

Phase 1: Advisor Selection

The Principal should select an Advisor who is willing to make the program a success. If the program has been active and successful in the past, the Advisor may remain. If the program has been stagnant and inactive, a new Advisor should be appointed.

Name of Advisor:

Title:

Cellular phone:

Pager:

E-mail address:

Notes:

Advisor's Signature

School Administrator's Signature

YCW School Coordinator

Date

Phase 2: Contact your YCW School Coordinator

After the Advisor is selected, he or she should then contact their YCW School Coordinator at (305) 470-1670 to schedule an **advisor training meeting** at your school. Invite the School Resource Officer (SRO) who services your school to the training meeting. The YCW School Coordinator will give the Advisor and the SRO educational materials regarding the program, research the school's past with YCW, and/or answer any questions the Advisor or the SRO may have.

Name of YCW School Coordinator: _____

Name of SRO: _____

Notes:

Advisor's Signature

School Administrator's Signature

YCW School Coordinator

Date

Phase 3: Meet with your Principal

Explain to the Principal anything that he or she may not know about the program and the support that is required from the Principal to make the program successful. This meeting should also address some of the following topics:

1. The safety survey
2. Meeting times (before, during or after school and how long)
3. The support of the school staff
4. Introducing the YCW program at a school-wide assembly as an agenda item to announce your school's intention to be YCW school.

Note results of your meeting.

Items:

- 1.
- 2.
- 3.
- 4.

Advisor's Signature

Principal's Signature

YCW School Coordinator

Date

Phase 4: Place YCW on School Staff Meeting Agenda

Contact your YCW School Coordinator so that he or she can speak at a teacher's meeting. The YCW School Coordinator will emphasize the benefits of the program, as well as the importance of support of the entire staff. He or she will also discuss the importance of the upcoming safety survey, why everyone should take it, and some ideas on administering it.

Date and time of meeting:

Notes:

Advisor's Signature

School Administrator's Signature

YCW School Coordinator

Date

Yes _____

No _____

15. Do you know how to properly report a crime?

Yes _____

No _____

16. Would you be willing to participate in and / or join a program that teaches you about crime prevention & personal safety?

Yes _____

No _____

Phase 5: Middle / Senior High School Safety Survey
Youth Crime Watch (YCW) of Miami-Dade County

A safety survey should be administered to students, faculty and staff. The results of this survey will determine the goals and direction of your school's YCW program.

1. Do you feel safe in your school? Yes _____ No _____
2. Where do you feel least safe? _____
3. If you could prevent a fight would you? Yes _____ No _____
4. Could you get drugs from someone in school? Yes _____ No _____
5. Could you get alcohol from someone in school? Yes _____ No _____
6. Could you get a gun or some other weapon from someone in school?
Yes _____ No _____
7. In your opinion, which of the following is the biggest problem in your school?
a) Fights b) Bullying c) Vandalism d) Drugs/Alcohol e) Theft/Stealing f) Other _____
8. Which is the second biggest problem in your school?
a) Fights b) Bullying c) Vandalism d) Drugs/Alcohol e) Theft/Stealing f) Other _____
9. Which is the third biggest problem in your school?
a) Fights b) Bullying c) Vandalism d) Drugs/Alcohol e) Theft/Stealing f) Other _____
10. Which of the following do you feel is NOT a problem?
a) Fights b) Bullying c) Vandalism d) Drugs/Alcohol e) Theft/Stealing f) Other _____
11. Do you feel that any of the following are also problems?
a) Weapons b) Trespassers c) Gangs d) Sexting e) Other _____
12. Which of the following do you feel causes the most fights at school?
a) Stealing b) Pushing c) Gossip / Lies d) Bullying e) Instigating f) Other

13. Do you feel that students caught breaking rules / laws get the discipline they deserve?
Yes _____ No _____
14. I think educating students on _____ would decrease some of my school's problems.
15. Would you report a crime you saw in your school?

Yes _____ No _____

15. Do you know how to properly report a crime?

Yes _____ No _____

16. Would you be willing to participate in and / or join a program that teaches you about crime prevention & personal safety?

Yes _____ No _____

Phase 6: Student Recruitment

The first meeting should be announced with sufficient notice. Have a sign-up sheet available in a designated area of the school. Make announcements on the morning news indicating the date of the first meeting and have the teachers announce it in their classes.

