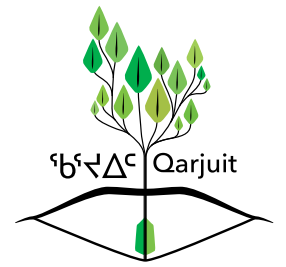


QARJUIT  
YOUTH  
COUNCIL



# YOUTH COMMITTEE MANUAL



The suggestions and procedures in this guide are to help make your Youth Committee a success. This guide can be used as written you can adapt it to meet any special needs of your committee.



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# WHAT IS A YOUTH COMMITTEE?

Gives you the What Why and How.  
This will answer most of your questions.

**A Youth Committee is meant to create all sorts of initiatives, such as activities and community projects, as long as it involves and benefits community youth! Youth can often bring a unique perspective as to how best to tackle challenges and opportunities, using their creativity and energy to effect change in their own lives and in the future of their communities.**

- ◆ **Are you between the ages 15 to 35?**
- ◆ **Do you want to have control over what happens to you in your community?**
- ◆ **Do you want to have fun with people your own age?**

# IF YOU ANSWERED - YES

to these three questions,  
you may want to join  
the Youth Committee  
in your community!



## What is a Youth Committee?

A Typical youth committee looks like this.

- Young people get together
- They are between 15 and 35 years' old
- They call themselves youth committee
- Their youth committee is recognized by the community and the government
- Youth Committee has rules



## Why be recognized? And why have rules?

If you and a group of friends want to play a game, like hockey, you need to have rules. Otherwise everybody will play a different way and there wont be a real game. The same applies to running a Youth Committee. You need rules.

If you want to play hockey regularly and get people to join in, people need to know that you have formed a group. I you and your friends need a place to play or need money to buy equipment, the community needs to know who to lend the arena and who to gibe the money to. Your group needs to be recognized for that it is and what it does.

A youth Committee must also be recognized for what it is and what it does.





All Youth Committee in Nunavik were created as a **non-profit corporation**. This means special documents have been filled out and sent to the Quebec Government for official recognition. For each community, there is a document that says a Youth Committee has been formed and gives the name that the Youth Committee wants to be called. An example is *Piqaluyait Youth Committee*.

The document for each Youth Committee lists at least three of the people who stated the community's Youth Committee. It states what the Youth Committee can do. It also says that the Youth Committee can receive money and pay out money in the name of the Youth Committee.

Having this document means the community and the government officially recognize the existence of the Youth Committee. It also means the Youth Committee agrees to operate with certain specified rules.





## What does operate as Non-profit mean?

It means a Youth Committee is not operated like a company such as *Northern Stores* which has a goal to make a profit. Making a profit means that a company gets more money in than it spends. This money left over is called a profit and is kept by the few individuals who own the company.

The reason for creating a Youth Committee is not to make a profit to be divided among the committee members.

Yes, the Youth Committee can make a profit through fund-raising activities such as dances or bake sales. But the money raised must only be used for Youth Committee activities.



## What can a Youth Committee do?

A Youth Committee can do almost anything it wants to do, as long as it involves and benefits community youth, and not only a few individuals.



## How does a Youth Committee benefit young people?

The Youth Committee is run by young people for young people. This committee:

- Gives young people control over what they want to do
- Let youth have a say in what happens to them in the community
- Gives youth a chance to develop their own ideas
- Gets youth involved in activities that are fun and in which they can learn
- Provide alternatives to adult community services
- Reduces dependency on adults.

## A typical Youth Committee can do any of the Following:

- Organize social or recreational activities for Inuit youth to have fun
- Provide support and counselling to Inuit Youth
- Promote and reinforce native culture among Inuit youth and the community
- Help Inuit youth benefit from available community services
- Help Inuit youth become more independent
- Organize summer and winter camps for Inuit youth to practice traditional activities
- Promote and improve quality of life for Inuit youth to reduce drug and alcohol abuse
- Join up with other native organizations to promote youth activities
- Work with regional agencies and governments to improve services to Inuit youth
- Obtain funds and support for activities involving Inuit Youth





## How does a Youth Committee Benefit the community?

The community benefits by:

- Having youth energy channeled into positive activities
- Hearing from youth on how they see what's going on in the community
- Assuring future community participation – active youth will become active adults.



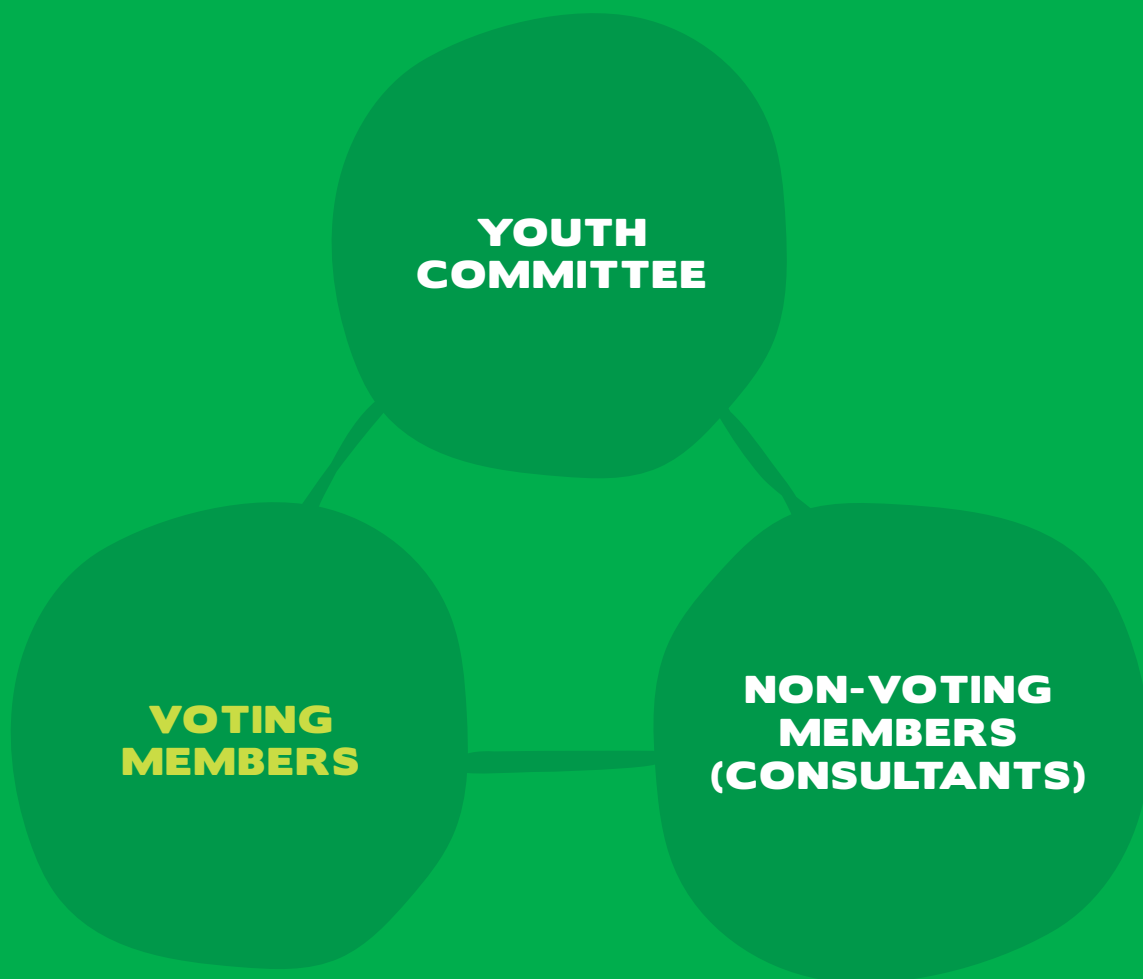
## What's in it for me to become a Youth Committee member?

You can benefit now and in the future. A Youth Committee:

- Is a way to have fun
- Gives you more control over what's happening to you
- Lets you take an idea and get results
- Let you help other young people
- Gets you recognized for what you do
- Lets you meet people in different organizations throughout Nunavik
- Lets you give input into how the community and region are run
- Sets you up for a future role in the Community Regional governments

Several Past Presidents and BOD's of Youth Committees become Mayors in their communities and even leaders within Nunavik!!

# THIS IS HOW A TYPICAL YOUTH COMMITTEE IS PUT TOGETHER



All youth between the ages of 15 and 35 are **voting members** of the Youth Committee

People who want to help out only by voting yes or no. When needed and who are not between the ages 15 and 35 can still become members. But they are called **Non-voting members**

Non-voting members can give advise and help in the Youth Committees decision-making. But only Voting Members can actually make the decisions by voting yes or no.

# THIS IS A SUGGESTED WAY ON HOW TO FORM A BOARD OF DIRECTORS.

## VOTING MEMBERS

### 1 NOMINATE EXECUTIVE DIRECTOR

Voting members (youth 15-35yrs) are made aware of upcoming nominations, usually once a year, in which they nominate (suggest) amongst themselves who will become a board of Director. If there are more then the decided amount of Board of Directors, this goes to a voting poll stage. For example, there's supposed to be 5 board of directors but there's 10 who have accepted to run for the BOD, we now have to hold elections in a popular public place where you get to decide who will be the BOD. The top five voted are now the BOD.

### 2 ELECT EXECUTIVE DIRECTORS

These new BOD hold their first BOD meeting and decide **who will be the Executive Directors. President, Vice- President, Secretary & Treasurer** By Nominations within the BOD. The term of office (how long they hold the positions) is decided by the Voting members. Generally, each position is for one year. At the end of the term of office, an executive director can be re-nominated and re-elected by the voting members.

3

### UNELECTED NOMINEES BECOME DIRECTORS

Voting members who were nominated for an Executive Director Position but were not elected, become **Directors**. Directors help and advice the Executives Directors during their term of office.

**PRESIDENT**

**VICE-  
PRESIDENT**

**SECRETARY**

**TREASURER**

# THESE ARE THE GENERAL RESPONSIBILITIES FOR EACH POSITION IN A YOUTH COMMITTEE.

## POSITION

## RESPONSIBILITIES

### NON-VOTING MEMBER

- Advises Youth Committee as needed
- Help organize activities as requested
- May represent other government organizations to Youth Committee

### VOTING MEMBER

- Advises and helps in all Youth Committee work
- Promotes and publicizes Committee activities
- Attends local annual general meetings to approve budgets and reports and to make suggestions and changes to committee role and structure in their community
- Elect board of directors
- May serve as Director
- May serve as executive director

### DIRECTOR EXECUTIVE DIRECTORS

- Welcomes Youth Committee members
- Advises and helps Executive Directors in the running of the Youth Committee.

