APPENDIX F

Youth Service Bureau Sample Strategies and Activities

**Administrative Core Unit Strategies and Activities**

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| **Sample Strategies** |  | **Sample Activities** |
| Improve the administration of YSB programs and services. |  | To evaluate administrative procedures.To streamline fiscal and data management procedures.To provide staff training and improve skills. |
| Identify the needs of youth and current service gaps. |  | To develop youth forum concerning their needs and solutions.To survey the community regarding needs and services.To develop centralized data bank. |
| Increase the resources and services available to youth. |  | To research available funding services.To write grant applications. |
| Inform the community of programs and services. |  | To compile information on all community youth programs into a database.To develop and regularly update a resource guide. |
| Coordinate with local providers to eliminate service gaps and enhance the delivery of services. |  | To convene relevant community groups to plan activities.To write joint grant application with other providers.To initiate and maintain ongoing planning process with other community groups. |
| Advocate for the needs of all youth to improve policies and procedures. |  | To advocate for local policies and procedures that benefit youth.To keep community leaders aware of YSB functions.To advocate for individual youth. |

**Administrative Core Unit Strategies and Activities (APPENDIX F cont.)**

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| **Sample Strategies** |  | **Sample Activities** |
| Improve the administration of YSB programs and services. |  | Evaluate administrative procedures.Streamline fiscal and data management procedures.Provide staff training to improve skills. |
| Identify the needs of youth and current service gaps. |  | To develop youth forum concerning their needs and solutions.To survey the community regarding needs and services.To develop centralized data bank. |
| Increase the resources and services available to youth. |  | Research available funding services.Write grant applications. |
| Inform the community of programs and services. |  | Compile information on all community youth programs into a database.Develop and plan for the regular updating of a resource guide. |
| Coordinate with local providers to eliminate service gaps and enhance the delivery of services. |  | Convene relevant community groups to produce an activity plan.Write joint grant application with other providers.Initiate and maintain ongoing planning process with other community groups. |
| Advocate for the needs of all youth to improve policies and procedures. |  | Advocate for local policies and procedures that benefit youth.Keep community leaders aware of YSB functions.Advocate for individual youth. |

**Direct Services Unit Strategies and Activities (APPENDIX F cont.)**

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| **Sample Strategies** |  | **Sample Activities** |
| Youth will have the special supports and services they need in times of personal or family crises and in times of difficult personal transition. |  | To divert youth from the juvenile justice system.To provide intervention service to identified ‘at-risk’ populations.To provide support services to ‘at-risk’ youth and their families. |
| Youth and families will understand their own needs, the needs of their family members and will understand how to generate a mutually supportive family environment. |  | To provide counseling / therapy to youth and their families.To provide sexual abuse counseling and support.To provide truancy prevention services to community youth. |
| Youth will have attitudes, work values and skills to obtain and hold jobs. |  | To maintain a job bank for youth.To provide career exploration support services to youth. |
| Youth will have strong bonds to their families, peers, schools and communities. Youth will contribute to the well-being and strength of their families, schools and communities. |  | To provide youth leadership training.To host discussion groups for youth to discuss issues of importance to them. |
| Educate on issues of importance to youth. |  | To train youth as peer mentors. To provide education on sexual abuse.To provide education on well childcare.To provide substance abuse education. |
| Youth will participate in positive social, cultural and athletic activities in their leisure time. |  | To provide an alcohol and drug-free social environment for youth.To provide opportunities to participate in drama and sports. |
| Parents will have the knowledge and skills to guide their children so that they become responsible productive citizens. |  | To provide parent workshops.To provide educational materials related to children. |