

2020-2021 Return to YEP Plan



As we enter the 12th year of Youth Engaged in Philanthropy, we face a challenge with COVID-19 and the guidelines that must be in place. We desire to provide a high quality opportunity for local high school students to be a part of this youth philanthropy committee. The health and safety of our members is the highest priority. Our commitment is to follow CDC and state of IL guidelines to provide our members the full experience in a safe and clean environment. With this in mind, YEP will look and feel a little different this year. As of 08/2020, we will proceed with **Plan A** detailed on page 2. For questions, please contact YEP Staff Advisor Noah Nordbrock at 815-748-5383 or noah@dekalbccf.org.

YEP Program – Implementing Phase 4 COVID-19 Guidelines

a. Health and Safety Protocols for in-person meetings:

- i. Masks are REQUIRED to be worn.
 1. Masks will be provided for members at the first meeting or they may bring one.
 2. Disposable masks will be on hand as needed.
- ii. 50 meeting attendees or less in the Freight Room at any given time (50% or less capacity).
- iii. Screenings and temperature checks required upon entry.
 1. All members mask up and practice physical distancing as they wait outside for entry. Signage showing and reminding what distancing should look like.
 2. Screening questions upon entry – QR code on outside signage to allow easy completion prior to entry. Text reminder with pre-screening link sent to members day of meeting.
 3. Temperature check upon entry.
- iv. Cleaning and disinfecting of rooms and door handles before and after meetings.
- v. Hand cleaning upon entry and exiting (hand sanitizer).
- vi. Observe physical distancing with a minimum of 6ft when able.
 1. Seating is for 2 members per table (1 on each side of a table).
 2. Marked areas of floor reminding what 6ft looks like.
- vii. Individually packaged snacks - Limited to after meeting only.
- viii. Water bottles – Limited to before or after meeting only.
- ix. Promote reusable water bottles.
- x. Posted signs and messages regarding safety precautions.
- xi. Disposable name tags.
- xii. Online games or stand in place games for meetings.

Plan A YEP Program – 2020-2021

b. Considerations:

- i. Parental consent (emailed) for members to attend in-person meetings.
- ii. Utilize cap percentages for membership by school.
- iii. Membership cap set at 85 members total (58 in-person, 27 online).
 1. 43 possible returning members.
 2. Members will indicate in-person or online attendance on membership application.
 3. 29 in-person members per meeting (includes 3 Executive Committee members).
 4. Cap for sub-committees set at 29 members total. 12 members for YEP 2.Pro and 17 members for the Fundraising Committee.

c. Meeting Format:

- i. Blended learning – In-person and online.
- ii. YEP members will meet 1x during the month, but membership will be split into 2 groups, each meeting on a different evening.
- iii. Groups will be split into sub-committee and traditional committee. Same intro, announcements, and closing for each. Middle content may vary.
 1. Tuesday evening (2nd Tuesday of the month).
 - a. In-person members ONLY.
 - b. Cap set for 29 in-person members total.
 - c. Sub-committee members ONLY.
 - i. YEP 2.Pro Committee (12 in-person members).
 - ii. Fundraising Committee (17 in-person members).
 - d. Juniors and seniors ONLY (2nd - 4th year members with 1 or more years of YEP experience, must apply for sub-committee)
 2. Thursday evening (2nd Thursday of the month).
 - a. In-person or online members.
 - b. Traditional YEP committee members.
 - c. Cap set for 56 members total.
 - i. 29 in-person members.
 - ii. 27 online members.
 - d. 1st - 2nd year members and any others not in a sub-committee
 - e. Members attending online meetings must answer short questionnaire to obtain credit for attendance. Executive Committee will provide continuous engagement during meetings for online members.
- iv. Online games or in place games for meetings.
- v. \$100 challenges - In-person or video both nights, different donors.
- vi. Alumni updates - In-person or video (1 per month when applicable).
- vii. Grantee site-visits – TBD.

d. Outreach Events

- i. Small group volunteering with PPE and guidelines in place.
- ii. Will accept volunteering submissions outside of YEP as meeting YEP outreach event requirement.

YEP will remain flexible for the remainder of the year and continue to monitor local schools and similar programs. If at any time schools shut down in-person attendance and move to 100% online learning, YEP will do the same.

If local schools and similar programs close due to COVID-19 and go online only.

Plan B YEP Program – 2020-2021

a. Considerations:

- i. Utilize cap percentages for membership by school.
- ii. Membership cap set at 85 members total.
 1. 43 possible returning members.

b. Meetings:

- i. 100% online learning and meetings.
- ii. YEP members will meet 1x during the month, following the same format as Plan A.
 1. Tuesday evening (2nd Tuesday of the month).
 - a. Sub-committees (utilize Zoom breakout rooms).
 2. Thursday evening (2nd Thursday of the month).
 - a. Traditional committee.
 3. Members attending online meetings must answer short questionnaire to obtain credit for attendance.
- iii. Online games for meetings.
- iv. \$100 challenges – Online.
- v. Alumni updates – Online or video.
- vi. Grantee site-visits – TBD.

c. Outreach Events

- i. Small group volunteering with PPE and guidelines in place.
- ii. Requirement of completion for full member voting rights is waived.

If local schools and similar programs close due to COVID-19 and go online only and YEP needs to reduce programming.

Plan C YEP Program – 2020-2021

a. Considerations:

- i. Utilize cap percentages for membership by school.
- ii. Membership cap set at 85 members total.
 1. 43 possible returning members.

b. Meetings:

- i. 100% online learning and meetings.
- ii. YEP members will meet 1x a month on the 2nd Tuesday of the month.
- iii. YEP will focus exclusively on responsive grantmaking and traditional committee program.
- iv. Online games for meetings.
- v. Sub-committees will cease until the following year.
- vi. \$100 challenges will cease until the following year.
- vii. Alumni updates – Online guest or video.
- viii. Grantee site-visits – Online.

c. Outreach Events

- i. Outreach events will cease until following year.
- ii. Requirement of completion for full member voting rights is waived.

YEP will remain flexible for the remainder of the year and continue to monitor local schools and similar programs. If at any time schools return to in-person attendance, YEP will consider to do the same.

What Happens If...?



- 1. What happens if a YEP member shows up with symptoms or shows a high temperature?**
 - a. All members are pre-screened before entrance into the meeting. Any member showing up with symptoms or a high temperature will not be allowed inside the building and will be asked to leave immediately. While waiting for parent pick-up, the member will wait in a supervised designated isolation area. A YEP advisor will be in touch with the member over the next few days to see if symptoms are due to COVID-19.

- 2. What happens if a member begins to feel sick and leaves a meeting?**
 - a. If a member begins to feel sick and leaves a meeting, the area they are seated in will be immediately sanitized including exit door handles and any other areas they may have touched. While waiting for parent pick-up, the member will wait in a supervised designated isolation area. A YEP advisor will be in touch with the member over the next few days to see if symptoms are due to COVID-19.

- 3. What happens if one school closes down due to COVID, but others remain open? Are those members from that school allowed to attend in-person?**
 - a. If a school closes down due to COVID-19 cases in the school, YEP will address members from this school on an individual basis. In-person attendance at the next YEP meeting will depend on a variety of circumstances, including how much time has passed between school closure and the next meeting.