### PRESIDENT

- Supervises running of Youth Committee
- Attends all meetings of directors and general meeting of members
- Co-signs all documents (including checks) on behalf of the Youth committee
- Gives report to general meeting of members on activities of Youth Committee



POSITION	RESPONSIBILITIES
<b>VICE-PRESIDENT</b>	<ul style="list-style-type: none"> <li>• Replaces president when President is absent or unable to perform duties</li> <li>• Follows direction given by President</li> <li>• Follows directions given by Board of Directors on running the Youth Committee</li> <li>• Co-signs checks when president or treasurer are not available</li> </ul>
<b>TREASURER</b>	<ul style="list-style-type: none"> <li>• Keeps track of all money received and spent by Youth Committee</li> <li>• Co-signs checks on behalf of the Youth Committee</li> <li>• Make sure money it spent according to directions given by Board of Directors</li> <li>• Performs duties requested by President and BOD</li> </ul>
<b>SECRETARY</b>	<ul style="list-style-type: none"> <li>• Prepares all paperwork for Youth Committee</li> <li>• Keeps track of all paperwork to and from the Youth Committee</li> <li>• Keeps a written record of what happens at all Youth Committee meetings</li> <li>• Notifies members to attend meetings</li> <li>• Keeps a register of Directors and Executive Directors</li> </ul>



## So, no matter what your Position is in the Youth Committee, you report to the members?

Right. So, even if you aren't a Director or an Executive Director, what you say and think will still be heard. Just becoming a Member makes it **your** committee.



## How Do I get more information?

It's easy. Check out with other young people in your community. Ask the municipality and ask for the Directors names on the Youth Committee. Also search if your local youth Committee has a special social media page to do their outreach. And Of course Qarjuit Youth Council. They should have a copy!



# COMMITTEE MEMBER

MAKE YOUR YOUTH  
COMMITTEE  
A SUCCESS!

Simple tricks, procedure and know-hows.

## THE PURPOSE

Regional Youth Body, such as the Qarjuit Youth Council encourages all communities to implement Youth Committees in their communities. These Committees are made up of both Voting and non-voting members. They are set up to meet the needs of young people within their communities, and to have grass-root information for regional advocates. Meeting these needs not only benefits youth, it also benefits everyone in the community and their region.

This Youth Committee is an important part of the everyday life of our community.



## What is the purpose of our Youth Committee?

1. To organize social or recreational activities for Inuit Youth to have fun
2. To provide support and counseling to Inuit Youth
3. To promote and reinforce native culture among Inuit youth and the community
4. To help Inuit youth benefit from available community services
5. To help Inuit youth become more independent
6. To promote and improve quality of life for Inuit youth to reduce drug and alcohol abuse
7. To join up with other native organizations to promote youth activities
8. To work with regional agencies and governments to improve services to Inuit Youth
9. To Obtain funds and support for activities involving Inuit youth



# WHO WE ARE AND WHAT WE DO

## WHO ARE THE LOCAL YOUTH COMMITTEE MEMBERS?

### VOTING MEMBER

A voting member is a young person between the ages of 1-35 who is active in the work of the Youth Committee.

- Attends the annual general meeting and Youth Committee meetings
- Can raise discussion issues at meetings and vote on decisions
- May be elected to Board of Directors
- May be elected as an Executive Director of the Youth Committee.

### NON-VOTING MEMBER

A non-voting Member is someone who is not between ages 15-35 and who only participates in the Youth Committee's work as requested by the Voting members.

- May advise the Youth Committee or take on a specific task assigned by the Voting Members
- May be representative of another organization with interest in Youth affairs
- May sit in on Youth Committee meetings if asked to do so by Voting Members, but cannot vote on decisions or elect Directors and Executive Directors

**A Youth Committee can have as many members as it wishes.**



## What is a Director?

### **DIRECTOR**

A Director is a Voting Member who shares with the other Directors the responsibility of managing the Youth Committee.

The term of Office (how long the position is for) is decided by the Voting Members. Generally, a Voting Member will stay a Director for one or two years at a time.

Usually, there is a minimum of 5 Directors in a Youth Committee. This was usually decided when the Youth Committee was formed and registered (By-laws). However, the Voting Members can decide to have more Directors if necessary – up to 12.

Directors:

- Welcome new Youth Committee Members.
- May become executive directors if elected by Voting Members.
- Advise and help Executive Directors in the running of the Youth Committee.
- Report to members at annual general meeting on actions taken by the Board of Directors.





## What is an Executive Director?

### EXECUTIVE DIRECTOR

A Director of the Youth Committee who manages the Youth Committee by doing the tasks of once of these positions

- President
- Vice-President
- Treasurer
- Secretary

A Director can only be an Executive Director for one or two years at a time – the same length of time he or she is a Director.



## Where do Youth Committee meetings take place?

Meetings can take place anywhere in the community. The choice depends on the availability of a room and what is most convenient for those attending.



## Do people at Youth Committee Meetings Vote?

A voting may not be a common practice. Decisions and agreements may not require a formal counting and yes's and no's/ When a Youth Committee wants to vote, (e.g. selecting or dismissing a director) the basis for the decision is **majority rule** (i.e., more than 50%).





## Important suggestions:

As it states on page 11 on What is a Youth Committee, it is very important to be on top of your dates for Elections.

Updating the Board of Directors and Executive Directors is important for committees. It is part of the whole concept of being part of a body like the Youth Committee or any committee. It's healthy, it's fun and it's exciting!

Be consistent with your election dates. It's important to have a credibility and show that the Youth Committee is operating in a healthy manner. The Youth, the community, your funders and organizations expect you to be on top of your game.

Always remember, you are a youth Body and a lot of the times, you will be needing help or advice. Don't be afraid to ask for assistance. Qarjuit Youth Council is here to help if need be, or if there is a trusted organization or an active community member to help guide you though the elections.

A Youth Committee is a volunteer committee. They do not get paid to be a member. However, when members spend personal money for the benefit of the Youth Committee, they will be paid back if the paid expense has been previously authorized by the Treasurer.

# RESIGNATIONS AND DISMISSALS

There will be times when a Voting or Non-voting Member, a Director or and Executive Director resigns or is dismissed. How does this Happen?

## Voting Member status will be terminated:

- If the Voting Member moves from the community or dies.
- If the Directors Decide (vote) at a special Board of Directors meeting not to let the Voting member attend any more meetings.

## Non-voting Member status will be terminated:

- When the non-voting Member informs the Board of Directors that he or she is no longer interested in advising or helping the Youth Committee.
- If the non-voting Member moved from the community or dies.
- If all the Directors decide (vote) at a special board of Directors meeting not to invite the Non-Voting Member to any more meetings.

## Director status will be terminated:

- At expiration of term of office as Director (usually after one or two years).
- When the Director resigns from his or her position and sends in a written resignation to the Secretary of the Youth Committee.
- If Status as Voting Member is lost.
- If the Director moves from the community or dies.
- After missing 3 meetings without a valid reason and if all the other Directors decide (vote) at a special Board of Directors meeting to dismiss the Director. (person may still keep Voting Member Status.)



**THANKS FOR  
YOUR GOOD  
WORK!**

## Executive status will be terminated:

- If no longer a Director or Voting Member
- When the Executive Director resigns his or her position as Executive Director and sends the resignation in writing to the Secretary of the Youth Committee (May retain status as Director).
- If the Executive Director's behavior reflects negatively on the Youth Committee and if all the other Directors decide (vote) at a special Board of Directors meeting or dismiss the Director.

**A Director or Executive Director position that is open because of a dismissal or resignation** can be filled at any time during the year by the Board of Directors selecting a replacement. The replacement Director or Executive Director will fill the vacant position only for the balance of the time left in the original Director's or Executive Director's term. The choice of replacement must be voted on at a special Board of Directors meeting.

Usually a President that has resigned or been dismissed will be replaced by the Vice-President.



# LET'S HAVE A MEETING

MEETING	WHO DECIDES?	HOW OFTEN?	WHEN?
Annual General Meeting	Majority of Directors	Once a year	Time & date set by Board of Directors
Other (special) General Meetings	President or at least 5 voting members	As often as President or at least 5 members want	Time & date set by President or at least 5 voting members
1 <sup>st</sup> Board of Directors Meeting	Majority of newly appointed Directors	Once a year	At end of annual General Meeting (standard practice)
Other Board of Directors Meetings	Majority of Directors	As often as Directors want	Time & date set by Directors
Executive Directors meetings	President or Vice-President	As often as President or Vice-President wants	Time & date set by President or Vice-President

## How often? When and where?

Much of the work done by Youth Committee members will be planned and discussed at meetings. The chart on the following page answers some basic questions on Youth Committee meetings.

HOW NOTIFIED?	WHO ATTENDS?	MINIMUM NUMBER OF ATTENDEES (QUORUM)
<ul style="list-style-type: none"> <li>• Notice posted in Office of Corp.</li> <li>• Public bulletin boards</li> <li>• Broadcast on FM radio</li> </ul>	<ul style="list-style-type: none"> <li>• Voting members</li> <li>• Invited non-voting members</li> </ul>	At least 8 voting members
<ul style="list-style-type: none"> <li>• Notice posted in Office or Corp.</li> <li>• Public bulletin boards</li> <li>• Broadcast on FM radio</li> </ul>	<ul style="list-style-type: none"> <li>• Voting members</li> <li>• Invited non-voting members</li> </ul>	At least 8 voting members
In writing or orally	Newly appointed Directors	Majority of newly appointed Directors
In writing or orally	Directors	Majority of Directors
In writing or orally	Executive Directors	Majority of Officers on Executive Committee



## Who does What?

At any Youth Committee meeting, there are three important positions:

### CHAIRPERSON

This is the person who is in charge of the meeting. The Chairperson's duties are to:

- determine the reasons for the meeting (objectives)
- prepare a list of what will be discussed at the meeting (called an agenda)
- make arrangements for the meeting
- manage the meeting (keep it running smoothly and on track)
- review results
- The President of the Youth Committee is the Chairperson of all Youth Committee meetings
- What happens if the President is sick or absent? The Vice-President or another Director can be the Chairperson



## SECRETARY

The Secretary's duties for a Youth Committee meeting are to:

- Notify members of the meeting- when, where, time, agenda
- Record the results of the meeting – Decisions made
- Prepare Minutes of the meeting – a written summary of what happened
- Send copies of Minutes to members
- Keep one copy of Minutes in a safe place- for future reference

## PARTICIPANTS

Every member at the meeting is a participant.

A participant's duties at a meeting are to:

- Provide ideas for the agenda
- Join in discussions
- Listen to what other people say
- Help make decisions (Vote)
- Carry out agenda upon plans of action







# How is a Youth Committee Meeting Structured?

Youth Committee meetings can function as the member's wish. The following procedures are suggested to make a meeting run better.

## Youth Committee Meeting Procedures

### **OPENING**

Chairperson opens meeting, sets mood, describes meeting objectives and any rules and guidelines.

### **REVIEW/APPROVAL OF AGENDA**

Members add items to be discussed, ask questions of listed topics, adjust order and time given to topics.

### **REVIEW/APPROVAL OF PREVIOUS MINUTES**

Members correct, alter and approve record of previous meeting. (the secretary previously handed out as minutes.)