Suggested ways to advertise program:

1. Morning announcements
2. Posters
3. School newsletter
4. Flyers
5. YCW “commercial” over close-captioned T.V.

Notes:

Advisor’s Signature

School Administrator’s Signature

YCW School Coordinator

Date

Phase 7: Preparing for First Meeting

Before the first meeting takes place, results from the survey should be compiled. In addition, students who signed up should be given parental consent forms to be signed. A location for the meeting should be chosen. The School Resource Officer (SRO) and the YCW School Coordinator (305-470-1670) should be invited to the meeting. Obtain your school's crime statistics from the prior year and compare them to the responses from the survey to determine if the student's fears coincide with the actual crimes. If they do not, add those issues to your list of problems to be discussed over the academic year.

Notes:

Advisor's Signature

School Administrator's Signature

YCW School Coordinator

Date

Phase 8: First Organizational Meeting

This meeting will serve to define the philosophy and purpose of YCW to your students. Invite your YCW School Coordinator so he or she can conduct a YCW Introduction (Reporting Crimes) presentation. The meeting should also produce some insight as to the student's ideas in addressing the most pressing issues and crime prevention topics. The Advisor should take roll and some notes at the meeting. Determine and set frequency (every other week is ideal) and time of meetings. Elect officers (YCW Governance Committee): President, Vice-President, Secretary and Treasurer, if applicable.

Examples:

- Meetings are held first and third Wednesday of every month from 2:30 – 3:00 p.m.
- The crime prevention topics which will be addressed will be.....
- To address the “bullying” problem, we will schedule bullying prevention presentations and conduct an anti-bullying campaign, etc.
- We will design an “anonymous tip box” and have it placed on the 2nd floor by Room 232.
- We will participate in the “Say No to Drugs” Red Ribbon Week and the YCW “Stop the Violence” Blue Ribbon Week campaigns, etc.

Notes:

Advisor's Signature

School Administrator's Signature

YCW School Coordinator

Date

Phase 9: Installation Assembly

This is an assembly to recognize the students who are YCW members. It should be school-wide and led by the Principal, Advisor or YCW School Coordinator. The Principal should speak even if he/she does not host the assembly. The YCW students will take the YCW pledge and be recognized individually. All faculty and staff should attend. The remainder of the student body should now be encouraged to participate in the program.

Date of Assembly: _____

Time of Assembly: _____

Example:

Students gather in auditorium/cafeteria

A. The YCW members are in chairs on the stage.

Pledge of Allegiance

Introduction of Master of Ceremony (Principal, Advisor or Coordinator) states the purpose of the YCW program. They also state that the entire school comprises the program; however these students make up the initial leadership of the program.

Introduction and installation YCW members (membership cards are available.)

YCW Pledge

Skit, band or McGruff presentation

Closing remarks

* The assembly should last around ½ hour.

Advisor's Signature		School Administrator's Signature
YCW School Coordinator		Date

Phase 10: Ongoing Meetings

YCW club meetings will take place throughout the school year at pre-established times. The YCW President will confer with the Advisor and will decide upon an agenda for each meeting to be held. The Secretary will record the minutes of the meetings. The notes should then be faxed (305-470-1676) to the Citizens' Crime Watch office for your school's file.

Example of Agenda:

AGENDA
YOUR ELEMENTARY/MIDDLE/HIGH SCHOOL
YOUTH CRIME WATCH OF MIAMI-DADE COUNTY
Wednesday, October 1, 20XX

Call to Order

Introductions

Approval of Minutes

Treasurer's Report (if applicable)

Old Business

- Pending items from last meeting
- Summary of last project
-

New Business

- Any new crimes, incidents, ideas, or projects
- Any relevant school or community happenings
-

Other Business

Adjournment

Advisor's Signature		School Administrator's Signature

YCW School Coordinator		Date
------------------------	--	------

Phase 11: Presentations

Every YCW program should schedule presentations for the students per school year. The topics are to be determined by the student members and Advisor. The presentations can be done class-to-class, as assemblies, by grade levels, or school-wide. Your YCW School Coordinator will conduct the presentation or schedule a speaker from our Speakers Bureau list.

Suggested presentations:

- Reporting Crimes
- School Violence Prevention
- Bullying/Cyberbullying Prevention
- Personal Safety
- Stranger Danger
- Drug Prevention
- Anger Management
- Sexting Prevention

Notes:

Advisor's Signature		School Administrator's Signature
YCW School Coordinator		Date

Phase 12: Contest Participation

Every year, YCW sponsors a poster and essay contest. Hold a school-wide contest and submit the top three winners to compete against other students throughout the county. Invite the Art and English Departments to assign the contest as a class project. The student winners will be honored at our annual YCW Awards Luncheon.

Deadline for contest: ___/___/___

Notes:

Advisor's Signature		School Administrator's Signature
YCW School Coordinator		Date