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• **Syracuse**

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YEAR ROUND SYRACUSE

In the spirit of a domestic Peace Corps, **YEAR ROUND SYRACUSE** gives young people ages 17-25 an opportunity to spend nine months helping others and themselves. Working in teams of ten, participants provide full-time community service for not-for-profit organizations and government agencies throughout the greater Syracuse community. **YEAR ROUND SYRACUSE** also provides project planning assistance, on-site supervision of work teams and compensation for the participants. The program intends to build a public/private partnership in order to develop strong local support for its mission.

Since the inception of **YEAR ROUND SYRACUSE** in the Fall of 1992, 40 corps members have combined their talents to complete over 40,000 hours of community service. From mentoring children in elementary schools and community centers, to spending quality time with senior citizens, and performing meaningful physical service projects which revitalize neighborhoods, they have served the greater Syracuse community.

OUR MISSION IS:

- To assist service providers in meeting community needs not otherwise met;
- To provide participants with fulfilling leadership, work ethic, and life enrichment experiences that will help them become more caring and productive members of our community;
- To emphasize service excellence and community problem-solving;
- To promote a better understanding and appreciation among participants who come from different ethnic, geographic, and socio-economic backgrounds.

A YEAR ROUND SYRACUSE SERVICE PROJECT:

- Provides service to help address community needs;
- Expands and enhances the scope of existing community services;
- Educates participating young people about community needs while also challenging them with meaningful service responsibilities;
- Focuses on the following community needs categories: the environment/neighborhood revitalization, housing and hunger, health, and children and families.

IT WILL NOT:

- Include routine maintenance or clerical work,
- Displace employees or workers,

IF WORKING WITH OUR PROGRAM INTERESTS YOU:

We would like to hear from you. Call us at 472-1950.

Year Round Syracuse corps members have...

Filled over 10,000 sandbags at Oneida Shores Park to help flood victims save their homes.

Tutored Latino families in conversational English and basic reading, writing, and math skills at the West Side Learning Center with the Manos program.

Developed educational curricula for young children in celebrating cultural diversity, managing anger, preserving the environment, and career planning at Brighton Family Center, Northside CYO, and Southwest Community Center.

Implemented a literacy program focusing on the importance of reading and writing for children at various community centers.

Helped feed hungry people at the Samaritan Center.

Conducted a house-to-house needs survey of low income families on the Southside of Syracuse.

Assessed 70 Onondaga County schools as potential sites for Red Cross services in the event of a local disaster.

Shoveled out 40 snowbound senior citizens after the Blizzard of '93.

Transported senior citizens from the Solvay Senior Apartments and the Fairmount Garden Senior Apartments for afternoon outings for shopping and dinner.

Assisted the Food Bank of Central New York pick and distribute tons of food for the hungry.

Painted a mural at the Northside CYO celebrating its 50th anniversary and reflecting the historical diversity of Syracuse's Northside.

Developed and provided educational and recreational programs for mentally and physically handicapped adolescents and adults at the Southwest Community Center.

Conducted social and recreational activities at the Ida Benderson Senior Center.

Assisted in cleaning up more than 20 parks in Syracuse and elsewhere in Onondaga County.

Helped Catholic Charities settle 20 Asian and Russian refugee families into their new homes in Syracuse.

Acted as teachers' aides and mentors for elementary school children at Seymour Elementary School.

Worked on food and clothing drives with the Rescue Mission and the Salvation Army.

Participated in day-long clean-ups in four Onondaga County neighborhoods.

Developed and provided recreational and educational activities for Bishop Foery's after school program for children.

**Y E A R R O U N D
S Y R A C U S E C O R P S
M E M B E R S H A V E
P E R F O R M E D M O R E
T H A N 4 0 , 0 0 0 H O U R S
O F C O M M U N I T Y
S E R V I C E T O H E L P
M A K E G R E A T E R
S Y R A C U S E A B E T T E R
P L A C E T O L I V E .**

...Let Year Round Syracuse corps members put their energy and idealism to work for you.

YEAR ROUND SYRACUSE: OUR MISSION & GOALS:

Founded in the Fall of 1992, Year Round Syracuse's mission is to promote citizenship through serving our community and service learning. Our 40 corpsmembers, aged 17-25 represent the richness of greater Syracuse's ethnic, socio-economic, educational, and gender backgrounds. These young adults will come together for nine months to perform full-time community service and leadership development projects throughout the City of Syracuse and Onondaga County. Monday through Thursday, corpsmembers begin the day with calisthenics and then divide into their teams of ten to perform vitally needed service projects--assisting the frail elderly, teaching violence prevention to young children, mentoring children in classrooms and community centers, assisting the Food Bank in gathering food for the hungry, painting low-income housing and much more.