### **BUSINESS AS A RESULT OF PREVIOUS MINUTES**

Members discuss, examine and make decisions about subjects resulting from actions of previous meeting. (the Chairperson will allocate the necessary time for discussion with members).

### **AGENDA TOPICS**

Members discuss, examine and make decisions about topics listed on the Agenda in order and within specified times. (the Chairperson can adjust for more time with all members agreeing).

### **OTHER BUSINESS**

Members discuss other subjects not on Agenda or those that come up from discussion of listed Agenda Topics.

### **ADJOURNMENT**

Chairperson closes meeting and states when the next meeting is scheduled (if known).



## How do we prepare?

An effective meeting doesn't just happen on its own. Preparing for the meeting has a major impact on how well a meeting runs. It also has an impact on how successful the results are. All Youth Committee members who are going to be in a meeting must prepare. This is especially true for the Chairperson. The following chart lists what must be prepared.

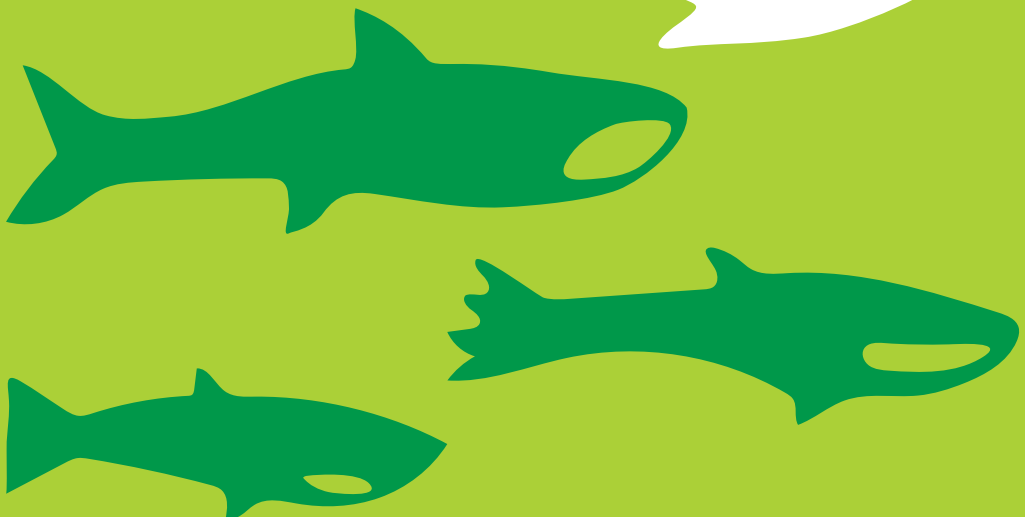
### CHAIRPERSON

1. Determine reason(s) for meeting
2. Prepare Agenda
3. Identify meeting information
4. Arrange for place to meet

### PARTICIPANTS

1. Provide input to Agenda
2. Prepare for the suggested topics
3. Prepare for the meeting

**BE  
PREPARED.**





# How does the Chairperson prepare?

## 1. DETERMINE REASON(S) FOR THIS MEETING

Why are you having a meeting? The reason(s) for having a meeting must relate to the purpose of the Youth Committee. You don't want to spend time on topics that won't directly benefit young people in the community. (see section What is the Purpose of our Youth Committee).

When determining the reason for the meeting, think of it in terms of what you want to happen as a result of the meeting.

### EXAMPLES OF YOUTH COMMITTEE REASONS FOR HAVING A MEETING

- Decide how we will raise money to have an activity.
- Look into what we have to do to show a big screen movie.
- Determine the Youth Committee's role in the community Christmas games.
- Find out the best way to inform youth about dangers of drugs and alcohol.

When determining the reason for the meeting, make sure:

- The results you want can be done given the time, money and people available to you
- You will be able to measure the results (know if they have been accomplished)



## 2. PREPARE AGENDA

Every meeting should have an Agenda. It should be an outline of the topics or subjects to be dealt with at the meeting, listed in the order in which they will be discussed. The order usually is determined by importance – Discuss the most important topics first.

Determine how much time you are going to spend on each Agenda item (when the topic discussion will start and end). When appropriate, identify who will be presenting the topic.

It is the responsibility of the secretary to send a copy of the Agenda to each member who will participate in the meeting. See Sample Agenda Page: for various meetings.

Prepare the Agenda with input from the Youth Committee members who plan to participate. Members may have specific issues they want the Youth Committee to discuss or they may wish to present a topic of their own at the meeting.

## 3. IDENTIFY MEETING INFORMATION NEEDED

Determine what basic information the participants at the meeting will need to know or have about the topic in order to begin discussing it. A meeting will be more effective if all those attending are equally familiar with the topic to be discussed. In other words, less time will have to be spent bringing someone up-to-date.

For example, if one of the topic to discuss is how to distribute a new publication on alcohol and drug abuse, then have a copy available for each meeting participant. Ideally, they should get a copy before the meeting.

## 4. ARRANGE FOR A PLACE TO MEET

The right location for your meeting is very important. An inadequate place will detract from the meeting. Check the location and furnishing before the meeting. When the Secretary notifies the Youth Committee members of meeting, make sure he or she includes where the meeting is to take place.

The checklist on the following page can be used to secure an acceptable meeting place.

# Meeting place checklist

Yes No

Is the place to meet available when you need it?

Is the place convenient for the majority of your participants?

Is the place free from distractions (noise, phones, interruptions)?

Is the place large enough to comfortably sit all participants?

Is there sufficient room for any planned audio-visual equipment?

Are there enough comfortable chairs available?

Are the lighting, heating/cooling and ventilation adequate for the number of participants?

Are refreshments facilities available?



## Chairperson's Pre-Meeting Checklist

- I know the reasons for the meeting
- I've prepared the Agenda with input from other members who will attend the meeting I've secured a place to meet
- I've made sure all members who will attend were sent a copy of the Agenda (sent by secretary)
- I've made sure all members who are to attend were notified if the meeting (responsibility of Secretary)
- I've made sure all members who are to attend were notified the day before the meeting (Secretary makes an FM announcement)

## The day of the meeting

- The Chairs and tables are properly arranged in the meeting place
- All required A/V equipment is there and in working order
- All required informational material are there
- There are enough pens and pads of paper for each participant
- there is something to brainstorm on e.g. flipchart or chalkboard in the room if you're fortunate to have refreshments, make them available.



# How do youth committee Members Prepare for a Meeting?

## 1. PROVIDE INPUT ON THE AGENDA

Contribute to the preparation of the Agenda. Suggest topics that are relevant to the Youth Committee in general, within the Youth Committee mandate and which improved or correct the current situation in the community for young people.

The Chairperson or the Secretary will contact each meeting participant to ask for input referring to the Agenda. At the meeting you will also have the opportunity to suggest topics when the motion is put forward to accept and approve the current Agenda.

## 2. PREPARE FOR YOUR SUGGESTED TOPIC(S)

You may have suggested a topic for the Agenda which you will present at the meeting. This may be a topic to generate discussion, to clarify a situation or to request an action. Whatever the case, you should organize what you plan to say. Use the following questionnaires as a guide when preparing to present a topic at a Youth Committee meeting.

### QUESTIONNAIRES FOR PRESENTING A TOPIC

- What do you want the Youth Committee to do (actions): your topic?
- What is the main or most important point you want to make?
- How will you support your main point?
- What objections could there be to your major point?
- How will you reply to these objections?
- What evidence or proof do you have?
- What benefit will result from the Youth Committee taking action?
- How will you conclude your topic?

A well presented topic with the requested action(s) stated clearly



## **“We should agree to request funding for sending a representative to Youth Conference”**

and support logically will not only save the Youth Committee discussion time, but will increase the possibility of results.

### **3. PREPARE FOR THE MEETING**

Review the Agenda to see what topics are and answer the following questions:

- Do I understand what every item means on the Agenda? (if no, phone the Chairperson for Clarification)
- What should I know about the topics to be discussed?
- Are there materials (brochures, reports, etc.) about this topic that I should review before the meeting?
- What is my position about this topic?







# How is a Youth Committee Meeting Conducted?

All Youth Committee members are individually and jointly responsible for the success of a Youth Committee meeting. Individual members are responsible for contributing ideas and supporting them with logical arguments. All members can state their opinions without fear of being abused or being made fun of. The chart on the following page shows the roles of the members during the meeting:

## CHAIRPERSON

1. Directs meeting process (follow the Agenda)
2. Monitors participation
3. Makes sure all members participate equally
4. Clarifies, focuses, and summarizes discussion to improve understanding
5. Administers voting (if required) fairly
6. Makes sure results will happen (action plans)

## PARTICIPANTS

1. Listen appropriately
2. Ask questions effectively
3. Present information briefly and clearly
4. Relate to other members



# How does the Chairperson Conduct the meeting?

## 1. DIRECTS THE MEETING PROCESS

Directing a meeting means you:

- Follow the Agenda topics in order and in the allocated time
- Start the discussion
- Keep the members on the topic
- Ask for information
- Make sure the participants generate meaningful content
- Decide when a topic can be legitimately closed (when enough discussion results in a realistic action) and a new topic can be introduced

## 2. MONITORS PARTICIPATION

Concentrate on the process as well as the content. Constantly analyze the participation of the members. Even though a meeting is generating discussion, just a few members can be doing all the talking. Even though a meeting generating a discussion, just a few members can be going all the talking. Everyone needs to have the opportunity to speak, so you must check that everyone does contribute. Look for reactions. A questioning look, a negative reaction or look of boredom is an opportunity for you to immediately involve the member.



### 3. MAKE SURE ALL MEMBERS PARTICIPATE EQUALLY.

If a participant is not contributing, you should directly involve the member by asking for his or her opinion on what was just said.



**“Kaittak, what are your thought on what Michael just said?”**

Another way is to ask the participant to relate what is under discussion to his or her situation or experience.



**“Louisa, you worked at the Recreation Dept. at the N.V, Is this a good way to ask for money”**

Often asking questions to the group as a whole will generate more participation.



**“Could we do what Adamie is suggesting in a different way?”**

You should also encourage participants to expand their ideas by both showing interest and asking for additional information.



**“That’s intereting, Can you tell us more about that?”**

Sometimes, you may have a situation where one member controls the whole conversation, effectively limiting the participation of the other members. You could handle a situation like this by saying;



**“Audry, you’ve made a number of interesting points. Let’s test that other members’ reactions. Olivia, what do you think about Kululak’s idea?”**

#### **4. IMPROVE UNDERSTANDING**

In any meeting, there is always the risk of that people will “hear” differently or interpret what was said by what they want to hear. As an effective Chairperson, try to make sure that all members “hear” the same.



**“Alicia are you saying that...?”**

**“Can you go over that again, Louisa?”**

**“Let me see if I’ve got this straight. You want the committee to... Is that right?”**

Reviewing what was said gives the person who was speaking the chance to either confirm or correct. It also gives the other members the chance to confirm what they heard and to either clarify, agree or disagree with.

