



Healthy Teen Network



VOLT20 PLAN Group Activity Planning Guide

VOLT
20



Healthy Teen Network

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Healthy Teen Network

About Healthy Teen Network

Healthy Teen Network envisions a world where all adolescents and young adults lead healthy and fulfilling lives. Healthy Teen Network promotes better outcomes for adolescents and young adults by advancing social change, cultivating innovation, and strengthening youth-supporting professionals and organizations. Since 1979, we have served as a national membership organization (501c3) for adolescent health professionals and organizations, promoting a holistic approach—our Youth 360° frame—to improve the health and well-being of young people because how and where we live, learn, and play matters. We are uniquely able to impact large numbers of young people because of our holistic, collaborative approach rooted in science and enriched by our immediate links to a grassroots network of adolescent health professionals throughout our nation's communities. Healthy Teen Network's vast network of over 3,000 affiliates is composed of diverse youth-supporting professionals such as health educators, social workers, program managers, teachers, clinicians, and more. Learn more at www.HealthyTeenNetwork.org.

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INTRODUCTION

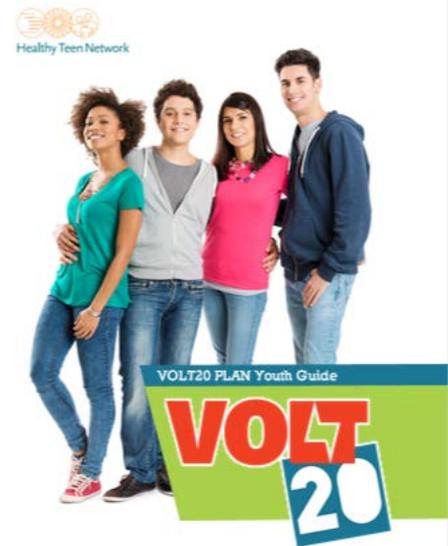
ABOUT *VOLT20 PLAN*

Adolescence and young adulthood is a time when individuals begin to think about what they want for their futures—completing school, the type of work or career that best suits them, perhaps forming a long-term relationship, and generally enjoying life. During adolescence and young adulthood, youth are considering their futures through self-reflection, talking with people they trust, and seeking out reliable information on their own.

Volt20 Plan, previously called *Volt20*, is Healthy Teen Network's discovery and planning activity for adolescents and young adults. It helps them to uncover matters of health and well-being of greatest interest to them, and then points them to resources for more information or suggestions for taking action. The activity guides youth to consider their readiness to learn more about, or make a change in, 20 healthy future subjects. The youth's self-assessed readiness for change guides them to a next step, whether it be further reflection, gathering more information, or setting a goal and taking action.

Volt20 Plan helps youth think about their lives, decide what they like about their lives right now, what they wish were different, and plan for a healthy future. The resource helps adolescents and young adults focus on what's going on with their bodies, minds, relationships, and the places they live, learn, work, and play. At the conclusion of the *Volt20 Plan* activity, youth can have in their possession a written "game plan" for establishing, maintaining, or sustaining a life of health and well-being.

Volt20 Plan resources include a [*Questionnaire*](#), [*Youth Guide*](#), and [*Journal*](#) for youth and a [*Facilitator Companion*](#) for caring adults. Activity participants may access and use the resources in print or by upload to an electronic device.

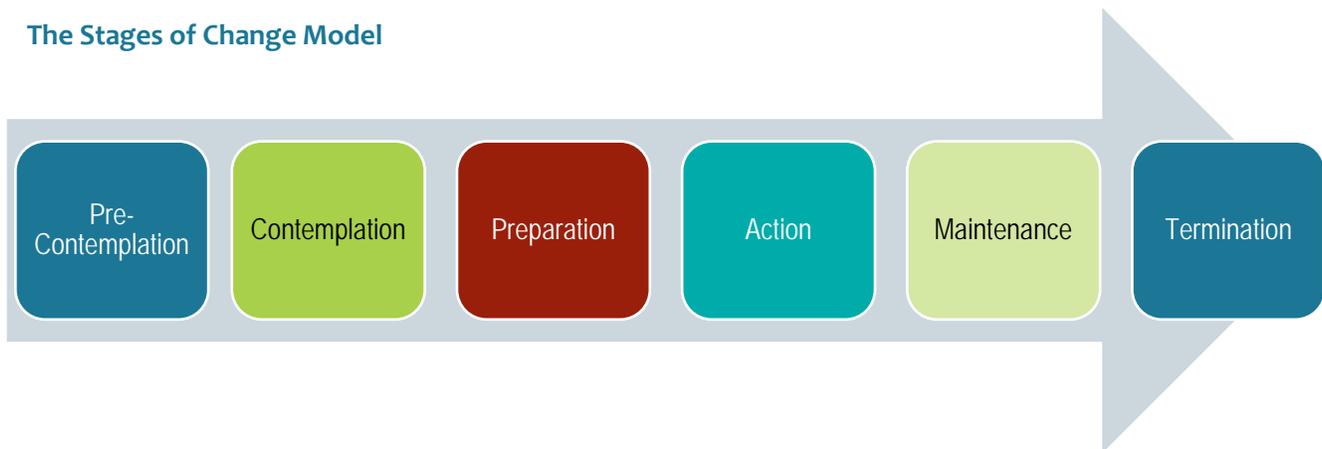




UNDERLYING THEORY

Volt20 Plan is organized around a transtheoretical model for health behavior change called “stages of change.” This model, developed by Prochaska and DiClemente, posits that health behavior change involves progress through six stages: precontemplation, contemplation, preparation, action, maintenance, and termination (Prochaska, 2005). *Volt20 Plan* follows this sequence by prompting adolescents and young adults, for each of 20 healthy future subjects, to enter into thought or action at the stage of change where they currently rest. The change could be to increase their general knowledge of the subject, reflect on the subject, gather more information, or make a decision to and take action to change a circumstance or condition.

