



INTEGRATED **T**ECHNICAL & **E**DUICATION **R**ESOURCES, **I**NC.

# YOUTH EMPOWERMENT PROGRAM 2010 – 2011

## STUDENT APPLICATION PACKET

THIS PACKET INCLUDES INFORMATION AND FORMS FOR THE ITERI  
YOUTH EMPOWERMENT PROGRAM

IN THIS PACKET YOU WILL FIND:

1. Student Application Letter
2. Youth Leadership Program Overview
3. Student Application CHECK SHEET
4. Student Application Form
5. Media Release Form
6. Commitment Form
7. Camp Herrlich Retreat Permission Form
8. \*Teacher Recommendation Form #1
9. \*Teacher Recommendation Form #2

Be sure to complete Forms 4 – 7 and mail to:

ITERI  
24 North Meadow Lane  
Putnam Valley, NY 10579  
Please mail by July 2, 2010 (call if you need an extension)

go to [www.iteri.net](http://www.iteri.net) for more details



INTEGRATED TECHNICAL & EDUCATION RESOURCES, INC.

Youth Empowerment Program  
1. STUDENT APPLICATION LETTER

June 18, 2010

Dear Student:

Thank you for your interest in the ITERI Youth Empowerment Program. This program is an opportunity for you to gain more self-confidence and to learn skills and attitudes for success in high school, college and life. It will help enhance your community service, job readiness and leadership skills.

The Youth Empowerment Program is a four-year program that includes workshops, field trips, seminars, and an opportunity for a career mentorship in your sophomore year. Job leadership, and life skills such as organizational skills, people skills, and problem solving can be achieved through the Youth Empowerment Program. Similar leadership programs are valued at \$1,000-\$2,500 per year.

Included in the program is an over-night retreat at a nearby camp, such as the and will be held this fall. All accepted students are required to attend. Monthly meetings take place on the fourth Wednesday of each month from 6:45pm – 8:45p.m. **The attendance policy is as follows:** students are allowed to miss only **one** meeting per year without consequence and must submit a written excuse from a parent and/or guardian. Two to three missed meetings require five hours of community service to make up for **each** meeting missed. Anyone missing four or more meetings will be dropped from the program. There will be a special attendance award given to students who have perfect attendance for the full four years! The forms required to apply for this program are enclosed in this packet. **Please note:** you must obtain **two** teacher recommendations that will be mailed to us separately by your high school guidance office.

Please send the enclosed application materials by **July 2, 2010** to:

ITERI

24 North Meadow Lane

Putnam Valley, NY 10579

You will be notified by mail regarding your entry into the program. I am looking forward to hearing from you.

Sincerely,

Mary Dery, PhD  
President



**INTEGRATED TECHNICAL & EDUCATION RESOURCES, INC.**

## 2. YOUTH EMPOWERMENT PROGRAM OVERVIEW

### Background Information

Leadership is the foundation for what can be accomplished in an individual's personal and professional life. Young people benefit from having many role models in their lives. Mary Dery from ITERI has been leading young people in developing personal character traits and work readiness skills for eleven years in Dutchess County, and for the first time is offering this innovative, four-year leadership program in Putnam County.

**Youth Empowerment** is a four-year youth development program for students of various backgrounds, and includes workshops, field trips, seminars, community service, business mentoring, and an opportunity to run a small business. By the end of the four years, students will gain more self-confidence and learn methods and attitudes needed for success in college and life. The program also affords students leadership and life skills including organizational skills, people skills, and problem solving. Potential leaders are identified in the sixth grade and formal training begins in the seventh grade. For the first year, the program will be open to 7th, 8th, 9th and 10th graders.

The Mahopac-Carmel program will take place every fourth Wednesday of the month, alternating between meeting places in Mahopac and Carmel respectively. Each year, the program starts with Leadership Retreat at Camp Herrlich, where students participate in workshops identifying their personal skills and abilities and reflects on areas for improvement. Teamwork is a major component of the retreat. The student's leadership and learning styles are identified and then applied to their role in team participation.