## 5. ADMINISTERS VOTING

While most meeting will be discussions and and decisions will be reached by consensus, there may be times when voting is necessary. The Youth Committee may need to vote to approve the Minutes and the Agenda as well as to agree on specific actions such as replacing a Director or showing a videotape on drug abuse. It is important that the Chairperson assures the voting to happen but the **Secretary** plays a big role in this too. Documenting the results of the vote is the role of the Secretary so, Executive Directors team plays a crucial role in voting.

### Voting should be based on majority rule (in other words, more then 50%)

A member can generate a need for a vote by putting forward a motion. This is a formal procedure in which the member says:



**“I move that we agree to...”**

Or

**“I move that we accept the minutes as presented”**

The Chairperson also can put forward the need for a vote:



**“Do we accept the Minutes as Presented?”**



As the Chairperson and along with the Secretary you administer the voting by asking for a:



#### VOICE VOTE:

**“All those in favor say Yes.”**  
**“All those against say No.”**



#### SHOW OF HANDS:

**“All those in favor, raise your hands.”**  
**“All those against, raise your hands.”**



#### ROLL CALL:

**“Vanessa, for or against? Kululak?”**  
**Michael, are you for or against?”**

Usually roll call voting is used to record in the Minutes how each member voted. In general, the **Chairperson does not vote** unless required to do so in order to break a tie vote.

## 6. MAKES SURE THE RESULTS WILL HAPPEN

A great weakness of a meeting can be that no one follows up on what must be done.

It is the Chairperson’s role to summarize at the end of each Agenda item: What action(s) have been agreed to

- Who will do the action(s)
- When will the action(s) be done

The summing up usually is the opportunity for the Secretary to make sure that the Minutes record who is responsible for what after the meeting.



# How do we Participate in the Meeting?

## 1. LISTEN APPROPRIATELY

Listening is working. It's not just sitting back and letting words come at you.

When you listen:

- Identify the person's key ideas.
- Separate examples from opinions.
- Ignore any offensive or unusual mannerisms that the speaker may have.
- Be aware of your own biases and words that trigger negative or positive reactions.
- Check that you aren't listening to only what you want to hear tuning out the rest.
- Summarize in your head what the speaker is saying. This will increase your concentration.

Don't hesitate to ask the speaker to clarify anything that you have not fully understood. Doing this will not only clarify what has been said, but also show the speaker that you are interested in what he or she is saying.



**“Aleashia, what do you mean by?.....?”**

**“Lizzie, are you saying that we should....?”**

**“Can you go over that again? I don't think I understand.”**

## 2. ASK QUESTIONS EFFECTIVELY

Use common language when you ask questions. Simple words have a greater chance of being easily understood.

When you ask questions:

- Avoid slang, buzzwords and technical jargon that may not be understood by everyone.
- Avoid poorly phrased or vague questions. If a person has to guess what you are asking, there is a great risk that your question may be misinterpreted and you'll get an inaccurate answer.
- Avoid asking trick questions or ones that needlessly touch on embarrassing or sensitive subjects. Trick questions can result in a negative reaction and sensitive issue questions can mean false or incomplete answers.

When asking questions, decide what type of response you want. A close-ended question such as:



**“is this a good video to show teenagers”**

Will more than likely result in a “yes” or “no”. While an open-ended question such as:



**“What’s good about this video”**

Will generate a more detailed response. Before asking a question decide how much information you need to know.

Not that questions can generally be grouped into two types: Fact-finding such as:



**“How much money should we ask the Co-op for?”**





And Opinion question such as:

**“How do you feel about asking the Co-op to donate?”**

Both questions are correct. It’s up to you to decide which one is appropriate to ask given the situation. Generally speaking, questions that ask for opinion or open ended questions that cannot be answered in simple yes or no, will generate more detailed responses.

### **3. PRESENT INFORMATION BRIEFLY AND CLEARLY**

When giving information, first state the overall purpose of what you want to say and why it is important to you and your listeners.



**“Adult Ed is having an open-house. I want to suggest how we should get involved. This is a great opportunity to promote the Youth Committee.”**

Before going into details, give an overview of the key points. This prepares your listeners for what you want to say.



**“let me begin by telling you how the open-house will work and where we fit in.”**

Give the details of what you want to say step-by-step. Be logical.



**“first, we can set up information desk. That’ll mean....”**

Ask for an action. The strength of the Youth Committee must be in going things. The reaction you request may be to get an agreement, a clarification, a commitment, etc. State what you want or expect your listeners to do with your information.



**“I need a decision from the Youth Committee. Are we going to.....?”**

#### **4. RELATE TO OTHER MEMBERS**

Treat the other Youth Committee members exactly how you would like to be treated.

How to relate during meetings:

- Be honest and reasonable
- Let people speak without interrupting
- Acknowledge when somebody has made a good point
- Encourage people to speak, especially someone who hesitates
- Look at the person speaking
- Don't doodle or stare out of the window
- Don't carry on side conversations when someone is speaking

If you disagree with the person, don't start shaking your head in disbelief or show your thought non-verbally. Let the person continue and when the time is appropriate, express your views calmly and logically.

**Criticize the content of what someone has said, not the person.**

Meetings are not forums in which to win arguments or to get your way. All Youth Committee members have an equal say. We all have a common goal.

# KEEPING MINUTES FOR A YOUTH COMMITTEE MEETING

Minutes are the permanent record of what the Youth Committee does. Minutes are not only for the Committee Members, but also can be used to keep other interested parties (those authorized by the Committee to receive copies) informed of the Committee's work.

Minutes can be used to settle questions or problems relating to what happened during a meeting or what was agreed upon.

## What is in Minutes?

Minutes must contain the following information:

- Date of meeting
- Who was present
- Topics discussed
- Voting particulars (if required)
- Actions agreed to and who will do what

How much detail to include will depend on how important the Youth Committee members consider the topic. The amount of detail will also be affected by the Youth Committee's decision on how much information should be permanent file and how much information should be available to non-members authorized by the Youth Committee to receive copies of the Minutes.

Generally speaking, the emphasis in the Minutes should be on results, both agreements and actions.

See "Sample Minutes" for examples of suggested Minutes for various types of meetings.

# FORMS



## Sample Agenda

### LOCAL YOUTH COMMITTEE MEETING

#### Agenda

June 29, 2016

1. Opening Remarks
2. Approval of Agenda
3. Minutes of May 15, 2016
4. Business as a result of Previous Minutes
5. Start a Inuktitut literacy workshop (Alicia)

#### BREAK

6. Dance and Bake sale (Vanessa and Audrey)
7. Drug Free Alliance Posters (Michael)
8. Others
9. Adjournment





# Sample Minutes

## MINUTES OF LOCAL YOUTH COMMITTEE MEETING

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Secretary: \_\_\_\_\_

Members present:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special guests / Non-voting members: \_\_\_\_\_

\_\_\_\_\_

Key issue(s) discussed:

Actions to be taken and by whom:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____



# FINANCES

## HOW TO KEEP

# TRACK

## OF MONEY

Make your record keeping easy! Simple rules and procedure to give you control.

# **EVERY MEMBER IS RESPONSIBLE FOR THE COMMITTEE'S FINANCES!**

Money in, Money out. It's simple. But it does raise questions such as: Who gave the money? How much did we get? What do we spend the money on? How much money do we have left?

Answering these questions can be an easy task, if the Youth Committee follows some basic rules and procedures.

# WHY KEEP TRACK OF MONEY? (KEEP RECORDS)?

For many activities, the Youth Committee needs money. For Example, the Youth Committee needs to buy sports equipment to set up a league or pay for airline tickets to send representatives to a youth conference.

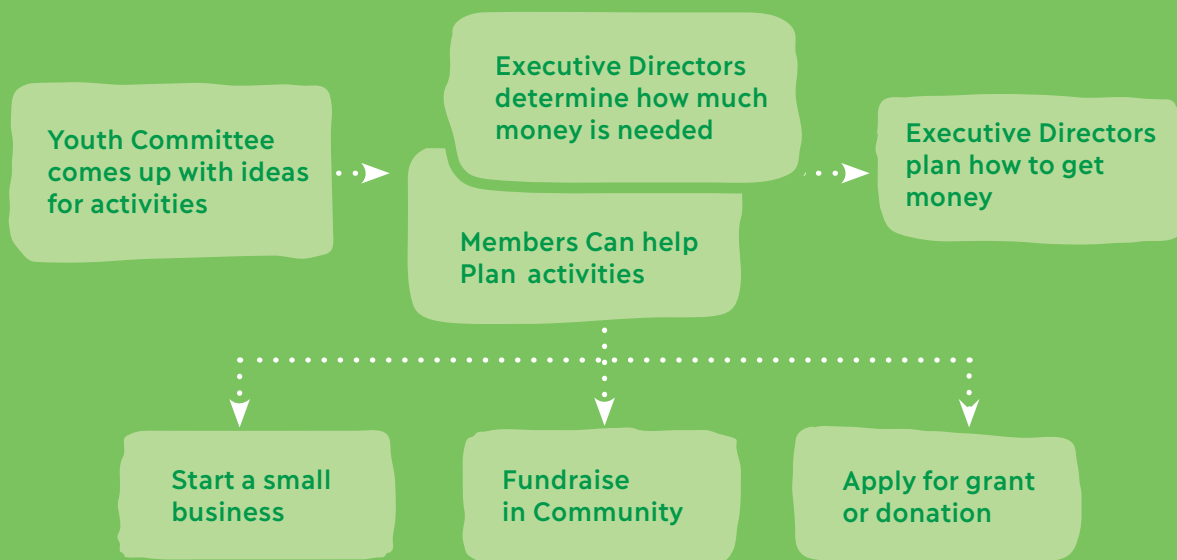
Maybe the Youth Committee will get the money through fund raising activities in the community such as selling soft drinks and sandwiches at a dance. An organization such as Makivik or the Quebec Government may also give money to the Youth Committee.

## Why the Youth Committee keeps a record of it's money

- Keeping track of money in and money out shoed the community, organizations and governments that the Youth Committee is responsible when it comes to handling money.
- Who ever gives money to the Youth Committee may want proof that the money is used for a reason it was asked for.
- Voting members may want proof that the Directors and Executive Directors spend the money they get wisely on activities that benefit community youth.
- The Youth Committee needs to have a record of how much previous activities cost and how much previous money came in when planning similar future activities.



# HOW DOES THE YOUTH COMMITTEE GET MONEY?



1

The Executive Directors are expected to come up with ideas for activities. However, any member of the Youth Committee who has an idea for an activity can suggest it to the Executive Directors. Each activity must be planned. Usually a member who has suggested an idea will help plan the activity. With the Executive Directors.

2

An important part of planning an activity is figuring out how much it will cost. A lot of activities can be done for free or for a little amount of money. Maybe all that is needed is for people to donate their time, loan some equipment and let the Youth Committee use building or arena for free.

