start and build your credit score and specific Do's and Don'ts in terms of credit.	November 2020
<b>Tools &amp; Rules!</b> Grab your tools and build a plan to create an impact in your local community by developing your own social innovation project. By focusing on what our communities need, we can create a self-sustaining project to help those in our community.	December 2020
<b>The Art of Leading</b> Our Verizon leaders will explore the art of leadership to help you develop your skill set with a focus on servant leadership, team building, and team management to excel in your day-to-day lives.	January 2021
<b>It's Electric!</b>	February 2021

Get energized and connect with our Verizon engineers on how to navigate careers in STEAM as a minority in the U.S.	
<b>No better time than the PRESENT!</b> Our Verizon historians will help you focus on your personal story to explore possible career paths. Through a focus on career guidance, they will show you how you can use your past experiences to identify career interests and plan for the future.	March 2021
<b>GoFUNDMyself</b> Hop online and connect with our Verizon mathematicians to learn what options are available to pay for college. The resources presented will cover funding options such as scholarships, financial aid, and other resources. In addition, the webinar will provide you with other important information that can help students of color navigate the financial stress of paying for college.	April 2021
<b>#KUWTT</b> Keep up with our Verizon techies to learn how to navigate through the never ending technological changes. With our lead specialists, we will inform you on how to adapt to ever changing careers and fields. #KeepUpWithTheTech	May 2021
<b>#SelfieSesh</b> Slide into our Verizon Influencer's #SelfieSesh workshop to learn about the importance of social media professionalism, the effects of everything we post online, & how to #StayWoke during an ever-evolving technology based workforce.	June 2020
<b>Bring in the ELEMENTS!</b> Explore science through a fun experiment using household materials led by our very own Verizon scientists! This experiment will follow the scientific process as you use your critical thinking skills to analyze and evaluate the results of your activity.	July 2020

*\*Subject to change*

*\*\*On-site program coordinator is responsible for facilitating student and parent introduction.*

In addition to the webinar recordings, LULAC Institute will provide a one-page follow-up activity for Program Coordinators to complete with their students. This is not required but can be used to fulfill the one-hour supplemental activity requirement.

### **Mentoring**

LULAC Institute will work to partner Verizon and LULAC mentors with students based on their likes and interests. Mentors and students will meet virtually for a minimum of 60-minutes every other week. All virtual meetings between mentors and students must be recorded by on-site program coordinators for the safety of all participants.

Mentors will commit for a minimum of 8-weeks with the option to continue their commitment. If a mentor cannot continue their commitment past the 8-weeks, a new mentor will be assigned to the student. Although we strive to pair each student with one mentor, we may need to pair multiple students per mentor based on the availability of volunteers.

The following process will be used to pair students with their designated mentor:

- **Mentor-Mentee Pairing Process:** LULAC Institute will pair students and mentors based on common interests such as career pathways, hobbies, and extracurricular activities. Verizon mentors will receive a

Mentoring Match-up information sheet with information that was submitted pertaining to the student's interests and goals. Confidential information such as street address, birth year and household income will NOT be provided to the mentor. Students will also receive a Mentoring Match-up information sheet with their mentor's bio and information about their interests.

Participating students and Verizon mentors are required to meet for a minimum of 60-minutes bi-weekly to discuss academic, personal and career exploration.

- **Mentoring Sessions Structure:** On-site program coordinators are responsible for hosting a bi-weekly mentoring session via Zoom for students and mentors. Once the meeting has started, the on-site program coordinator will split up students and their designated mentors into breakout/meeting rooms. Students and mentors will then engage in the required 60 minutes of mentoring. On-site program coordinators will not be a part of the individual sessions but they will be responsible for recording all meetings and be available if students choose to exit the mentoring session before it ends.

