Table of Contents

1. Welcome Aboard
   • Welcome Letter
   • Acknowledgments

2. Getting Started
   • What’s It All About?
   • Who is a Coach?
   • Coach Job Description
   • Recruitment Tips
   • Organizing Your Group

3. Tricks of the Trade
   • Coach as Facilitator
   • Facilitation Techniques
   • How to Listen So Your Youth Will Talk
   • Reflection Tips
   • How Do You Handle Problems?

4. Meetings
   • The First Meeting
   • Suggested Meeting Structure
   • Officers
   • Making Your Meetings ‘Youth-Friendly’
   • Meeting Minutes
   • Parent/Guardian Letter
5. **Community Building**

- **What is Community Building?**
- **Presenting Self**
  - Object Introductions
  - Question Cards
- **Setting Group Rules**
  - What Do You Value?
  - Blizzard Ball
- **Relationship and Trust Building**
  - Trust Circle
  - Trust Walk
- **Team Building**
  - Pattern Problem
  - Alien Spaceship
- **Basic Communication Skills**
  - Presto-Chango
  - Round Robin

6. **Service Project Development**

- **Session by Session: Service Project Development**
  1. **Opening Your Heart to Service**
     - Inspirational Quotes
     - One at a Time
  2. **Assessing Your Community**
     - The Place Where I Live
     - Walkabout
     - Community Leaders
  3. **Identifying Your Issue**
     - Our Group Focus
  4. **Analyzing Your Issue**
     - So, What’s the Real Problem?
5. Defining Your Project
   o Mind Map

6. Developing Your Action Plan
   o Action Planning Arrow

7. Implementing Your Project
   o We Can Do It!

8. Evaluating Your Project
   o What Was the Impact?

9. Presenting Your Results
   o Making a Presentation

10. Celebrating Your Work
    o Celebration/Recognition Event

7. Everything You Always Wanted to Know About Adolescents
   • What’s Happening to Young Adolescents?
   • What’s Happening to Older Adolescents?

8. Resources
   • Great Resources on Youth Engagement
   • National Resources for Service Projects
   • National Dates of Recognition: Month by Month