

URBANA YOUTH CENTER

a project of the GrandWorks Foundation

UYC Program Supplement

Last Updated 8/21/23

This program supplement provides a basic outline of the programs offered at the Urbana Youth Center. The signed versions of each outline with a full review timeline are kept on-file at UYC. Some programs have additional supplemental documents not included in their basic overview. This includes more complex programs like HSEP.

Education & Program Advisory (EAPA) Board

This is the entity responsible for reviewing and approving all the programming implemented at UYC. Several members of this board taught in the Urbana City School District for many decades, and all of the members are program professionals and educators with over 145 years of combined experience. Read more about UYC governance in the Policy & Procedure Handbook (PPH).

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1. Standing Program - Homework & Study Assistance

Description	Students can receive help with schoolwork and improve study habits in the HSA Rooms. Adult leaders of this program are typically retired school-teachers.
Program Type	Ongoing, primary program.
Capacity	Varies, around 15 students at any given time.
Transportation	No
Timing	Tuesdays & Thursdays from 2:00-8:00pm during the school year.
Goals	Students will improve their grades and study habits. A marker for success would be 10 or more students utilizing the program each day the program is offered.
Team Member	Need at least one team member present anytime the program is offered.
Contact Person	Natalie is the point person.
Challenges	Students would rather hang out than do their homework. Many students are not motivated to work on schoolwork when other kids are having fun. Scheduling a qualified individual to do tutoring is difficult. Serving students in a separate building can make it difficult for team members deal with behavior issues or other incidents because they are isolated. Restocking snacks and cleaning a separate building increases the time required by team members.
Promotion	At least once a week, we will remind students about the HAS program through a textline message or school announcement.
Motivation	Students can receive help with studying and homework in a quiet, comfortable space. Students may improve their grades, have reduced stress, and receive encouragement from volunteers.
Resource Requirements	Requires exclusive use of the HSA rooms when program is offered. May require use of pencils, paper, erasers, and computers with wifi access.
Budget	The cost of renting the rooms is a set amount. The computers were donated at no cost, but will need replaced eventually as technology improves. The expense of replacing them will depend heavily on the cost of technology at that time, but it is estimated to cost at least \$1,200. Right now our intervention specialists are volunteering, but should be reimbursed around \$25/hour for tutoring.
Timeline	6/15/21 Submitted and approved by EAPA Board 11/23/21 Natalie updated PO 2/21/22 Natalie Updated PO 3/1/22 Reviewed by EAPA Board 8/15/23 Natalie Updated

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2. Standing Program – Hygiene

Description	Students have free access to hygiene supplies and supervised access to laundry services.
Program Type	Ongoing, primary program.
Capacity	Varies based on the number of supplies provided.
Transportation	No
Timing	Tuesdays and Thursdays 2:00-8:00pm
Goals	By removing barriers of access to hygiene supplies, students will stay healthy, hygienic, and smelling fresh. Students will have improved confidence and not have to worry about having their basic hygiene needs met.
Team Member	One team member should keep the supplies well-stocked so students always have access to the supplies they need.
Contact Person	Natalie is the point person.
Challenges	The donation of hygiene items is inconsistent. The cost of purchasing supplies can become expensive. It is difficult to manage the laundry services in a discreet way. It requires weekly restocking and regular requests to donors for needed supplies.
Promotion	We offer signage about the program. Once a month, we can include information about the program in the textline message to students.
Motivation	Students can have more confidence when they are able to be clean and stay fresh.
Resource Requirements	The hygiene supplies take up a shelf in the hallway and storage space in the program room and the basement. The laundry services take up space in the basement. It requires a staff member to acquire, sort, and stock donations.
Budget	While the prices of supplies fluctuate, it costs around \$1,000 a year for supplies and the use of laundry services.
Timeline	11/23/21 Natalie updated PO 3/1/22 Reviewed by EAPA Board 8/15/23 Natalie Updated

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3. Standing Program - Career Readiness Program

