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September 2004

# 3rd Annual National Youth Court Month

# Action Kit

## *Serving Communities— Changing Lives*

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[http://www.youthcourt.net/12-month\\_campaign/2004\\_YC\\_Month/2004ActionKit.pdf](http://www.youthcourt.net/12-month_campaign/2004_YC_Month/2004ActionKit.pdf)

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# Introduction

This year the theme of the 3<sup>rd</sup> Annual National Youth Court Month, *Serving Communities—Changing Lives*, addresses two very important aspects of youth court. First, youth court—also called teen court, peer court, or student court—provides youth involved in the close to 940 youth courts in 48 states and the District of Columbia with a voice and an active role in addressing local problems through volunteer service in their communities. Second, youth court offers youth who have committed minor delinquent and status offenses or who are engaging in problem behaviors a timely and cost-effective alternative to the traditional juvenile justice and school disciplinary systems. Youth court dispositions are determined by the respondents' peers. Dispositions are tailored to respondents' needs. They give them an opportunity to improve their behavior and work toward becoming a contributing member of society.

Based on a philosophy of being youth-driven and youth-led, involvement in youth court also shapes the lives of the thousands of youth who volunteer. Youth volunteers become participatory members—alongside juvenile justice professionals, school personnel, and community members—in identifying problems and developing solutions for community and school issues. This 'hands-on' lesson in civic education can provide immeasurable benefits to young people in adulthood by facilitating the development of sound problem-solving, decision-making, and critical thinking skills.

The National Youth Court Center (NYCC); U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP); and U.S. Department of Transportation, National Highway Traffic and Safety Administration (NHTSA), have designated September 2004 as the 3<sup>rd</sup> Annual National Youth Court Month. National Youth Court Month provides youth courts an opportunity to share and celebrate their programs' successes; recruit new volunteers and honor current youth and adult volunteers; and engage their volunteers, respondents, and staff in community service-learning projects to promote the youth court and assist other agencies in the community. We hope you will join the NYCC, OJJDP, and NHTSA to make this year's events—locally and nationally—a successful celebration.

The *2004 National Youth Court Month Action Kit* was developed to assist youth courts in preparing for this year's events. Sections of the *Action Kit* include tips for planning events and activities, suggested activities to commemorate National Youth Court Month, strategies for communicating more effectively with the media, and a listing of national youth court resources.

# Planning Checklist

The theme for 2004 National Youth Court Month, *Serving Communities—Changing Lives*, provides a great starting point for planning events to showcase the benefits of your program—to the community as a whole and to individuals.

Remember, the success of any project, no matter how large or small, depends on careful planning. A thoughtful planning process will make your National Youth Court Month events organized, fun, and successful. The following checklist will assist you as you begin planning your events or activities.

- Establish a local planning committee to coordinate 2004 National Youth Court Month events. Local planning committee members may include youth court staff, youth and adult volunteers, and representatives from partner organizations or other key stakeholder groups (e.g., juvenile court, juvenile probation, law enforcement, schools).
- Determine what you want to do. Consider the following:
  - What do you want to accomplish with the activity or event (e.g., recruit new volunteers, honor current volunteers, gain recognition for your program, educate respondents)?
  - Do you want to conduct an activity or event that is a one- or a multi-day event?
  - What type of activity or event will help you accomplish your goal?
  - Who do you want/need involved in conducting the event or activity (e.g., youth volunteers, adult volunteers, respondents, youth court staff, others)? Are these persons willing and able to assist you?
  - How many people will be required to complete the activity or event?
  - If there is inclement weather, will that affect the outcome of the event (e.g., if it rains, will the event have to be cancelled)?

- Join with other organizations to plan and organize National Youth Court Month events. For example, if you plan to conduct a new volunteer recruitment drive, you could partner with area schools to host an event during a school assembly. When determining other local or state organizations that may be able to assist you in your efforts, keep track of the following information:
  - Name of organization
  - Contact Person for Organization
  - Address
  - Phone Number
  - Fax Number
  - Email Address
  - Type of Support Organization Can Provide

It also may be helpful to keep track of who will be contacting the organization to solicit their support, when they contacted the organization, and what the response was from the organization.

- Develop a budget for your activity or event. Determine if and what type of monetary funds or in-kind donations you need to conduct your activity or event.
- Develop an action plan that outlines tasks for completing the project, who will be assigned to specific tasks, and when the tasks will be completed.
- Determine how you will obtain funds and in-kind support, if needed. With assistance from the local planning committee, make a list of potential sources for funds or in-kind support. Assign committee members to contact various potential supporters to solicit their assistance. Keep accurate records of assistance received and acknowledge all who contribute (both financially and through in-kind donations).

- Gather statistics on your program and educate any youth and adults who will be serving as spokespersons for your program so everyone will be prepared to share information with others during National Youth Court Month activities and events. Some helpful statistics to know are:
  - when your program was implemented,
  - the number of cases you handle in a year,
  - the types of offenses your program accepts (and what type of offenses for which you get the most referrals),
  - who refers cases to your program,
  - the types of sentencing options your program utilizes,
  - the number of youth and adult volunteers involved in your program,
  - your annual operating budget,
  - the type of agencies and organizations that support your program through financial or in-kind support, and
  - data on your program's effectiveness.

It also is helpful to be familiar with how your program compares to national youth court statistics. You can find a link to updated national youth court facts and stats on the NYCC website at [www.youthcourt.net](http://www.youthcourt.net).

- Invite local media to cover your event or activity. No matter how much time and effort you put into your activity, it will not be a success unless you get the word out. See the Media Tips section of this Action Kit for more information on strategies for involving the media.
- Document your event by taking pictures and collecting copies of newspaper articles about your event or activity.
- Complete the 2004 National Youth Court Month Participation Form on page 5 and send it and any pictures or other supplemental information related to your event to the National Youth Court Center so that your program can be recognized on the NYCC's website. You can also submit a Participation Form online at [www.youthcourt.net](http://www.youthcourt.net).
- Send a thank you note to everyone who helped you with the project or activity.

## 2004 National Youth Court Month Participation Form

The National Youth Court Center would like to know what you did during National Youth Court Month 2004. Upon completion of your event, please mail this participation form, along with any supporting information that will provide a full description of your event or activity. Supporting information can include pictures—digital or photographs; press releases; articles about your event in the media; stories of involvement from youth, volunteers or respondents; and reactions from those who benefited from your project or activity. Attach additional sheets of paper if necessary.

Youth Court Program Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Tell us what you did to celebrate National Youth Court Month. Please feel free to use additional sheets of paper, if needed.

