

# Academy Materials List

## YWLA: Materials Needed

This is a list of most of the materials you will need. You can find many of the written materials on this CD.

### YWLA Recruitment Materials

- Recruitment flyer for youth
- Recruitment letter to educators and community groups
- Adult recommendation form
- Individual youth application form

### Pre-Academy Mailing

Mailing to adult sponsors

- Acceptance letter for adult sponsors
- Final registration form for teams
- Preliminary agenda
- Map
- Youth packets (one copy for adult sponsor and one for each youth--see below)

Information packet for youth (to be distributed by adult sponsors)

- Acceptance letter for youth participants
- Permission slip and emergency medical form
- Welcome to the YWLA (what to bring, etc.)
- Rules for youth participants
- Pre-Academy activity sent to youth participants
- *Are You a Working Teen?* factsheet

### At the Academy

Packet for youth

- Final Agenda
- Map with hotel and all meeting locations
- Cell phone #s for YWLA coordinators
- Worksheets #1-6
- Report forms #1-2
- Action Planning Cycle--possible responses
- *Are You a Working Teen?* fact sheet

- Evaluation materials for after Academy
- Project evaluation form for team
- Stipend request form for youth participants (copy back to back with “What I Have to Say”)
- What I Have to Say

Packet for adult sponsor (also make a youth packet for each adult sponsor)

- Adult sponsor sessions-Expectations and agenda
- Contact information for other adult sponsors
- Media campaign info
- Media training kit (PDF)
- Local workplace safety organizations and resources (create your own)
- Working as a team
- Guide for icebreakers
- Team stipend request form
- Travel reimbursement request form
- Project evaluation for adult sponsors

Training Materials

- Facilitator’s Guide for YWLA Activities
- Guide for Icebreakers
- PowerPoint slides for Facilitator’s Guide (PPT)
- Tips for critiquing proposed youth projects (for Saturday panel)
- Training materials for specific activities (see Facilitator’s Guide)

Miscellaneous

- *Youth @ Work* curriculum for each adult sponsor (available from [www.cdc.gov/niosh/talking\\_safety](http://www.cdc.gov/niosh/talking_safety))
- *Safe Jobs for Youth* curriculum for each adult sponsor (available from [www.losh.ucla.edu](http://www.losh.ucla.edu))
- Other resources, posters, fact sheets, labor history maps ....
- Large color prints of team summaries (from past years)
- Youth participant evaluation form
- Evaluation form for adult sponsors
- Youth participant certificate
- Youth mentor evaluation
- Youth mentor session agenda

**Adult Recommendation/Commitment for a Youth Team to Attend**

**The Young Worker Leadership Academy**

*Presented by, UC Berkeley, UCLA and  
The Commission on Health and Safety and Workers' Compensation*

January 24-26, 2008 in Berkeley OR February 21-23, 2008 in Los Angeles

We are applying for the  Berkeley Academy (Jan. 24-26)  Los Angeles Academy (Feb. 21-23)  Either

Adult Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Where did you learn about the Academy? \_\_\_\_\_

**As an adult recommending a youth team to attend the Young Worker Leadership Academy, please sign below acknowledging that you have reviewed the following items and that you and the youth understand the requirements and benefits of participating in the Academy. An adult sponsor must agree to accompany the team and to support them in planning and conducting their local activity.**

- Yes, I have discussed this project with the youth team I am recommending and have reviewed their individual applications. They understand that the Young Worker Leadership Academy will pay for their travel expenses, two-night hotel stay, and meals (except for lunches) and will provide a \$75 stipend after completion of the community action.
- I understand that you will cover the cost of travel, accommodations for two nights, and meals (except for lunches) for one adult sponsor for the team.
- Yes, the youth I am recommending have indicated they are able to make arrangements to miss school on Thursday (as necessary) and Friday. Each Academy will begin at 2 p.m. on Thursday and end at 3 p.m. on Saturday.
- Yes, my organization will provide a place to meet and at least 20 hours of oversight for our team to plan and implement an educational event or other activity during Safe Jobs for Youth Month, May 2008. I understand that my organization will receive a \$300 stipend as well as technical support.
- Applications for the following youth are attached (3 to 4):

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_  
Adult Signature

\_\_\_\_\_  
Date

**On a separate sheet of paper, please make a brief statement about the team of youth you are recommending and why they will be valuable and effective contributors to the Academy and to your community. Please briefly describe your role and interest in this project and how your organization will support the young worker team you are recommending.**

**Return Form by November 9, 2007, attached to the individual youth applications to:**

Diane Bush, Labor Occupational Health Program, U.C. Berkeley  
2223 Fulton St., 4th Floor, Berkeley, CA 94720-5120  
Phone: 510-643-2424; Fax: 510-643-5698; E-mail: dbush@berkeley.edu

## Individual Youth Application

# The Young Worker Leadership Academy

*Presented by UC Berkeley, UCLA and  
The Commission on Health and Safety and Workers' Compensation*

I am applying for the  Berkeley Academy (Jan 24-26, 2008)  
 Los Angeles Academy (Feb 21-23, 2008)

Please type or print neatly in the space provided.

Contact Information		
Name (First and Last)		
Street Address		
City, State, Zip Code		
School/Organization		Grade
Home Phone	Cell Phone	Email
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
How did you hear about this program?		

Briefly answer the following questions below or on a separate page (one page only):

1. Why are you interested in this project?

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2. What qualities best describe you?