The Stages of Change Model



Also, Healthy Teen Network took as its inspiration for *Volt20 Plan* the technique known as “motivational interviewing.” Developed by Miller and Rollnick, (2012) motivational interviewing instructs the interviewer (in the case of this activity, the caring adult) to use a conversational style for helping the subject (in the case of this activity, the adolescent or young adult) uncover their own motivation to change.

HEALTHY FUTURE TOPICS

Volt20 Plan guides youth to consider their readiness to learn more about or make a change in 20 healthy future subjects: living arrangement, relationships at home, abuse at home, education and employment arrangements, relationships at school and work, violence at school and work, health care arrangement, diseases, eating, body image, personal identity, emotions and moods, physical activity, tobacco and nicotine use, alcohol use, drug use, sexual activity, intimate relationships, media activity, and leisure activity.

We identified these areas after analyzing two evidence-based health assessment systems utilized in the adolescent health field and then identifying the similarities between the subjects and subject groupings. The first is *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents*, the product of “a national health promotion and prevention initiative, led by the American Academy of Pediatrics and supported by the Maternal and Child Health Bureau, Health Resources and Services Administration. The *Bright Futures Guidelines* provide theory-based and evidence-driven guidance for all preventive care screenings and well-child visits” (American Academy of Pediatrics, 2015). The second is the HEADSSS psychosocial interview for adolescents. The HEADSSS interview focuses on assessment of the home environment, education and employment, eating, peer-related activities, drugs, sexuality, suicide/depression, and safety from injury and violence (Klein, 2014).



VOLT20 PLAN AS A GROUP ACTIVITY

Volt20 Plan is a highly adaptable activity. It is suitable for a single youth-adult pair (such as a parent and their child) or two or more youth peers to do together in a place of their choosing and without a monitor. Or, youth may desire to complete the activity independently.

Additionally, *Volt20 Plan* is suitable for public, nonprofit, and private organizations and agencies to offer to groups of youth and adults to complete the activity simultaneously as youth-adult dyads at a common area.

Healthy Teen Network has developed this *Volt20 Plan Group Activity Planning Guide* to support organizations and agencies that wish to deliver *Volt20 Plan* in a group fashion. This resource is intended to relieve organizations from having to identify on their own the hundreds of decision points large and small that are incumbent to delivering *Volt20 Plan* in a group setting. Ultimately, it is our hope that this *Group Activity Planning Guide* will encourage many organizations that care about adolescents and young adults to take up *Volt20 Plan* in service to their communities' youth.

Interested in this activity but not sure about undertaking it? Healthy Teen Network can consult with you about *Volt20 Plan* and the group activity, or we can plan and deliver the activity for you. Initiate a consultation with us by completing a [service request form \(www.HealthyTeenNetwork.org/capacity\)](http://www.HealthyTeenNetwork.org/capacity).





WHY

BENEFITS OF *VOLT20 PLAN* TO YOUTH, ADULTS, & COMMUNITIES

Volt20 Plan is designed primarily to benefit adolescents and young adults, but it also has benefits for parents and caring adults supporting youth through the activity, activity sponsors, and communities at-large. People and organizations considering undertaking a *Volt20 Plan* group activity may weigh the anticipated benefits for various beneficiary groups as they make their decision and/or to build support from other key stakeholders.

Benefits to Youth

- ✓ Exposure to 20 healthy future subjects in a single health promotion activity.
- ✓ Opportunity to engage in structured, yet casual, discussion with a parent or caring adult.
- ✓ Opportunity to uncover the health and well-being matters of greatest interest to them and identifying resources for more information or suggestions for action taking.
- ✓ Opportunity to set a healthy future plan.
- ✓ Feeling that adults in the community care about them and want their success.

Benefits to Caring Adults

- ✓ Opportunity to help a youth set their healthy future plan.
- ✓ Opportunity to impart lived experience to a member of a subsequent generation.
- ✓ Gain in familiarity with the health interests and challenges of the current generation of youth.
- ✓ Exposure to resources and services available to adults for supporting youth in their decision-making.

Benefits to Sponsors

- ✓ Pride in providing a deep health promotion activity to youth in their organization and community.
- ✓ Opportunity to introduce youth and adults to sponsors and their programs and services.
- ✓ Opportunity to form or foster relationships with community volunteers, who may have interest in supporting sponsors in other ways.
- ✓ Recognition by local public officials, community influencers, and media.
- ✓ Recognition by Healthy Teen Network in our media.

Benefits to Community

- ✓ Introduction of a youth-focused social-ecological health promotion activity into the community.
- ✓ Opportunity to engage youth throughout the community in a positive developmental activity.
- ✓ Increases in community member awareness of local healthy future resources and services.

In 2017, Healthy Teen Network conducted a [study](#) of *Volt20 Plan* with youth around the country. Over 140 youth completed the activity independently, in youth-parent dyads at home, or in youth-caring adult dyads in group settings. Overall, youth and adults surveyed and interviewed found the activity easy, comfortable, and helpful. The [study results](#) build Healthy Teen Network's confidence that delivery of the *Volt20 Plan* activity will benefit youth in *your* community as well.