Number of Youth Court Volunteers Involved:	Number of Youth Court Respondents Involved:	Number of Adult Volunteers Involved:	Number of Youth Court Staff Involved:
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What other community organizations did you partner with to organize your educational or community service project for National Youth Court Month?

Please return the participation form and any supplemental information related to your activities to National Youth Court Center; c/o APPA; PO Box 11910; Lexington, KY 40578-1910; fax 859-244-8001; email: [nycc@csg.org](mailto:nycc@csg.org). Your participation form can also be submitted online at [www.youthcourt.net](http://www.youthcourt.net).

# Suggested Local Activities

The following suggested activities are designed to assist you in developing events around this year's theme, *Serving Communities—Changing Lives*. Many of the activities and events suggested have been successfully sponsored by youth court programs during the past two celebrations of National Youth Court Month. Most National Youth Court Month events and activities fall within one or more of the following four categories:

- Sharing the Program's Success
- Recruiting and Training New Volunteers
- Serving The Community
- Honoring Program Volunteers and Staff

Customize the suggested activity or event to meet your needs, or come up with your own unique idea. You can also find additional ideas for activities or events in *Giving Back: A Community Service-Learning Manual for Youth Courts* (see page 29 for more information), and on Youth Service America's website at [www.ysa.org](http://www.ysa.org). As always, don't forget to share your plans for National Youth Court Month with the National Youth Court Center. This year, we will be posting local program's plans on our website before, as well as after National Youth Court Month.

## Sharing the Program's Success

If you don't tell your own story who is going to know why youth court exists, how it works, or how it benefits your community? National Youth Court Month is a prime occasion for telling others about the great things that youth court does. The following are some suggested activities and events you can conduct to share your program's successes with key stakeholders and other community members.

- ✓ Host an open house for law enforcement, juvenile court, juvenile probation, judges, school personnel, youth service organizations, parents, and other key stakeholders in your community to educate them on your program.
- ✓ Present a mock hearing for key stakeholders and other community members to let them see how youth court works. Conduct a panel discussion after the hearing to give participants an opportunity to ask questions to the youth volunteers who presented the mock hearing.
- ✓ Deliver a presentation to community civic group(s), schools, fraternal, and faith-based organizations on the benefits of youth court. You can also use this opportunity to recruit adult volunteers. National youth court facts and statistics that can be used to enhance your presentation may be found on the NYCC website ([www.youthcourt.net](http://www.youthcourt.net)).



- ✓ Have a proclamation or resolution signed for National Youth Court Month. An elected or appointed executive, such as the Governor, County Executive, or Mayor makes a proclamation. A legislative body, such as your state legislature, county commission, or city council adopts a resolution. Have the proclamation or resolution printed in the newspaper or read on local television or radio programs. Display the proclamation or resolution in your youth court offices, courthouse, and other public places. If there is a signing ceremony, arrange for some of your youth to talk about the value of youth court to them and to the community. Be sure to arrange for media coverage. A sample proclamation and resolution can be found on pages 24 and 25.
- ✓ Visit your city or county elected officials and arrange for some of your youth to talk about the value of youth court to them and to the community.
- ✓ Sponsor an essay contest for elementary, middle, junior high, and/or high school students (grades 3-12). Using the theme of 2004 National Youth Court Month, *Serving Communities—Changing Lives*, ask students to write essays that describe their view of how youth can be involved in crime prevention and early intervention in their community. Select a panel of judges that includes representatives from the criminal and juvenile justice system, law enforcement, and community leaders. Programs can seek donated prizes from local businesses and community service organizations. The essays can be printed in the local or school newspapers, as well as displayed in the courthouse during National Youth Court Month. Youth court programs can sponsor an awards ceremony that honors the winners, either during a public event or a school assembly. The winners also can be invited to read their winning essays during a ceremony for National Youth Court Month or before a mock hearing at a school.
- ✓ Create an art exhibit. Have youth volunteers or respondents make posters to hang in local schools and/or public places about how youth court serves the community and changes lives. Consider taking the 6-10 best posters and having them all reproduced and printed on one poster that can be displayed and used throughout the year to promote your program.
- ✓ Contact local media to encourage them to feature stories on your youth court during National Youth Court Month. Also send press releases or media advisories for events and activities your program is doing for National Youth Court Month. See pages 21 and 22 for a sample press release and media advisory.
- ✓ Arrange for a representative from your program (e.g., youth volunteers, staff, adult volunteers) to appear on local television or radio news shows to promote youth court and to discuss the benefits to young people and the community.
- ✓ Ask local companies to add a tag line to their advertisements that shows their support of your local youth court and of National Youth Court Month.

- ✓ Prepare public service announcements related to youth court and National Youth Court Month. Contact television and radio stations to arrange for the public service announcements to be broadcast during National Youth Court Month.
- ✓ Place a banner on your local program's website publicizing National Youth Court Month. You can download a National Youth Court Month banner from the NYCC's website at [www.youthcourt.net](http://www.youthcourt.net).

## Recruiting and Training Volunteers

National Youth Court Month is an opportune time to recruit and train youth and adult volunteers. Some sample activities and events that you can conduct to recruit and train volunteers include:

- ✓ Conduct a recruitment drive and follow up with a training seminar for new volunteers.
- ✓ Set up a youth court booth or display table at a local school, community fair, or local youth service organizations. Staff the booth or display with youth court volunteers, to educate students about youth court and recruit new members.
- ✓ Create a visual display of youth court materials (e.g., table top, bulletin board) about your youth court program. You may want to do several displays and to exhibit at more than one location. Place these displays in prominent areas, such as the lobby of the city or county office building, the courthouse, a school, or other public places.
- ✓ Conduct a mock hearing at local middle and high schools. Arrange to conduct the mock hearing during a school assembly or during a civics or social studies class. If possible, let the audience break into small groups to participate as jurors.
- ✓ Organize a "Bring-a-Friend" to Youth Court Night. Encourage all current youth court volunteers to bring a friend to a special youth court event. Types of events may include an open house, mock hearing, training program, special presentation, or social or recreational outing sponsored by the youth court. Have volunteer applications on hand to distribute to all youth who attend.
- ✓ Put a banner on your local youth court program's website inviting people to volunteer for your program. Link the banner to your program's email address so that prospective volunteers can email you to let you know of their interest. You can download a youth court recruitment banner from the NYCC's website at [www.youthcourt.net](http://www.youthcourt.net).
- ✓ Create bumper stickers, bookmarks, ribbons, and other promotional items to advertise your program and to recruit volunteers. Distribute the items to current volunteers, respondents, volunteer and respondent family members, key stakeholders, and other community members so that your program will garner more name recognition.