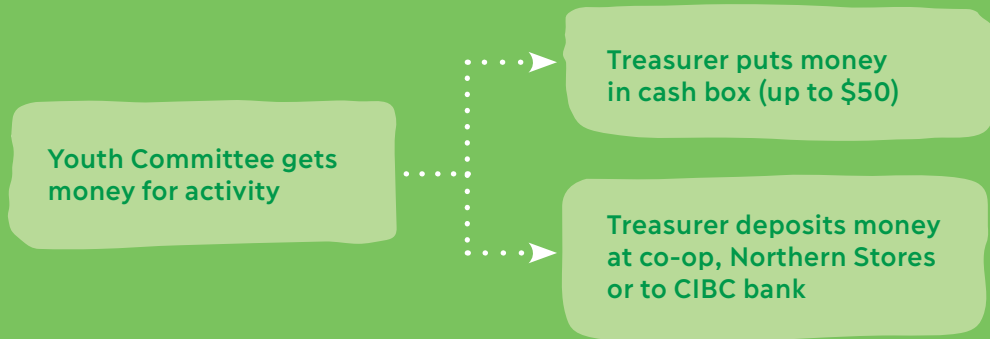
3

Once executive Directors know how much an activity will cost, they must come up with ideas of how they are going to get the money. There are three ways of getting money.

- Local fundraising such as getting money from a bake sale or movie admission
- Apply for money such as a grant or donation from local, regional and national organization such as the Co-op, Makivik and Provincial or Federal Governments.
- Starting a small business such as running a canteen or renting skates at an arena.

(See module 4: How to Get Money and Support.)

# WHAT HAPPENS WHEN MONEY COMES IN?



1

Youth Committee can receive money in cash or as check. Local fundraising will usually bring in cash. For example, people will pay in cash at a bake sale. Usually small amounts of money will come as cash.

Larger amounts of money, such as donation from Makivik will come as a check. A check must always be made payable to the name of the Youth Committee (example *Piqaluyait Youth Committee*). **A check for the Youth Committee cannot be made payable to the name of a person, even if that person is the President of the Youth Committee.**

**Usually a Treasurer who received the money. Yes, any Executive Director or Director can physically collect cash or check if all the other Executive Directors agree. However, it is still the final responsibility of the Treasurer to handle and keep track of the Youth Committee’s finances.**

2

A Treasurer can put small amounts of cash received, up to \$50 in total, in a cash box. The cash box is a small metal box that can be locked. The Treasurer and the President each have a key to the box. If the President is going to be absent, his or her key is given to the Vice-President for the time the President is away.

3

The Treasurer deposits checks received at either the Co-op or *Northern Stores*. In Kuujuaq, the Treasurer can deposit check at the Bank. The Youth Committee has an account in it’s name. The board of directors (at their first meeting) choose the company where they want the Youth Committee to have an account if one doesn’t already exist.

**Depositing means giving checks and cash to the Co-op, Northern or the bank, who keep the money safe, but who acknowledge that the money belongs to the Youth Committee can get all or part of the money back at any time they wish to.**

If there is a cash box, it is a good idea to deposit cash in excess of \$50 in the Youth Committee account at the Co-op or *Northern Stores*. The excess cash is deposited in the Youth Committee account at the bank.

## How does the Youth Committee open an account?

The Board of Directors (at first meeting) choose either the Co-op or the Northern Stored for their Youth Committee account. The choice can depend on friendliness of staff or where it is easier to get the money.

The newly elected president, Vice-President and Treasurer complete a Banking Form. This form, addressed to the chosen Co-op or Northern Stored, states that the Youth Committee wants an account opened in it's name. It also stated that the signature of the President and the Treasurer is required to withdraw money from the account. It also states that if either the President or Treasurer is absent, the Vice-President can sign for one of them instead. **There must always be two signatures (president, Treasurer or Vice President\_ to withdraw money from the account.**



### EXAMPLE OF BANKING FORM

The \_\_\_\_\_ requests an account in the name  
(Name of Youth Committee)

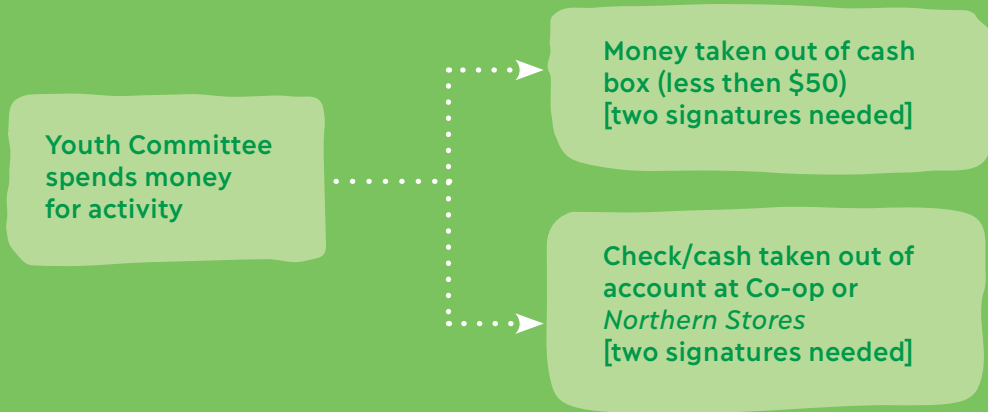
of the Youth Committee with \_\_\_\_\_  
(Name of Company)

The Treasurer \_\_\_\_\_ and President \_\_\_\_\_  
(Name) (Name)

or in either of their absences, the Vice-President \_\_\_\_\_  
(Name)

**must both sign (two signatures) to withdraw funds from this account.**

# HOW DOES MONEY GO OUT?



- 1** The Executive Directors can decide to pay the costs for an activity either in cash – if the amount is small – or by check
- 2** If the amount is small there is enough money in the cash box, the payment can be made from the cash box. A note (on a small piece of paper, called a chit) must be left in the box stating:
  - The amount of money taken out
  - Why it was taken out
  - Who the money was given to

The chit must also have two signature (The President, Treasurer or Vice-President) authorizing (approving) the appending of the money.





### EXAMPLE OF CHIT

Amount: \$ \_\_\_\_\_

To: \_\_\_\_\_

Why: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

3

If the amount of cash to pay is large or a check is required, then the money will have to be taken out of the account at the Co-op, Northern Stores or bank. To take money out, the two authorized Executive Directors on the bank form must go to where the account is kept.

At the Co-op, Northern or a bank, the two Executive Directors will be required to sign a form for the money. The money will be given as a check if it is required (example to send a check in the mail with an order for sports equipment to Montreal) or given out as cash. Most payment in the community will be in cash.

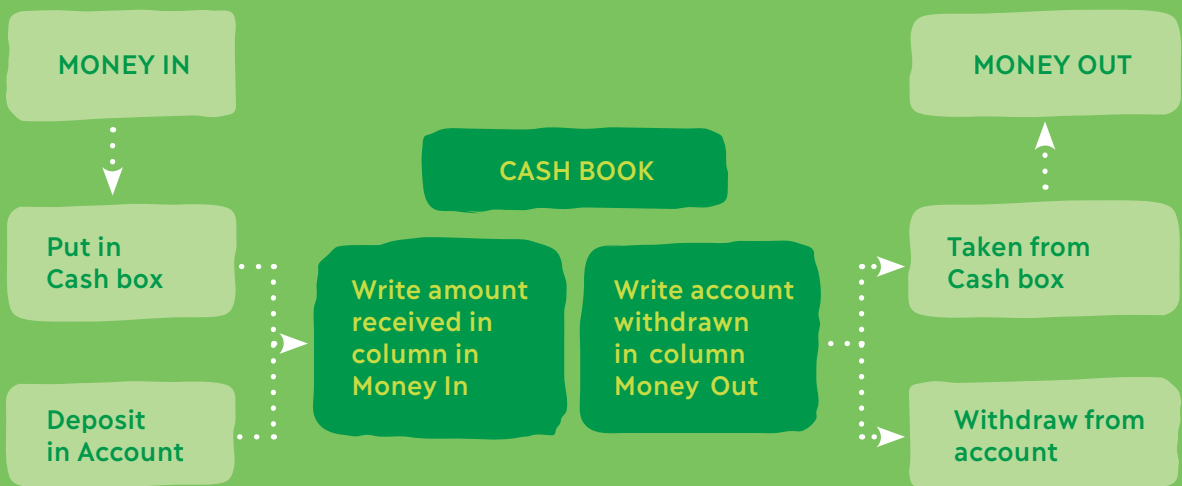
The Treasurer is responsible for keeping a copy of the form taking the money out. The Treasurer should mark down on a forum:

- The amount of money taken out whether as cash or check
- Why it was taken out
- Who the money was given to

**The Executive Directors may wish to always keep a balance of \$50 in the cash box. Sometimes more money may be paid from the cash box than is put in with the result that there is little or no money left in the cash box. In such a case, \$50 can be withdrawn from the account (Two signatures still required) and deposited in the cash box.**

# KEEPING TRACK OF MONEY

This is the responsibility of the Treasurer. Let's keep it simple. All the Treasurer needs is a cash book. A cash book has two important columns. **Money-in** and **Money-out**. Look at the drawing below to see how these columns work.



Each time the Youth Committee gets money either through local fundraising activities or as a grant or donation, it must be recorded (written down) in the **Money-In** column.

Each time the Youth Committee spends money either ad cash from the cash box or takes money out (withdraws) from the Youth Committee account, it must be recorded in the **Money-out** column.



## THIS IS WHAT A CASH BOOK LOOKS LIKE.

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date	Description Who, Why?	Money In	Money Out	Balance

## Money comes in

- 1 Write in the date you put the money in the cash box or made the deposit in the account at the Co-op, *Northern Stores* or the Bank. Don't write the date you received the money or the date on the check.
- 2 Write where the money came from. Just a short description is enough. If the money comes from local fundraising such as a bake sale, just write the word "bake sale" (don't write down every person's name who bought a cake.) If the money is a grant or donation, then also write down which activity the money is for.
- 3 Write how much money you put in a cash box or deposited in the Money-in column.

## Money goes out

- 4 Write in the date you took the money out of the cash box or withdrew (check or cash) from the account at the Co-op, *Northern Stores* or the bank.
- 5 Write the name of the person or company whom you gave the money to. Briefly write what you got for the money. If there is a reference number such as an invoice number, then also write that down in the description.
- 6 Write how much money you took out of the cash box or withdrew from the account in the **Money-out** column.

