

# YOUTH FORUM NAVIGATOR

*A planning guide to help you and your YAC  
Prepare, Participate, Progress*

November 7 - 9, Montreal  
**CFC Conference 2008**  
OUR COMMUNITIES. OUR WORLD.



7 - 9 novembre, Montréal  
**Congrès des FCC 2008**  
NOUS ET NOTRE MONDE.

2008 Community Foundation National Youth in Philanthropy Forum Sponsor



With the participation of the Department of Canadian Heritage 



*Youth Advisory Council Members – 2006 CFC Youth Forum, Saskatoon*

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## Navigating New Opportunities

*CFC Conference 2008 – Our Communities. Our World.* presents a unique opportunity for youth involved in community foundations in Canada and other countries to meet each other; gain new information and learn new skills; share ideas, experiences, challenges and opportunities; be introduced to new resources, and explore future possibilities for the youth in philanthropy network. It also provides an opportunity for adults to be exposed to the ideas, energy, commitment and capability of youth as valuable participants and partners in philanthropy, communities and community foundations.

CFC conferences are only held every second year, and 2008 represents an even more valuable opportunity for learning, sharing and inspiring - it will be the first time that CFC is expecting significant international participation, and the first time that Youth in Philanthropy will be an integral part of a community foundation conference for much of this global audience!

Careful preparation and planning will ensure that this valuable experience benefits the individual participant, their YAC and their community foundation, and that the time and resources involved is a worthwhile investment. This Guide is designed to help you and your YAC get the most out of the Conference and Youth Forum 2008 by helping you to **Prepare** in advance, **Participate** in all of the sessions and activities, and use what you learn to help you and your YAC **Progress** in your leadership, granting, and endowment building roles.

It includes:

- ✓ A listing of conference workshops, presentations, and site visits, and a link to the conference website so that, in consultation with other YAC members and your Advisor, you can decide which sessions will be of most interest and relevance to you and your YAC.
- ✓ a Learning Goals Tool to help you identify and act on what information, skills, knowledge, and connections you most want to obtain from the conference - for yourself, your YAC and your community foundation.
- ✓ tips to help you get the most out of the conference while there, as well as after you have returned home

**This Guide is intended to be downloaded and printed before you travel to Montreal**, so that you can do your planning with other YAC members, your Advisor(s), and anyone else from your community foundation who has an interest and involvement with your YAC. It may even be a helpful tool to share with donors or anyone who might be assisting with support to enable you to attend the conference. Then bring it along to Montreal and keep it with you to help you navigate new learning opportunities to benefit yourself, your YAC and your community foundation!

## So how does the Youth Forum fit into the bigger conference?

From our experience with Youth in Philanthropy and community foundation conferences over the past 10 years, and from the guidance of our Conference Youth Planning Committee, we know that it's important to create a space for young people to meet and learn from each other, but that it's also important to integrate them into the overall conference to encourage and support opportunities for youth and adults to work and learn together. Therefore, we have planned a combination of sessions specifically for youth - the Youth Forum - and ones that are for youth and adults together – other concurrent sessions, site visits and plenary presentations, as well as the Host Event. Here's what the overall conference schedule looks like for youth participants:

### Youth Program for CFC Conference 2008

#### Friday, November 7

8:00 a.m. - 10:15 a.m.    **Breakfast and Conference Opening Plenary Session**

10:30 a.m. - 12:30 p.m.    **Youth Forum Opening Session**

Youth participants will gather after the conference opening to meet each other and engage in group activities to inspire thinking and action on the conference theme, *Our Communities. Our World*. This session will provide an exciting springboard for optimum conference learning, sharing and connecting.

12:30 p.m. – 2:00 p.m.    **Lunch and Plenary Speaker**

2:15 p.m. - 3:30 p.m.    **Youth Peer Dialogues: YIP/YAC Promising Practices** – An opportunity for YAC members and Adult Advisors to exchange ideas and information in the framework of YAC “Promising Practices”.

3:45 p.m. – 4:45 p.m.    **Plenary Session and Conference Reflections**

6:00 p.m. – 9:00 p.m.    **Youth Social Event**



## Saturday, November 8

8:00 a.m. - 10:00 a.m. **Breakfast and Plenary Speaker**

10:30 a.m. – 12:00 p.m.