- ✓ Conduct a pre-service training program for new volunteers to educate them about youth court and to prepare them for their volunteer roles. See the resources section of the Action Kit for curricula that has been developed by the National Youth Court Center and its allied agencies to assist you in conducting various training programs.
- ✓ Conduct an in-service training program for current volunteers to enhance their knowledge of a particular subject (e.g., the effect of crime on victims) or to enhance their skills in a certain area (e.g., questioning, case preparation, deliberation). See the resources section of the Action Kit for curricula that has been developed by the National Youth Court Center and its allied agencies to assist you in conducting various training programs.
- ✓ Organize a state youth court conference for youth volunteers and program staff.

## Serving the Community

Youth courts provide thousands of hours of volunteer service to communities—through volunteer service for the youth court and through volunteer service provided to other community agencies in the form of community service. National Youth Court Month provides an opportunity for respondents, volunteers, and staff to work together on a special community service-learning project to benefit the community. The following are some sample project ideas:

- ✓ Organize a food drive for the local food bank or homeless shelter. Let youth decorate the donation boxes. Encourage youth to approach local businesses and schools to ask if they would be willing to display the donation boxes and encourage their employees, customers, and students to donate food. At the conclusion of the food drive, have youth collect the donation boxes and deliver them to the local food bank or homeless shelter.
- ✓ Volunteer at the local Head Start program by asking youth to read books to students, assist Head Start staff in helping students with craft activities, or coordinate a special activity (e.g., party) for students.
- ✓ Volunteer at a local nursing home. Encourage youth to adopt-a-grandparent, assist in cleaning the yard or tending a garden on the property, or read books with the residents.
- ✓ Arrange a year-long project for the youth court to host a monthly birthday party at a local nursing home or retirement center for residents whose birthdays fall within that month. Ask youth to bake a cake and make (not purchase) presents for the residents' birthdays.
- ✓ Record books on tape and distribute to local nursing homes and retirement centers for residents who have difficulty reading books.

- ✓ Organize a charity car wash. Ask the local law enforcement office or a fire department if you may have a charity car wash at their location. Invite civic groups to bring their vehicles to the car wash. Pick a local charity (e.g., domestic violence shelter, Salvation Army) to benefit from the car wash.
- ✓ Plant a healing garden. Invite youth court volunteers to locate an area where they can create a healing garden by planting flowers and shrubs to remember and honor victims of crime. Arrange a dedication event to educate the community about the garden and the effect of crime on victims. Arrange for the youth court to be responsible for the ongoing maintenance of the garden.
- ✓ Help rehabilitate homes for low-income families. Partner with Habitat for Humanity or other organizations that clean up, repair, or build homes for low-income families.
- ✓ Coordinate with the city park and recreation department to assist with cleaning parks, making places children play into safer environments, performing safety checks in parks, and cleaning up trash in neighborhoods.

## Honoring Program Volunteers and Staff

Youth court volunteers provide countless hours of their personal time to assist youth courts. National Youth Court Month provides local programs with a way to say thank you and to recognize youth and adult volunteers for their invaluable contribution to the success of the program. It also is an opportunity for program staff to be acknowledged for their hard work and commitment. Some ways to honor and recognize the people who make youth courts possible include:

- ✓ Nominate a youth and an adult volunteer for the NYCC Volunteer Hall of Honor. Select one youth and one adult volunteer to be recognized for their outstanding leadership and contribution to your local program. All nominees will be featured on a special section of the NYCC's website in September. They also will receive a certificate of appreciation from the National Youth Court Center. To nominate volunteers, complete the nomination form in the Action Kit on page 15, or complete the online nomination form on the NYCC's website. Nominations are due August 1. Certificates of Appreciation will be mailed by August 15, so that youth courts can present them to their volunteers during National Youth Court Month.
- ✓ Hold a volunteer banquet or recognition ceremony and give a certificate of appreciation to all volunteers.
- ✓ Provide a list of the names of your program's volunteers to the local newspaper for them to publish, recognizing their service to the program. You can also submit a list of volunteers' names to school newspapers. Don't forget to list them in your program's newsletter.

- ✓ Designate one day during National Youth Court Month as Program Coordinators Day. During a youth court session, youth can present a giant card to the program coordinator that says “thank you” and lists things he or she has done to make a difference in the volunteers’ lives.
- ✓ Organize a recreational or social event for youth court volunteers (e.g., spend the day at a local amusement park, go bowling, have a pizza party) to give them an opportunity to relax and enjoy the company of other volunteers and program staff.
- ✓ Solicit funds that will allow you to purchase t-shirts, pins, gym bags, etc. that you can provide to all of your volunteers as a thank you.
- ✓ Create a youth court scholarship and award the scholarship to an outstanding youth volunteer during National Youth Court Month. Ask local businesses to contribute to the scholarship fund.

# National Recognition Opportunities

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During National Youth Court Month, the National Youth Court Center has planned some special opportunities to help recognize youth court volunteers and to showcase the contributions that youth courts make to their communities and to the lives of volunteers and respondents.

## Volunteer Hall of Honor

The NYCC will continue its tradition of hosting a Volunteer Hall of Honor on its website during National Youth Court Month. Local youth courts may submit the names of one youth and one adult volunteer from their program who have been particularly valuable or who have made an outstanding contribution to the program throughout the past year. If you feel you have a youth and/or adult volunteer who deserves special recognition, your youth court program coordinator is invited to submit a nomination to the National Youth Court Center by August 1, 2004 so the volunteer(s) can be featured in the Volunteer Hall of Honor on the NYCC website during National Youth Court Month. The NYCC will send a Certificate of Merit to the youth court for each nominee by August 15, 2004. This will allow you the opportunity to present your selected volunteers with the certificate from the NYCC during National Youth Court Month.