The program runs in two-year cycles. Odd-numbered program years focus on personal development with an emphasis on character building. Even-numbered years focus on job readiness. Details for these programs are outlined below.

### Even-numbered Years

Program years that begin on odd-numbered years focus on personal development and character building. Adopting principles taken from Sean Covey's **7 Habits of Highly Effective Teens**, and Andrea Salamadi's **The Secret for Teens Revealed**, students will be led through workshops that put them in touch with their learning and leadership styles, their attitude and possible adjustments that could be made, goal setting, confidence and body image, responsibility and self-motivation.

### Odd-numbered Years

Program years starting on even years will focus on job readiness skills including resume writing, active listening, public speaking, interviewing skills and mock interviewing.

This two-year cycle is repeated during the four year program for a personal review of strengths and areas for personal improvement. The older students will have an opportunity to lead segments of the workshops to reinforce key learnings from the lessons.

### Special Projects

There are several ways in which student will work in teams. Community service and small business projects are the major emphases of this program. 7th and 8th grade students will create a business using a Junior Achievement-like model, and form an executive management team, develop a business plan, create a product, sell stock and sell their goods. 9th and 10th graders will work together to create one or more community service projects such as a food drive or creating a not-for-profit organization for a good cause. As a team, they will plan the events, determine participants' roles, develop communication systems and execute a plan with their fellow teammates while giving back to the community.



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**Youth Leadership Program  
3. STUDENT APPLICATION CHECK SHEET**

**Materials to be completed and sent to:**

**ITERI  
24 North Meadow Lane  
Putnam Valley, NY 10579**

- 4. Student Application Form**
- 5. Media Release Form**
- 6. Student Contract/Commitment Form**
- 7. Retreat Permission Form**

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**Youth Empowerment Program  
4a. STUDENT APPLICATION FORM**

Please complete all fields of this application and return to ITERI, 24 North Meadow Lane, Putnam Valley, NY 10579 by July 2, 2010.

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: (Street, City, St, zip) \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parents' First Names: \_\_\_\_\_

Parent Cell Phone (emergency only): \_\_\_\_\_

High School (as of Fall 2010): \_\_\_\_\_

Middle School now attending: \_\_\_\_\_

Are you on Facebook? Y or N

Optional Information (this helps us to write grants for funding)			
Please circle the choice that best describes the student. What is the students's:			
1. Gender: M	F	2. Ethnicity: Hispanic or Latino	Not Hispanic or Latino
3. What is the student's race? Circle one or more races to indicate what this person considers himself/herself to be.			
American Indian or Alaska Native	Asian	Black or African American	White
Native Hawaiian or Other Pacific Islander			



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**Youth Empowerment Program**

**4B. Essay Questions**

Please **type** the answers to the following questions on a separate sheet of paper. Use extra paper if necessary.

1. Please list your interests and extracurricular activities (i.e. school, work activities, church, and organizational affiliations).
2. What do you feel to be the most prevalent problem/issue facing youth in our community?  
Why? How do you think this problem/issue can be improved?  
Write at least 2 paragraphs, and please use complete sentences.
3. Having been identified as a student leader, what do you feel are the three most important qualities a leader should possess and why?
4. Describe an interpersonal problem you had to face recently and tell how you handled it. Were you satisfied with the outcome? What did you learn from this experience?



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## 5. MEDIA RELEASE FORM

I give ITERI (Integrated and Technical Resources, Inc.) permission to use images and/or photographs of my son/daughter\_\_\_\_\_ to market and promote its youth empowerment, education and career development programs. This includes but is not limited to usage in ITERI newsletters, direct mail pieces, press releases, Web marketing, and all other electronic media.

Parent/Guardian Full Name (please print)\_\_\_\_\_

Telephone (day)\_\_\_\_\_ Telephone (evening)\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

Questions? Please contact Mary Dery: (845)528-0230. Thank you!



