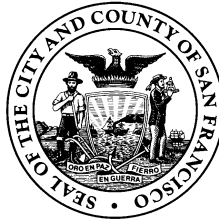


**Youth Commission**  
City Hall ~ Room 345  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4532



(415) 554-6446  
(415) 554-6140 FAX  
www.sfgov.org/youth\_commission

## YOUTH COMMISSION MEMORANDUM

**TO:** Members, Youth Commission

**FROM:** Members, Executive Committee, Youth Commission (Commissioners LaCroix, Yang, Bonner, Brodwin, Tu Mutch)

**DATE:** February 6, 2012

**RE:** Instructions and checklists for remaining 2011-2012 Youth Commission term

---

Hello, dear colleagues.

We, the Executive Committee, want all Youth Commissioners to feel inspired in our role as youth leaders. As we discussed during our mid year retreat, we believe the Youth Commission has one overall goal: "Making a difference in our neighborhood and in our city." However, with such a broad goal, and with many ways to approach it, "making a difference" can seem like a large daunting task. This is when we must reflect on why we want to impact the world around us.

In our capacity as Commissioners, we are given tools and guidelines (Charter Section 4.124) to assist us on this journey. We know it's up to us to use these tools and make them our own. But sometimes we need just a little more guidance.

The purpose of this set of instructions is not to increase our work load, but to motivate us on our progress toward changing our city; through policy work, advocacy, budget recommendations, community outreach, and a collective sense of purpose.

By the end of our term, regardless of whether you will return to the Youth Commission, we hope that all Commissioners can reflect on all of the skills we learned, experiences we gained, and know that (indeed!) youth have the power to impact policies and communities.

How can we "make a difference" you ask? Well, here are a set of instructions and a checklists to guide us!

\*\*\*

### **Instructions & Checklist: Individual Youth Commissioners**

#### *1. Policy Recommendations*

- Each commissioner writes at least resolution for the year

## 2. *Being IN City Hall*

- By February 24: Create a timeline for the remaining months of YC term
- Commissioners check-in with staff/EC once every other month
- Use check-in sheet
- Ask about the monthly contest☺
- Office Hours
- Meeting with your appointing officers and/or their staff at least once every other month

## 3. *Being OUT in our community*

### Community Outreach

- SAC/YC school outreach plan
  - Community meetings
- Participating in youth-focused/ empowerment/civic engagement events

## 4. *Public Speaking*

Attend (or watch) a public meetings at least once every month

BOS meeting

BOE meeting

SAC Meeting

Speak in public comment at least once every other month

## 5. *Collaboration & Sharing Knowledge*

[Bullets from YC goal brainstormed at mid-year retreat (i.e., law library study session for budget priorities)]

## **Instructions & Checklist: For Committee Chairs**

### 1. *Budget Priorities...require a timeline!*

- February 5: Committee Chairs submit a timeline for Developing Budget priorities to Happy Yang
- February 25: Update Happy and staff the current state of your committee's work such as an outline of your budget priorities. Hold more office hours with your committee.
- March 10: Check-in about how's everything coming along
- March 23: Submit budget priorities to Executive Committee

## **Important Dates to Remember**

February 4: Youth Leaders Weekend

February 14: "I ♥ MUNI" Valentine's Day Event

February 15: Free MUNI Vote at MTA Board of Directors

March 15: Youth Advocacy Day