### *Submission Procedures*

- Finalists submitted to appear in the Volunteer Hall of Honor must be sent by the youth court program's coordinator or director by using the form included in the *Action Kit* or the online form on NYCC's web site, [www.youthcourt.net](http://www.youthcourt.net).
- Only one adult and/or one youth will be featured from each program.
- Local youth courts must choose their own finalists for the Volunteer Hall of Honor. The National Youth Court Center will not select recipients. We will only offer a national forum through which you can recognize their efforts. We encourage you to consult or meet with other volunteers or advisory board members who are involved in your program to assist you in selecting your final nominees.
- You can submit your nominees by completing and mailing the Volunteer Hall of Honor nomination form (found on page 14) to the NYCC or by completing the online nomination form at [www.youthcourt.net](http://www.youthcourt.net). If you have a picture that you would like to submit with your nomination, please make sure you clearly identify who is featured in the picture and submit it with your Volunteer Hall of Honor Submission Form. Pictures also can be submitted electronically in a jpeg format by email to [nycc@csg.org](mailto:nycc@csg.org), or you can mail them to the National Youth Court Center; c/o APPA; PO Box 11910; Lexington, KY 40578. Photographs will become the property of the National Youth Court Center, and NYCC will not be able to return them.
- Deadline for nominations: August 1, 2004.

## Serving Communities and Changing Lives—Youth Court Success Stories

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We have all heard the wonderful stories about the positive effect that youth court has had on communities and individual's lives. This year the National Youth Court Center would like to document the success of youth court programs nationally by collecting and sharing stories about how your program has served communities and changed lives.

- Is there a youth volunteer who was once a respondent who will share how youth court helped make a change in his/her life?
- Are there past youth court volunteers who are willing to share how youth court influenced their lives?
- Is there a current youth volunteer who wants to share how youth court is helping him or her?
- Is there a parent who is willing to tell how his or her child's experience in youth court benefited the family?
- Is there an experience that staff has had with the program that illustrates the program's success?

If you know someone who wants to share a personal success story, or if you have a story that you want to share, please submit the information to the National Youth Court Center. Stories will be compiled and published in an online document titled *Serving Communities, Changing Lives—Youth Court Success Stories*. The online publication will be posted on the NYCC's website in September. Therefore, success story submissions must be submitted by August 1, 2004. Since stories will be posted online, please remember not to divulge information that would be inconsistent with your program's confidentiality and privacy policies. You can submit success stories by completing the submission form on pages 17 and 18 of this Action Kit or by completing an online submission form on the NYCC's website.

## Volunteer Hall of Honor Nomination Form

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The National Youth Court Center's Volunteer Hall of Honor offers the opportunity for each active program to honor one adult and one youth volunteer who have been particularly valuable or who have made an outstanding contribution to your program throughout the past year. If you have a youth and adult volunteer who you feel deserve special recognition, we invite you to submit their names to the National Youth Court Center, to be featured in the Volunteer Hall of Honor on our website.

Submission Deadline: August 1, 2004

Please type or print information legibly. You can also complete a nomination form online at [www.youthcourt.net](http://www.youthcourt.net).

Note: Applications may be submitted only by a youth court coordinator.

Name of Youth Court Program: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I certify that the information provided on this form has been submitted by me and to the best of my knowledge is accurate.

Signature of Youth Court Program Coordinator: \_\_\_\_\_

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



Youth Volunteer Nominee

We would like to submit the following youth volunteer from our youth court program to be listed in the National Youth Court Center's Volunteer Hall of Honor during National Youth Court Month 2004.

Name of youth volunteer: \_\_\_\_\_

This person typically performs the following type of volunteer duties for our program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give a brief statement for selection (outstanding service or leadership, specific project or area of assistance, length of service):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adult Volunteer Nominee

We would like to submit the following adult volunteer from our youth court program to be listed in the National Youth Court Center's Volunteer Hall of Honor during National Youth Court Month 2004.

Name of adult volunteer: \_\_\_\_\_

This person typically performs the following type of volunteer duties for our program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give a brief statement for selection (outstanding service or leadership, specific project or area of assistance, length of service):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\* If you would like to send a picture(s) with your submission, you may send it in an electronic file (JPEG) to [nycc@csg.org](mailto:nycc@csg.org) or you may send a photograph to NYCC; c/o APPA; PO Box 11910; Lexington, KY 40578-1910. Please note that we will not be able to return photographs. Please label the picture with the volunteer's name and include the name, city, and state of the youth court program.

Mail or fax this form by August 1, 2004 to:

National Youth Court Center  
c/o American Probation and Parole Association  
PO Box 11910  
Lexington, KY 40578-1910  
Fax: (859) 244-8001

#### QUESTIONS?

Call: 859-244-8193

Email: [nycc@csg.org](mailto:nycc@csg.org)

*Serving Communities and Changing Lives—Youth Court Success Stories*  
Success Story Submission Form

The National Youth Court Center is collecting success stories from youth court programs to feature in an online publication during National Youth Court Month. This publication is designed to showcase the valuable contributions that youth courts make to their communities, volunteers, and respondents.

If you have a success story to share about your program or about one of your volunteers, respondents, or staff, please send it to the NYCC by August 1, 2004.

The NYCC reserves the right to edit your story to protect confidentiality and for technical accuracy and space limitations. Please remember not to divulge information that would be inconsistent with your program's confidentiality and privacy policies.

Please type or print information legibly. Attach additional sheets of paper if necessary. You can also submit information online at [www.youthcourt.net](http://www.youthcourt.net).

Contact Information:

Name of Person Submitting Story: \_\_\_\_\_

Affiliation with Youth Court Program: \_\_\_\_\_

Date of Birth of Person Submitting Story (if under the age of 18): \_\_\_\_\_

Address of Person Submitting Story: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Youth Court Program: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Youth Court Program Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I give my permission for the National Youth Court Center to edit and publish the following success story in the online publication *Serving Communities and Changing Lives—Youth Court Success Stories* on its websites [www.youthcourt.net](http://www.youthcourt.net) and [www.ycyouth.net](http://www.ycyouth.net).

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

Parent/Guardian Signature (if person submitting story is under 18 years of age):  
\_\_\_\_\_ Date: \_\_\_\_\_

Youth Court Success Story (Attach additional sheets of paper if necessary):

\_\_\_\_\_  
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Mail or fax this form by August 1, 2004 to:

National Youth Court Center  
c/o American Probation and Parole Association  
P.O. Box 11910  
Lexington, KY 40578-1910  
Fax: (859) 244-8001

QUESTIONS?