Description	Students will participate in programs that teach hands on and soft skills to students to help them be better prepared for their future careers. This includes job application and resume assistance, pairing students with prospective employers, and preparing students for the workforce.
Program Type	Ongoing, standing programs
Capacity	Varies, around 15 students per program
Transportation	Not usually, but will occasionally need transportation for field trips, career trips, etc.
Timing	Varies, approximately, once a month on a Thursday afternoon.
Goals	Students will be inspired and equipped to find fulfilling careers that meet their interests and skills.
Team Member	Need least one team member per program.
Contact Person	Natalie is the point person.
Challenges	It may be difficult to motivate students to participate in the programs because they aren't as "fun" or "exciting". It may be difficult to schedule qualified individuals to assist with programming.
Promotion	The program schedule will be posted on the digital displays. We will also let the students know the day-of and the day before the program through school announcements. We will remind the students on the day of the program through textline.
Motivation	Students can enjoy activities and learn skills that will benefit them throughout their lifetime. Prizes and rewards may be given to students who participate in programs.
Resource Requirements	We will require exclusive use of the program room during the program. We may also need transportation to job sites and computers to create resumes.
Budget	Each activity within this block will have its own expenses and budget. The anticipated budget would be \$1,000 per year
Timeline	8/21/23 Natalie Updated

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4. Standing Program – Nutrition Program

Description	Students receive free snacks and a free meal each Tuesday and Thursday.
Program Type	Ongoing, primary program.
Capacity	Varies, 125 students per day.
Transportation	No
Timing	Food is offered Tuesdays and Thursdays from 2:00-8:00pm. Snacks are available from 2:00-8:00. Dinner is available from 5:30-6:00pm.
Goals	Students will have a secure, consistent food source. During meals students will learn responsibility, table manners, and social skills while eating.
Team Member	One staff member orders and coordinates snacks and meals. One team member keeps things restocked and coordinate student volunteers to serve the meal.
Contact Person	Natalie coordinates with Urbana Hospital for Tuesday dinners. Amber coordinates with Recovery Zone for Thursday dinners. Amber ensures snacks remain stocked and the donated food is served. Jennifer Elliot is our contact person for Urbana Hospital. Lisa Brandel is a contact person at the Recovery Zone.
Challenges	Fortunately, we currently have the meals provided free of charge, but if we lose those partnerships, it would become a very expensive endeavor. This program requires constant upkeep and restocking. In addition to snack costs, it also requires doing dishes, taking out the trash, use of kitchen appliances, etc.
Promotion	The daily menu will be posted on the digital displays. One time per week we will do a school announcement or Textline announcement about the program.
Motivation	Receive free food. Learn how to make wise food choices. Socialize while they eat snacks and dinner.
Student Engagement	All students are required to join everyone in the auditorium during dinner time.
Resource Requirements	Requires exclusive use of the kitchen space. It requires nearly exclusive use of the auditorium during meal-time. We need tables and chairs to eat at. We need kitchen plates, cups, and utensils. We need food provided by local organizations.
Budget	This program will cost at least \$600 per month or \$7,200 per year.
Timeline	6/15/21 Submitted to EAPA Board 11/23/21 Natalie updated PO 3/1/22 Reviewed by EAPA Board 8/9/23 Updated by Natalie

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5. Standing Program – Hangout Spaces

Description	Students can relax, socialize, and engage in activities like video games, foosball, air hockey, ping pong, board games, and more.
Program Type	Ongoing, primary program.
Capacity	Around 200 students would be maximum capacity in the building.
Transportation	No
Timing	Each Tuesday & Thursday from 2:00-8:00pm
Goals	Students will build community, create positive friendships, develop adult role models, and have fun in a safe environment.
Team Member	One team member is required when 1-10 students are present. One additional team member may be needed per additional 20 students.
Contact Person	Justin Weller is the point person.
Challenges	Some youth may have trouble getting transportation to the youth center when school is not in session. Sometimes unstructured activities can lead to more behavior issues. It is difficult to get enough adult volunteers to supervise the hangout spaces.
Promotion	At least one time per week, we will include information about the hangout spaces in the textline or school announcements to students.
Motivation	Have fun, make friends, play video games, and learn social skills.
Resource Requirements	Need unexclusive use of all usable areas of the Youth Center. We need tables, chairs, games, books, foosball tables, puzzles, TV's, video games, gaming consoles, game controllers, batteries, etc.
Budget	Budget will vary based on replacement needs. There is a monthly fee to use the gaming systems which is one of the single most expensive costs at \$1,200 per year. Other costs of upgrades, replacement costs, furniture, etc is estimated at around \$2,000 per year.
Timeline	11/23/21 Natalie updated PO 12/17/21 Natalie updated PO 3/1/22 Reviewed by EAPA Board 8/15/23 Natalie Updated