### *Supplemental Activity*

On-site program coordinators will be required to complete an activity that fulfills the remaining contact hour per month. This additional hour serves as an opportunity for each program coordinator to customize their programs and conduct an activity tailored to the specific interests of their students. Some ideas for the supplemental activity include:

- Supplemental Webinar Activity provided by LULAC Institute
- Keynote Speaker
- STEAM Workshop
- Virtual Field Trip
- Educational Game Night

### *Program Performance Measures*

The following are criteria required for each program site:

- The LULAC's Youth Educational Enrichment Series (YE<sup>2</sup>S) program must primarily serve Latinx students in Middle and High school.
- Program sites must serve a minimum of 15 students.
- Students must meet a minimum of 4 hours per month to be used for tutoring contact hours and webinar training/workshops.
- Students must meet with their designated mentors 60 minutes bi-weekly for the duration of the program.
- Students must complete an entry survey (provided by LULAC Institute) by November 1, 2020.
- Parents must complete an entry survey (provided by LULAC Institute) by November 1, 2020.
- The program should provide students with mentoring and tutoring
- Mentors must be available to meet with students two times per month for 60 minutes, for a duration of 8 weeks. After the 8-week period, volunteers can re-enroll for the next 8-week session or end their volunteering commitment with the program.
- On-site program coordinators must submit evaluation records required by LULAC Institute.
- On-site program coordinators must participate in scheduled check-in calls, as requested by LULAC Institute.



## Program Platforms

LULAC Institute will use the Google Classroom platform to provide program coordinators with all the necessary materials to meet program deliverables including surveys, reporting templates, and feedback forms. Google Classroom will also be used to share deadline reminders and other communications.

LULAC Institute recommends using Zoom to host program activities including mentoring sessions. If program site prefers to use a different video conferencing platform, please keep in mind that recording and breakout room capabilities are required. If you choose to use an alternate platform, please inform LULAC Institute staff in writing by emailing [STEAM@LULAC.org](mailto:STEAM@LULAC.org).

### Google Classroom

To access Google Classroom, Program Coordinator must use a Gmail account. Please keep in mind that you will only be able to access the YE<sup>2</sup>S Program Classroom with the Gmail you have provided LULAC Institute.

All assignments administered through this platform must be completed by the listed deadlines.

To log in to the Google Classroom platform, visit [www.classroom.google.com](http://www.classroom.google.com) and enter the class code: **fdU6jko**  
Or copy and paste the following link: [www.classroom.google.com/c/MzkyNzYzMjEzMDBa?cjc=fdU6jko](http://www.classroom.google.com/c/MzkyNzYzMjEzMDBa?cjc=fdU6jko).

If you are not familiar with Google Classroom, please visit [www.lulac.org/yees/coordinator](http://www.lulac.org/yees/coordinator) and watch the Guide to Google Classroom video.

For more information on how to navigate Google Classroom, please click [HERE](#).

### Zoom

Program Coordinator is highly encouraged to use the Zoom Pro account subscription to host program activities and mentoring sessions.

Zoom Pro allows users to host meetings without time limit restrictions, to record sessions and store them in a cloud based server, and to disperse students and mentors into break out rooms/sessions. Zoom Pro also allows hosts to pre-assign participants to breakout rooms. All recordings should be stored with this account.

To learn more about how to host breakout room sessions, click [HERE](#). To learn more about pre-assigning participants to breakout rooms, click [HERE](#).

If you have any questions regarding the use of Zoom, please visit [www.support.zoom.us/hc/en-us](http://www.support.zoom.us/hc/en-us) to access their support center and watch video tutorials.

For more information on how to navigate Zoom, please click [HERE](#).

## Student Recruitment

On-site program coordinators will select all the program participants and verify that all students enrolled are eligible to participate in the YE<sup>2</sup>S program. A minimum of 15 eligible students are to be enrolled at each program site.

### Class Profile

Recruitment efforts should be focused to reach students who fit the class profile guidelines outlined below:

- Program must serve students primarily interested in STEAM careers/majors.
- Program must serve students primarily identifying as Hispanic or Latinx.
- Program must serve students between the ages of 13 to 18.

### **Student Profile**

Successful programs will identify students who need an extra push in school to ensure successful on-time promotion to the next grade and on-time graduation. Program personnel are encouraged to select students who show an interest in participating in the YE<sup>2</sup>S program. No student should be denied participation in this program.

### **Suggested Recruitment Plan**

High schools and middle schools with a high percentage of Hispanic/Latinx students are the primary source of recruitment for program participants. Teachers, guidance counselors, and principals are excellent contacts for the recruitment efforts. Publicize the program to potential participants by distributing printed and/or online recruitment materials at the local schools, utilizing local newspapers, creating and disbursing flyers, promoting through social media platforms, and inviting students to introductory meetings.\*

- **Student Application:** LULAC Institute has created an online student packet that is required to be completed by each applicant, including an entry survey, a questionnaire that will help pair mentors and mentees, a media release form, and a parent/guardian questionnaire. Supplemental information may be requested. Student Applications must be completed online by **November 1, 2020**.\*\*

On-site program coordinators must ensure that students enrolled in the program are committed to participating for the full duration of the program.