Service projects last for two months. In return for their work, each corpsmember will receive a \$100 weekly stipend and upon completion of their nine month commitment, a \$4,000 Service Award which can be used to further their education or job training.

Integrated into the service year is a life skills learning curriculum which guides corpsmembers to think critically and gain a greater understanding of community needs. Year Round Syracuse provides college counselling and basic job training skills and requires corpsmembers without high school diplomas to attend GED classes. In addition, every corpsmember will participate in a month long independent internship in a field related to their long term career interest.

Year Round Syracuse staff are committed to helping corpsmembers prepare themselves to participate more fully in their community through a learning environment that promotes academic achievement, life skills, and a higher self-esteem. We intend to help corpsmembers understand the connection between worksite experiences and educational learning.

As corpsmembers gain a sense of accomplishment, pride, and a commitment to life-long learning, the community will be enriched by corps graduates who are knowledgeable, skilled, and eager to assume the responsibilities of citizenship, family, vocation, and self-fulfillment.

MORE ON OUR MISSION: (QUOTES RELATE TO THE FOUR MISSION GOALS)

"Sooner or later the hunter catches the monkey in the forest."
-A West African Proverb-

"The impersonal hand of government can never replace the helping hand of a neighbor."
-Hubert H. Humphrey-

"Our society will never be great until our cities are great. In the next forty years we must rebuild the entire urban United States... There is a decay of the centers and the despoiling of the suburbs... A few years ago we were concerned about the ugly American. Today we must act to prevent an ugly American."
-Lyndon B. Johnson- 1966 Address to the Nation-

(1) ASSIST SERVICE PROVIDERS IN MEETING COMMUNITY NEEDS NOT OTHERWISE MET;

Our society's basic needs continue to grow. The evidence of increased economic distress surrounds us in reports of higher poverty and unemployment rates, increasing numbers of requests for food and shelter assistance, and mushrooming public assistance rolls. At the same time, government and private sector support for many service agencies has declined, or at best, remained constant in real dollars. Year Round Syracuse teams can help local service providers meet their increased need caused by the recession.

"The young of this land are not, as they are called, a "lost" race- they are a race that never yet has been discovered. And the whole secret, power, and knowledge of their own discovery is locked within them- they know it, feel it, have the whole thing in them- and they can not utter it." -Thomas Wolfe, The Web and the Rock, 1939-

"It is from numberless acts of courage and belief that human history is shaped. Each time a man strikes out against injustice, he sends forth a ripple of hope, and crossing each other from a million different centers of energy and daring, those ripples build a current that can sweep down the mightiest walls of resistance."
-Robert F. Kennedy, South Africa, 1966-

"There is always one moment in childhood when the door opens and lets the future in." -Graham Greene, Author-

(2) PROVIDE PARTICIPANTS WITH FULFILLING LEADERSHIP, WORK ETHIC, AND LIFE ENRICHMENT EXPERIENCES THAT WILL HELP THEM BECOME MORE CARING AND PRODUCTIVE MEMBERS OF OUR COMMUNITY;

Year Round Syracuse will give a generations of young people--many of whom have grown up with little concept of neighborhood or community and less notion of neighbors helping neighbors--a chance to become involved in their community. They will also gain new friends, practical experience, and a better understanding of community needs. At the same time, they will receive guidance in developing life and employment skills and career goals. Most important, they will discover that one person can make a difference--and that young people, working together, have a lot to offer our community.

"Feed a man a fish, you feed him for a day. Teach a man to fish, and you feed him for life." -A Western Samoan Proverb-

"Everybody can be great, because everybody can serve."
-Dr. Martin Luther King, Jr.-

"I've never done anything political, patriotic or unselfish because nobody ever asked me to. Kennedy asked."
-One of the first Peace Corps Volunteers, 1961-

"Go to the people, live among the people, work from what the people, start with what the people know, build on what the people have, teach by showing, learn by doing."
-Y.C. Yen, Chinese Philosopher-

(3) EMPHASIZE SERVICE EXCELLENCE AND COMMUNITY PROBLEM-SOLVING;

Year Round Syracuse is essentially a domestic Peace Corps. This means that our program is committed to improving the entire greater Syracuse community in a grassroots effort to improve the basic quality of life for those in need. Only by striving to put forth the highest standard of work in the field and involving all members of the community a team will serve will Year Round Syracuse fulfill its commitment to serving others. By connecting corpsmembers with meaningful service projects, they will see the value of volunteering their time and effort to uplifting greater Syracuse, while also involving the people they work with in community problem-solving.

