



## YLC FAQ

### For Youth Leadership Council (YLC) Host Sites

#### Q1: What are YLCs (Youth Leadership Councils)?

A: NYC Service partners with City agencies and community-based organizations to host NYC Youth Leadership Councils (YLCs) in communities 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 more than 1 adult facilitator 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.

#### 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 YLC facilitators 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).
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 time line – September to June. However, the timeline can change according to your organization’s schedule. (For example, Green Thumb YLCs operates March – October to follow the garden season.)

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

A: It’s a free, customizable application that YLC host sites use to ask for assistance in their youth recruitment process. Youth can apply to a listed Youth Leadership Council on the [GenerationNYC](#) website.

### 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:** The YLC “operations manual” provides a step-by-step guide to launching a YLC and supporting young people in identifying, investigating, and addressing community issues.
- **Youth Common Application:** Enroll your YLC in our free, customizable YLC application to streamline the youth recruitment and onboarding process.
- **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:** Sign-up for monthly webinar sessions designed to provide additional support as you work your way through the Youth Engagement Guide.
- **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 Microsoft Teams 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: It is advisable that as soon as there is an expressed interest, by host site, that the recruitment process begin, to maximize youth involvement in YLCs.

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

A: The YLC program recommends at least 2 meetings a month while the YLC is active during the year, and encourages as many as your capacity allows.

**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.

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

A: Updates should be provided monthly and can be sent to NYC Service team members through the [NYCYLC@cityhall.nyc.gov](mailto:NYCYLC@cityhall.nyc.gov) email (e.g. pictures, meeting notes, etc.).

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

A: Currently and until further notice, NYC Service suggests virtual programming. NYC Service will share supports and resources to help YLC's maintain contact virtually with their youth members.