Call: 859-244-8193

Email: [nycc@csg.org](mailto:nycc@csg.org)

# Tips for Involving the Media

Whether you use newspapers, television, radio, websites, or bulletin boards, informing the public about your youth court program is vital to obtaining and retaining community support. National Youth Court Month provides an excellent opportunity to use the media in telling the story of your youth court program. Some tips for involving the media include:

- Develop a listing of broadcast, print, and web-based media for your jurisdiction. You can find general and specialized media according to region and state at: [http://dir.yahoo.com/News\\_and\\_Media/By\\_Region/](http://dir.yahoo.com/News_and_Media/By_Region/).
- Inform and invite the media to your National Youth Court Month activities and events through a:
  - Press Release. Press releases tell your story. They should be released prior to the event if you want to provide information, announce an achievement, or invite the community to attend a special event. Press releases take time and effort, but getting your message across clearly to the press can lead to excellent coverage of your event. Make sure to check local deadlines for submitting press releases. The deadlines for print media may vary. See page 21 for a sample press release.
  - Media Advisory. A media advisory simply informs the media of the facts of an event—who, what, when, where, and why—that is about to happen. A media advisory should be sent one to two weeks prior to your event (four to six weeks in advance, if you are submitting your information for a printed calendar of events), and they should be followed by targeted telephone calls to the appropriate reporters. The media advisory should be no longer than one page in length and should have contact information prominently displayed at the top right edge of the paper. A sample media advisory format can be found on page 22.
- Write a letter to the editor. A letter to the editor appeals to the public to support your efforts. It informs the community about the local activities of your youth court and the events you have planned to celebrate National Youth Court Month. Letters to the editor can be written by youth court volunteers, key supporters, or referring agencies. Be sure and send the letter to the editor 10 days to two weeks prior to your activity. Check for guidelines. Be sure and call your local paper to inquire about guidelines on length, deadlines, whether an address and signature are needed, and whether the letter will be edited. Remember, due to space issues, editors will likely choose a few short letters over one long one.
- Write an opinion-editorial, commonly known as an op-ed. An op-ed is a more detailed way of expressing your opinion. It is a brief statement that combines the timeliness of a news story with a personal voice. An op-ed should be readable and engaging and written by an opinion leader or person with authority in the community to lend credibility. Opinion leaders can include a juvenile judge, school principal, chief of police, sheriff, chief juvenile probation officer, and other key community stakeholders. These statements can influence public opinion and are opportunities for the media to show their support of your youth court program and National Youth Court Month. You should send the op-ed to local newspapers 7 to 10 days prior to the event.

- Prepare public service announcements (PSA's) to notify your community about National Youth Court and the benefits of your local program to the community. Be sure to contact local television and radio stations at least six weeks prior to National Youth Court Month and ask if they accept PSA's. Ask about guidelines and their preferred format. While some stations simply accept PSA scripts that are read by on-air "personalities," others ask that a representative from the organization that submits the PSA read the script. Be sure to follow any guidelines that radio and television stations provide. Sample 30- and 60-second PSA's can be found on page 26.
- Submit pre-written articles to community newspapers. Contact the editors or reporters at community papers at least six weeks before you want an article to appear to find out if they accept pre-written articles. If possible, include photographs.
- Secure television and radio coverage. Approach broadcast media just as you would print media. Listen to the shows and become familiar with their formats. Then send a news release to the appropriate person at the radio or television station at least four weeks in advance.

FOR IMMEDIATE RELEASE

For more information contact  
[Insert Contact Person Name and Phone Number]

Serving Communities—Changing Lives

[Insert Your Program's Name] to Celebrate National Youth Court Month

The [insert name of your youth court] will be participating in the 3<sup>rd</sup> annual celebration of National Youth Court Month during September 2004 by [List the activities that your program has planned here. Be sure to include the what, where, and when of your event.] We invite you to attend and help us spread the word about this powerful program.

The theme of National Youth Court Month 2004, "Serving Communities—Changing Lives," illustrates perfectly what our program is about. This year, youth and adult volunteers in our community have committed more than [insert number of hours] hours of service to the [insert name of youth court program]. In addition, youth court respondents and volunteers have provided more than [insert number of hours] hours of community service to countless nonprofit organizations in our community. Our program also has been a positive force in the lives of more than [insert number of respondents] youth respondents this year, by providing them a second chance while holding them accountable for their behavior.

Our youth court is not alone in its efforts to serve communities and change lives. National Youth Court Month, sponsored by the National Youth Court Center and the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice, provides the 940 youth courts in 48 states and the District of Columbia an opportunity to celebrate and showcase their positive effect on our nation's youth and communities.

###

## Sample Media Advisory

22

FOR IMMEDIATE RELEASE

*Date*

*For More Information*

*Contact Name*

*Address*

*Phone, Fax*

*Email*

*[Insert Your Youth Court Program Name] Announces [Insert Event] to Celebrate  
National Youth Court Month*

**WHO:** *Include the name of your program and any brief description of who will be participating (e.g., local officials, youth court staff, volunteers).*

**WHAT:** *Describe event and indicate why the event is being held (e.g., to celebrate National Youth Court Month, highlight volunteers' achievements, recruit volunteers).*

**WHEN:** *Indicate the date and time of your event.*

**WHERE:** *State where the event will be held. Include an exact street address and phone number that people can call if they have questions.*

**FACTS:** *Include brief statistical information about your youth court and background information about National Youth Court Month. Also include contact information for the program.*

###



## Sample Letter Requesting a Proclamation or Resolution

*Date*

*Honorable [Name]*

*Official Title*

*Street Address or P.O. Box*

*City/State/Zip Code*

Dear [Name]:

The National Youth Court Center and the Office of Juvenile Justice and Delinquency Prevention have designated September 2004 as the 3<sup>rd</sup> annual National Youth Court Month. This year's theme is "Serving Communities—Changing Lives," and is an accurate reflection of what youth court is all about. More than [insert number of volunteers] youth and adults volunteers have provided countless hours of their personal time to help the more than [insert number of respondents] youth who have been referred to the [insert name of program]. Our program, along with 940 youth courts in 48 states and the District of Columbia, are taking an opportunity during National Youth Court Month to educate our community about the benefits we provide and to recognize the contributions our volunteers make each and every day.

We would be honored if you would sponsor an official [proclamation/resolution] to recognize September 2004, as [City/County/State] Youth Court Month. I have enclosed a sample [proclamation/resolution] which may help your office compose a [proclamation/resolution] for our [City/County/State].

[Your youth court and list of organizations co-sponsoring event] are sponsoring [describe event] on [date] at [time] at [location]. We hope you will attend this special event to present your [proclamation/resolution]. If you have any questions concerning our request or about National Youth Court Month, please call [contact person name] at [phone number]. Thank you for your consideration of this special request.

Sincerely,

*Name*

Enclosure

## Sample Proclamation

During September 2004, more than 940 youth courts operating in district-level juvenile justice systems, schools, and community-based organizations in 48 states and the District of Columbia will celebrate the 3<sup>rd</sup> annual National Youth Court Month. Our [City/County/State] is home to [list name of all youth courts in the City/County/State].