WHO

GROUP ACTIVITY SPONSORS & PARTICIPANTS

POTENTIAL GROUP ACTIVITY SPONSORS

Any organization or group that supports, cares about, or has access to adolescents and/or young adults can sponsor a *Volt20 Plan* group activity. Expertise in adolescent health or health education is not required. Sponsors must have a way to safely convene youth and adults and for connecting youth to local resources and services. These considerations are further addressed in the *HOW* section below.

Potential activity sponsors include:

- ✓ Community- and faith-based adolescent health organizations
- ✓ Community- and faith-based youth development and recreation organizations
- ✓ Facilities housing youth who are homeless, child welfare-involved, or justice-involved
- ✓ Public health departments and programs
- ✓ Public recreation departments and programs
- ✓ Schools and colleges
- ✓ Parent support organizations
- ✓ Religious and spiritual congregations
- ✓ Civic and fraternal organizations
- ✓ Employers and workplaces

POTENTIAL GROUP ACTIVITY YOUTH

Healthy Teen Network developed *Volt20 Plan* for adolescents and young adults between ages 13 and 24 of all life experiences, socioeconomic conditions, genders, sexual orientations, races, ethnicities, and abilities. Youth who are English language limited or with English reading levels at an elementary grade or lower will require greater support from an English-language proficient adult.

SELECTION OF GROUP ACTIVITY YOUTH

You can choose the youth you wish to reach through the group activity. You may choose to limit participation to youth already engaged in other programs and services you offer. Or, you may limit participation to students at a specific grade level or enrolled in a specific course. Or, you may choose to organize a completely open activity in which any youth from the community is welcomed.

The number of youth you decide to direct the activity toward will depend on your capacity, especially the physical space you have or can obtain. This consideration is further addressed in the *Where* section below.



VOLUNTARY OR COMPULSORY NATURE OF YOUTH PARTICIPATION

You can choose whether youth participation in the activity is to be voluntary or compulsory. A community-based youth development organization will likely offer the activity in a voluntary manner. Leaders of a school or a facility serving justice-involved youth may determine that it has authority to compel youth participation in the activity as part of their usual and customary provision of services.

Healthy Teen Network has written this *Planning Guide* with the assumption that youth participation in the activity will be voluntary.

POTENTIAL CARING ADULTS

In a *Volt20 Plan* group activity format, youth participants are matched to caring adults who will guide the youth through the activity. Healthy Teen Network uses the summary term “caring adult” to signify any one of many people, including parents, legal guardians, older siblings or other relatives, community members, school professionals, organization staff, faith leaders, and health professionals.

SELECTION OF CARING ADULTS

Caring adults do not need expertise in adolescent health or health education, but they should hold a sincere interest in helping youth and be comfortable engaging youth in conversation. They should feel equipped to talk about sensitive subjects that may arise in the conversation without passing judgment on the youth or their family.

Caring adults who are English language limited or with English reading levels at an elementary grade or lower will have difficulty serving as activity facilitators. You can consider finding a way to welcome these caring adults in the activity by inviting them to serve as event volunteers in registration, hospitality, and monitoring roles.





WHAT

GROUP ACTIVITY DESIGNS

GROUP ACTIVITY SUGGESTED DELIVERY METHODS

Volt20 Plan can be delivered on its own, or as part of another activity. You will need to consider the ways you engage with youth, your level of access to prospective caring adult activity volunteers, place and time considerations, fiscal resources available, and time available for activity planning and preparation.

We have contemplated five activity design options and sketch those designs below. You need not limit your imagination to these design types:

- ✓ Basic activity
- ✓ Expanded activity
- ✓ Activity followed by a resources and services fair
- ✓ Activity integrated into another program
- ✓ Activity with evaluation component

Healthy Teen Network has written this guide to assist sponsors in organizing and delivering a basic activity. Sponsors who choose an alternate design may need to adapt the guidance and modify the guide's accompanying templates.

VOLT20 PLAN BASIC ACTIVITY

You can deliver *Volt20 Plan* without any additional programming. Youth and caring adults arrive, check-in, and gather for an orientation to the activity; are paired in advance or on site into youth-adult dyads; engage as dyads in healthy future conversations according to the interest areas of the youth and record notes, goals, or commitments to action in an optional journal; complete and submit any satisfaction or impact questionnaires; and depart.

VOLT20 PLAN EXPANDED ACTIVITY

You can deliver *Volt20 Plan* with additional programming or hospitality. The basic activity is complemented by additional content beforehand or afterward. Possibilities for expansion are endless; examples include a community meal, presentation by a subject matter expert, talk by a motivational speaker, a recreational activity for youth only or youth and adults together, or a networking activity for adults.



VOLT20 PLAN PLUS RESOURCES AND SERVICES FAIR

You can deliver *Volt20 Plan* with a resources and services fair. The basic activity is complemented by an opportunity afterward for youth and caring adult participants to obtain resources and services from community organizations responsive to some or all of the 20 healthy future subjects covered by *Volt20 Plan*. This design could entail community-based, faith-based, and public organizations and agencies pitching their services at exhibit tables, subject experts making TED-style talks on healthy future subjects from a main stage, health insurance and other public benefit enrollment stations, and preventive and primary care services such as disease screens, vaccinations, and brief consultations.