"If we are to achieve a rich culture, rich in contrasting values, we must recognize the gamut of human potentialities, and so weave a less arbitrary social fabric, one which each diverse human gift will find a fitting place." -Margaret Mead, 1935-

"The most important thing in communication is to hear what isn't being said." -Peter Drucker, Organizational Development Expert-

(4) PROMOTE A BETTER UNDERSTANDING AND APPRECIATION AMONG PARTICIPANTS WHO COME FROM DIFFERENT ETHNIC, GEOGRAPHIC AND SOCIO-ECONOMIC BACKGROUND:

One premise of Year Round Syracuse is that to be true to our mission we must be representative of the richness of our community at large. Thus, one explicit goal of our program is to bring together a broad-based group of young adults from diverse backgrounds. Most youth service corps have not attracted a truly representative membership. We think we have selected a truly representative group of 40 young people, and believe it will enrich all four teams, and the people they serve.

**THE
1993
YEAR ROUND SYRACUSE
CORPS MEMBER
HANDBOOK**

"It is from numberless acts of courage and belief that human history is shaped. Each time a man strikes out against injustice, he sends forth a ripple of hope, and crossing each other from a million different centers of energy and daring, those ripples build a current that can sweep down the mightiest walls of oppression and resistance."

*-Robert Kennedy
South Africa, 1966*

Travelers

An old man sat at the side of the road in a small village. There, in that village, he had been born, had found a wife, raised his sons and worked his farm. The tree he now sat under was the very same tree he'd climbed as a boy and what he'd been able to see from the its highest branch, so many years ago, was all the old man knew of the world beyond his village.

A traveler, walking in the noonday sun with a heavy pack, stopped under the tree. "old man," he said, "I'm headed to the village over that hill. What kind of people am I going to find there?" "What kind of people have you found in other villages?" asked the old man. The traveler shook his head. "Thieves and fools," he said, "ignorant people who think only of themselves who lie and cheat and close their doors to strangers." "You are going to find the same kind of people in the village over that hill" replied the old man, and the traveler continued slowly on his way.

A day later, a second traveler stopped in the shade of the old man's tree and pointed to the same village. "I'm headed to that place over the hill," he said. "What kind of people am I going to find there?" "What kind of people have you found in other villages?" asked the old man. The traveler replied, "People with hearts of gold. People who are kind and trusting and fair, who will take in a stranger and treat him like a king." "Well my friend," the old man returned, "you are going to find the same kind of people in that village over the hill." and the second traveler continued on his way.

-A West African Folk Tale-

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* This must be signed and passed in to the YRS Office Manager.

WELCOME TO YEAR ROUND SYRACUSE!

Congratulations! You are now a "corps member" for the Domestic Peace Corps of the Greater Syracuse area. You and your classmates are part of a special group of young people who face a great challenge in the next nine months. You were chosen out of over two hundred applicants, to make our community a better place to live.

So now what do you do? How does this program work? How do you go about becoming the best corps member that you can be? How will you go about effectively serving your community? What is expected of you? What can you expect from the program? What are the rules? Why are the rules there?

Many of these questions will be answered as you go along in the program. You will find that some of these questions have many answers, and many variations to the answers. You will find that you, your team, and the entire corps will form the answer to some of these questions. And, of course, that is why you are reading this handbook now.

The corps member handbook is designed to help you, the corps member, successfully serve the Greater Syracuse Community over the next nine months. It can be used as a resource for improving yourself, your team, the corps, and our community. So read it carefully, and ask a staff person if you are unclear about any part of your responsibilities as a corps member. You are strongly advised to keep it with you at all times, as you may never know when a question will arise that this book could answer for you. If you have any suggestions for additions to this book, please feel free to offer them. After all, this book is for you, and it is all about you.

THE MISSION OF YEAR ROUND SYRACUSE

As a corps member, it is of the utmost importance that you understand the mission of the program. Our mission is the basis for the answer to the question:

WHY ARE WE HERE?