**Concurrent Sessions (See conference program for list of sessions)**

12:00 p.m. – 2:30 p.m.

**Lunch and Plenary Speaker**

2:30 p.m. - 5:30 p.m.

**Site Visits** – For Adults and Youth participants. Not all learning takes place in the conference venue – join one of the stimulating site visits organized by the Foundation of Greater Montreal. Watch for more details. Sign up at the Conference Registration desk on Friday morning.

2:45 p.m. – 4:15 p.m.

**OR**

**Concurrent Sessions (See conference program for list of sessions)**

6:30 p.m. – 8:30 p.m.

**Foundation of Greater Montreal Host Event**

## Sunday, November 9

8:00 a.m. – 11:30 a.m.

**Youth Forum - Concurrent Sessions:** Led by YAC members, these one and two hour concurrent sessions will provide an introduction to the topic, and examples from the session leaders, followed by an opportunity to share experiences, ideas, information, and resources related to the topic.

- ✓ Getting to Give: Fund Development for Youth Philanthropy
- ✓ Guiding Your Grantmaking: An Introduction to Proactive and Strategic Granting
- ✓ Keeping Your Group Going: Recruitment, Sustainability, and Running Effective Meetings
- ✓ Getting the Word Out: Marketing and Communications for YACs and YIP
- ✓ Guides on the Side: Adult Advisor Dialogue
- ✓ Lessons in Leadership: Individual, Community and Beyond
- ✓ Collaborating for Change: Activating the YIP Network for Added Impact
- ✓ YIP: Going Green: YAC Environmental Grantmaking and Leadership
- ✓ YIP Going Global – An International View of the Movement Within the Movement

**Youth Forum De-brief - Taking It Home:** An opportunity to discuss new ideas and plans, assess success in achieving learning goals, and provide feedback on the conference experience.

11:45 a.m. – 2:00 pm

**Lunch and Closing Plenary Session**



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## Conference YIP Tips

Although the conference is a unique and valuable opportunity for YAC members who are able to attend, it's important to make sure that the opportunity doesn't end with the end of the conference. Keep in mind that the event itself should be only one part of a process that will *engage* participants and their peers who are not attending; *prepare* for the Forum, *participate* in the event, *bring home* the experience and learning, and *keep it going* in their YACs and their communities.

**Engage** all of your YAC members, even those who will not be attending, so that the YAC and community foundation will also benefit from the conference experience:

- ✓ Share the conference program with all YAC members and discuss session topics that may be of particular interest to your YAC, for example, the environment, or fund development. Select and prioritize sessions according to your personal and YAC interest.
- ✓ As a group, discuss what you hope to get out of the conference, and identify your learning objectives from a personal, YAC and community foundation perspective. Then think about ways that you can make sure that you meet your objectives throughout the conference. Use the **YIP Conference Learning Plan** to record your goals and strategies to achieve them, and to track your progress at the conference and afterwards.
- ✓ Start a conference blog to capture and share conference ideas, experiences, photos, connections, and reflections.

**Prepare** for the program:

- ✓ Make sure that you are aware of the overall goal and purpose of the conference, and how the Youth Forum fits into it. Get familiar with the conference website [www.cfc-fcc.ca/conference2008](http://www.cfc-fcc.ca/conference2008) and check out the various speakers, topics and activities. Note which of the regular conference concurrent sessions are “youth-friendly”, or most likely to be relevant to the role and work of YACs.
- ✓ Print a copy of the meeting details, agenda and all other related information that will keep you organized and prepared for the sessions and activities you will be attending.
- ✓ If more than one person from your YAC is attending the conference, decide which concurrent sessions you will each attend so that you can cover as many different topics of relevance and interest as possible.
- ✓ Complete all necessary registration and permission forms and make sure you understand any requirements for such things as keeping receipts, records etc.
- ✓ Bring along information on your own YAC and community foundation, and be able to speak knowledgeably about its grants, fund development and community leadership activities. Bring along copies of your YAC brochures and other print

materials, as well as any other handouts or information required if you are presenting at one of the Youth Forum concurrent sessions.