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6. Standing Program - Mentoring Program

Description	For students facing disciplinary action at UYC or for those seeking a guiding hand, this program connects students regularly with adult guidance and provides a safe space to be heard. Mentoring sessions may include instruction, guided discussion, volunteer projects, homework help, and more.
Program Type	Ongoing, primary program.
Capacity	Depends on staffing capabilities. Between 2-20 students.
Transportation	No
Timing	Individually scheduled based on the student & team member's schedule. However, it would likely take place on Tuesday & Thursday from 2:00-8:00pm
Goals	Students will experience positive adult role models and develop methods to modify challenging/unacceptable behavior.
Team Member	Need at least one team member. Team members typically meet one-on-one with a student.
Contact Person	Justin Weller is the point person.
Challenges	It is difficult to get enough team members to commit to consistently meeting with a student. Students are not committed and regularly cancel or don't show to mentoring meetings. UYC's resources may limit the program or even make it impossible to offer.
Promotion	Students may be required to attend mentoring in order to return to regular programming. Students may also request additional mentoring services. This highly individualized program and its availability are solely at the discretion of UYC staff.
Motivation	Students may want to return to regular programming so they are willing to meet with a team member in order to fulfill their requirements. They may see the benefit of getting wisdom from a trusted adult.
Resource Requirements	The most significant resource is the time of the team member. These one-on-one meetings are time intensive and require a lot of commitment from the team member. They may require a place to meet that offers some privacy, but is still within sight or earshot of other people.
Budget	Team member's time is the biggest expense. The program would require at least \$15/ session.
Timeline	8/21/23 Natalie Updated

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7. Auxiliary Programs – Essential Life Skills

Description	Students will participate in programs that teach basic life skills like sewing, laundry, job preparation, car care, cooking, money management, career readiness, etc.
Program Type	Ongoing, block/auxiliary programs
Capacity	Varies, around 15 students per program
Transportation	Not usually, but will occasionally need transportation for field trips, career trips, etc.
Timing	Each Thursday from 4:30-5:30pm
Goals	Students will learn essential life skills that will help them become independent adults.
Team Member	Need least one team member per program.
Contact Person	Natalie is the point person.
Challenges	It may be difficult to motivate students to participate in the programs because they aren't as "fun" or "exciting". It may be difficult to schedule qualified individuals to teach the life skills classes.
Promotion	The weekly program schedule will be posted on the digital displays. We will also let the students know the day of and the day before the program through school announcements. We will remind the students on the day of the program through textline.
Motivation	Students can enjoy activities and learn skills that will benefit them throughout their lifetime. Prizes and rewards may be given to students who participate in programs.
Resource Requirements	We will require exclusive use of the program room during the program. We also may need to use areas like the kitchen for the birthday dessert prep one day a month.
Budget	Each activity within this block will have its own expenses and budget. Anticipated budget would be \$1,000 per year
Timeline	11/23/21 Natalie updated PO 12/17/21 Natalie updated PO 3/1/22 Reviewed by EAPA Board 8/15/23 Natalie Updated

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8. Auxiliary Programs – Arts & Crafts

Description	Students can be given tools and opportunities to express themselves through physical, visual, digital, and theatrical means.
Program Type	Ongoing, block/auxiliary programs
Capacity	Varies, around 15 students per activity
Transportation	Not usually, but occasionally a field trip activity may be planned.
Timing	Each Tuesday from 3:15-4:15pm
Goals	Students will have the opportunity to have fun, be creative, express themselves, and have an outlet to relieve stress. The youth center can also begin to display the artwork that the students create.
Team Member	Need least one team member per class.
Contact Person	Natalie is the point person.
Challenges	Art supplies can be expensive, and it can be hard to get funding. Arts and crafts can make a mess. We may have difficulty coordinating the instructors.
Promotion	The weekly program schedule will be posted on the digital displays. Students will see artwork done by students throughout the center and feel empowered to use art to leave their positive mark on the community.
Motivation	Students can have fun while learning ways they can express themselves through art.
Resource Requirements	Need exclusive use of the program room when program is being used. Need art supplies like pencils, paints, paint brushes, canvas, paper, glue, scissors, etc.
Budget	Each activity within this block will have its own budget. A good estimate will be an average \$20 per week or \$1,400 per year for art and craft supplies.
Timeline	11/23/21 Natalie updated PO 3/1/22 Reviewed by EAPA Board 8/15/23 Natalie Updated