The mission of YRS is defined in the following four parts:

- * To assist service providers in meeting community needs not otherwise met.**
- * To provide program participants with fulfilling leadership, work ethic, and life enrichment experiences that will help them become more caring and productive members of our community.**
- * To emphasize service excellence and community problem-solving.**
- * To promote a better understanding and appreciation among participants who come from different ethnic, geographic, educational, and socio-economic backgrounds.**

The mission of Year Round Syracuse is a very powerful statement. Each portion of our mission statement is of equal importance. In order for us to exist as a program, we all must understand and embrace every word of the mission. It is our foundation and our guide.

The structure of our program is built upon the mission of Year Round Syracuse. In order to succeed, each decision that the program makes, every goal that a team sets, and any action that you take must be in keeping with the fulfillment of our mission.

THE VALUES OF YEAR ROUND SYRACUSE

Through serving others in the format that Year Round Syracuse offers, we hope that you will gain many skills and values. The following is a list of some of the VALUES that Year Round Syracuse seeks to develop in our corps members. These values are the building blocks of service to the community, the corps, and the development of the individual. As a corps member, you should come to understand what these values mean, and seek to develop their meanings in all that you do as a part of the YRS community. (Surely, the list is never large enough, but it will give you idea of the exciting challenge that you face):

WORK ETHIC

TRUST

IDEALISM

SELF-SACRIFICE

INTEGRITY

COMMITMENT

INITIATIVE

DISCIPLINE

HONESTY

EQUITY

SENSITIVITY

TEAMWORK

PRIDE

LEARNING/ LEARNING CENTERED WORK

TOLERANCE

PATIENCE

APPRECIATION AND RESPECT OF DIFFERENCE

QUALITY AND SERVICE EXCELLENCE

LEADERSHIP

UNITY

WHAT IT MEANS TO BE A YEAR ROUND SYRACUSE CORPS MEMBER

YOUR RESPONSIBILITIES AS A CORPS MEMBER

As a corps member, you have a lot of responsibilities. You are what makes or breaks the program. You are the heart and the soul of Year Round Syracuse. Without you, there would be no YRS. This program is all about you serving your community.

In order to effectively serve Greater Syracuse, you must take responsibility for four divisions in and around the program. These divisions are (1) yourself, (2) your team, (3) the corps, and (4) your community. Each division is reliant upon the other three to functionally succeed within the structure of Year Round Syracuse. You are equally responsible for making each division the best that it can be. You belong to each division. Before making any decision having to do with Year Round Syracuse, you must evaluate and be able to positively answer four questions:

- "Is this right for my community?"
- "Is this right for the entire corps?"
- "Is this right for my team?"
- "Is this right for me?"

1. Your Responsibility to Yourself.

Obviously, out of all of the four divisions, you have the most control over yourself. You control whether or not you are motivated, on time, participatory, enthusiastic, caring, taking the initiative, learning, etc. As a Year Round Syracuse Corps member, you must always keep yourself in check. You are the first step in ensuring your success in the program. If you keep yourself in check and functioning at the appropriate levels, then you will be able to better help your team, the corps and your community to be the best that they can be. If you fail to be at your best, then your team will suffer, the corps will suffer, your community will suffer, and most assuredly, you will suffer. Your self-discipline is crucial to the corps.

2. Your Responsibility to Your Team.

Much of your identity in the corps will be manifested by your team. You will spend almost your entire time in the program with your teammates and your team leader. That is more functional (waking) time than most husbands and wives spend together in nine months. Your team becomes your own little family at YRS. With your teammates you are likely to go through a lot. You will laugh and cry with your teammates. You will struggle to understand your teammates. You will at times like your teammates, and you will probably at times dislike your teammates. But, the most important thing that you must do, through it all, at all times, and in all places, is to **respect** your teammates. Whether or not you agree with your teammates, whether or not you like your teammates, you must always maintain a level of professionalism and respect when dealing with one another.

All corps members on a team are equally responsible for the work assigned to the team. All are equally responsible for utilizing the individual talents that will be found in each corps member. All team members are responsible for holding each other accountable for

the work of the team. If one of your teammates is not pulling his/her own weight, then the entire team is responsible for holding that individual accountable for his/her share of the work. If one of your teammates is coming in late, then it is not only his/her problem, it is your team's problem. The work of your entire team will suffer if every member is not working to the best of his/her ability. A chain is only as strong as its weakest link. You, and your entire team are responsible for each other. Each member of the team must respect and accept this notion in order for this team concept to work. If you do not respect or accept this, then you really do not want to be in the program, and you will have a very difficult time succeeding at Year Round Syracuse.