VOLT20 PLAN INTEGRATED ACTIVITY

You can integrate *Volt20 Plan* into another program or service. In this design, the basic activity is incorporated into an established program, intervention, or process of the organization. Possibilities for integration are endless;

examples include attaching it to training of peer health educators, adding it as a supplemental session or adult preparation component to an evidence-based or promising health promotion intervention (provided its addition does not comprise the base intervention), adding it as a required or voluntary parent-child homework assignment to a school health class, or offering it to community youth as part of a campus or civic organization community service initiative.



VOLT20 PLAN EVALUATION ACTIVITY

You can attach an evaluation component to *Volt20 Plan*. In this design, you seek to measure whether youth or adult participation in a basic, expanded, or integrated activity contributes or not to increases in participant knowledge, attitudes, practices, or skills on healthy future subjects or other factors. Various evaluation methods could be applied to the activity. Sponsors undertaking an evaluation activity should use a professional evaluator to design and implement the study. You should ensure study participants are protected from risks that may occur in the study.

Healthy Teen Network is available to provide consulting on evaluation design and/or conduct the evaluation for you. To explore further, complete a [service request form](#).



WHERE

GROUP ACTIVITY SITES

POTENTIAL GROUP ACTIVITY SITES

Broadly, you can select for your *Volt20 Plan* activity any site that can accommodate the size of your group (being mindful not to exceed maximum occupancy permitted by building codes). An essential limitation of this otherwise large set of prospective sites is that it must have sufficient space to ensure separation of youth-adult dyads from each other for private or semi-private conversation. You need not ensure complete sight and sound separation between dyads, but should ensure sufficient distance between dyads for making their conversations incomprehensible by the others.

Other considerations you should factor into your choice of site include its familiarity to participants, accessibility to public transportation, adequate parking, cleanliness, and having a safety plan. Also, be mindful to choose a site that can allow your access for the complete time span needed for set up, activity delivery, and take down.



Potential sites include:

- ✓ Community- and faith-based youth or family centers
- ✓ Public recreation facilities and gymnasiums
- ✓ Public libraries
- ✓ Municipal or county government services centers
- ✓ Facilities housing youth who are homeless, child welfare-involved, and justice-involved
- ✓ Health centers with sufficient spaces (such as clinical examination rooms) for dyad separation
- ✓ School and college classrooms and or large assembly areas (cafeterias, auditoriums)
- ✓ Houses of worship
- ✓ Facilities of civic and fraternal organizations
- ✓ Office suites or “cube farms”

You may need to schedule group activities at more than one site if the space(s) you have secured cannot accommodate all the youth participants you hope to reach, or to provide youth and adults a range of participation options.



WHEN

GROUP ACTIVITY AVAILABILITY

SETTING A DATE AND TIME

In selecting a date or dates for the activity, you should consider availability of the selected site and avoid competing with school testing times or end-of-term periods, as well as avoidance of holiday breaks and inclement weather seasons. Ideally, try to find opportunities to synchronize with organization or community events such as health awareness campaigns or family engagement- at-school events.

In setting a time, you should consider availability of the selected site, times of day optimal for youth learning, caring adult availability to participate, and safety of participant travel to and from the site. You should assure adequate time is reserved for your *Volt20 Plan* group activities. Healthy Teen Network recommends a two-and-half (2.5) hour duration for conducting a basic activity, inclusive of participant check-in, orientation, healthy future conversation and journaling, and conclusion. Sponsors undertaking an expanded, services fair, or evaluation activity should add more time to their calculation.

You may need to schedule group activities on more than one date and time if the space(s) you have secured cannot accommodate all the youth participants you hope to reach, or to provide youth and adults a range of participation options.





HOW

GROUP ACTIVITY, FROM START TO FINISH

Healthy Teen Network encourages you to follow an ordered series of steps and tasks for assessing suitability of, planning, implementing, monitoring, and, reporting on their *Volt20 Plan* group activities.

See this guide's Planning Templates for a work plan and work plan key questions.

STAGE 1: ACTIVITY PLANNING

STEP 1

Familiarize with Volt20 Plan.

At least one staff member or volunteer of the prospective prime sponsor should review the [*Volt20 Plan*](#) activity and resources for alignment with your mission and values and suitability for its populations of youth and caring adults. You must have confidence in the activity and resources before offering it in your community.

STEP 2

Assess capacity to organize Volt20 Plan group activity.

At least one staff member or volunteer should read this *Volt20 Planning Guide* cover-to-cover. You will gain a clear picture of all that is involved in organizing and delivering a group activity, including essential tasks and resources required. You may have multiple people review this guide independently and then discuss together pros and cons of activity sponsorship.

STEP 3

Decide to proceed or not to proceed with activity.

Staff or volunteers who completed steps one and two are now positioned to decide or make a recommendation to someone with decision-making authority to proceed or not proceed with organizing and delivering a *Volt20 Plan* group activity. The recommender may qualify their counsel with conditions, examples such “only if we can secure a site for the activity,” or “only if we are able to raise cash to support the activity.”



STEP 4

Form planning team.

A leader or senior manager of the prime sponsor organization should designate the staff member or volunteer who will manage the group activity. Decision makers should ensure the designated person has sufficient unallocated time to fulfill their planning responsibilities, or can be freed from other duties. The leader or manager should designate other team members. The leader or manager should communicate to the full team the extent to which the activity manager has authority to delegate assignments to team members, and/or to authorize or approve expenses.

