



Global Youth Service Day

Frequently Asked Questions

Planning an Event

Q. What is Global Youth Service Day (GYSD)?

A. GYSD is an annual campaign that celebrates and mobilizes millions of children and youth who improve their communities each day of the year through service and service-learning. It's the largest service event in the world, and the only day of service dedicated to children and youth. Last year in Montana over 730 volunteers participated in 25 events and served more than 2,600 volunteer hours.

Q. Why should I plan an event in my community?

A. GYSD is an opportunity to recruit more volunteers, form new partnerships, secure additional funding, raise awareness of the issue you're working to solve, and celebrate your achievements.

Q. What are ideas for a GYSD event and service project?

A. Think about the unique assets and needs of your community and tailor your event around them. You might consider:

- Painting a mural that celebrates youth service
- Breaking sod, building beds, or planting vegetables at a community garden
- Organizing an invasive weedpulling competition
- Hosting a food drive for your local food pantry
- Distributing compact fluorescent lightbulbs at senior centers
- Organizing a local park clean-up
- Holding a recycling drive

Q. When is GYSD?

A. April 26-28, 2013

Q. Can we plan a GYSD event on a different day?

A. You're welcome to celebrate youth service every day of the year, but the worldwide event is only happening from April 26-28, and mini-grant funds must be used during that time.

Q. How long should our event be?

A. It all depends on what you plan to do. Events can be as short as a few hours or as long as the whole weekend.

Q. How can I be sure that volunteers will show up to my event?

A. Recruit volunteers in as many ways as you can imagine. These might include:

- Writing an announcement for the local paper
- Airing a radio advertisement
- Creating an event on Facebook
- Encouraging local school teachers to talk about GYSD in their classrooms
- Posting flyers in high traffic places like the library, grocery stores, laundry mats, hair salons, and hardware stores
- Posting your event on community calendars
- Posting your event at www.gysd.org

Q. Is GYSD only for youth?

A. No. Although GYSD celebrates youth service, community members of all ages are welcome to participate. In fact, we strongly encourage you to invite local elected officials so that they can hear about all of your good work and see what a different youth make in the community.

Q. How can we maximize the impact of our GYSD event?

A. Make sure that your event is about more than just the day itself. Use your event as an opportunity to tell the story of youth service.

- Invite elected officials. Let them know what youth are doing in your community and engage their support as leaders.
- Take photos! Visuals tell the story a lot faster than words.
- Invite reporters ahead of time by sending out a media advisory and following up with a phone call.
- Arrange for a radio interview
- Post your story on Facebook at ServeMontana
- Submit your stories to serve@mt.gov and www.gysd.org.

Q. Why is it important to take photos at our event?

A. You'll want to talk about your event after the fact: get it into your local newspaper, post it on the web, and share with your friends. Additionally, GYSD mini-grant recipients are required to submit at least one event photo with their grant report.

Q. Do we need special documentation in order to share our photos?

A. Yes. If you want to publicize your event using photos with people in them, you'll need those people to sign off for it. You can find photo release forms at serve.mt.gov. Any photos sent to the Governor's Office of Community Service will need an attached photo release form.

Q. How will we pay for our event?

A. The Governor's Office of Community Service offers mini-grants for GYSD project supplies. See the questions below for more details on these grants. Because the mini-grant funding is limited, you are encouraged to use these grants to leverage other funding sources. Consider asking local businesses for in-kind or money donations. You might find a hardware store willing to donate supplies for a project, a restaurant willing donate food for your celebration, or a local band willing to play for free.

Q. Can we seek help from others as we plan our event?

A. You *should* seek help from potential stakeholders for planning GYSD. That's the best way to make your event successful. Some potential partners include:

4-H Clubs	Energy Corps*
American Red Cross	Outdoor Clubs
AmeriCorps VISTA Projects*	Schools
City Parks Department	Service Clubs
Food Pantries	Scouting Groups
Justice for Montanans Project*	Senior Corps
Community Gardens	State Farm Insurance Agents
Local Businesses	Big Sky Watershed Corps*
Montana Conservation Corps*	Food Corps Montana*
Montana State Parks AmeriCorps*	JVC Northwest*

*AmeriCorps Programs

Q. Are there other resources available to help me plan my event?

A. In addition to meeting with local experts and other potential partners, there are many resources online to help with your planning process. These include:

- www.gysd.org - Find plenty of resources here, including the *Youth Changing the World ToolKit* with checklists, brainstorming tools, sample press releases, and more.
- www.ysa.org - Youth Serve America is the umbrella organization that hosts GYSD. Visit their site to find multiple GYSD grant opportunities. YSA publishes a handy *Semester of Service Strategy Guide* which offers tips for community assessment, creating a project timeline, and interfacing with media and public officials.
- mlkday.gov - Check out the *Tips & Tools* under the *Plan* menu on the MLK Day website for great resources that apply to any service activity.
- serve.mt.gov - Visit the Governor's Office for Community Service website for mini-grant applications, W-9 form, a media release form, reporting forms, and other assistance for GYSD.