Just like a nuclear family, sometimes you have to employ the use of "tough love" with one another. Sometimes you will have to sacrifice your own interests for the good of your "family". But there is a bond that holds all of that together, your sense of responsibility to your team. If your team is not at its best, then you are not at your best, the corps is not at its best, and the community is not at its best.

3. Your Responsibility to The Corps.

Just as you can consider your team your "nuclear family," you can consider the entire corps your extended family. Just as you have responsibility to your immediate team, you also have responsibility to the entire corps. You have a responsibility to the corps both as a team member and as an individual. Just as you and your family would take responsibility for a cousin, aunt, grandparent, etc., you and your team must take responsibility for the other corps members and teams in the corps.

(Here we go back to that old chain thing.) If one team or one corps member on a team is not functioning at a maximum level of excellence, then the entire corps suffers. For example, if one individual is not performing physical training up to par, then the entire corps will have to repeat the exercise. This policy is set up, not to punish the corps members who are performing their PT at an acceptable level, but to enforce the notion that every corps member is responsible for keeping one another performing at a level of excellence. As corps members, you must motivate one another to achieve excellence. A strong corps is a sign of four strong teams, thirty strong corps members and will lead to a stronger community.

4. Your Responsibility to Your Community.

We are here to serve our community. We hope that is what drew you to YRS. That is why YRS was created. That is why YRS is here today. There are many needs in our community. Our program exists to help meet some of those needs.

We are all part of the community. In nine months when you graduate from the YRS program, you will be disconnected from your team and the corps, but you will always remain an active member of your community. Therefore, it is in your best interest, not only as a team member and a corps member, but also as an individual, and a citizen of the Greater Syracuse Community to take responsibility and ownership in your community. We all must do our part to improve and enrich the people and the places of the Greater Syracuse Community. Year Round Syracuse provides corps members with a structure to work on the needs of the community. Through striving for excellence as an individual, a member of your team, and a member of this corps, you will be helping your community to become excellent.

It is also important for you to remember that as a program, we are not alone. We are also a part of a very important community and national movement. We are members of the Youth Service Community. As a part of that community, we all must work hard to build a foundation for national service. We must work to create a legacy of service. We all must promote the value of service, not only in the next nine months, but throughout our entire lives.

As pioneers of the national service movement, we must accept the responsibility of lifelong service to our community, no matter where our future paths lead us after graduation from YRS. You were selected to be a Year Round Syracuse corps members because you have the potential to carry out this crucial task. It is now up to you to develop your skills and abilities that will enable you to become a successful member of your community.

It is crucial for you to remember that there is always something bigger than yourself to consider -- your team, the corps, your community, and beyond. However, change for the better will always be initiated by that person in the mirror.

EXPECTATIONS OF A CORPS MEMBER

Much is expected of you as a corps member. It is not enough to come to YRS and "just do your job." This is not a normal, everyday job. This is an experience of a lifetime for you. Year Round Syracuse provides young people a very unique opportunity for you not only to serve, but to lead your community. By putting on the Year Round Syracuse uniform, you are sending a signal to your community that you are someone special. Being a member of the program identifies you as a caring, motivated, enthusiastic, knowledgeable **leader** in your community. Indeed you have a lot to uphold, not only to yourself, but also to your team, the corps and the community in general.

The following is a list of some of the basic expectations for a corps member. All of the expectations are not necessarily listed and explained below. Some more expectations will inevitably be given to you by your team leader. You and your team will probably form expectations for your group. And you and your fellow corps members will come to form even more expectations of one another.

1. Corps members are expected to always observe, follow , and respect the rules and regulations set forth in this handbook, particularly the YRS Code of Conduct.

This handbook and the Code of Conduct are given to corps members and enforced by the staff of YRS for a reason - to protect the spirit of service which our program seeks to represent. We can not operate as an effective program if we do not observe, follow and respect the rules set down to guide our actions. The Code of Conduct is not a weapon used "to get" the corps members. It is a guide which tells the corps member what s/he can and can not do as a member of the Year Round Syracuse program. The Code of Conduct is a very simple thing to observe and follow if you simply use common sense and hold yourself accountable and responsible for your own actions.

2. Corps member behavior should always reflect the ideals and spirit of YRS.

The actions of corps members, both in and out of work, reflect on Year Round Syracuse. Corps members should always do their best to positively represent the corps.