# Money left over

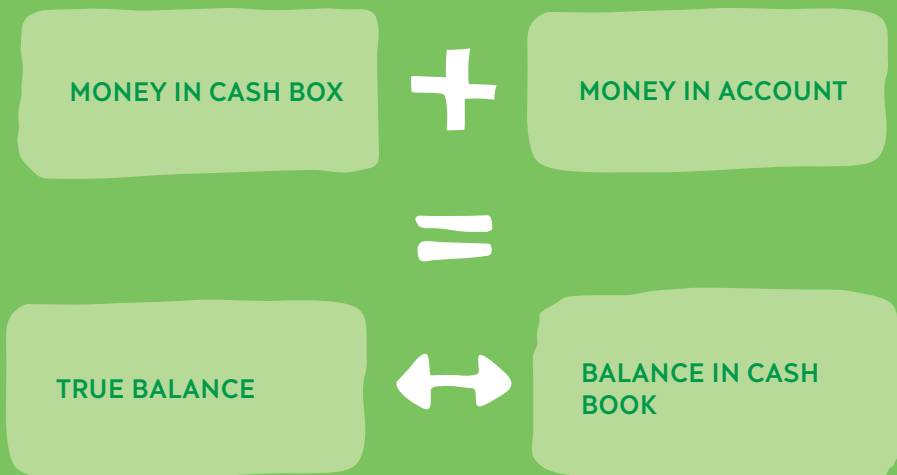
- 7** This is the difference between the money you received and the money you spend.
  - Each time you get money, add it to the previous balance.
  - Each time you spend money, subtract it from the previous balance.

## AT THE END OF THE MONTH

- Start a few page in your cash book
- Copy the last balance onto the top of the balance column on the new page.

# How much money do you really have?

Regularly, the Treasurer should check that the balance he or she has written down in the cash book is correct. How is this checked?





## When the balances are not the same:

- Re-add the money in the cash box.
- Re-add the cash box balance and the account balance.
- Check that you have recorded in the cash book all in the chits (money in and money out) in the cash box.
- Looking for missing chits for money put in or taken out.
- Check your additions and subtractions in your cash book.
- Make sure you aren't missing any withdrawals or deposits in your cash book. Ask to see account records at the Co-op or Northern Stores or the bank.

# THE TREASURER'S ROLE

The Treasurer has both day-to-day tasks and the overall responsibility for reporting to the Members of the Youth Committee.

## THE TREASURER

- Keeps the cash box
- Maintains a cash balance up to \$50 in the cash box
- Make cash deposits into the cash box
- Makes deposits into the Youth Committee account at the Co-op, Northern Stores or the bank
- Co-signs withdrawals (Cash and checks) from the cash box and the account
- Keep the cash book up-to-date and available for inspection by any Director or Executive Director
- Checks regularly that the cash book balance is correct
- Calculates, when required, the expenses and money received for past activities to help plan similar, future activities
- Helps estimate expenses for activities
- Helps determine expenses for activities
- Helps determine ways of getting money
- Performs duties requested by President and Board of Directors

At the **Board of Directors meetings**, the Treasurer may be asked by the Board to answer questions on the costs and money received for specific activities. The Treasurer may also be asked to give an overview of the financial situation of the Youth Committee for any given time.

At the **Annual General Meeting (AGM)**, the Treasurer is expected to give an overview of the financial situation since the last meeting. The Treasurer must also be prepared to answer member' questions about the costs and revenues of specific activities.

To Answer questions about the Youth Committee's Finances means the Treasurer must study the cash book and be able to know:

- How much money has been received?
- How much money has been spent?
- What the balance is?
- The costs for activities in general or for specific ones?
- How much money has been raised locally?
- How much money has been received as grants or donations?
- How much a specific funder has given to the Youth Committee?



# FORMS



## SAMPLE BANKING FORM

The \_\_\_\_\_ request an account in the name of the  
(Name of Youth Committee)

Youth Committee with \_\_\_\_\_  
(Name of Company)

The Treasurer \_\_\_\_\_  
(Name)

and President \_\_\_\_\_ or in either of their  
(Name)

absences, the Vice-President \_\_\_\_\_  
(Name)

must both sign (two signatures) to withdraw funds from this account.

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Vice-President

\_\_\_\_\_  
Signature of Treasurer

The Treasurer \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.





# FUNDING

## HOW TO GET

# MONEY

## & SUPPORT

Know Who to ask, What to say to get something for nothing.

# **WE CAN GET MONEY AND SUPPORT FOR OUR YOUTH COMMITTEE.**

Something for nothing? A Grant or donation of money. The free use of an arena. The loan of equipment. Free supplies. All of this sounds like something for nothing. But it's not. The people, organizations, governments and agencies that give money and support expect something in return. That something in return is a Youth Committee that is hard-working, has good idea and is serious about helping youth.

# WHY ASK FOR MONEY AND SUPPORT?

Young people make up more than half the population of each community in Nunavik. Therefore an important part of the regional plan is to recognize and support the activities of young people. The local, regional and national levels of governments and businesses are prepared to help Youth Committees with money and support such as the use of building, providing volunteers or the loan of equipment.



## THE MAJOR REASON FOR FUNDRAISING IS TO PROVIDE SOCIAL AND LEARNING ACTIVITIES FOR YOUNG PEOPLE IN THE COMMUNITY

At the same time, there are benefits for the individuals on the Youth Committee who go out fundraising.

- Puts you in contact with businesses and organizations that may help you later on (for example, when you are looking for a job).
- Increases your visibility in the community (people see you as an active, responsible person).
- Gives your experience in dealing with people and organizations.
- Makes you feel good when you get money or support for the Youth Committee.

# WHO TO CONTACT AND FOR WHAT

The following charts will help you decide who to phone, write or meet for money and support. The listed organizations and businesses are grouped as local, regional and national contacts. Whenever an asterisk (\*) appears beside a name, it means that the business or organization has helped Youth Committee in the past.

Just because a company or government agency hasn't given money or support before, doesn't mean it won't now. When you ask, the worst that can happen is that you get a "no" for an answer. And even when that happens, the "no" may just mean "not now". They may give you when you ask again.





# Local contacts

NAME	WHAT TO ASK FOR	WHO TO CONTACT
CO-OP*	<ul style="list-style-type: none"> <li>• 10-20% discount on food, supplies, gas</li> <li>• gifts for raffles (prizes)</li> </ul>	<ul style="list-style-type: none"> <li>• Manager</li> </ul>
NORTHERN STORES*	<ul style="list-style-type: none"> <li>• 10-20% discount on food, supplies, gas</li> <li>• gifts for raffles (prizes)</li> </ul>	<ul style="list-style-type: none"> <li>• Manager</li> </ul>
CORNER STORES*	<ul style="list-style-type: none"> <li>• 10-20% discount on food, supplies, gas</li> <li>• gifts for raffles (prizes)</li> </ul>	<ul style="list-style-type: none"> <li>• Owner / Manager</li> </ul>
MUNICIPALITY*	<ul style="list-style-type: none"> <li>• donations (money)</li> <li>• use of premises (arena, offices, etc.)</li> <li>• office services (fax, photo-copiers, etc.)</li> <li>• repair materials (lumber, windows, etc.)</li> <li>• pay for light, heat, power of premises used</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor</li> </ul>
KATIVIK SCHOOL BOARD (KSB)*	<ul style="list-style-type: none"> <li>• teacher's time</li> <li>• use of premises (gym, offices, etc.)</li> <li>• office services (fax, photo-copiers, etc.)</li> <li>• use of AV equipment</li> <li>• furniture (chairs for meetings)</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>

NAME	WHAT TO ASK FOR	WHO TO CONTACT
YOUTH CENTRE (LOCAL)	<ul style="list-style-type: none"> <li>• request for team work by sharing resources (money, materials) for projects</li> <li>• use of premises (building, materials, offices, etc.)</li> <li>• office services (fax, photo-copiers, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Youth centre coordinator</li> </ul>
LAND HOLDING CORP (LHC)	<ul style="list-style-type: none"> <li>• use of premises (buildings)</li> <li>• pay for light, heat, power of premises used</li> </ul>	<ul style="list-style-type: none"> <li>• Manager</li> </ul>
SMALL SERVICE BUSINESSES*	<ul style="list-style-type: none"> <li>• donations (money)</li> <li>• free services (plumbing, electrical work, etc.)</li> <li>• volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Owner / Manager</li> </ul>
HOUSING (KMHB)*	<ul style="list-style-type: none"> <li>• building materials (lumber,insulation, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Manager</li> </ul>
FM RADIO STATION*	<ul style="list-style-type: none"> <li>• publicity</li> </ul>	<ul style="list-style-type: none"> <li>• Recreation Committee or Mayor</li> </ul>

NAME	WHAT TO ASK FOR	WHO TO CONTACT
MAKIVIK*	<ul style="list-style-type: none"> <li>• donations (money)</li> <li>• advice</li> <li>• training</li> </ul>	<ul style="list-style-type: none"> <li>• Local Board Member in Community</li> <li>• Youth &amp; Training Dept.</li> </ul>
KATIVIK REGIONAL GOVERNMENT	<ul style="list-style-type: none"> <li>• project expenses (funding for summer camp counsellors)</li> <li>• Employment &amp; Training Department</li> <li>• KRG Regional Council community donations</li> <li>• how to write resume's and prepare for interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Employment Govt. (KRG) Officer</li> <li>• Regional Council member</li> <li>• Youth Employment Services</li> </ul>
KATIVIK REGIONAL DEVELOPMENT CORP, (KRDC)	<ul style="list-style-type: none"> <li>• help to start a small business</li> </ul>	<ul style="list-style-type: none"> <li>• Program Officer in Kuujjuaq</li> </ul>
NUNAVIK HEALTH BOARD OF SOCIAL SERVICES*	<ul style="list-style-type: none"> <li>• counselling</li> <li>• program funding</li> </ul>	<ul style="list-style-type: none"> <li>• Program Director in Kuujjuaq</li> </ul>



NAME	WHAT TO ASK FOR	WHO TO CONTACT
NUNALITUQAIT IKAJUQATIGITUK (NI)*	<ul style="list-style-type: none"> <li>• program funding</li> <li>• counselling</li> <li>• pay for heat, light, power</li> </ul>	<ul style="list-style-type: none"> <li>• Program Director in Kuujjuaq</li> </ul>
TAQRAMIUT NIPINGAT INC. (TNI)	<ul style="list-style-type: none"> <li>• publicity</li> </ul>	<ul style="list-style-type: none"> <li>• Program Manager in Salluit</li> </ul>
AVATAQ	<ul style="list-style-type: none"> <li>• printed matter (displays, folders, pictures)</li> <li>• volunteers to teach traditional skills</li> </ul>	<ul style="list-style-type: none"> <li>• Program Director in Inukjuaq</li> </ul>
QARJUIT YOUTH COUNCIL	<ul style="list-style-type: none"> <li>• advise</li> <li>• concerns</li> <li>• advocacy</li> <li>• programs</li> <li>• other contact info</li> </ul>	<ul style="list-style-type: none"> <li>• Qarjuit Youth Council (facebook page) fund@qarjuit.ca www.qarjuit.ca</li> </ul>