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9. Auxiliary Programs – Music

Description	Students can have the opportunity to try out different instruments and develop some musical skills.
Program Type	Standing, auxiliary program.
Capacity	Varies, maximum of 15 students per program
Transportation	Not usually, but may be able to go on trips in the future.
Timing	One Tuesday a month from 3:30-4:30pm during the Art Block.
Goals	Students can have the freedom to explore and practice musical instruments in a fun way. Students will be able to use music as an emotional outlet.
Team Member	This program will vary on how many people are needed. At least one leader is needed per group of 10 students.
Contact Person	Natalie is the point person. Kim at Hometown Music is willing to help. John Wright at The Wright Brothers Band is willing to help.
Challenges	We may have a hard time getting enough skilled volunteers to lead this program consistently. While we have two pianos on-site and can borrow Ukuleles from the library, we may have a hard time accessing other instruments.
Promotion	Information about the program will be posted on the digital display. We will also inform the students about the program through school announcements on the day before and the day of the program. We will send a textline message to students on the day of the program.
Motivation	Students can have fun and learn a new skill that they can use to impress others and use as an outlet for their emotions.
Resource Requirements	We will need exclusive use of the program room while we are doing the program. We will need instruments and a place to store instruments when they are not being used.
Budget	This program will have a high cost up-front if we need to purchase instruments. We may be able to get people to donate musical instruments. The cost of purchasing instruments could vary between \$1,000 to \$10,000. If we go on a trip to a concert, the cost could be over \$1000.
Timeline	12/17/21 Natalie created Activity Outline 3/1/22 Reviewed by EAPA Board

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10. Auxiliary Programs – Drama/ Theatre

Description	Students can learn techniques to improve their acting abilities. They may also have the opportunity to put on a production they can share with the community.
Program Type	Short term activity
Capacity	10-15 students
Transportation	No, although students may need to walk to the theater at times.
Timing	This program would require practice 2x a week for 3 months to make a production they would be proud of.
Goals	Students will build confidence, practice perseverance, and improve their memorization skills.
Team Member	Need someone skilled in drama to lead this program. One additional team member is required to help the drama leader.
Contact Person	Justin is the point person. Lynn Adell Mirtes is willing to be the program leader.
Challenges	It will be difficult for students to be committed to coming each week to practice. It will be difficult to work with Lynn Adell's schedule to choose a time to do the program.
Promotion	We will let students know about the program on the digital display. We let students know in general announcements around dinner time. We can also hand-choose students to invite to be a part of the programs.
Motivation	Students can have fun, make friends, and be proud of the skills they learn.
Resource Requirements	This will require exclusive use of the program room at the beginning of the program. Toward the end of the program, they will require exclusive use of the auditorium.
Budget	We may need to buy a script. We also may need to purchase supplies for the props and costumes. An estimated \$1,000 is needed per production.
Timeline	12/17/21 Natalie created the Activity Outline. 3/1/22 Reviewed by EAPA Board

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11. Auxiliary Programs – Movement