3. Corps members are expected to treat each other with courtesy, respect and professionalism.

In order to create the best possible experience for everyone involved in YRS, it is necessary that people feel comfortable and confident. In accordance with meeting this goal it is necessary that everyone be given respect, both personally and professionally.

4. Corps members are expected to treat the staff, clients, and outside visitors with courtesy, respect, and professionalism.

In addition to properly interacting with your fellow corps members, you are expected to treat all of the people that you come into contact with during the course of a work day in an appropriate manner. Never make yourself look foolish by losing your cool or communicating in a way which would cause you to look anything less than professional. If you have any problems with personnel outside of YRS, please ask your team leader to assist you in resolving the conflict. If you have a problem with a staff person, please follow the proper line of communication in finding a solution to your problem.

5. Corps members are expected to communicate respectfully, positively, and constructively with everybody.

Humans are born with a fear of very few things. However, one natural fear all humans are born with is a fear of loud noises. When we try to communicate by screaming and yelling we have already scared the person or persons that we are trying to communicate with. A person who is scared or nervous is going to be much less open to communication. When a person speaks softly, politely, and respectfully her/his message is more likely to fall on receptive ears. Another aspect of your communication that is perceived by other is the way that you communicate in a non-verbal fashion. Actions such as lack of eye contact, shaking your head, rolling your eyes, and even cracking your knuckles can all be perceived as signs of negative non-verbal communication. Negative non-verbal communication is very destructive to the processing of information. Always communicate, both verbally and non-verbally in a manner that is conducive to the best possible receiving and processing of your message.

6. Corps members are expected to work with enthusiasm and a positive attitude.

Working enthusiastically and with a positive attitude will make everything you do infinitely easier and more enjoyable. Remember, attitudes are like the flu -- they're contagious. If you work with an enthusiastic, positive attitude, it will rub off on those working around you, and your day will be much more enjoyable. If you work with an attitude that fosters negativity and low energy, you are in for long, hard day with a bunch of miserable people.

7. Corps members are expected to take pride in the YRS Headquarters.

Pride is expressed in how we keep our work environment. Headquarters is the center of all YRS activities. Your day begins and ends in Headquarters, and much of the Educational Component (Fridays) will take place in the building. Often Headquarters will be the only place seen by visitors. Out of respect for one another and pride in our program it is necessary that Headquarters be kept clean at all times.

8. Corps members are expected to keep YRS vehicle clean.

Keeping the vehicles clean is a matter of respect, pride, and safety. Each team is held responsible for maintaining the cleanliness of their vehicle or the vehicle they are using at the time. Simply follow a basic practice, and the upkeep of the vehicles is simple: If you take something into the vehicle, make sure that it is removed when you remove yourself from the vehicle. It is as easy as that.

OBLIGATION OF YEAR ROUND SYRACUSE TO THE CORPS MEMBER

Obviously, as a corps member you have the right to expect something in return for all of your effort, hard work, and dedication. With all that you will invest in the program, you need to see a return. You need to get something out of your experience at Year Round Syracuse. The following is a list of the tangible items which you will receive during and upon completion of your nine months of service to the Greater Syracuse Community. We know, however, that with the right investment on your part, you will walk away with a lot more in your heart and mind than you will ever gain in your pocket.

1. The Year Round Syracuse Uniform.

As a corps member in YRS you will be provided a uniform for a very low personal cost. You will receive 3 tee-shirts, 2 sweatshirts, 2 pair of pants, 2 pair of shorts, a poncho, a winter jacket, a winter hat, a pair of sneakers, and a pair of Timberline safety boots. You will have \$10 deducted from your paycheck for 10 weeks, for a total of \$100. The money deducted will go to pay for your portion of the uniform costs. If you wish to purchase additional printed uniform items such as sweatshirts, tee-shirts and jackets, you are required to acquire them through YRS. The corps member is responsible for the payment of any additional uniform items. You will not receive your additional uniform items until they are paid for in full. Please remember that your uniform is a symbol of your service to Greater Syracuse, and therefore a source of great pride to you. Please respect your uniform and always wear it in an appropriate and presentable manner.

2. Living Allowance.

In order for you to participate in the YRS program, you need to take care of your basic needs, such as food and shelter. As a corps member, you will receive a living allowance of \$100 per week. This is not taxable. You are required, as a program participant, to open and maintain an account at Key Bank of New York. Each week your check will be direct deposited into your Key Bank account. If you have any problems with receiving your living allowance, please contact the Office Manager of YRS to assist you with your problem. A representative form Key Bank will provide you with information about your account at the beginning of the program.