*\*LULAC Institute will provide recruitment material templates for your use. You may also create your own.*

*\*\*Subject to change.*

### **Volunteer & Mentor Recruitment**

LULAC Institute will work closely with Verizon to recruit employees to act as volunteers and mentors through their workforce volunteer program.\* All Verizon employees have been carefully vetted and participated in extensive background checks conducted by Verizon to ensure the safety of the students and personnel involved in the program. LULAC Institute will also recruit volunteers through its membership to act as volunteers and mentors. All LULAC volunteers are required to submit a background check, copy of an ID, and resume for consideration. If a Program Coordinator wishes to recruit for “on-site” volunteers, they must complete the same application process mentioned above.

All volunteers and mentors are required to attend a training hosted by LULAC Institute.

Mentors will be asked to submit a survey that will help pair them with students. This survey will include questions that will connect students and volunteers with similar interests. Mentors must commit to a minimum 8-week period.

*\*Depending on the commitment of Verizon personnel, on-site Program Coordinators may be asked to support mentor recruitment efforts for their site.*

## Required Data Collection

LULAC Institutewill use quantitative and qualitative data collection methods to ensure YE<sup>2</sup>S program sites are achieving the outlined goals, benchmarks and performance measures. The evaluation will be comprehensive in its approach and will collect anecdotal data from on-site program coordinators, volunteers and mentors, student participants and parents/guardians. The criteria used as a reference point for data analysis will include pre-program self-reported survey data of students' skills, attitudes, academic performance and behavior as well as proposed cohort goals and objectives established at the beginning of the program.

### Data Collection Checklist

On-site Program Coordinators are required to work with LULAC Institute staff to collect on-site data regarding program effectiveness. Pre and post-program surveys will be used to track the success of the programs. All reports must be submitted in a timely manner via Google Classroom.

Failure to submit reports on-time and completed may result in a delay or forfeiture of program funding.

Item	Deadline	Details
Program Commencement Forms	November 1, 2020	Organization On-Boarding Form Student Entry Survey Parent/Guardian Entry Survey Media Release Forms
Monthly Activations Reports	October 31, 2020 November 30, 2020 December 31, 2020 January 31, 2021 February 28, 2021 March 31, 2021 April 30, 2021 May 31, 2021 June 30, 2021 July 31, 2021	Student Webinar Feedback Activities Report Attendance Report Mentoring Report
Mid-Year Report	February 28, 2021	Program Coordinator Mid-Year Survey Financial Report & Receipts Media Report Student Spotlight
Final Report	July 31, 2021	Student Exit Surveys Parent/Guardian Exit Survey Program Coordinator Exit Survey Financial Report & Receipts Media Report Student Spotlight

### ***Required Monthly Reporting***

The following reporting items need to be submitted to LULAC Institute as part of the monthly report (unless noted otherwise in the letter of agreement). All reports will be submitted via Google Classroom. Note that continuation of program funding is contingent on meeting program goals and reporting requirements.

All templates for reporting will be provided by LULAC Institute via Google Classroom.

- **Activities Report:** Program Coordinator will submit a log of program activities for webinars, meetings, workshops and all other YE<sup>2</sup>S events held each month.
- **Attendance Report:** Program Coordinator will submit attendance sheets from all webinars, meetings, mentoring and tutoring sessions, events, etc. held each month.
- **Mentoring Report:** Program Coordinator will submit a log outlining student/mentor participation in weekly mentoring sessions.
- **Webinar Feedback Surveys:** Students will be required to complete a form to submit their feedback for each webinar via Google Classroom. This feedback will help LULAC Institute gain a better understanding of the topics students are interested in and would like to see in the future. To access, click [HERE](#).

### ***Required Mid-Year / Final Reporting***

The following reporting items need to be submitted to LULAC Institute as part of the mid-year and final report (unless noted otherwise in the letter of agreement). Failure to submit required materials in a timely manner will delay payment. All reports will be submitted via **Google Classroom**. Note that continuation of program funding is contingent on meeting program goals and reporting requirements.