Other members of the team can include people responsible for recruitment of youth into programs and services, parent and caring adult engagement, community affairs, budget, operations, and finance. These people may not need to be part of every meeting or decision point; but all should be kept abreast of key decisions made so that team members are in harmony.

If the prime sponsor has decided to undertake the activity collaboratively with another organization(s), it might consider including a representative(s) of the collaborator(s) on the planning team, depending on the extent of the collaborators' expected contributions.

STEP 5

Design activity.

The planning team should discuss the *Who, What, Where, and When* considerations described earlier in this *Guide*. Consider the work plan key questions a resource for guiding the discussion. The planning team should make decisions and record them on the work plan. The activity manager should secure approval of the activity design from a leader or senior manager if so required.

One specific design choice of note involves the method for making the *Volt20 Plan* resources available to participants. The resources can be made available either in print format or by upload to electronic devices. Print format is likely more practicable for a group activity unless you and your selected sites have or can secure a robust stock of working electronic devices and a reliable wireless internet connection. Also, be aware that the *Guide* and *Facilitator Companion* include web links to online resources. We included those resources with the intention that youth or adults would examine those online resources outside the group activity. But, you can choose to set up resources workstations available to youth during or after the activity, or can encourage youth and adults to bring their personal electronic devices and use them during the activity to look up referenced resources.

A second design choice of note is whether you will or will not offer incentives to motivate youth and/or caring adults to participate in the activity, and if so, the type and value of the incentive and how and when you will distribute them.



STEP 6

Ensure participant safety.

Planning team members should anticipate that an emergency may occur and plan accordingly.

Sponsors planning to use spaces outside their direct control should confirm the site has safety policies and procedures in place before confirming or renting the space.

Among the safety questions the team should answer in the activity design:

- ✓ How will the site(s) manager(s) have rapid access to a telephone with which to make a call for emergency services?
- ✓ Do the site(s) have a first aid kit, fire extinguisher, and/or automated external defibrillator (AED)?
- ✓ Are the site(s) manager(s) familiar with the location of emergency equipment within, designated shelter-in-place areas within, evacuation routes from and assembly areas for the site(s)?
- ✓ Will there be a person(s) on site(s) trained in first aid and CPR?
- ✓ How will you invite participants to voluntarily inform site(s) manager(s) of any medical conditions they have that could require immediate administration of medication or therapy?
- ✓ How will activity personnel and participants be oriented to safety procedures?
- ✓ If the activity being planned is large-sized, how will emergency services be on stand-by? Will crowd control be provided, and who will provide it?

STEP 7

Protect youth participants.

Organizations and groups that serve youth hold special responsibility—legally and ethically—for protecting children and youth from harm. Youth protection responsibilities most germane to this activity include checking adults who will be interacting with youth participants for criminal histories, obtaining parent and youth consent for participation in the activity, ensuring no sight or sound separation of youth from activity monitors during the activity, and reporting suspicions of child abuse and neglect to public authorities.

Checking for Criminal History

The need for checking caring adult participants for criminal history will vary according to the type of adults being enlisted. If the caring adults have already been checked (such as employees or regular volunteers), duplicative checks need not be repeated. Parents who will be matched to their own child need not be checked either.

Healthy Teen Network recommends that caring adults who are not related to the youth to which they are going to be matched be checked against the National Sex Offender Public Website. NSOPW.GOV is a U.S. government website that links public state, territorial, and tribal sex offender registries from one national search site. Organizations and individuals do not need permission of the person before checking them against the NSOPW database. However, if you do want to obtain the person's permission to make an NSOPW check, you can obtain it as part of the activity consent process or with separate documentation. NSOPW.GOV provides an “instant” check, so you could perform this during activity check-in, although doing so in advance would be better to avoid having to turn someone away from the site or creating a tense encounter.

You can apply additional criminal history check procedures as you wish, such as any procedures that apply to episodic volunteers engaging in other programs and services.



Consent

Consent is a process for ensuring that participants are fully notified of the nature of the activity and their right to agree or decline to participate in it. Healthy Teen Network recommends that you give youth and adult participants the opportunity to give or decline consent. For adolescents below the state's legal age of majority, their assent should be accompanied by a parent or legal guardian consent.

You may determine you have already obtained general/global consent to participate in all/any programs and services you offer, and therefore no additional consent is required. Or, you may determine a fresh consent/additional consent is warranted.

Further, Healthy Teen Network recommends that you inform participants and their parents and legal guardians (if the youth is minor-aged) that the youth or family's decision to participate in this activity shall have no bearing on the youth or family's ability to continue to obtain other programs and services you offer.

You can collect participant consent and assent any time prior to the activity, including immediately before the activity commences. You should collect consent/assent in writing. You should retain completed forms for at least a one-year period after the activity's conclusion. You should store forms in a locked file cabinet or a server folder with restricted access.

See this guide's Youth Protection Templates for consent and assent forms and activity information sheets.

Unimpeded Sight and Sound Access

You should ensure that no activity participant feels trapped, confined, or unable to ask for help during the activity. You should set up the activity space and disperse youth-adult dyads in a manner that ensures each dyad is within unimpeded sight and sound access to adults who are unobtrusively monitoring the dyads. No dyad should be sequestered in a room or space with its doors closed. Additionally, if the activity is taking place on more than one level of a multi-story facility, there should be monitors on each level in use.