3. Public Service Award.

Upon successful completion of your nine months of service to the Greater Syracuse Community through YRS, you will be eligible to receive your Service Award. The amount of the award is \$4,000. This award is taxed, as any "scholarship" is in accordance with New York State and Federal tax laws. As the end of the program draws near, you will be asked to fill out the paperwork which will determine where your award will be sent, and for what purposes it will be used. You may use your public service award towards advancing your educational or vocational pursuits.

YEAR ROUND SYRACUSE **RULES, REGULATIONS, PROCEDURES** **AND INFORMATION**

This section of your handbook is very important for you to know and understand as a member of the Year Round Syracuse Community. It is your guide for daily living while working for the next nine months. In order for you to operate appropriately, you will have to be very familiar with what is required of you as a corps member. In order to succeed as a corps member, you will have to follow the rules, regulations and procedures set by the program.

THE YEAR ROUND SYRACUSE CODE OF CONDUCT

Effective September 1993

The Code of Conduct has been established to protect the integrity and the spirit of the corps's service. The structure of Year Round Syracuse protects the spirit of our service by establishing expectations of proper corps member conduct. The following rules are guidelines of staff expectations of corps member behavior.

Corps members are expected to be dedicated, neat, and courteous to one another, staff and the public they serve. This Code of Conduct offers a clear understanding of the procedures that corps members must follow as to rights, responsibilities, and expectations.

* Please note that the violations of the various areas listed below are decided upon the discretion of the Year Round Syracuse staff.

** Verbal warnings will not be given to Senior Corps Members.

1. ATTENDANCE

Corps members are allowed a total of three combined personal/sick days (24 total hours) per semester. A corps members needs to notify her/his team leader and the Director of Operations, in writing, one week in advance of needing to take a personal day or time. (See the request for personal time in the back of this handbook).

Corps members will not be paid for any missed time or days over the given three days (24 hours) per semester, except in the cases of jury duty or serious (documented) medical or personal circumstances. In such cases, the team leader and Director of Operations must receive written documentation from the corps member and all relevant (medical) personnel. The Director of Operations may then grant the corps member a "Paid Leave of Absence". During a Paid Leave of Absence, the corps member will receive his/her weekly stipend, and will receive the full pro-rated credit towards the full amount of his/her service award. The Director of Operations reserves the right to limit the amount of time granted for the Paid Leave of Absence.

Corps members who accumulate more than five days (40 total hours) beyond the given personal/sick days per semester (i.e. more than eight total days of absence from YRS) and

have not been granted a Paid Leave of Absence will be required to attend a conference with his/her team leader and the Director of Operations. During that conference, the staff members and corps member involved will review the corps member's history of attendance. As a result of that conference, the corps member may be given a Service Award Deduction. In such cases; for every week (accumulated 40 hour period) that a corps member has accumulated unpaid absences, one week's worth of the pro-rated amount will be deducted from the corps member's service award.

In very extreme or special circumstances, due to a medically documented condition, a corps member may be placed on limited duty. During that time, the corps member will be given an appropriate, temporary assignment that may be away from his/her team. These special assignments will be given to the corps member after a conference with the team leader, the Director of Operations, and the corps member.

2. SUSPENSIONS

For certain violations, Corps members will not be allowed to participate in Year Round Syracuse for one or more days. This is called suspension. A suspended corps member will not be paid for the day(s) that s/he is suspended.

If a corps member has been suspended three times during a semester, s/he must attend a formal conference with his/her team leader and the Director of Operations before returning to work. On the basis of that conference, the Director of Operations and team leader will evaluate if it is in the best interest of the program to allow the corps member back. If the corps member is allowed back, s/he will be placed on a probation for the rest of the year. A fourth suspension warrants automatic dismissal from YRS.

3. UNIFORM

The Year Round Syracuse uniform must be worn at all times between the hours of 8:30 a.m. and 5:00 p.m. If a corps member is out of uniform at any time, s/he will be sent home to change and will be charged for the missed time.

1	2	3
Written Warning	1-Day Suspension	Dismissed

Buy Back: One week of wearing uniform = one step back on scale.

4. LATENESS

A corps member will be marked late if s/he is more than 5 minutes late in the morning, from breaks, or from lunch.

1	2	3	4
Verbal Warning	Written Warning	1-Day Suspension	Dismissed

Buy Back: One week without violation (on time) = one step back on scale.