Youth court—also known as teen court, peer court and student court—is one of the fastest growing crime prevention and early intervention programs in the nation. Youth court volunteers, under the supervision of adult volunteers, act as judges, jurors, clerks, bailiffs, and counsel for youth charged with minor delinquent and status offenses and problem behavior, with the overall goal of determining an appropriate, constructive, and restorative disposition for the offending youth.

This year the theme of National Youth Court Month, *Serving Communities—Changing Lives*, addresses two very important aspects of youth court. First, youth court provides youth involved in the more than 940 youth courts across the nation with a voice and an active role in addressing local problems through volunteer service in their community. Second, youth court programs offer offending youth an effective alternative to the traditional juvenile justice and school disciplinary systems that helps them repair the harm they have caused and teaches them valuable life skills in an effort to redirect them toward becoming contributing members of the community.

I hereby proclaim the month of September 2004 as [City/County/State] Youth Court Month, and urge the citizens of this [City/County/State] to celebrate the valuable contributions that youth courts and their volunteers, adult and youth, make to keep our [City/County/State] and our nation's communities safe.

## Sample Resolution

- Whereas, Youth courts—also known as teen courts, peer courts and student courts—are one of the fastest growing crime prevention and early intervention programs in the nation.
- Whereas, Youth court volunteers, under the supervision of adults, act as judges, jurors, clerks, bailiffs, and counsel for first time juvenile offenders who are charged with minor delinquent and status offenses, problem behaviors or minor infractions of school rules, and consent to participating in the program.
- Whereas, Youth courts engage the community in a partnership with the juvenile justice system, youth programs, schools, attorneys, judges, and police departments working together to form and expand diversionary programs responding to juvenile crime and problem behavior.
- Whereas, Youth courts increase the awareness of delinquency issues on a local level and mobilize community members and youth to take an active civic role in addressing the problems.
- Whereas, Youth courts exemplify the practices of empowering youth through involvement in community solutions, teaching decision-making and leadership skills, and positive peer pressure.
- Whereas, Youth courts design effective program services and sentencing options that hold youthful offenders accountable, repair the harm to the victim and the community, and contribute to public safety.
- Whereas, National Youth Court Month provides a time to celebrate the valuable contributions that youth courts and their volunteers, adult and youth, make to keep our nation's communities safe.
- Whereas, [*Your youth court*] is celebrating National Youth Court Month 2004 with more than 940 youth court programs operating in district-level juvenile justice systems, schools and community-based organizations in 48 states and the District of Columbia, with the theme of *Serving Communities—Changing Lives*.
- Therefore, be it resolved,
- that [*elected official or government entity*] adopts this resolution and designates September 2004, as [*City/County/State*] Youth Court Month to be celebrated in conjunction with National Youth Court Month; and be it further
- Resolved, [*Add this paragraph if you submitted names in the Youth Court Volunteer Hall of Honor Section of the National Youth Court Center website.*]
- that [*elected official or government entity*] recognizes the importance of [*your youth court*] to our community and congratulates [*name of youth volunteer*] and [*name of adult volunteer*] for their nomination and selection to the Youth Court Volunteer Hall of Honor by the [*insert name of youth court program*]; and be it further
- Resolved, that this official proclamation be presented to [*name of your youth court*] on [*date*].

### Sample 60-Second PSA:

If you walked into a courtroom and saw youth serving in the roles of *[insert your program's youth volunteer roles]*, you might think you were watching a mock trial. However, what you would actually be watching is an exciting program in our community that is making a difference in young people's lives. And, it's called *[insert your program's name]*. Youth court volunteers, under the guidance of adults, present the case, deliberate, and construct a sentence for youth who commit minor delinquent and status offenses or who engage in problem behavior.

There are more than 940 youth court programs, also called teen court, peer court, and student court, operating in juvenile justice systems, schools and community-based organizations throughout the United States. September is National Youth Court Month, and the *[name of your youth court]* will be celebrating the valuable contribution that youth court programs make in serving communities and changing lives.

My name is *[insert your name]*, and I am a youth court volunteer. I have been a *[list volunteer roles that you perform]* with the *[insert youth court program name]* for *[insert number of years or months that you have been a volunteer]*. I want to encourage other youth between the ages of *[insert age range of your youth volunteers]* to become volunteers with our program.

For more information about or to volunteer for the *[insert name of youth court]* contact us at *[insert phone number; and if you have a local program website, list the web address]*.

### Sample 30-Second PSA:

My name is *[insert name]*, and I am proud that my *[son/daughter]* is a youth court volunteer. What is youth court? Youth court is a program in which youth sentence their peers for minor delinquent or status offenses, problem behavior, or school disciplinary problems. Juvenile crime and problem behavior affects us all, and the *[insert name of your youth court]* is actively involved in helping our community solve this problem.

September is National Youth Court Month, and the *[insert name of your youth court]* is hosting an open house on *[insert date of event]* at the *[insert location of event]*. Everyone is invited to come to the open house and watch a mock trial to witness first-hand how this program works. To find out more about youth court call *[insert name of the program]* at *[insert phone number]*.

The National Youth Court Center, in conjunction with its allied agencies, develops and disseminates resources to help communities develop youth courts and to assist established youth courts in strengthening their ability to serve their communities and youth more effectively.

## Publications and Videos

Most publications published by the NYCC and its allied agencies can be downloaded from the NYCC website at [www.youthcourt.net](http://www.youthcourt.net). See page 32 for a publication order form.

### *Peer Justice and Youth Empowerment: An Implementation Guide for Teen Court Programs*

By Tracy M. Godwin, David J. Steinhart, and Betsy A. Fulton  
(Published in 1996; Revised in 1998; 176 pages, plus appendices)

The American Probation and Parole Association, which operates the National Youth Court Center, developed *Peer Justice and Youth Empowerment: An Implementation Guide* for youth courts to provide program organizers with baseline information on developing, implementing, and enhancing teen court programs within their jurisdictions. Rather than endorsing one particular model of youth court, this manual provides program organizers with a general overview of issues to consider and guides them through a decision-making process for the implementation of a youth court program that fits local needs. Sample forms and other helpful resources also are included as supplementary materials.