## Québec Government contacts

NAME	WHAT TO ASK FOR	WHO TO CONTACT
MINISTÈRE DE L'ENVIRONNEMENT ET DE LA FAUNE / MINISTÈRE DES AFFAIRES MUNICIPALES*	<ul style="list-style-type: none"> <li>• program funding</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Agent</li> <li>• Youth &amp; Training Dept.</li> </ul>
Secrétariat aux affaires autochtones (SAA)*	<ul style="list-style-type: none"> <li>• program funding</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Agent</li> <li>• Youth &amp; Training Dept.</li> </ul>
Ministère Santé et Service Social (MSS)*	<ul style="list-style-type: none"> <li>• counselling</li> <li>• program funding</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Agent</li> <li>• Youth &amp; Training Dept.</li> </ul>
Ministère de la Culture et des Communications*	<ul style="list-style-type: none"> <li>• program funding</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Agent</li> <li>• Youth &amp; Training Dept.</li> </ul>

## Federal Government contacts

NAME	WHAT TO ASK FOR	WHO TO CONTACT
DEPARTMENT OF INDIAN AND NORTHERN AFFAIRS	<ul style="list-style-type: none"> <li>• program funding</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Agent</li> <li>• Youth &amp; Training Dept.</li> </ul>
SECRETARY OF STATE FOR YOUTH	<ul style="list-style-type: none"> <li>• program funding</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Agent</li> <li>• Youth &amp; Training Dept.</li> </ul>

*\*Names of Department may be subject to change as it is often practiced in the governmental levels.*



## Other contacts

NAME	WHAT TO ASK FOR	WHO TO CONTACT
INUIT TAPIRIIT KANATAMI*	<ul style="list-style-type: none"> <li>• program funding</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Agent</li> <li>• Youth &amp; Training Dept.</li> </ul>
AIR INUIT*	<ul style="list-style-type: none"> <li>• ticket discount</li> <li>• reduced cargo rates</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
FIRST AIR*	<ul style="list-style-type: none"> <li>• ticket discount</li> <li>• reduced cargo rates</li> </ul>	<ul style="list-style-type: none"> <li>• Director Passenger Marketing &amp; Sales</li> </ul>



# KNOW WHAT TO SAY

When looking for funds or support, knowing what to say is just as important as knowing who to approach. In fact, a disorganized and poorly prepared request for help can turn off even the most generous funder.

Before you approach someone for money or support, you must be prepared. Being prepared means you are able to:

- Describe your Youth Committee (When form, purpose)
- State what the Youth Committee needs from the funder (money, use of building, loan of equipment, etc.)
- State what the money or support will be used for
- Describe the benefit to community youth and the community
- Show direct benefit to the funder (if possible)
- Answer any questions the funder may have (or offer to answer any questions)

Local requests for money or support in the community are usually done in person. Most often, this will require one or more of the Executive Directors to visit the funder at his or her office or business.

When the funder is a regional, nation or government, the Youth Committee usually makes the request in writing, which is signed by the president. Often it may be necessary to phone first to find out who the letter should be addressed to or if there is a special form to complete.



# SUGGESTIONS TO HELP YOU ASK FOR MONEY AND SUPPORT

Here are some examples of Youth Committee requests for money or support. Each request was well prepared. Use them as a guide for your own Youth Committee.

## A phone request



### IDENTIFY WHO YOU ARE

“Hello, Mr. Padlayat, my name is Alicia and I’m the President of our community’s Youth Committee.”



### BRIEFLY DESCRIBE YOUTH COMMITTEE

“Our committee was set up last year to help youth in our community to improve their quality of life. We don’t want our young people to have problems with drugs and alcohol. And we also don’t want them to just hang around doing nothing. So we organize activities. Activities that are fun. Some teach young people about our culture. In other activities we learn skills to help us get jobs.”

“Our goal is to get young people to take charge of their own lives.”



### STATE WHAT YOU WANT

“Could you donate some money to help us buy floor hockey equipment?”



### STATE WHY

“We plan to set up a floor hockey league. The league will play every Tuesday and Thursday nights.”



### STATE BENEFIT TO YOUTH AND COMMUNITY

“The league will keep young people active and will let us get together and have fun. This will give young people something more to do than just watch TV or hang out at the video arcade. Young people with nothing to do can get in trouble.”



### SHOW BENEFIT TO FUNDER

“If you help us, we’ll tell people that you did. And we’ll come and buy at your store. Not just the young people, but also their parents. Plus you’ll feel that you’re helping the community.”



### OFFER TO ANSWER QUESTIONS

“If you have any questions, I’ll be pleased to answer them.”

# A written request

## IDENTIFY WHO YOU ARE

Dear \_\_\_\_\_

The \_\_\_\_\_ Youth Committee was set up last year to help youth in our community improve their quality of life. When youth has nothing to do, there is always the risk of problems such as drugs and alcohol.

Our committee organizes activities that are fun and that promote our identity, culture and heritage. Some activities also help us learn skills to help us get jobs. Our goal is to get young people to take charge of their own lives.

## STATE WHAT YOU WANT

Could your company donate some money to help us buy floor hockey equipment?

## STATE WHY

We plan to set up a floor hockey league that will play every Tuesday and Thursday nights.

## STATE BENEFIT TO YOUTH AND COMMUNITY

The league will keep young people active and will let us get together and have fun. This will give young people something more to do than just watch TV or hang out at the video arcade. Young people with nothing to do can get in trouble.

## SHOW BENEFIT TO FUNDER

Any donatinon you make will be greatly appreciated. Plus your customers, young people and their families, will be informed of how you helped the youth in our community.

## OFFER TO ANSWER QUESTIONS

I thank you in advance on behalf of the Youth Community and will be pleased to answer any questions that you may have regarding our activities.

Yours truly,

President

\_\_\_\_\_ Youth Committee

## What to do when you get money and support

Send a letter, signed by the President, that:

- Thanks the donor for the money or support received
- Restates what the money or support will be used for
- Restate the benefit resulting from the money or support
- Tells the donor that he or she will get a report of the activity

## Suggested letter thanking a funder for a donation or support



Dear \_\_\_\_\_

The \_\_\_\_\_ Youth Committee thanks you for your donation of \$100. Your donation will be used to help buy floor hockey equipment.

We plan to set up a floor hockey league for the youth in our community. The league will play every Tuesday and Thursday nights. The league will keep young people active and will let us get together and have fun. This will give young people something more to do than just watch TV or hang out at the video arcade.

We will keep you informed of how our league is doing so that you can see how you have helped us.

Yours truly,

President,

\_\_\_\_\_ Youth Committee

# What to do when you don't get money and support

Send a letter, signed by the president, that:

- Thank the funder who refused for his or her time in considering the request
- State that the Youth Committee regrets that the funder cannot help at this time
- Tells the funder that he or she will be kept up to date on the activities of the Youth Committee

Remember, a “No” today may be a “Yes” tomorrow. This is especially true if you keep the funder who refused you aware of your Youth Committee’s activities.

Doing so first shows that you are serious and aren’t going to disappear overnight.

Second, it shows that the other funder believes in the work you are doing and are willing to help. Often, this strategy results in a funder who refused the first time agreeing to second request.



## Suggested letter when no money or support was received



Dear \_\_\_\_\_

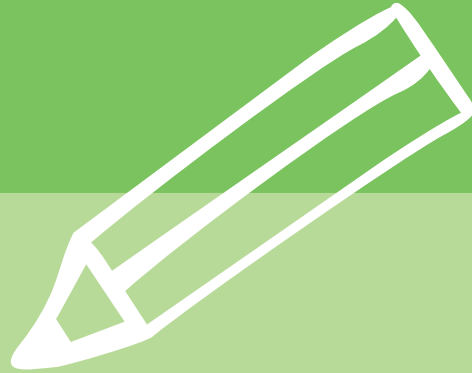
Thank you for having considered the \_\_\_\_\_ Youth Committee's request for a donation. We are sorry that you cannot, at this time, make a donation to help us buy floor hockey equipment.

We plan to set up a floor hockey league for the youth in our community. The league will play every Tuesday and Thursday nights. The league will keep young people active and will let us get together and have fun. This will give young people something more to do than just watch TV or hang out at the video arcade.

We will keep you informed of how our league is doing so that maybe at a later date you will be able to help us.

Yours truly,

President,



# IDEAS FOR RAISING MONEY IN YOUR COMMUNITY

A Youth Committee shouldn't just depend on other people giving it money or support. A successful Youth Committee is one that also rolls up its sleeves and gets its own money. Let's look at some ideas for raising money in your community.

ACTIVITY	WHAT TO DO	HOW TO GET MONEY
BAKE SALE	<ul style="list-style-type: none"> <li>• buy flour, etc. or get it donated</li> <li>• bake cakes, etc.</li> <li>• find place to sell</li> <li>• advertise on FM</li> <li>• set prices</li> <li>• label and display</li> <li>• have change ready</li> </ul>	<ul style="list-style-type: none"> <li>• sell baked goods at special youth bake sale or other</li> </ul>
BINGO	<ul style="list-style-type: none"> <li>• buy/make bingo cards</li> <li>• buy prize or get prize donated</li> <li>• advertise on FM</li> <li>• determine price to sell bingo cards</li> <li>• sell bingo cards</li> <li>• call game on FM</li> </ul>	<ul style="list-style-type: none"> <li>• sell bingo cards in</li> </ul>
CANTEEN COOLER AT AIRPORT OR ANYWHERE ELSE	<ul style="list-style-type: none"> <li>• buy bread, etc. or get donations</li> <li>• make sandwiches</li> <li>• determine prices dances</li> <li>• label and display</li> <li>• have change ready</li> <li>• assign volunteers to sell</li> </ul>	<ul style="list-style-type: none"> <li>• sell soft drinks and sandwiches at events such as games, carnival, etc.</li> </ul>

ACTIVITY	WHAT TO DO	HOW TO GET MONEY
SKATE-A-THON DANCE-A-THON WALK-A-THON	<ul style="list-style-type: none"><li>• make sponsor sheets residents</li><li>• advertise on FM</li><li>• determine amount of money per efforts lap, hour, mile, etc.</li><li>• get sponsors</li><li>• hold event with publicity</li></ul>	<ul style="list-style-type: none"><li>• get community businesses to sponsor individual</li></ul>
CARNIVAL	<ul style="list-style-type: none"><li>• choose game</li><li>• buy/borrow any needed equipment for game</li><li>• get prizes donated</li><li>• determine price to play</li><li>• advertise on FM set up game</li></ul>	<ul style="list-style-type: none"><li>• people pay to play game such as Inuit games or carnival games</li></ul>





# PROJECTS & ACTIVITIES IDEAS TO PLAN YOUR PROJECTS

Ideas on What to do & How to do them.



# **A SUCCESSFUL ACTIVITY IS WHY WE HAVE A YOUTH COMMITTEE!**

A successful activity isn't one that just happens. First it takes planning. Then the activity must be run properly. And finally it must be tracked and recorded. Doing this doesn't take away the fun. Instead, it makes sure you have fun and that young people and the community really benefit.

# THE ACTIVITY PROCESS

A successful activity just doesn't happen on it's own. Here's a suggested process for your Youth Committee to follow when having an activity.