All templates for reporting will be provided by LULAC Institute via Google Classroom.

- **Financial Report & Receipts:** Program Coordinator will be required to submit a budget with each report to ensure funding is being adequately spent. All receipts from incurred expenses are to be submitted to LULAC Institute along with the detailed budget narrative.
- **Media Report:** Program coordinators will submit photos or videos, publish a minimum of five (5) social media posts using the appropriate handles and hashtags listed in this handbook, share a minimum of two (2) student, parent, teacher, or principal testimonials of the impacts of the program, and describe how their site's program is being promoted in the community for each report.
- **Student Spotlight:** LULAC Institute wants to highlight the incredible dreams, goals, and achievements of YE<sup>2</sup>S students. Program Coordinators are asked to select a minimum of two (2) students per reporting period to represent their site as a Student Spotlight. Program Coordinators are encouraged to select students who have demonstrated their dedication to the program by participating in webinars, served as leaders in their community, and worked to grow and advance personally, academically, and professionally over the course of the program. These students' stories are highlighted through LULAC Institute's social media accounts and publications. In addition, the selected student will receive an award certificate honoring their dedication and hard work. To access, click [HERE](#).

### ***Check-In Calls***

On-site Program Coordinators will be required to work with LULAC Institute staff to schedule check-in calls to get an update on your program. Calls will take place the weeks of:

- November 9-13, 2020
- December 7-11, 2020
- March 8-12, 2021
- June 7-11, 2021

The following questions will guide quarterly check-in calls with on-site Program Coordinators:

- What are the strongest components of your program?
- Are there any challenges you've encountered and what actions you are taking to address those challenges?
- What are some lessons learned?
- Have you seen any changes in your students' attitudes towards STEAM fields?
- How have students been impacted by the LULAC's YE<sup>2</sup>S program thus far?
- How can LULAC Institute better support you and your students?

## Program Promotion

LULAC Institute, Inc. encourages your organization to promote your participation in the YE<sup>2</sup>S program through different sources to increase visibility among the community and ensure a higher participation rate by students. Always mention the YE<sup>2</sup>S program was developed by LULAC Institute, Inc. and supported by Verizon when promoting your participation through printed and online materials.

Program Coordinators can promote upcoming activities and document the success of their participation through pictures, videos and anecdotes.

- **Pictures:** Pictures are a great and easy way to showcase the success of your program. Great moments to take pictures include:
  - Webinar activities
  - Mentoring sessions
  - Special events
- **Anecdotes:** People get to see the real impact the program is having on students through anecdotes. Anecdotes can be taken during any moment. Program Coordinators must report at least two (2) anecdotes from students, parents, volunteers, etc. as part of their mid-year and final reports.

## Social Media

The creation of a Facebook page, Twitter and Instagram accounts by each awardee organization is encouraged. These social media tools facilitate the outreach and marketing strategy of each program.

Many organizations already have social media pages to promote their local events; posting on the existing page on behalf of the YE<sup>2</sup>S program would be ideal. By doing this, the organization will increase the traffic on their page as well as showcase a great program in the community. We ask that you publish a minimum of five (5) social media posts each reporting period. When posting on social media, please use the following handles and hashtags:

- **Hashtags:**
  - #SayYEEStoSTEAM
  - #LULACPrograms
- **LULAC's Handles:**

- Facebook: @LULAC.National.DC  
[www.facebook.com/lulac.national.dc](http://www.facebook.com/lulac.national.dc)
- Twitter: @LULAC  
[www.twitter.com/LULAC](http://www.twitter.com/LULAC)
- Instagram: @LULAC  
[www.instagram.com/lulac](http://www.instagram.com/lulac)

A Communications Toolkit with additional resources will be provided to you as part of your welcome materials.

## LULAC Youth Council

YE<sup>2</sup>S sites are highly encouraged to charter LULAC Youth Councils to maximize students' involvement and participation. Benefits of being a member of a LULAC Youth Council include:

- Develop leadership skills
- Early exposure to professional development
- Becoming a community leader
- Learning how to advocate
- Stand up for your community
- Community service
- Planning events
- Attend LULAC National's Conferences and State Conventions
- Attend LULAC Youth Convention
- Receive school credit in participating districts
- Learning professional etiquette

LULAC Youth Councils are part of an overarching group of community volunteers which, in turn, is part of the nation's oldest and largest Latino membership-based organization in the United States. LULAC Youth Councils are the stepping stone for students to develop their leadership skills so that they can lead LULAC Collegiate Councils, LULAC Young Adult Councils, and later, LULAC Adult Councils.