### *National Youth Court Guidelines*

By Tracy M. Godwin, Michelle E. Heward and Tom Spina, Jr.  
(Published in 2000; 146 pages)

Developed by the National Youth Court Center, the *National Youth Court Guidelines* are designed to give youth courts direction for developing and operating effective programs, for the ultimate purpose of increasing program accountability and integrity of the "youth court field." Each chapter begins with a brief overview of the guidelines that are recommended for that particular program area. Then, each guideline is discussed in more detail. A rationale as well as tips for implementing each guideline are included. At the conclusion of each chapter there is a section that identifies some outcomes youth court programs might reasonably expect if they adhere to the recommendations made in the guidelines.

By Margaret Fisher

(Published in March, 2002; 36 pages)

This Roadmap booklet introduces youth courts to those who are interested in justice improvement. It examines the nature, structure, and benefits of youth courts and explores the roles played by a variety of government and community entities. The booklet highlights examples of successful youth courts throughout the United States—ones based in juvenile justice settings, community settings, as well as school settings. The resource also spotlights unique innovations in youth courts and discusses statewide associations that play a role in supporting and networking youth courts within a state. This Roadmap booklet was developed by the American Bar Association, Office of Justice Initiatives, through a subcontract with the National Youth Court Center and OJJDP.

### *Youth Court Volunteer Training Package*

By: Margaret E. Fisher

(Published in 2001)

Based on the *National Youth Court Guidelines*, these instructional resources for youth court staff offer high-quality materials for training youth court volunteers. The resources provide trainers with the opportunity to model the qualities inherent to effective youth courts and to examine some of the universal moral principles and common codes of behavior that underlie legal systems—honesty, respect, responsibility, and compassion. The package was developed by the American Bar Association, Division of Public Education, through a subcontract from the National Youth Court Center.

The complete training package, available for purchase from the ABA (1-800-285-2221) includes:

- Guide for Trainers, with lessons for all youth court models on topics such as the American justice system, balanced and restorative justice, conducting a hearing, and deliberating on a disposition.
- Youth Volunteer Handbooks for adult judge, youth judge, youth tribunal, and peer jury program models.
- Changing Lives: America's Youth Court, a short video introducing the concept of youth courts.
- CD-Rom to tailor materials to local needs.

### *The Role of Restorative Justice in Teen Courts: A Preliminary Look*

By Tracy M. Godwin

(published in 2001; 8 pages)

In March 2000, the National Youth Court Center convened a focus group to examine and discuss the role of restorative justice in teen court programs. The panel consisted of persons working actively in teen courts and persons working actively in more traditional restorative justice-based programs.

This paper provides a brief overview of restorative justice principles and addresses several key issues the focus group members identified that serve as a promising foundation from which teen courts can begin to move toward integrating more restorative justice-based practices within their programs. Key issues discussed include how youth courts can rethink the role of victims and the community within their programs, how youth courts can alter the way that their proceedings and practices are structured, and how youth courts can rethink and redefine sentencing options so that they are based on the restorative justice philosophy.

(Produced in April 2002; Video features two 20-minute segments; Facilitator Guide, 13 pages)

This interactive video features two 20-minute scenarios designed to help educate youth court volunteers, especially new jurors and judge panelists, on some issues they should consider to help them determine a fair, appropriate, and restorative disposition (i.e., sentence) for youth court defendants/respondents. The deliberation process is one of the most important components of a youth court hearing. The disposition recommended by youth jurors or judges should have components that will help the defendant/respondent understand his/her actions; offer opportunities to make amends, and appreciate and repair the harm that he/she caused; and increase his/her skills, competencies, and ties to the community. The video comes with a *Facilitator Guide* that includes a lesson that youth courts can follow when using the video to instruct and educate their volunteers.

### *Youth Court: A Path to Civic Engagement*

By Sarah H. Pearson

(Published in September 2003, 8 pages)

This National Youth Court Center Policy Brief provides local, state, and federal policymakers with background information on youth courts, as well as highlights current local and state policy in support of youth court. The brief also describes how youth court helps young people learn the value of actively participating as citizens to help make a difference in their communities.

### *Giving Back: A Community Service-Learning Manual For Youth Courts*

By Charles Degelman

(Published in 2002; 92 pages)

This manual gives youth courts tools needed to apply school-based, service-learning methods to community service dispositions for youth courts. The manual presents strategies that youth courts can use to introduce youth court defendants/respondents to basic concepts about community, community problems and ways to address them, as well as skill- and awareness-building activities to introduce the community-service learning options. Finally, the manual outlines three community service-learning options and methods that youth courts can choose from when developing their community service component. This resource was developed by the Constitutional Rights Foundation in Chicago and Los Angeles, through a subcontract with the National Youth Court Center and OJJDP.

### *Street Law for Youth Courts: Educational Workshops*

By Lena Morreale Scott

(Published 2001; Revised 2002)

*Street Law for Youth Courts: Educational Workshops* is designed as an information resource for youth courts to use when establishing their educational workshops/programs. These interactive lessons focus on the most frequent offenses for which youth are referred to youth court: theft, possession of alcohol, possession of marijuana, vandalism, and traffic violations. The lessons include instructor's guides, lesson plans, and handouts for youth participants. The lessons are designed to initiate a law-related education program as a sentencing option for youth court offenders. The lessons also may be used to train youth court volunteers. This resource was developed by Street Law, Incorporated, through a subcontract with the National Youth Court Center and OJJDP.

## *In Session*

*In Session* is the National Youth Court Center's quarterly newsletter. The newsletter features articles on topics of immediate interest to youth courts, such as restorative justice, volunteer training and recruitment, and evaluation. Other items typically included in each issue include information on youth court resources, announcements of upcoming training events, information on recognition that youth courts have received on a national and local level, and a calendar of events. Production of the newsletter began in the spring of 2001.

### *Teen Courts: A Focus on Research*

By Jeffrey A. Butts and Janeen Buck  
(Published in October 2000; 15 pages)

This resource is an OJJDP Juvenile Justice Bulletin that includes a profile of teen court characteristics and implementation challenges, derived from a national survey of teen courts conducted in the first phase of the Evaluation of Teen Courts Project.

### *The Impact of Teen Court on Young Offenders*

By Jefferey A. Butts, Janeen Buck, and Mark B. Coggeshall  
(Published by the Urban Institute in April 2002; 58 pages)

This is the final report of findings from the Evaluation of Teen Courts Project. The Evaluation of Teen Courts Project studied teen courts in four states: Alaska, Arizona, Maryland, and Missouri. Researchers measured pre-court attitudes and post-court recidivism among more than 500 juveniles referred to teen court for nonviolent offenses, such as shoplifting and vandalism. The study compared recidivism outcomes for teen court defendants with outcomes for youth handled by the regular juvenile justice system. The project was conducted by the Urban Institute and funded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice.