## THE IDEA STAGE

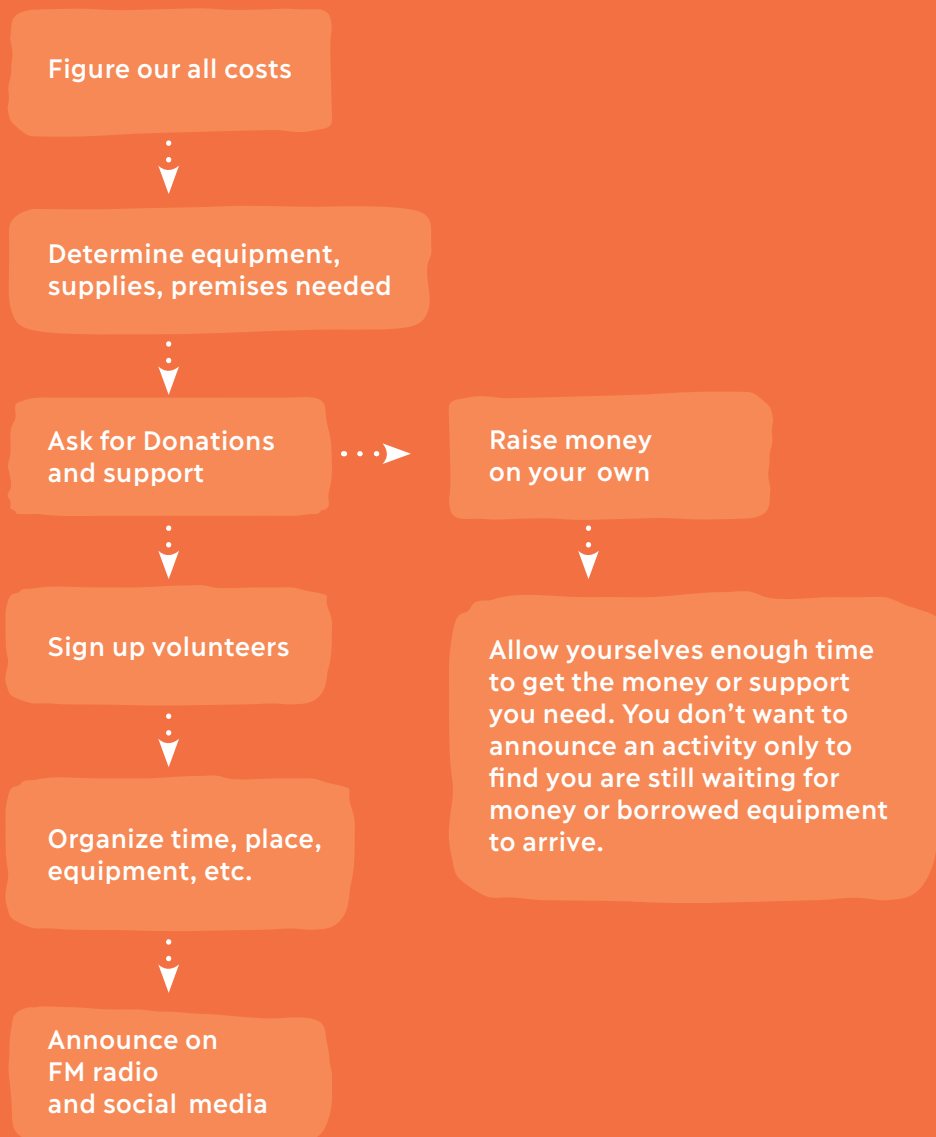


### NO

Each time you get a “No”, go back and brainstorm more ideas. But don't say “No” too easily. Sometimes some more thinking can turn a “No” into a “Yes”. For example, you might think that you can't get the equipment you need. But then you speak to other people in the community has what you need.

When asking yourselves if the costs are reasonable, also figure our your changes of getting the money you need. The costs for buying a canoe may be reasonable, but if you only have a small change of getting the money, then the answer is a “No”.

## THE PLANNING STAGE



## ACTIVITY STAGE



If You ever want to borrow equipment or supplied again, return what you borrowed in the same condition as you got it. And if something breaks or is lost, tell the person right away and come to some arrangements to fix it or replace it. This shows that your Youth Committee is responsible.

An activity report doesn't have to be anything big or complicated. A simple photo-journal or a daily journal (Diary) is enough. All you want to do is show the people (funders) who helped you what you did with their money or support. This way you will keep their interest and they will be easier to ask for help next time.

# SUGGESTED ACTIVITIES

This is a list of activities to help you start thinking about what your Youth Committee can do. Look at different benefits for each of the activities. Often one activity will have many benefits. The more benefits an activity has, the more people it will appeal to and the more people will participate. Here are some examples. Be creative!

ACTIVITY	BENEFITS
DISCO DANCE WITH REFRESHMENTS AND SANDWICHES	<ul style="list-style-type: none"> <li>• chance to socialize</li> <li>• learn to dance</li> <li>• make new friends</li> </ul>
BIG SCREEN MOVIE	<ul style="list-style-type: none"> <li>• see a full size movie</li> <li>• chance to socialize</li> <li>• make new friends</li> </ul>
CARNIVAL FIELD DAY WITH PRIZES	<ul style="list-style-type: none"> <li>• chance to socialize</li> <li>• make new friends</li> <li>• be physically active</li> <li>• play skill games</li> <li>• win prizes</li> </ul>
LIFE-SKILLS WORKSHOP	<ul style="list-style-type: none"> <li>• learn how to cope</li> <li>• have an alternative to adult counselling</li> </ul>
SUMMER FISHING CAMP	<ul style="list-style-type: none"> <li>• chance to socialize</li> <li>• be outdoors</li> <li>• be physically active</li> <li>• see different things</li> <li>• go fishing</li> <li>• cook and eat outside</li> <li>• learn traditional skills and language</li> </ul>
YOUTH EXCHANGE	<ul style="list-style-type: none"> <li>• chance to meet other young people</li> <li>• chance to travel</li> <li>• make new friends</li> <li>• find out what other people do and how they live</li> </ul>

ACTIVITY	BENEFITS
PRESENT YOUTH ISSUES AT MUNICIPAL MEETING	<ul style="list-style-type: none"> <li>• learn new skills</li> <li>• get respect of community</li> <li>• help community youth</li> <li>• meet community leaders at their level</li> <li>• learn how government works</li> </ul>
ATTEND A YOUTH CONFERENCE	<ul style="list-style-type: none"> <li>• chance to meet other young people</li> <li>• chance to travel</li> <li>• make new friends</li> <li>• find out what other people do and how they live</li> <li>• learn about youth issues</li> <li>• share your input and ideas</li> </ul>
HOLD TRADITIONAL SKILL WORKSHOPS	<ul style="list-style-type: none"> <li>• chance to socialize</li> <li>• be exposed to own culture</li> <li>• learn traditional skills</li> <li>• meet elders of community</li> </ul>
START GAME BOARD CLUB (CHESS, CHECKERS, CARDS)	<ul style="list-style-type: none"> <li>• chance to socialize</li> <li>• make new friends</li> <li>• learn new skills</li> <li>• be able to compete</li> <li>• share interests</li> </ul>
ENVIRONMENTAL CHECK-UP	<ul style="list-style-type: none"> <li>• help the environment</li> <li>• help the community</li> <li>• develop awareness</li> </ul>
CRAFT NIGHT (SEWING, MAKING ULU, EIDER DOWN CLEANER, MAKING A SLED, AND OTHER CULTURAL TOOLS)	<ul style="list-style-type: none"> <li>• chance to socialize</li> <li>• make new friends</li> <li>• learn a new thing</li> <li>• learn about Inuit culture</li> <li>• building relationships with elders</li> <li>• may be able to make a living out of art work</li> </ul>



# A SUCCESSFUL ACTIVITY

This is how another Youth Committee organized an activity. These are portions of minutes from meetings called by the Executive Directors to plan and organize a summer camp. Reading it will show you how they followed the activity process to have a successful activity.

ACTIVITY PROCESS	WHAT HAPPENED
<b>BRAINSTORM AN IDEA</b>	Came up with the idea to have a summer camp with the following goals for the young people: <ul style="list-style-type: none"> <li>• provide learning responsibilities</li> <li>• provide learning experience</li> <li>• get youth away from towns</li> <li>• reduce boredom</li> <li>• reduce delinquency</li> </ul>
<b>DETERMINE HOW ACTIVITY WILL BENEFIT YOUTH</b>	Young people will learn/experience: <ul style="list-style-type: none"> <li>• hunting</li> <li>• salt water cooking</li> <li>• sewing</li> <li>• tool making</li> <li>• fishing</li> <li>• Inuit story telling</li> <li>• harpooning</li> <li>• skinning hides</li> <li>• starting motors</li> <li>• orientation</li> <li>• gun safety</li> <li>• clean-up</li> </ul>
<b>DETERMINE IF COST REASONABLE</b>	Costs were estimated for: <ul style="list-style-type: none"> <li>• canoe rental</li> <li>• gas/naphtha</li> <li>• tents</li> <li>• stoves (w&amp;c)</li> <li>• life jackets</li> <li>• food</li> <li>• salaries</li> <li>• other expenses</li> </ul>



ACTIVITY PROCESS	WHAT HAPPENED
<p>DETERMINE IF PEOPLE ARE ABLE TO HELP</p>	<p>Camp Committee to be made up of people from:</p> <ul style="list-style-type: none"> <li>• local parents</li> <li>• Youth Committee members</li> <li>• Nunalituqait Ikajuqatitiittut</li> <li>• Social Services</li> <li>• Adult Ed. Counsellors</li> </ul>
<p>DETERMINE AVAILABILITY OF EQUIPMENT, SUPPLIES AND SITE</p>	<ul style="list-style-type: none"> <li>• Existing cabins identified by river</li> <li>• Boat and person identified for transportation to and from site</li> <li>• sources found for tents, stoves, sleeping hides and bags, H.F. radio, lanterns, etc.</li> </ul>
<p>DETERMINE WHEN ACTIVITY TO TAKE PLACE</p>	<p>Dates possible are July 2<sup>nd</sup> to end of August</p>
<p>PLAN ACTIVITY</p>	<p>Camp Committee formed and begins planning all aspects of activity.</p>
<p>RUN ACTIVITY</p>	<ul style="list-style-type: none"> <li>• Camp starts and ends on schedule</li> <li>• Daily journal and photo journal kept of all activities at camp</li> </ul>
<p>CLEAN UP SITE</p>	<p>Camp site left in same condition as found. All man-made materials removed.</p>
<p>RETURN BORROWED EQUIPMENT, TOOLS ACTIVITY REPORT</p>	<p>Tools and equipment returned to lenders. Daily journal and photo journal and Treasurer's report on costs made available to funders with thank -you letter from President of Youth Committee.</p>

**LET'S START YOUR PROJECT!**







**GOOD  
LUCK!  
WITH YOUR  
YOUTH  
COMMITTEE  
CREATION**

Special thanks to Alicia Aragutak for her contribution  
to the redaction of this book.



## **LET'S BE IN TOUCH!**

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