If you are interested in forming a LULAC Youth Council in your area, please contact the LULAC National Membership Office at 915-577-0726 for more information. You can also access the application on the web at [www.lulac.org/programs/youth/instructions/](http://www.lulac.org/programs/youth/instructions/).

## Important Websites for YE<sup>2</sup>S Program

LULAC Web Page	<a href="http://www.lulac.org">www.lulac.org</a>
Google Classroom	<a href="http://www.classroom.google.com">www.classroom.google.com</a>
YE <sup>2</sup> S Program Web Page	<a href="http://www.lulac.org/yees">www.lulac.org/yees</a>
Program Coordinator Portal	<a href="http://www.lulac.org/yees/coordinator">www.lulac.org/yees/coordinator</a>
Student & Parent Portal	<a href="http://www.lulac.org/yees/student_parent">www.lulac.org/yees/student_parent</a>
Volunteer Portal	<a href="http://www.lulac.org/yees/volunteer">www.lulac.org/yees/volunteer</a>



## LULAC Institute Points of Contact

POSITION	CONTACT INFO
<b>LULAC STEAM Programs Team</b>	<a href="mailto:STEAM@LULAC.org">STEAM@LULAC.org</a>
Programs Coordinator	Melissa Cossio <a href="mailto:MCossio@LULAC.org">MCossio@LULAC.org</a> (915) 577-0726
Programs Coordinator	Tanya Mendez <a href="mailto:TMendez@LULAC.org">TMendez@LULAC.org</a> (202) 833-6130

## Appendix

Appendix I: Reporting Checklist

Appendix II: COVID-19 Waiver & Health Symptoms Acknowledgement

Appendix III: Monthly Activities Report

Appendix IV: Monthly Attendance Report

Appendix V: Monthly Mentoring Report

Appendix VI: Financial Report & Receipts Submission Form

Appendix VII: Media Report & Photo/Video Submission Form

## ***Appendix I: Reporting Checklist***

### **Activation Materials - October 15, 2020**

- ☐ Copy of Program Coordinator Background Check
- ☐ Copy of Program Coordinator Resume
- ☐ Copy of Program Coordinator Legal Identification

### **Program Commencement Forms - November - November 1, 2020**

- ☐ Organization On-Boarding Form & Student Cohort Listing
- ☐ Student Entry Surveys
- ☐ Parent/Guardian Entry Surveys
- ☐ COVID-19 Waiver & Health Symptoms Acknowledgement (if applicable)

### **Monthly Activations Reports - Last day of month for October 2020 - July 2021**

- ☐ Student Webinar Feedback Surveys
- ☐ Activities Report
- ☐ Attendance Report
- ☐ Mentoring Report

### **Mid-Year Report - February 28, 2021**

- ☐ Financial Report & Receipts Submission Form
- ☐ Media Report & Photo/Video Submission Form
- ☐ Student Spotlight (2)
- ☐ Program Coordinator Mid-Year Survey

### **Final Report - July 31, 2021**

- ☐ Financial Report & Receipts Submission Form
- ☐ Media Report & Photo/Video Submission Form
- ☐ Student Spotlight (2)
- ☐ Program Coordinator Exit Survey
- ☐ Student Exit Surveys
- ☐ Parent/Guardian Exit Surveys

## *Appendix II: COVID-19 Waiver & Health Symptoms Acknowledgement*



### **COVID-19 Assumption of Risk, Release, and Waiver of Liability Agreement**

The novel coronavirus, COVID-19, was declared a worldwide pandemic by the World Health Organization in March 2020. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The LULAC Council/Partner has put in place protective measures to reduce the spread of COVID-19; however, the LULAC Council/Partner cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending activities onsite on behalf of the YE<sup>2</sup>S Program could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and on behalf of myself, my child(ren), and my spouse/co-parent of child(ren) voluntarily assume the risk that my child(ren) and I, and any member of my family, may be exposed to or infected by COVID-19 by attending activities on behalf of the YE<sup>2</sup>S program and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 while attending YE<sup>2</sup>S events may result from the actions, omissions, or negligence of myself and others, including, but not limited to, YE<sup>2</sup>S staff, agents and representatives, volunteers, program participants and their families and/or any other individual who may be present upon in person activations or in attendance at any YE<sup>2</sup>S program executions.