Youth Empowerment Program
6. CONTRACT FOR COMMITMENT FORM

I agree to be an active participant in the ITERI Youth Empowerment Program throughout the school this year. I will attend the monthly Youth Empowerment meetings and participate actively in project work. I will be respectful of the presenters and the other students in the program. I understand that I may miss only one of the nine regularly scheduled meetings. If I miss 2 or more meetings, I will make them up by participating in 5 hours of community service time for every missed meeting such as:

- Volunteering with the United Way
Participating in Children's Services Council Programs
Community Service above and beyond that required in Youth Leadership
Participating in the Alzheimer's Walk in October
Participation in Youth Bureau programs
Serving as a YEP Committee Leader

I understand that the program coordinator will evaluate my performance biannually. I have read the important Youth Empowerment Program attendance policy information I received in this packet.

Student Signature

Date

Table with 2 columns and 5 rows: Student Name, Parent Name, e-mail address, Phone #, Home address, Emergency Phone #, Doctor Name, School in September 2006, Doctor Phone.

Any special dietary needs, including allergies

Medications:

PARENTS:

My son/daughter has my permission to participate in the ITERI Youth Empowerment Program. I agree to arrange for transportation for my child to and from YEP meetings. I understand that my child should be at the meeting place 10 minutes prior to meeting start time. Meetings will be on the 4th Wednesday of every month from 6:45 p.m. to 8:45 p.m.

PARENT'S SIGNATURE DATE



**INTEGRATED TECHNICAL & EDUCATION RESOURCES, INC.**

**Youth Empowerment Program**

**7. Camp Herrlich Retreat Permission Form 2010-2011**

Complete and return the top part of this form to ITERI by July 2, 2010. Please save the bottom section for yourself.

STUDENT NAME \_\_\_\_\_ PARENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ EMERGENCY PHONE # \_\_\_\_\_

SCHOOL \_\_\_\_\_ DOCTOR \_\_\_\_\_

EMAIL \_\_\_\_\_ DOCTOR'S PHONE # \_\_\_\_\_

Any special dietary needs, including allergies \_\_\_\_\_

Medications: \_\_\_\_\_

I will attend the overnight weekend training at Camp Herrlich **on Friday, October 8, (4:00 p.m.) through Saturday, October 9 (pickup: 4:00 p.m.)**.

\_\_\_\_\_  
Student signature

I agree to bring my daughter/son to Camp Herrlich on Friday, October 8th by 4:00 p.m. and I also agree to pick him/her up on Saturday, October 9th at 4:00 p.m.

\_\_\_\_\_  
Parent signature

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Please sign and mail to: ITERI, 24 North Meadow Lane, Putnam Valley, NY 10579

**PLEASE NOTE: Herrlich RETREAT –October 8 (4:00 p.m.) – Oct. 9 (4:00 p.m.)**  
All food and drinks will be provided, included snacks. Students will be sleeping in cabins. Dress appropriately for the weather. There will be outdoor activities.

**Bring** sleeping bag, toiletries, towel, flashlight, sneakers, and a change of clothes.  
**Bring** 1-2 items that represent who you are (i.e. book, art, sport item, religious item, music, etc). You will be sharing these items in small groups.





Youth Empowerment Program
9. \*TEACHER RECOMMENDATION FORM

STUDENT'S NAME SCHOOL

Students are required to have two teachers submit letters of recommendation. One teacher must be from a core subject area such as Math, Science, Social Studies, and/or ELA.

Please rate applicant on the following criteria:

Table with 6 columns: CRITERIA, 1 Rarely meets Standards, 2 Below Average, 3 Average, 4 Above Average, 5 Exceeds Standards. Rows include: HONESTY, TIMELY, PLEASANT, SELF-MOTIVATION, GOOD LISTENING SKILLS, FOCUSED, GOOD SELF-CONTROL, HELPFUL, TEAM PARTICIPANT, HONORS RULES, HONORS GUIDELINES, FLEXIBILITY, PRESENTABLE, GOOD CHARACTER.

Teachers, please write a paragraph explaining why you think this student would be a good candidate for the Youth Leadership Program (use the back of this sheet please).

Teachers: this recommendation is confidential. Please sign and date the document below and mail it directly to ITERI (24 North Meadow Lane, Putnam Valley, NY 10579) by July 2, 2010.

TEACHER: PRINT NAME SIGNATURE DATE