### Participate!

- ✓ At the conference, attend all plenary sessions, and the concurrent sessions that are of particular interest and relevance to you and your YAC. Visit the conference Marketplace, and attend the Youth Social and the Conference Host events.
- ✓ Contribute your ideas, knowledge and experiences in group discussions, networking opportunities, and informal conversations.
- ✓ Ask questions during discussion and Q & A periods of plenary and concurrent sessions.
- ✓ Take notes in sessions and make sure to record key messages, ideas and inspirations wherever and whenever they occur.
- ✓ Pick up copies of hand-outs in sessions, and materials from other YACs at the Youth Forum display area.
- ✓ Use breaks to mix, mingle and network, and introduce yourself to people you haven't met. Make a point of sitting with different people at meals so that you can learn even more about other community foundations, and other parts of Canada and the world.
- ✓ Get to know members of other YACs, learn about other community foundations and YACs, and have fun! Use the meeting as an opportunity to gain new skills, ideas and information, as well as to make long-term connections with other youth grantmakers and community foundation staff and volunteers.
- ✓ Refer to your Learning Plan throughout the conference to remind you of strategies to help you achieve your goals and to monitor your plans and progress.
- ✓ Remember that youth participation in the conference is a great way to spread the word about Youth in Philanthropy to community foundations that don't have youth programs.

**Bring it home** to your YAC and community foundation:

- ✓ De-brief with others at the conference, discussing highlights, learnings and potential follow-up or next steps. There will be an opportunity at the end of the conference to reflect on the whole experience and talk with peers about information and ideas generated by plenary speakers, points of inspiration, points of connection, and how you can share what you learned with others in your YAC, and how your YAC can use what you learned.
- ✓ Think about what one thing your YAC could do different than or in addition to what it has done before.

- ✓ Bring back what you've learned and while it is still "fresh", share it with those in your YAC that did not attend the meeting. Add the conference as an agenda item at a regular YAC meeting, or organize a special meeting where you can devote lots of time to sharing your experiences and impressions, answering questions, and brainstorming ideas about how you can use what you learned to help your YAC and community foundation progress.
- ✓ Keep copies of all handouts received, and circulate to your YAC.
- ✓ Write an article about the event for your community foundation's newsletter, website or annual report, or for the CFC Youth in Philanthropy website, and include photos, if available.
- ✓ Make a presentation at a meeting of your foundation's Board of Directors, or submit a report to them.
- ✓ Send thank you letters to funders or sponsors who provided support for you to attend the meeting.

### Keep it going.

- ✓ Maintain connections with other YACers you met at the event.
- ✓ Check the Youth in Philanthropy website regularly for ideas and activities.
- ✓ Continue to contribute news about your YAC to the YIP e-news and website.
- ✓ Share useful resources, links and information about relevant events and opportunities.
- ✓ Mentor new YAC members and get involved in peer learning opportunities locally, regionally, nationally or internationally.
- ✓ Think about how your YAC can partner with others to increase sustainability and impact.
- ✓ "Twin" with a YAC in another part of Canada or another part of the world to keep exchanging ideas and information, learning from each other, and maybe even taking on some joint projects that can be done on-line.
- ✓ Organize an exchange with another YAC.
- ✓ Volunteer to help plan the next event or to assist with planning or piloting new Youth in Philanthropy resources.
- ✓ Stay involved and connected!

**Other ideas:**

✓

✓

✓

✓

✓



## YIP Conference Learning Plan

To make sure that you and your YAC and community foundation take full advantage of your attendance at the conference, you will want to be intentional about thinking and acting on what you want to learn and how you can use it for your own leadership development and your YAC's advancement. This Learning Plan chart is intended to help you keep a record of your learning goals and strategies, and to track your progress throughout the conference and afterwards.

