



NYC Youth Leadership Council FAQs For YLC Host Sites

Q1. What are NYC YLCs (Youth Leadership Councils)?

A: NYC Service partners with City agencies and community-based organizations to host NYC Youth Leadership Councils (YLCs) in communities, schools, and city agencies across NYC. Each YLC provides the space for youth to be listened to, voice their ideas, and find ways to take action and impact change in their community.

Q2. What is a YLC host site?

A: This refers to the agency/school/nonprofit/community-based organization/ NYCHA development/community garden/ NYPD precinct hosting the YLC. Council is another name often used for a YLC Host Site. This is used interchangeably.

Q3. What is an adult facilitator?

A: This is the main point of contact for a YLC host site, they coordinate meetings and work in partnership with youth for civic engagement. NYC Service strongly recommends at least two (2) adult facilitators for each YLC.

Q4. Who can participate in a YLC?

A: The following types of youth can participate:

- Youth participants
- Students
- Program participants

*Age range for NYC youth have typically been 14-21 involved in high school programming.

If you have questions on who can/should participate in your council, contact the YLC team at NYC Service.

Q5. What are the steps to becoming a YLC host site?

A: NYC Service requires all host sites to complete the following steps:

1. Attend a virtual [info session](#) to learn more about becoming a YLC host site.

2. Attend a virtual facilitator [orientation](#) to equip you as a YLC facilitator with a range of tools and best practices for engaging youth participants in interactive experiences.
3. Register your YLC through the [host site registration form](#) to formalize the partnership between NYC service and your organization (**note**: returning and new host sites must complete this step every year).
4. Recruit youth members and get colleagues from your organization aware and involved.
5. Meet regularly with your YLC and take action.

*These steps are also outlined in our ***Process of Starting a YLC*** flow chart.

Q6. What is the timeline for the program year?

A: Most YLCs follow the school year timeline – September to June. However, the timeline can change according to your organization’s schedule. Most YLCs recruit in August/September and begin meetings in October. For example, Green Thumb YLCs operates March – October to follow the garden season.

Q7. What is the YLC [common application](#) and how do we use it?

A: It’s a free, customizable application that the YLC features online and promotes to youth across the city each fall. Your host site can use this application for additional support for your youth recruitment process. Once your application is on the [GenerationNYC](#) website, youth can apply directly to your council.

Q8. What experience(s) and support(s) does a host site and YLC members gain from being part of the NYC YLC network?

A: NYC Service provides YLC host sites with the following:

- **NYC Youth Civic Action Guide:** This provides a step-by-step guide to launching a YLC and supporting young people in identifying, investigating, and addressing community issues. You can use it to plan all of your meetings throughout the year, or for ideas if you already have a good sense of how you will approach the council.
- **Youth Common Application:** Enroll your YLC in our free, customizable YLC application to streamline the youth recruitment and onboarding process. When listed on the Common Application, your YLC will get exposure to youth all over NYC.
- **Monthly Professional Development:** Join facilitators from across the YLC network to share successes and challenges, and learn best practices in sustaining youth engagement from experts in the field.
- **Site Visits:** Receive virtual coaching from our team of youth development professionals.
- **Office Hours:** Request 1-1 support questions/topics not covered during the monthly development topics (e.g. feedback on YLC project).
- **Events:** Attend YLC-specific events to network with other YLCs across NYC, as well as official City events like town halls.

Q9. How do you get support with your YLC?

A: You can set an initial consultation via phone or virtual platform with a YLC staff member to determine additional support services needed, such as project creation ideas, recruitment strategies, structure, and technical support.

Q10. When should youth recruitment process begin?

A: We advise starting to recruit as soon as your organization has a clear idea of how/why you would like to integrate youth voice into your work. The YLC team can help advise on when to start recruitment, and strategies you can use to get youth interested in your YLC.

Q11. How many meetings should a council host in a year?

A: The YLC program recommends at least 2 meetings a month (every other week) while the YLC is active during the year, and encourages as many as your capacity allows (such as weekly).

Q12. How does my council identify a project focus/idea? Does the council need approval from NYC Service?

A: Approval from NYC Service is not necessary, but please keep us updated on the idea and progress. NYC Service can also support specific councils with developing a project focus or idea through scheduling a support consultation, and link your YLC to other groups covering the same topic.

Q13. How often should a YLC host site update the YLC Team on the council's roster, project updates, and other updates?

A: It's suggested that updates be provided monthly and can be sent to NYC Service team members through the NYCYLC@cityhall.nyc.gov email (e.g. pictures, meeting notes, etc.).

Q14. How will YLC's operate during COVID-19?

A: Until further notice, NYC Service recommends virtual meetings to all YLC host sites. NYC Service will share supports and resources to help YLC host sites maintain contact virtually with their youth members.



How to Become a Youth Leadership Council (YLC)



New host sites

Both new & returning host sites

- **Initial Consultation:** virtual meeting which provides an initial overview of what YLCs are and basic requirements to become a host site
- **Info Session:** virtual presentation which provides an overview of what YLCs are and how they operate
- **Orientation Webinar:** virtual presentation which covers how adult facilitators can use the NYC Youth Civic Action Guide to support and structure their YLC
- **Host Site Registration Form:** online form that is to be completed to officially register a YLC with NYC Service