I voluntarily agree to assume, on behalf of myself, my child(ren), and my spouse/co-parent of child(ren) all risks and accept sole responsibility for any injury to my child(ren), myself and any member of my family, (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, my child(ren) and/or members of my family may experience or incur in connection with my child(ren)'s attendance in activities or participation in YE<sup>2</sup>S programming ("Claims"). On my behalf, and on behalf of my children and/or members of my family, I will advance no claim and I hereby release, covenant not to sue, discharge, defend, indemnify and hold harmless the LULAC Institute Inc, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of YE<sup>2</sup>S, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any YE<sup>2</sup>S activity. Additionally, it should be noted that state laws may provide for numerous immunities for schools should something occur to a student or to the family of a student as a result of activities on school property. In addition to this Agreement, these immunities remain intact. To prevent the spread of COVID-19 and reduce the potential risk



of exposure to all parties, we are conducting a simple screening questionnaire with this waiver. Your participation is important to help us take precautionary measures to protect you, your Child(ren) and everyone in the YE<sup>2</sup>S program.

---

Name of Participant	Location:
---------------------	-----------

---

Signature of Parent/Guardian	Date
------------------------------	------

---

Print Name of Parent/Guardian	Date
-------------------------------	------

*Each student participating in the activation must have a completed waiver before entering the event. Each waiver must be completed ON THE DAY of the event.*



## COVID -19 Symptoms Questionnaire:

Please **circle** your answers for every question.

1. Has your child had/have a fever or has your child felt hot or feverish recently (14-21 days)?

**YES**                      **NO**

2. Is your child having shortness of breath or other difficulties breathing?

**YES**                      **NO**

3. Does your child have a cough?

**YES**                      **NO**

4. Does your child have any other flu-like symptoms, such as gastrointestinal upset, headache or fatigue?

**YES**                      **NO**

5. Has your child experienced recent loss of taste or smell?

**YES**                      **NO**

6. Has your child tested positive for COVID-19 in the past 14 days?

**YES**                      **NO**

7. Has your child come in contact with any confirmed COVID-19 positive patients?

**YES**                      **NO**

8. Has your child traveled in the past 14 days to any regions affected by COVID-19? (as relevant to your location)

**YES**                      **NO**





9. Does your child have heart disease, lung disease, kidney disease, diabetes or any auto-immune disorders?

**YES**

**NO**

10. If my Child(ren) develop(s) any of the above symptoms I will keep them home, notify the Program Coordinator and the LULAC National Staff and seek medical care to obtain a physician's note stating it is safe to return to participation.

**YES**

**NO**

***\*\* If the answer is "YES" to questions 1- 7, access to YE<sup>2</sup>S in-person activity will be denied until a physician's note is delivered to the Program Coordinator and the LULAC National Staff.***

---

Name of Participant \_\_\_\_\_ Location: \_\_\_\_\_

---

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

---

Print Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### Appendix III: Monthly Activities Report

[illegible]

## Appendix IV: Monthly Attendance Report

[illegible]

## Appendix V: Monthly Mentoring Report

[illegible]

Appendix VI: Financial Report

Financial Report - Mid-Year Report

Yearly Budget	Actual spent to date	Percentage of money spent: 0%
\$5,000	\$0	0%

Recruitment Materials Expenses					
Items	Budget	Actual Spent	Notes	Reporting Cycle	
Starting Amount	\$ 500.00	\$ -	Please leave first row Blank	End of Year Report	
	-				
	-				
	-				
	-				
	-				
	-	\$ -			
	-				
Total	\$ 500.00	\$ -			

Webinar Materials					
Items	Budget	Actual Spent	Notes	Reporting Cycle	
Starting Amount	\$ 500.00	\$ -	Please leave first row Blank	End of Year Report	
	-				
	-				
	-				
	-				
	-				
	-				
	-				
Total	\$ 500.00	\$ -			