- ✓ Start by looking over the conference theme, program and activities, and think about what you personally hope to get out of the conference. Maybe you want to learn more about the community foundation movement in other countries. Perhaps you hope to connect with other young people who are passionate about addressing environmental issues. Are you looking to improve your public speaking skills? There might be several personal learning goals that you could achieve by participating in the conference.
- ✓ Share the conference program information with other YAC members and your YAC Advisor. Discuss how the YAC could benefit from your participation in the conference, and **identify learning goals** from a YAC and community foundation perspective. Perhaps your YAC wants to learn more about how other YACs recruit new members, or run their meetings. Maybe your community foundation participates in Vital Signs, and wants to know how other foundations engage their YACs in the program. Is your YAC interested in organizing an exchange with another YAC?
- ✓ Once you have identified your personal and YAC learning goals, then think about ways that you can make sure that you meet them throughout the conference. With your YAC and other community foundation volunteers or staff, identify various **strategies** that will provide a roadmap to help you navigate the conference in a way that will let you achieve what you set out to do.
- ✓ Once you're at the conference, you will want to track your **progress** so that if your planned strategy isn't working for some reason, you can change direction and adopt a new strategy.
- ✓ At the conference, you will also want to be **reflecting** on what you are learning and how it relates to your learning goals - another important part of your Plan, and one that will be helpful to discuss with peers at the conference.
- ✓ At the conference, you will have a number of opportunities to identify and discuss ideas for **implementation**, or applying what you learned. These ideas will be a focus of your sharing the conference experience with your YAC once you return home.

## A Learning Plan Example

A conference participant, in consultation with other YAC members, might identify their primary learning goals as: identifying another YAC to start a twinning relationship with; learning about convening a community event, and becoming more comfortable speaking with adults. YAC members and their adult advisor will suggest strategies for meeting the Goals, such as: arranging to meet with potential YAC “twins”; identifying specific sessions to attend on priority topics; and practicing self-introductions and preparing some questions/comments for adult participants.

Learning Goal	Strategies	Progress (conference)	Reflections	Implementation (post-conference)
Find a YAC to twin and do an exchange with	<ul style="list-style-type: none"> <li>-bring information about my YAC to share with potential “twins”</li> <li>-pre-arrange meetings with YACs we think we can learn from</li> <li>-identify goals for twinning arrangements</li> <li>-confirm interest and follow-up contact, planning</li> </ul>	<ul style="list-style-type: none"> <li>-Talked with 2 different YACs about twinning ideas; shared contact info</li> <li>-learned about SEVEC, which provides travel grants for youth exchanges</li> </ul>	It may be possible to partner with several YACs for a learning exchange – ours and a neighbouring YAC exchanging with two neighbouring YACs in Ontario	<ul style="list-style-type: none"> <li>-follow up with the other interested YACs and develop a plan and timeframe</li> <li>-apply to SEVEC for a youth exchange travel grant</li> </ul>
Community convening information and skills	<ul style="list-style-type: none"> <li>-attend concurrent session on community leadership and convening</li> <li>-seek out other YACs that have done convening</li> </ul>	<ul style="list-style-type: none"> <li>-Attended session (see notes and hand-outs)</li> <li>-Spoke with Hamilton YAC about their environment forum</li> </ul>	Convening is an important part of a YAC’s leadership role – we should be doing this!	<ul style="list-style-type: none"> <li>-follow-up with Hamilton YAC and CFC for more info and tools</li> <li>-orientation session with other YAC members to share info, tools etc.</li> <li>-plan and implement local youth forum</li> </ul>
Speaking with adults	<ul style="list-style-type: none"> <li>-think of three questions related to other learning goals or conference activities that CF staff or board members could help with</li> <li>-introduce self to 3 new adults each day at conference</li> </ul>	<ul style="list-style-type: none"> <li>-introduced myself to 10 adults at the Host Event</li> <li>-asked a question during a concurrent session</li> <li>-was asked by a CF board member to send info about our YAC to his foundation</li> </ul>	<ul style="list-style-type: none"> <li>-Adults are really happy that youth are at the conference.</li> <li>-People from other countries are surprised that so many youth are here.</li> </ul>	<ul style="list-style-type: none"> <li>-send the info to the Board member</li> <li>-do a presentation on the conference for the community foundation board</li> </ul>

**Now it's your turn to create your Youth in Philanthropy Learning Plan!**

Learning Goal	Strategies	Progress (conference)	Reflections	Implementation (post-conference)



Learning Goal	Strategies	Progress (conference)	Reflections	Implementation (post-conference)







CFC is grateful for the generous support of TD Bank Financial Group as the 2008 **Community Foundation National Youth in Philanthropy Forum Sponsor.**