## Websites

The National Youth Court Center maintains two websites—a main website designed primarily for persons interested in establishing and enhancing youth courts and a website designed for youth court volunteers. Each website offers links to numerous publications and resources related to youth court and related fields, as well as houses additional resources developed specifically for the websites. These sites are constantly being updated with new resources and information.

### *National Youth Court Center Website*

[www.youthcourt.net](http://www.youthcourt.net)

Most of the publications developed by the NYCC and its allied agencies are available to be downloaded from this website. Additional resources that can be found online include national facts and statistics on youth courts, funding information, youth court legislation, state youth court associations and networking groups, evaluation, and suggested readings on youth courts and related topics. Information about current, future, and past training and technical assistance events also can be accessed. The site also offers message boards for youth court program coordinators.



### *Youth Court Youth Website* *www.ycyouth.net*

The Youth Court Youth Website provides youth volunteers with a forum where they can access information specific to their needs. The site includes a chat room and message boards where youth can pose questions and have discussions about how their youth courts work. The site also includes an online newsletter which is written entirely by youth. Online training resources also are available on this site to assist youth volunteers in enhancing their skills. Current lessons available are designed to teach youth court jurors and judge panels how to deliberate more effective youth court dispositions and to offer youth court attorneys some resources to help them prepare for their cases more effectively and efficiently.

### Youth Court Database

The National Youth Court Center maintains a comprehensive database that includes detailed information on how youth courts operate in the United States and makes customized searches and requests for information easier to fulfill. The types of information that can be accessed from the database include the percentage of programs that operate the various youth court program models, the types of offenses that youth courts will accept, the types of sentencing options provided by youth courts, the number of persons who volunteer for youth court, and the types of agencies that administer youth court programs. If you need information, contact the NYCC staff, and ask for a customized search and report to be prepared.

### Online Lessons

#### Getting the Most Out of the Deliberation Process

The National Youth Court Center has created an online lesson to orient youth court volunteers on the deliberation process. The lesson is available on both the NYCC website ([www.youthcourt.net](http://www.youthcourt.net)) and on the youth website ([www.ycyouth.net](http://www.ycyouth.net)).

#### Preparing Your Case

Located on the youth court volunteer website ([www.ycyouth.net](http://www.ycyouth.net)), "Preparing Your Case" was designed as a tool for youth attorneys to use in the preparation of their youth court cases.

#### Making Evaluation for Youth Courts Simpler Using Performance-Based Measures

All parts of government and private agencies are facing hard decisions on how to spend scarce dollars. Therefore, the need to justify the value of the services that youth courts provide is becoming more important with each passing day. The way to demonstrate the value of youth court is through meaningful evaluation. Yet, evaluation doesn't always have to be time intensive or costly. Using performance-based measures, youth courts can assess both process and outcomes without great expense and without employing outside expertise. This audio teleconference/webcast gives youth court coordinators the knowledge to articulate and demonstrate, in an objective manner, what their youth court has to offer so that the public and funding sources will be willing to support and dedicate money to the program. To view and listen to the broadcast online, go to the NYCC website ([www.youthcourt.net](http://www.youthcourt.net)). To order a copy of the broadcast on CD-ROM, contact the National Youth Court Center.

#### Effective Strategies for Searching for Youth Court Funding and Writing Grants

Fundraising can be a time consuming task, and program organizers often have many other responsibilities that compete for their time and energy. This audio teleconference/webcast gives youth court coordinators information on how to locate possible funding sources and plan for program sustainability. Tips for writing effective grants are also provided. To view and listen to the broadcast online, go to the NYCC website ([www.youthcourt.net](http://www.youthcourt.net)). To order a copy of the broadcast on CD-ROM, contact the National Youth Court Center.

# National Youth Court Center Publication Order Form

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Youth Court Program Name: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Please place a check mark next to the requested publications (Limit: One copy per person).

Publication/Items	Requested	Price
Youth Court Information Packet		Free*
<i>National Youth Court Guidelines</i>		Free*
<i>Getting the Most Out of the Deliberation Process Video and Facilitator Guide</i>		Free*
<i>Giving Back: A Community Service-Learning Manual for Youth Courts</i>		Free*
<i>Peer Justice and Youth Empowerment: An Implementation Guide for Teen Court Programs</i>		Free*
Youth Court Poster — please indicate the quantity requested		See cost info. below
Teen Court Poster — please indicate the quantity requested		See cost info. below
Peer Court Poster — please indicate the quantity requested		See cost info. below
Total — *Price based on 1 copy.		

**Poster Prices\*\***

5 posters \$10    10 posters \$20  
 20 posters \$35    30 posters \$50

**For discounted posters order online at [www.youthcourt.net](http://www.youthcourt.net)**

Need more than 30 posters? Call or email us for a price quote.

*\*\*If you want a quantity other than those listed, you will be charged the price for the next higher amount of posters rate (e.g., if you want 6 posters, you will be charged the rate for 10 posters).*

Return Order Form to:  
 National Youth Court Center  
 c/o APPA  
 PO Box 11910  
 Lexington, KY 40578-1910  
 Fax: 859-244-8001

Payment (for poster orders only):

Cash    Money Order    Personal Check    Visa    MasterCard    American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

Total: \$ \_\_\_\_\_

Checks must be in U.S. dollars and made payable to the National Youth Court Center

## Additional Youth Court Publications Available Through Allied Organizations

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Publication/Item	Price	Ordering Information
Youth Volunteer Training Package (includes an Instructor's Guide, four Student Manuals, a video, and a CD-ROM)	Full Set \$45 (individual items priced separately)	To order, contact: American Bar Association Service Center 1-800-285-2221
Street Law for Youth Courts: Educational Workshops	No charge	Online resource at <a href="http://www.streetlaw.org/youthcourtleasons.html">http://www.streetlaw.org/youthcourtleasons.html</a>

Visit our website to download youth court publications and resources.  
[www.youthcourt.net](http://www.youthcourt.net)

### Questions?

Contact the National Youth Court Center at:

PO Box 11910

Lexington, KY 40578-1910

Phone: 859-244-8193

Fax: 859-244-8001

Email: [nycc@csg.org](mailto:nycc@csg.org)

Website: [www.youthcourt.net](http://www.youthcourt.net)

Youth Volunteer Website: [www.ycyouth.net](http://www.ycyouth.net)

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National Criminal Justice Reference Service (NCJRS)  
Box 8000  
Rockville, MD 20849-6000