Q. Are GYSD and service-learning related?

A. Definitely. Many youth have planned GYSD projects to fulfill service-learning requirements or to launch larger service learning projects. The Governor's Office of Community Service supports GYSD project that incorporate service-learning strategies.

Q. What is service-learning?

A. Service-learning is a teaching and learning strategy integrating meaningful service with academic study and reflective practice to enrich learning, build civic engagement, and strengthen communities.

Q. Where can I find out more about service-learning?

A. There are great service-learning resources available online. A few to start with are:

- www.gotoservicelearning.org
- www.ysa.org
- www.servicelearning.org

Applying for a Mini-Grant

Q. Who is eligible for GYSD mini-grants?

A. Any organizer planning a GYSD event in Montana is eligible to apply, but please note that the application requires organizers to designate a sponsor organization. Youth are highly encouraged to apply with the support from a parent, teacher, or advisor.

Q. When are mini-grant applications due?

A. Application materials may be mailed, faxed, or scanned and emailed to the Governor's Office of Community Service. They must be postmarked or received by April 8, 2013. Applications will not be accepted after this date. Please call 406-444-9077 to confirm receipt of your materials.

Q. Will we receive notification if our application is incomplete?

A. No. The Governor's Office of Community Service receives many applications and incomplete applications will not be considered.

Q. How many grants will be awarded?

A. Mini-grants will be awarded to at least 20 service projects to be held during Global Youth Service Day.

Q. How will grant recipients be chosen?

A. Projects will be chosen based on the following criteria: number of engaged youth volunteers; the community need being addressed; cost-effectiveness; location; and proposed impact. Preference will be giving to applications that focus on the following priority areas; Education; Environment; Health; Poverty, Hunger, & Homelessness; Community Renewal; Disaster Preparedness & Response; and Veterans & Military.

Q. How will we receive the mini-grant?

A. All applicants are required to have a sponsoring organization. When submitting your application, please attach a completed and signed W-9 for the organization. It will need to contain a valid EIN (Employer Identification Number). After mini-grant recipients have been selected and the mini-grant agreement has been confirmed, checks will be issued to the sponsoring organization. Please note, no checks will be sent to individuals.

Q. What kind of sponsoring organization can I have?

A. Consider working with your school, a local nonprofit, a local service club such as Kiwanis or Lions, or a national service program. The purpose of the sponsoring organization is to provide fiscal support to youth- led projects and to streamline the funding process.

Q. For what can we use our mini-grant funds?

A. Mini-grant funds may be used for project supplies and other materials that celebrate youth service. Examples of acceptable fund use are work gloves, paint, building materials, food, and equipment rental. Mini-grant funds may not be used to pay personnel expenses.

Q. How do we follow up after our event if we receive a mini-grant?

A. Mini-grant recipients will be required to submit an evaluation form after completion of their event. This form is available at serve.mt.gov. Please to take pictures at your event because you will be required to submit a least one picture with a signed media release form along with your evaluation.

Q. What if I have more questions?

A. Please contact Julia Gustafson at the Governor's Office of Community Service by email serve@mt.gov or calling 406-444-9077.

Mini-Grant Guidelines

Mini-grants are available to youth, organizations, schools, nonprofits, service clubs, and youth groups to coordinate and implement service projects that engage young Montanans in service to their communities. Applications should support Montana youth in local one-day service projects during the GYSD weekend in April. Grants are available in amounts up to \$150. Funding is available for at least 20 GYSD projects.

Selection Criteria: Projects will be chosen based on the following criteria: number of engaged youth volunteers; the community need being addressed; cost-effectiveness; location; and proposed impact. Applicants are encouraged to provide matching funds (cash and/or in-kind). Please provide information in the budget portion of the application about intended match resources. Applications are encouraged to focus on the following issue areas: Education; Environment; Health; Poverty, Hunger, & Homelessness; Community Renewal; Disaster Preparedness & Response; and Veterans & Military. The Governor's Office of Community Service reserves the right to award partial funding based on the applicants proposed budget and project description. Preference will be given to projects planned directly by youth and youth led projects should include contact information for an advisor, teacher, or parent supervising the project.

Allowable use of funds: Funds are limited and meant to be used for direct programming needs. Allowable uses of funds are project materials, transportation for participants, food, beverages and other necessary refreshments, venue or material rentals. *Funds may not be used to cover personnel costs.* Funds can only be used for events planned on April 26-28, 2013.

Reporting: Applicants chosen for a mini-grant award will be required to post their project on www.gysd.org and provide an evaluation summary and pictures at the conclusion of the Global Youth Service Day activity.

Important: The evaluation form includes a section on tracking volunteers that are involved with your project for your final report. With your evaluation form you are required to send in pictures of your event with signed media release forms. The evaluation form and media release form is available online at serve.mt.gov.

Deadlines: To apply for a Global Youth Service Day mini-grant, please complete and return the application by April 8, 2013 at noon via e-mail, fax, or mail. Please include a completed and signed W-9 along with a signed funding agreement found on the last page of the application. If funded, project evaluations are due May 6, 2013 at noon.