Student Incentives & Giveaways					
Items	Budget	Actual Spent	Notes	Reporting Cycle	
Starting Amount	\$ 500.00	\$ -	Please leave first row Blank		
	-				
	-				
	-				
	-				
	-				
Total	\$ 500.00	\$ -			

## Youth Educational Enrichment Series Program

Administrative Costs				
Items	Budget	Actual Spent	Notes	Reporting Cycle
Starting Amount	\$ 500.00	\$ -	Please leave first row Blank	
	-			
	-			
	-			
	-			
	-			
Total	\$ 500.00	\$ -		

Internet Connectivity for Participants				
Items	Budget	Actual Spent	Notes	Reporting Cycle
Starting Amount	\$ 1,000.00	\$ -	Please leave first row Blank	
	-			
	-			
	-			
	-			
	-			
Total	\$ 1,000.00	\$ -		

Shipping Costs				
Items	Budget	Actual Spent	Notes	Reporting Cycle
Starting Amount	\$ 150.00	\$ -	Please leave first row Blank	
	-			
	-			
	-			
	-			
	-			
Total	\$ 150.00	\$ -		

Miscellaneous				
Items	Budget	Actual Spent	Notes	Reporting Cycle
Starting Amount	\$ 350.00	\$ -	Please leave first row Blank	
	-			
	-			
	-			
	-			
	-			
Total	\$ 350.00	\$ -		



Youth Educational Enrichment Series Program

Program Coordinator Stipend						
Items		Budget		Actual Spent	Notes	Reporting Cycle
Starting Amount		\$	1,500.00	\$	-	Please leave first row Blank
			-			
			-			
			-			
Total		\$	1,500.00	\$	-	

*Please ensure ALL reciepts for program expenses are submitted via the [Receipt Submission](#) form.*

## Receipt Submission

Please submit all receipts for expenses directly related to the program.

**\* Required**

1. Please select the report for which you are submitting this form. \*

*Mark only one oval.*

☐ Mid-Year Report - February 28th, 2021

☐ Final Report - July 31st, 2021

2. Program Site \*

*Mark only one oval.*

☐ Booker High School - Sarasota, FL

☐ El Puente High School - Milwaukee, WI

☐ La Casa de Amistad - South Bend, IN

☐ Lennox Mathematics, Science and Technology Academy - Lennox, CA

☐ Richmond Region LULAC Council - Richmond, VA

3. Program Coordinator \*

---

4. Email Address \*

---

5. Please submit all receipts directly related to expenses for the Youth Educational Enrichment Series program. \*

Files submitted:

6. Additional space to submit receipts.

Files submitted:

7. Additional space to submit receipts.

Files submitted:

---

This content is neither created nor endorsed by Google.

Google Forms

## Appendix VII: Media Report

Media Report - Final Report

Program Site:

Submitted On:

Social Media Tables: Please complete the following tables with all posts published by your organization directly related to the YE2S program. A minimum of five (5) social media posts must be documented.

Describe how the program was promoted in your local community. (newspaper, radio, social media, flyers, etc.)

Please share a minimum of two (2) testimonials from students, parents, teachers, or other individuals who have been impacted by the program.

Facebook Handle/Link:

Date	Post Language	Likes/Reacts	Comments	Shares	Reach	Engagements

Twitter Handle/Link:

Date	Post Language	Likes/Reacts	Comments	Shares	Impressions	Engagements

Instagram Handle/Link:

Date	Post Language	Likes/Reacts	Comments	Shares	Impressions	Reach

Other Media: Please attach or include links to any additional news media or articles that spoke on the program.

Date	News Source	Title	Link



## Photo & Video Submission

Please upload photos and/or videos that accompany your Media Report.

**\* Required**

1. Please select the report for which you are submitting this form. \*

*Mark only one oval.*

- ☐ Mid-Year Report - February 28th, 2021  
☐ Final Report - July 31st, 2021

2. Program Site \*

*Mark only one oval.*

- ☐ Booker High School - Sarasota, FL  
☐ El Puente High School - Milwaukee, WI  
☐ La Casa de Amistad - South Bend, IN  
☐ Lennox Mathematics, Science and Technology Academy - Lennox, CA  
☐ Richmond Region LULAC Council - Richmond, VA

3. Program Coordinator \*

---

4. Email Address \*

---

5. Please upload pictures/videos of program activities. \*

Files submitted:

---

This content is neither created nor endorsed by Google.

Google Forms