Reporting Suspicions of Abuse or Neglect

There is a potential that youth participants, in the course of this activity, may disclose information that could raise suspicion of the person to whom the information has been disclosed that the youth may be experiencing or has experienced abuse or neglect.

State laws require certain professionals, institutions, and others to report suspicions of child abuse and neglect to a public authority. You should determine in advance of the activity whether your staff, volunteers, or organizations are "mandatory reporters." Even if not required to report, Healthy Teen Network recommends that you do report such suspicions. The activity manager should provide participants instruction about reporting suspected child abuse and neglect and to whom they should make the report. Additional information about child abuse and neglect reporting is available [here](#).



STEP 8

Ensure resources and services linkages.

A potential consequence of participating in this activity is that youth or adult participants may uncover a desire or urgency for taking action in any of the 20 healthy future subjects covered by the area. The activity's resources include much information to support taking action generally, but they have not been customized to the infinite number of local and regional resources and services that could be helpful to the inquiring participant.

You should prepare to be able to link participants to local resources and services by, among these tactics:

- ✓ Ensuring a person with resources and services linkage competence is present for brief consultations or making appointments for more in-depth intakes and needs assessments.
- ✓ Inviting a colleague organization with resources and services referral capability to assign one of their staff to the activity.
- ✓ Disseminating information resources and referral materials to participants, such as wallet cards or brochures promoting the community's services directory or helplines, or promotional materials of the sponsor organization and colleague youth-serving organizations.
- ✓ Organizing a resources and services fair as an addition to the basic activity.

STEP 9

Recruit collaborators.

You may want to collaborate with others for increasing the scale and reach of the activity, obtaining cash or in-kind resources, or activity publicity. Sponsors that have determined (in the activity design phase) a need for a collaborator(s) with youth protection and/or information and resources referral competence should identify potential collaborators with such capabilities.

The planning team should develop a list of potential collaborators. The activity manager should assign team members to approach these prospects. Team members shall assess these groups' interest in collaboration, and secure or not secure their buy-in. Remember there is likely to be more than one suitable collaborator, so don't be deterred by negative responses.

See this guide's Planning Templates for a collaboration invitation letter.

You can exchange letters of support, memorandums of agreement, or contracts if the level of collaboration merits documentation. If exchanges of cash or in-kind goods or services are being arranged, written documentation is warranted, while an offer to disseminate publicity flyers, probably not.



STEP 10

Acquire resources.

The planning team should generate a list of people, goods and services, and cash resources necessary for accomplishing the activity as they have designed it. The type and amount of resources required depends on its design. For example, if you plan to offer the activity solely to youth already engaged with then you may not need to invest heavily in recruitment staff time or printing materials. If you hope to reach a large number of youth, you may need to rent a space of sufficient size for accommodating the group or make several space arrangements with multiple organizations.

The activity manager should determine whether you or collaborators already have the resources in their possession *and* allocable to this activity, or instead will need to obtain those resources. The activity manager should communicate, to all people with responsibility over resources already available, the time, place, and manner with which the resources are to be made available. For those resources unavailable, the planning team should generate a list of prospective collaborators, donors, or volunteers who may be willing to make a cash or in-kind contribution of that resource, and then assign people to make those donation requests.

Planning team members should produce, gather, receive, or purchase the activity's supplies, materials, furnishings, and equipment.

See this guide's Planning Templates for a resources list and donation request letter. See this guide's Activity Delivery Templates for the *Volt20 Plan* resources production instructions.

STEP 11

Recruit participants.

The type and amount of effort for recruitment of youth participants and caring adult facilitators into the activity depends on the activity design, particularly the target population of youth and adults and the number of participants it hopes to engage. For examples, if you plan to offer the activity solely to youth already engaged with you, you may need only produce flyers to post in your facilities or instruct program staff to talk up the activity casually with their youth. If you hope to reach a large number of participants, you may need to make presentations to youth and adult audiences, activate social media messaging, and/or purchase or otherwise secure public service announcements.

You may need to use different recruitment methods for youth participants and caring adult facilitators. The most likely recruitment methods you will select are dissemination of flyers and information sheets, scripted presentations, and social media messages.

Recruitment messages should include instructions for registration into the activity.

The planning team should decide upon its recruitment strategy, make assignments, and set a timeline for materials production and messages dissemination.

See this guide's Recruitment and Registration Templates for recruitment scripts, messages, and flyers.



STEP 12

Register participants.

Pre-registration is better suited than on-site registration for a *Volt20 Plan* group activity. First, the group activity requires a balance of youth and caring adult facilitators. A walk-in arrangement could lead to an overage of one or the other participant types, leading to irritation or disappointment if one is sent away due to the lack of a match. That being stated, you can over-recruit parent/caring adult participants by a few to account for any youth who do arrive for the activity unexpectedly. Second, you will want to make sure they have sufficient quantities of activity materials produced. Third, you must ensure registrants do not exceed the maximum occupancy of the activity space.

Registration into the activity can be accomplished by A) providing a point of contact and their telephone number and email address to accept registrations, B) by disseminating a print registration form, and/or by setting up online registration through an event registration service or C) by utilizing survey software or a link to an online form.

You can keep information collection to a minimum but should include the registrant's name, age or age range, email address, and mobile/text number.

You may want to embed activity consent/assent and/or a media release into registration.

