

MOWW® | YLC & YES CERTIFICATION & RECERTIFICATION

For MOWW, Inc., 501(c)(19) Nonprofit Organizations & other 501(c)(3) Nonprofit Organizations

Directions:

- **Email your request to the Chair, Patriotic Education Committee: See MOWW National Directory for contact information**
- **YLC/YES ("Event") Directors: Retain a copy of this YLC Report in permanent YLC/YES records.**

A. REQUIREMENTS WHEN ESTABLISHING A YLC/YES

1. Before a chapter commits to developing a YLC or YES, the projected event's director and one other member should attend a least one other well-established same type event for the duration of that event.
2. If the patriotic education event is a YLC, strive for a 50/30/20 curriculum mix distributed across the three categories of leadership, American heritage & patriotism, and free enterprise). Youth Education Seminars (YES) are topic focused, but may address any part of the three curriculum areas just cited, e.g., the judicial system.
3. Youth Leadership Conferences (YLC) need a large enough briefing/activity room and dining accommodations acceptable to the venue. Many venues, particularly those with overnight lodging, run like a hotel and require contracts for dining, whether in-house cafeteria or catered, and may also require use of house equipment (e.g., audio-visual equipment) by contract.
4. Consider sites that have an area for unorganized recreation. Basically, safe, recreational "pick-up" sport activities are allowed for the students during their break and off- times, but there will be no organized sports activities by the YLC or YES event.
5. Lodging for overnight events must be gender separate, secure, and easily monitored for entry and exit.
6. Volunteers need to be vetted for a criminal background or criminal sexual behavior history, which must be included in the event's budget. The background checks need to be accomplished each year for every person.
7. Youth protection training is required for each volunteer who might to interact with the students for more than one consecutive instruction block. Each of those volunteers must either pass a test on youth protection information or have earned a certificate for the training. The passed test or certificate will be required before a volunteer can participate in event. The training is detailed in the MOWW Policy Manual Appendix I, "Patriotic Education Volunteers and Youth Protection."
8. Volunteer insurance (VI) for an event is to be covered by MOWW contract. Using the VI request template accessible the YLC Resource Center Webpage at www.moww.org, the event director will request the PEC Chair request VI coverage for event venue providing YLC name, venue, venue location, and dates, and contact information (e-mail, address and phone numbers) for venue point of contact to receive coverage of insurance certificate and for the director. This should be done at least two weeks prior to the start of the event.

B. YLC/YES DESCRIPTION

1. YLC/YES date(s): _____ Report date: _____
Day-Month-Year Day-Month-Year
2. YLC/YES Information: _____
(Include full event name, code & location)
3. YLC/YES Contact: _____ Phone/email: _____
4. YLC/YES mailing address: _____
5. YLC/YES curriculum referenced in this report was approved by the PEC: _____
Day-Month-Year

6. Does a YLC/YES succession plan exist: Yes: _____ No: _____ Date of event plan _____
Day - Month - Year

NOTE: Succession planning is a process for identifying and developing new leaders who can replace old leaders when they leave. Continuity planning involves plans and documents that allow a YLC or YES sustain themselves via a set curriculum, agenda, budget, roster-school-sponsor spreadsheets, school and sponsor contacts, etc., to make the event repeatable annually or reconstitutable in future years.

7. YLC/YES Website: _____
(Link, date of last update)

8. YLC/YES Director Name: _____
 Phone number: _____ Email: _____

9. YLC/YES Deputy Director Name: _____
 Phone number: _____ Email: _____

10. Controlling MOWW entity (if more than one, identify the lead):
 a. Chapter, Department, Region: _____
 b. Chapter, Department, Region: _____

11. Primary Funding Organization: _____
(Include 519(c)(19) and/or 501(c)3 Incorporated name as applicable)

12. Event Reimbursement: _____
(Payee full name and mailing address, can enter "Same as item A.4" if applicable)

13. Total Cost: _____ Total Students: _____ Cost per Student: _____

14. Attach Proposed Event Program Agenda, which should be in enough detail (e.g., list of agenda items with short explanation (< 30 words and duration per agenda item) for PEC to assess the event’s value relative to the YLC-YES Program

Event Curriculum Approved by PEC: _____
Day-Month-Year – To be entered by PEC Chair after submittal and approval)

15. Does a succession plan for the event exist? Yes: _____ No: _____ Date of event plan _____

NOTE: Succession planning is a process for identifying and developing new leaders who can replace current leaders before they leave. Continuity planning involves plans and documents that enable a YLC or YES to sustain itself via a set of curriculum, agenda, budget, roster-school-sponsor spreadsheets, school and sponsor contacts, etc., to make the event repeatable or reconstitutable in future years.

16. Attach the proposed event agenda, which should be in enough detail, e.g., list each agenda items with a one sentence explanation and duration to assist the PEC in each event’s relative value to the YLC/YES Program.

C. YLC/YES STUDENTS, COUNSELORS & SCHOOLS.

1. Students (YLC/YES can be reimbursed some for sophomores, juniors and rising seniors, all of who have at least one school remaining before graduation, at YEF approved rate given YEF has available funds):

Students (# Male/# Female): _____/_____ Sophomores (# Male/# Female): _____/_____

Juniors (# Male/# Female): _____/_____

Rising Seniors (# Male/# Female): _____/_____

Other (# Male/# Female): _____/_____

Venue’s maximum student capacity: _____/_____

NOTE 1: YLC/YES can be reimbursed some for sophomores, juniors and rising seniors, all of who have at least one school remaining before graduation, at the Youth Enrichment Foundation (YEF)-approved rate provided the YEF has available funds to be distributed for such purposes.

NOTE 2: Retain the event roster details at event and region level to help in re-contacting students at a later date to recruit them as an event counselor or presenter, to feature them in The Officer Review® (e.g., “Now and Then”) or to recruit them as MOWW Companions.

2. Adults and Student Counselors (estimated):

Adult Leaders: _____

Counselors (students): _____

Teachers: _____

Visitors: _____

3. Schools represented (estimated):

Schools in host state: _____

Schools in host region: _____

Schools per state from other states: _____

4. List each supporting MOWW chapter’s name and donations, and goods and services, provided (estimated):.

INSERT LIST HERE

5. List each partnered organization’s name and donations, and goods and services, provided (estimated):

INSERT LIST HERE

6. List each supporting organization’s name and their respective contributions (estimated), e.g., students, funding, services, donations-in-kind, if any.

INSERT LIST HERE