**OFCY Meeting for Youth Development**

**September 24, 2020**

# Connect, Communicate & Collaborate

# Agenda

**Introductions/ Opening**

**Summary of Challenges and Effective Practices**

**Grantee Sharing**
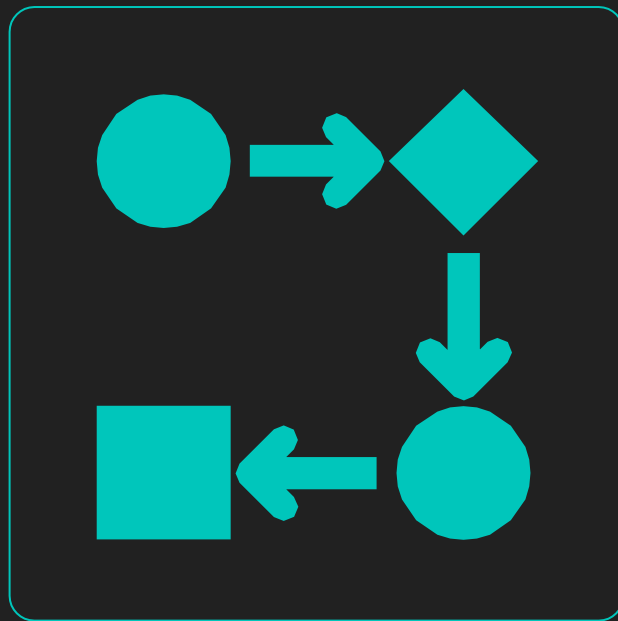
**OFCY Grant Management Update**

**Closing/ Reflection**

# Topics for Discussion

- Outreach, engagement and community building strategies while providing virtual youth services.

- Community building, resource sharing and collaborating with other programs.

- How to keep youth and staff safe if/when providing in-person services.

# Grantee Sharing

- Let's check-In! How are you doing?
- Overview of challenges and questions shared on the registration form.
- Discuss how some programs have addressed these challenges.
- How has your program kept participants engaged online?
- Share strategies for outreach.
- What additional support can OFCY provide?

# OFCY Grant Management Updates

# Locations:
# Virtual Programming

1) Select **Locations**

2) Click **Add Location** (yellow tab)

3) Enter all required fields

- Service Site Name – **VIRTUAL**

- Service Site Type – select Virtual from dropdown list.

- Street Address – write in N/A

- Zip Code  - write in N/A

- District – select N/A from dropdown list.

- Click **Create**

# Obtaining Consent for Virtual Programming

## PARENT/GUARDIAN CONSENT FORM
(For participants age 17 and under)

### EVALUATION OF PROGRAMS

The Oakland Fund for Children and Youth (OFCY) provides grants to many programs serving youth and their families in Oakland. OFCY programs serve thousands of youth ages 0 to 21 and their parents/ caregivers and include everything from parent education programs to youth leadership and career development programs.

All programs funded by OFCY are required to participate in an independent evaluation. Part of this requirement is to report on who is served and how much and what types of services participants received. Grantees enter this service information through a secure, password-protected online grant management system. **However, no single participant will ever be identified in any evaluation. Data is only used in the aggregate to report program and fund performance.**

As part of the evaluation, children and youth may be asked to complete surveys and participate in focus groups. The survey, intended for children in third grade and above, asks what children and youth do in their program, how much they like what they do, and demographic information. **Again, no specific child or youth will be identified in evaluation reports. Survey and focus group findings will only be summarized.**

☑ I give permission for my data to be used in evaluation of OFCY funded programs.

Your Child's Name (please print): _____

Your Name (please print): _____

Parent/Guardian Signature: <u>VERBAL/VIRTUAL CONSENT PROVIDED</u> Date _____

VERBAL/VIRTUAL CONSENT OBTAINED BY: STAFF NAME
SERVICE(S) PROVIDED: CASE MANAGEMENT BY PHONE

### PHOTO/VIDEO RELEASE

During your child's participation in the OFCY-funded program, they may participate in an activity that is being photographed or video recorded. **These photographs/video recordings may be used with your permission for OFCY promotional purposes.**

**The evaluation and photos/videos help tell the story of the impact of OFCY funded programs.** This helps to inform the Oakland community about the positive benefits resulting from the public investment of OFCY funds to support programs serving children and youth presently and in the future.

☑ I give permission for OFCY to use photographs or videos of my child.

Parent/Guardian Signature: _____ Date _____

○ Add OFCY language into your existing program consent form.

○ Virtual consent forms are acceptable.

○ If parental consent is verbal please indicate on the consent form.

○ Inability to sign the OFCY consent form should not prevent a child from participating in program activities.

# Quarterly Scope of Work Modifications

**Activities/Demographics Modification**

- You now have the option to modify your Scope of Work each quarter. Modification requests should be submitted in CItyspan on or before quarterly report due dates:
  - Q2: Friday, October 9, 2020
  - Q3: Friday, January 8, 2021
  - Q4: Friday, April 9, 2021

**Budget Modifications**

- Budget modifications are only necessary if there is more than a 10% variance in a budget line item from what was approved.

# Evaluation Activities

- **Participant Surveys (now – spring 2021)**
  - Online versions available in English & Spanish
  - Links on Evaluation Spreadsheet
  - Fill out request form for language requests and hard copy requests
  - If printing surveys, please make sure all 4 anchoring corners are visible
  - Surveys due April 30th

- **Program Staff Surveys (winter 2020)**

- **Program Interviews (spring 2021)**

# Closing & Reflection

🌡️ **Temperature Check**

✓ **Next Steps**