Once registration has closed, the person managing registration should pre-match registered youth and adults into dyads and generate a final registrant list for use at activity check-in. You may choose to generate name badges (we recommend first names only for participant safety purposes).

See this guide's Recruitment and Registration Templates for a registrant information collection flow, registration messages, and registrant spreadsheet.

STEP 13

Confirm participants.

It's good practice to remind registrants of the impending activity. You can accomplish this by group or individual reminder messages to pre-registrants via email, text, and/or telephone call. If communicating to a group, be sure to not reveal participant contact information to other participants (such as by inputting email addresses into the "Bcc:" field rather than the "To:" field).

If you need to obtain parent/guardian consent, you should provide the adolescent a parent/guardian consent form in print, electronic format, or online link, ask the adolescent to have their parent or legal guardian complete the form, and instruct the adolescent to bring the parent/guardian consent form with them to the activity. Alternately, the parent/guardian could complete a consent form the day-of-activity if they are participating in the activity or dropping off their child.

Before or when confirming caring adult facilitator participants, you can provide a link to the *Facilitator Companion* and encourage advance review. Doing so will help the adults feel prepared for their facilitator roles.

See this guide's Recruitment and Registration Templates for confirmation messages.



STAGE 2: ACTIVITY DELIVERY

STEP 14

Set up activity.

Activity set-up commences *before* the day of the activity. The planning team should generate a list of set-up tasks, make assignments for completing those tasks, and set completion deadlines.

Tasks to be accomplished in advance include:

- ✓ Recruiting activity staff and volunteers
- ✓ Orienting on-site personnel to their duties during the activity
- ✓ Delivering/transporting resources to the activity site
- ✓ Collating *Volt20 Plan* resources into packets for youth participants

Site set-up continues the day before or day of the activity. Tasks include:

- ✓ Setting up registration tables, chairs, power sources (if computers are being used), and registration items
- ✓ Unloading and arranging chairs for full group gathering and for dyads
- ✓ Setting up and testing equipment and a power source (if equipment is being used)
- ✓ Setting up hospitality tables and chairs and hospitality items
- ✓ Setting up materials tables, chairs, and materials items
- ✓ Hanging signs to direct participants to meeting spots
- ✓ Decorating the activity space

See this guide's Activity Delivery Templates for directional signs.





STEP 15

Deliver activity.

Delivery of the *Volt20 Plan* basic group activity is comprised of four stages: check-in, orientation, dyad conversation, and conclusion.

Check-In

Personnel welcome registrants and mark their attendance. Registrants receive a pre-printed name badge or are invited to make one, using a name badge and marker. (We recommend participants provide first names only for safety purposes.) Registrants receive a participant number (for matching with their dyad partner). Personnel disseminate activity materials. If you are obtaining consent/assent and/or media releases and they have not been completed prior to the activity, personnel disseminate forms to each registrant. Personnel instruct registrants to complete the form(s) at a separate table, and return them to a person (ideally someone other than the registration personnel) at the check-in table.

Orientation

Registration or forms collection personnel direct participants to the activity gathering area. Additional personnel could be available to greet and mingle with participants. Perhaps music is playing to fill an otherwise quiet space. This could be a good moment to offer snacks or beverages.

After the "on-time" participants have checked in and are assembled, leaders of the activity sponsor(s) or their designee(s) welcome participants to the activity. Following the welcome, the activity manager or their designee orients participants to *Volt20 Plan*. The manager provides oral (and possibly visual) instruction for the activity. The activity leader invites and answers questions.

This stage concludes with youth and adult participants being matched together according to the number assigned to them at check-in. Personnel direct dyads either toward specific spots pre-designated for their dyad by a number indicator, or more informally, to pair up and find any good spot within the areas of the facility reserved for the activity. Participants may need to take chairs from the group congregation area to their dyad spot.

See this guide's Activity Delivery Templates for an activity orientation script.

Engage in Conversation and Journaling

Youth complete the *Questionnaire* while adults familiarize themselves with the *Facilitator Companion*. Youth hand *Questionnaire* to caring adult. Caring adult reviews the *Questionnaire* while youth familiarize themselves with the *Guide*. Youth and caring adult engage in conversation about the healthy future subjects of interest to the youth. Youth may record reflections, goals, or action-taking steps in their *Journal*.

Activity monitors quietly circulate through the activity space to serve as a youth protection presence. The amount of time each dyad spends on the activity will depend on what the youth wishes to discuss. Dyads may self-dismiss when the youth feels they have completed the activity or wish to stop.

Conclusion

Youth and adults complete and return satisfaction questionnaires (if using) to personnel at check-in area. Personnel administer incentives if they have been offered and promised for distribution on-site. Participants depart the activity site or are directed to hospitality space for refreshments or additional activity components. The activity manager assures all participants have departed the activity site or transitioned to its next component.



STAGE 3: ACTIVITY CONCLUSION

STEP 16

Take down activity.

Activity take down commences the day of or day after the activity. The planning team should generate a list of set-up tasks, make assignments for completing those tasks, and set completion deadlines.

Tasks to be accomplished the day of or day after include:

- ✓ Removing signage and decorations
- ✓ Collecting and discarding items for trash
- ✓ Taking down registration, hospitality, and materials tables, and chairs
- ✓ Collapsing, gathering, and or loading activity chairs and equipment
- ✓ Packing and delivering/transporting resources to source sites
- ✓ Restoring the activity site to its state prior to the activity

Take down continues after the activity. Tasks include:

- ✓ Sending correspondence to participants, staff, and volunteers thanking them for their time
- ✓ Distributing resources to source sites
- ✓ Bundling and storing participant consent forms and/or media releases if they were used.