Description	Programs offered during this block will get the students up and moving so they can develop a more active lifestyle. This block may include activities like basketball, yoga, kickboxing, CrossFit, karate, ping pong, team challenges, bowling, etc.
Program Type	Ongoing, block/auxiliary programs
Capacity	Varies, around 20 students per program
Transportation	Not usually. Occasionally, the students will walk to the park to play basketball or need a ride to the trampoline park.
Timing	Each Tuesday from 4:30-5:30pm
Goals	Students will have improved strength, flexibility, and health by pursuing activities that require movement.
Team Member	Need least one team member per class.
Contact Person	Natalie is the point person.
Challenges	Some students tend to be lazy and don't like to be active. Some may be concerned about looking silly and getting sweaty during a workout. It is difficult to schedule outside program leaders.
Promotion	The weekly program schedule will be posted on the digital displays. We will also let the students know the day before the program through school announcements. We will remind the students on the day of the program through textline.
Motivation	Students can have fun and feel accomplished when they workout. May offer competitions and prizes to encourage students to get involved.
Resource Requirements	We will need exclusive use of the program room during the program. May require additional supplies like chairs, yoga mats, basketballs, volleyballs, etc.
Budget	Each activity within this block will have its own expenses and budget. Overall, this program will cost around \$500 per year.
Timeline	Submitted to Justin. Review and corrections provided by Justin. 8/30/21 Natalie made needed corrections. 11/23/21 Natalie updated PO 3/1/22 Reviewed by EAPA Board 8/15/23 Natalie Updated

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12. Auxiliary Programs – Pet Care

Description	Students participating in this block will learn how to care for animals through volunteering at local shelters and being visited by animals at the youth center.
Program Type	Ongoing, block/auxiliary programs
Capacity	Based on current transportation, 6 students can participate each week.
Transportation	Yes, students require transportation to the animal shelter.
Timing	Each Thursday 3:00-4:15pm
Goals	Students will learn responsibility and understand the work involved in caring for pets. We will also help the shelter dogs to become more adoptable. In addition, therapy dogs that visit UYC help students reduce their stress.
Team Member	One team member
Contact Person	Natalie is the point person. Jaretta is the contact person at Barely Used Pets
Challenges	The primary challenge will be transporting the students each week. We will need to find a staff member or volunteer that is willing to take the kids and keep them productive. There is an element of risk with the students working with unknown dogs. We may have more students interested in the program than there are spots available to go. We may have difficulty getting therapy dog handlers to commit to showing up to UYC on a regular basis.
Promotion	The weekly program schedule will be posted on the digital displays. We can also inform the students about the program through school announcements the day of and the day before the program. We can send students a textline message on the day of the program to let them know.
Motivation	Most students love animals, so it is simple to get students motivated to participate in this program.
Resource Requirements	We will need a vehicle to transport the students. Therapy dogs and their handlers may use space in the auditorium or program room to meet students.
Budget	We should reimburse for the use of the vehicle. This could amount to around \$300 per year.
Timeline	11/23/21 Natalie updated PO 12/17/21 Natalie updated PO 3/1/22 Reviewed by EAPA Board

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13. Auxiliary Programs – HSEP

Description	HSEP is designed to help underachieving students earn a diploma, prepare to become independent adults, and enter the workforce or continue their education.
Program Type	Ongoing, auxiliary program.
Capacity	Varies, around 6 students at one time.
Transportation	Not usually, but occasional trips may be needed.
Timing	Varies greatly depending on the students' availability. Currently running on Tuesdays and Thursdays from 2:00-7:00pm.
Goals	Students who would otherwise be unable to graduate with their classmates are able to receive a high school equivalency diploma and are working toward living independently.
Team Member	Need at least one staff member to coordinate the program. Need at least one intervention specialist to facilitate the program.
Contact Person	Natalie is the point person. Lance Jackson and Nancy Hunter are the intervention specialists.
Challenges	This program comes with a host of challenges, but it is worth it to fight them. It is challenging to work with the schools to get paperwork completed. The students have a reason they are struggling in school and it is a challenge to overcome those reasons. The GED flashcards, pre-tests, and tests all cost money so this program has a significant cost per student.
Promotion	This program is only available to a small group of hand-chosen students. We currently are not promoting this program to other students.
Motivation	Students who would otherwise be dropouts can find success and learn to be better equipped for adulthood.
Resource Requirements	Need unexclusive use of the entire youth center. Students need a laptop, Chromebook, or iPad to study. They need a capable laptop to take the official tests.
Budget	Based on 2 students for a 3-month session... GED Resources & Tests = \$400 Staffing = \$1,500 Utilities = \$1,000 Misc. = \$200
Timeline	2/2/22 Natalie created PO. 3/1/22 Reviewed by EAPA Board 8/15/23 Natalie Updated