**Summer Youth Program Fund**

**Proposal Development and Program Planning Checklist**

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| **1. Program plan** |  |
| ***Our proposal clearly describes our organization and summer program.*** |  |
| ***Our proposal includes evidence of the need for our program.*** |  |
| ***The number of youth we plan to serve is realistic and based on a current needs assessment that takes into consideration demographics, school schedules, similar programs nearby, and other relevant factors.*** |  |
| ***Recruitment will begin well in advance of our program start date.*** |  |
| ***Program information will be provided to schools, churches and other service providers.*** |  |
| ***Youth will be encouraged to bring friends and will be recognized for doing so.*** |  |
| ***Program accommodates low-income youth.*** |  |
| **2. Program outcomes and activities** |  |
| ***Intended program outcomes are achievable and measurable.*** |  |
| ***Activities implementation plan is clear and viable.*** |  |
| ***Activities include a range of age-appropriate and engaging learning activities.*** |  |
| ***Activities focus on the transmission of specific skills.*** |  |
| ***Each child’s skills will be assessed to set appropriate learning objectives.*** |  |
| ***Learning materials will be high quality, engaging and interactive.*** |  |
| ***Learning activities will be offered in appropriate time segments for student ages and attention spans.*** |  |
| ***The physical environment will promote creative thinking and exploration and will be set up differently than a traditional classroom.*** |  |
| ***Program includes community service and leadership development.*** |  |
| ***Volunteerism, citizenship and/or philanthropy are included as a regular part of the program.*** |  |
| **3. Physical activity/healthy habits** |  |
| ***The importance of physical fitness and exercise is stressed.*** |  |
| ***There are a variety of opportunities for movement and exercise every day.*** |  |
| ***Physical activities are appropriate based on age and ability.*** |  |
| ***There are individual and team recreational activities.*** |  |
| ***Meals and snacks are healthy and nutritious.*** |  |
| ***Drinking water is available and accessible to all youth.*** |  |
| **4. Family support and involvement** |  |
| ***Parents will be involved in meaningful ways, with multiple opportunities for them to volunteer and visit the program.*** |  |
| ***Staff and parents will work together to address problems with youth quickly.*** |  |
| ***Information about community resources will be shared with youth and parents.*** |  |
| **5. Safe environment** |  |
| ***All entrances to the indoor program space will be supervised during program sessions.*** |  |
| ***Clear check-in/check-out procedures will be used.*** |  |
| ***Program space is clean and sanitary and free of health hazards.*** |  |
| ***Indoor and outdoor equipment is safe.*** |  |
| ***Use of equipment by youth will be safe and monitored by adults.*** |  |
| ***Access to outdoor program space will be supervised during program hours.*** |  |
| ***Appropriate emergency procedures and supplies are present.*** |  |
| ***Written emergency procedures are posted in plain view.*** |  |
| ***At least one charged fire extinguisher is accessible and visible from the program space.*** |  |
| ***Staff: youth ratio is appropriate for ages served and types of activities.*** |  |
| **6. Partnerships and collaborations** |  |
| ***We are familiar with the landscape of potential partnerships and community resources, and will form mutually beneficial relationships to enhance our program.*** |  |
| ***We can articulate what we hope to gain from a partnership, as well as what our partner hopes to gain.*** |  |
| ***We have clearly articulated roles and responsibilities for each of our partners.*** |  |
| ***We will ensure that vital information about program participants is exchanged with our partners.*** |  |
| ***We will confirm our partnerships in writing prior to the start of our program.*** |  |
| ***All staff fully understand partnership arrangements and expectations.*** |  |
| **7. Budget and resource development** |  |
| ***Our proposed budget is accurate, reasonable and adequate to fund proposed program activities.*** |  |
| ***We will raise funds from a diverse set of funders who support our mission and values.*** |  |
| ***Fund raising letters will be sent at least six months in advance of the program start date and will stress the value of strong youth programming to the entire community.*** |  |
| ***Letters will be followed up with personal contact.*** |  |
| **8. Staff development** |  |
| ***Program utilizes recruitment, interview and selection criteria to ensure a diverse, committed and qualified staff.*** |  |
| ***All staff members have written job descriptions.*** |  |
| ***All staff members understand the goals and objectives of our program (and proposal) and share a positive attitude about working with youth.*** |  |
| ***We provide adequate training and opportunities for staff development and participate in SYPF sponsored training.*** |  |
| ***All staff will be supervised effectively; and regular meetings will be held where all staff members can plan and critique the program.*** |  |
| ***Special efforts are made to ensure that all youth employed by the program have written job descriptions, do meaningful work, and receive special training, strong supervision, and frequent feedback.*** |  |
| **9. Program evaluation** |  |
| ***Evaluation methods are specific and logical.*** |  |
| ***Youth, parents and community will be involved in the evaluation.*** |  |
| ***Program planning took into account last year’s experiences, if applicable (e.g., fund development, recruitment, partnerships).*** |  |

Note: As you plan your summer program, we encourage you to consult the *Indiana Afterschool Standards* at http://www.indianaafterschool.org. These research-based standards, developed by the Indiana Afterschool Network, are designed to ensure quality in all youth development programming that occurs beyond the school day. The *Standards* cover the following areas: Human Relationships, Indoor Environment, Outdoor Environment, Programming and Activities, Administration, and Safety, Health and Nutrition.