

HOW TO CREATE A STUDENT ADVISORY GROUP

Having a youth advisory group, an "afterschool student council," is a great way to increase the youth leadership opportunities in your program! It's also a big undertaking and one that can be anticlimactic if you don't put some real thought into it first.

Here are some things to think about:

1) **Be clear on what role you'd like your student leaders to take on.** Youth advisory groups can be great for planning program wide contests, coming up with youth friendly incentive programs, advertising upcoming events, helping with set-up and decoration of special events.

2) **Decide how you want to select your members.** One way to choose your youth advisory group is to use an application process in which interested students fill out a questionnaire, go through an interview process and are selected onto the board. A second method is to have each club select 1 or 2 representatives to sit on the board.

3) **Decide how many students you want on your board.** On our board we had about 30 representatives and found that about 2/3 of them showed up to each meeting... which was a little too much to really get a lot of planning done, but was great for getting signs made about upcoming events, contests, etc. and for getting the word out to their clubs. (The week after each meeting the representatives from each club would share out any updates from the meeting to the club that they represented.) If you want to have a large youth advisory group to make sure you have a good cross-section of your student population, you might think of electing a leadership team of about 3-5 students to plan more details, etc.

4) **How often should your youth advisory board meet?** It's important that you determine what your expectations are from your youth advisory board and determine how often they will need to meet in order to meet these expectations. It's also important to balance this with the time commitment that you can put into meeting with them. Once a month or every other week is a good time frame to aim for.

5) **How will you reward the students on your board?** Rewarding your students can be as simple as providing lunch at the meetings or giving door prizes to the students that participate. You might also see if you have it in your budget to provide a stipend to the students that attend meetings and contribute to the group.



WHAT SHOULD I HAVE IN MY TOOL BOX?

- A student advisory group application. (See reverse side for an example.)
- A list of items you would like to address with your student advisory group.
- Create an agenda!!! When working with an advisory group it is very important to identify what you wish to accomplish.
- Follow up! (Ok, this isn't really something you can have in your tool box, but it is *still* important.)

I HAVE A TIGHT BUDGET, WHAT IS THIS GOING TO



A Student Advisory Committee can be as costly or as inexpensive as you want it to be... Here are some costs which can (but don't have to be) incurred:

- 💰 Student stipends typically range from \$25 - \$100 depending on the students age.
- 💰 Gift cards can be given as "thank yous" in denominations from \$5 - \$20.
- 💰 Budget \$20 for snacks for the meetings (pretzels, chips, soda, etc.) or \$50 for lunch.
- 💰 Door-prizes can be anything from notebooks, pens, games, etc.