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3. Tell us about your work experience (paid or unpaid) or other community projects you have been involved with:

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**Agreement and Signature:**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*Please attach the Adult Recommendation/Commitment form from a teacher, community leader, or employer who plans to attend as your sponsor, and the applications from the other youth on your team. Return these forms by November 9, 2007.*

**Our Policy**

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in our program.

*The Young Worker Leadership Academy is part of the Worker Occupational Safety and Health Training and Education Program which is administered and funded by the Commission on Health and Safety and Workers' Compensation. The Academy is also funded in part by a grant from The California Wellness Foundation and supported by the California Partnership for Young Worker Health and Safety.*

# Merchant Letter

November 15, 2007

Dear Merchant,

The Labor Occupational Health Program at UC Berkeley is conducting a Young Worker Leadership Academy in January 2008. During this 3-day program, high school students learn about workplace safety and other workplace issues. We are seeking opportunities for students to interview employees at local businesses during the Academy.

This is a great chance for youth to learn about the workplace directly from workers. Can we set up a time for our youth to visit your workplace? The date will be Friday, January 25, 2008 from 3:45-4:15 pm. It would be a group of 3-4 students, and would take about 15-20 minutes. Although the students will report back to other Academy participants, all of the information they collect will remain confidential.

Please email my assistant, Charmaine Chui, as soon as possible. She can be reached through email at [charmaine.chui@sbcglobal.net](mailto:charmaine.chui@sbcglobal.net). You may also call me, Diane Bush, at (510) 643-2424. Charmaine will follow up within the week. Thank you for your time, and we look forward to hearing from you.

Sincerely,

Diane Bush, MPH  
Young Worker Project Coordinator.

Presented by  
UCLA, UC Berkeley, and the  
California Commission on Health and Safety & Workers' Compensation

# Young Worker Leadership Academy

January 24–26, 2008, Berkeley CA

—or—

February 21–23, 2008, Los Angeles CA



## What is it?

- Come to a fun, activity-packed, 3-day leadership training for youth on job health and safety.
- To sign up, form a team of 3–4 young people (ages 14–17). You'll work with your team to create a community project or event to promote safe jobs for youth during May 2008. Your team must have an adult advisor.
- You'll get an all-expenses-paid 2-night stay at a hotel in either Berkeley or Los Angeles, plus a \$75 cash stipend.
- Afterward, you'll be part of a statewide youth network on young worker rights and health and safety!

## Why would I want to do this?

- I am interested in building my leadership skills.
- I care about issues affecting people my age and want to have an impact on my community.
- I need to complete community service hours for school and this would be great!
- I want to meet new, fun people!

## How do I sign up?

- Your team should complete the attached application by **November 9, 2007**.
- Questions? Contact: Diane Bush, (888) 933-8336 (*toll free*) or (510) 643-2424, [dbush@berkeley.edu](mailto:dbush@berkeley.edu).

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“I learned about teen safety and rights I never knew I had. I want to tell other people what I learned so they can prevent injury to themselves.”

“Now I want to learn more. I enjoyed the Academy and would love to be involved throughout high school and beyond.”

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*The Young Worker Leadership Academy (YWLA) is part of the Worker Occupational Safety and Health Training and Education Program (WOSHTEP), which is funded and administered by the Commission on Health and Safety and Workers' Compensation. The YWLA is also funded in part by a grant from The California Wellness Foundation and supported by the California Partnership for Young Worker Health and Safety.*

# Recruitment Letter

September 20, 2007

Dear Friends:

The University of California at Berkeley and at Los Angeles, along with the Commission on Health and Safety and Workers' Compensation, are sponsoring two **3-day all-expense-paid Young Worker Leadership Academies** in January and February 2008, in Northern and Southern California (*see attached flyer for more details*). The California Center for Civic Participation, an expert in the area of youth development and empowerment, will help facilitate the Academies. ***These Academies offer a unique opportunity for young adults to become leaders and advocates for teen labor rights and health and safety.***

Every 6 minutes a young worker is injured, twice the rate for adults. Most young people know very little about their rights on the job or what they can do to deal with workplace problems. To begin to address this problem, we have created the **Young Worker Leadership Academy**. We have conducted five Academies since the first one in February 2005, each one attended by about 25 youth from communities throughout California. Every year, the youth bring a tremendous amount of energy, enthusiasm and accomplishment to the Academy and to their follow-up activities in their own communities. Youth have planned and conducted presentations, developed educational materials, and even changed their high school's work permit policies!

We are very pleased to be able to offer academies in both Northern and Southern California in 2008. Each Academy brings together six teams of high school-aged youth (3-4 youth per team, plus an adult sponsor) from six communities in California. Participants learn about how and why youth are injured at work, their rights on the job, and how youth can have an impact on public policy, at both the local and state level. Each team will plan and carry out a local action to promote teen worker safety during May 2008, Safe Jobs for Youth Month. ***Youth participants will gain first-hand experience in actually making a difference.***

We hope again to assemble a diverse group of participants, including youth ranging from proven leaders to those who may be struggling to reach their full potential. We are particularly looking for tenth and eleventh graders who may be able to attend as mentors in a subsequent year. Each team must also have an adult sponsor who will attend the Academy and provide support to the team in planning and conducting its local activity. The application must include the Adult Recommendation and Commitment form, including your attached written recommendation.

Encourage youth you want to support to form a team and complete and send in the application to our office by **November 9, 2007**. If you have any questions, please contact either Diane or Nancy.

Sincerely yours,

Diane Bush  
Labor Occupational Health Program  
UC Berkeley  
510-643-2424; dbush@berkeley.edu

Nancy Morales  
Labor Occupational Safety and Health Program  
UCLA  
(310) 794-5996; moralesn@ucla.edu