STEP 17

Publicize activity.

You will find it beneficial to your organization(s) and the community if you share news about the activity. Sharing can occur prior to, during, or following the activity. Sharing vehicles include: news releases announcing the scheduled activity and opening media availability to it, live posting to social media sites as the activity is taking place, and after-action reports to recipients of the organization's media, to funders, and to public officials.

Any sharing of the activity that involves disclosure of participants, including their images and information about them, should be prefaced by permission from the participants, such as thorough collection of a media release. This includes disclosures by the sponsors themselves.

Also, you should not put forward a participant as an interview subject to a journalist without obtaining the participant's permission. You should prohibit media covering the activity from listening in or reporting the specifics of conversations that are taking place.

You can collect media releases in advance of or at the activity either as part of the consent process or as a separate information collection.

See this guide's Activity Delivery Templates for a media release form.

Share Results with Healthy Teen Network

We would enjoy the opportunity to amplify your success in completing a *Volt20 Plan* group activity with your community's youth. Please write a summary of your activity, collect and submit quotes from satisfied participants, and/or send audio or video images you recorded. Share your success.

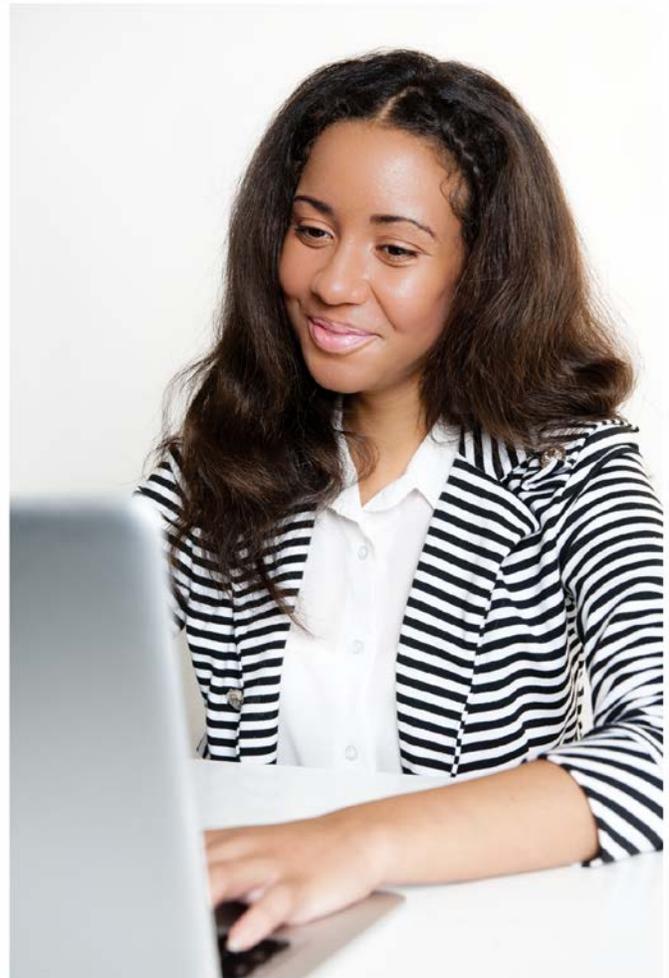


STEP 18

Monitor activity.

You should monitor the activity from consideration to closure. Continuous monitoring permits the activity manager to spot indicators of potential challenges before they arise, correct errors and omissions early on before they cause difficulty, and improve and enhance the initial activity design and work plan in process. As part of their monitoring, you should gather feedback from activity participants on their experience with the activity. Monitoring results will prove to be instructive as you assess whether they might repeat this activity in the future. Sponsors that wish to collect feedback via survey can use or modify the post-activity questionnaires we have provided.

See this guide's Monitoring Templates for a youth post-activity questionnaire, caring adult post-activity questionnaire, and a project monitoring tool.





TEMPLATES

The following [templates](#) are available [online](#).

PLANNING TEMPLATES

- ✓ Work Plan Key Questions
- ✓ Work Plan
- ✓ Collaboration Invitation Letter
- ✓ Resources List
- ✓ Donation Request Letter

YOUTH PROTECTION TEMPLATES

- ✓ Information Sheet for Adults
- ✓ Information Sheet for Youth
- ✓ Caring Adult Consent Form
- ✓ Parent Consent Form (Non-Participating)
- ✓ Parent Consent Form (Participating)
- ✓ Adolescent Assent Form
- ✓ Young Adult Consent Form

RECRUITMENT AND REGISTRATION TEMPLATES

- ✓ Recruitment Script and Messages (Adults)
- ✓ Recruitment Script and Messages (Youths)
- ✓ Recruitment Flyer (Adults)
- ✓ Recruitment Flyer (Youths)
- ✓ Registrant Information Collection Flow
- ✓ Registration and Confirmation Messages
- ✓ Registrant Worksheet

ACTIVITY DELIVERY TEMPLATES

- ✓ *Volt20 Plan* Resources Production Instructions
- ✓ Directional Signs
- ✓ Activity Orientation Script
- ✓ Media Release Form

MONITORING TEMPLATES

- ✓ Youth Post-Activity Questionnaire
- ✓ Adult Post-Activity Questionnaire
- ✓ Project Monitoring Tool