5. FAILURE TO CALL HEADQUARTERS BY 9:00 a.m. TO REPORT ABSENCE.

1	2	3
Written Warning	1-Day Suspension	Dismissed

Buy Back: One month without violation = one step back on scale.

6. LEAVING THE WORK SITE/ACTIVITIES WITHOUT THE APPROVAL OF THE TEAM LEADER OR DESIGNATED STAFF; NOT RETURNING FROM AN APPOINTMENT, BREAK OR LUNCH.

1	2	3
1-Day Suspension	2-Day Suspension	Dismissed

Buy Back: None

7. UNPROFESSIONAL BEHAVIOR

Failure to be on time from breaks or to specific assignments; coming to work too tired to work effectively; exhibiting disruptive or uncooperative behavior; not following instructions; exhibiting a poor attitude or poor effort; missing scheduled appointments or meetings; swearing; exhibiting a lack of respect for others; behaving in a manner that might give Year Round Syracuse a bad reputation.

1	2	3
Written Warning	1-Day Suspension	Dismissed

Buy Back: One week without violation = one step back on scale.

8. POOR PHYSICAL TRAINING

Missing any part of physical training, being disruptive, or making a poor effort to participate.

1	2	3	4
Verbal Warning	Written Warning	1-Day Suspension	Dismissed

Buy Back: One week without violation = one step back on scale.

9. FAILURE TO FULFILL EDUCATIONAL COMPONENTS OF YRS

Failure to stay current with journal entries; failure to actively participate in workshops or training sessions; failure to complete academic assignments; missing deadlines for academic assignments; failure to attend GED classes (where applicable).

1	2	3	4
Verbal Warning	Written Warning	1-Day Suspension	Dismissed

Buy Back: One week without violation, and all overdue work made up = one step back on scale.

10. SERIOUS MISCONDUCT

VERBAL OR EMOTIONAL VIOLENCE, THREATS, ABUSE, HARASSMENT:

Includes threats of harassment, regardless of who started, as well as any form of sexual harassment. The team leaders will decide what is a violation.

1
Written Warning,
Optional Send Home

2
1-Day Suspension

3
Dismissed

Buy Back: None.

11. PHYSICAL VIOLENCE

1
1-Day Suspension/
Possible Dismissal

2
Dismissed

Buy Back: None.

12. DRUG OR ALCOHOL USE AFFECTING PERFORMANCE

Staff will judge if a corps member is in violation of this policy.

1
2-Day Suspension/
Referral to Counseling/
Possible Dismissal

2
Dismissed

Buy Back: None.

13. FALSIFYING DOCUMENTS AND/OR EVENTS

Includes falsifying documents or events (lying) pertaining to an absence or absences, and other situations pertaining to work.

1
2-Day Suspension/
Possible Dismissal

2
Dismissed

YEAR ROUND SYRACUSE OPERATING PROCEDURES

To permit the corps to function in a smooth, well defined manner, there are procedures for many of the activities which take place during the course of your nine months at Year Round Syracuse. This section will clearly define for you what steps you must take and the procedures which you can expect to be followed by all Year Round Syracuse personnel.

1. Code of Conduct Violations.

When a corps member violates the code of conduct, s/he may be informed in one of two ways (dependent upon the step that the corps member is on: (1) verbally and (2) in writing. Any staff member may issue a notice of violation to any corps member.

A verbal warning is given to warn the corps member not to repeat that violation or s/he will be given a stronger warning. A stronger warning is given in the form of a written warning, a suspension or dismissal. Corps members will be given a copy of such documentation for their records. Team leaders will also issue notices to the corps member when s/he has "bought back" their Code of Conduct violations to a "clean slate" i.e. the corps member is now considered off of the scale of violation. If a corps member has any questions as to where they are on any part of the Code of Conduct (as far as violations) they may inquire with their team leader. The team leader will keep all records of the Code of Conduct violations for each member of his/her own team.

It is up to the discretion of the team leader to send a corps member home, if the team leader feels that the corps member's behavior is hurting the team, corps, or community. When a corps member is sent home, s/he may be held responsible for finding his/her own transportation home or back to headquarters. If a corps member is sent home, s/he will not be paid for the missed work time. A send-home is not a suspension. Necessary disciplinary steps will be taken following the send-home.

2. Lines of Communication.

Communication is a very important aspect of the Year Round Syracuse program. Corps members should always feel free to voice their concerns to the appropriate staff. The following procedure should be followed by all corps members when voicing their concerns or filing grievances:

For Problems Within Year Round Syracuse:

This is for problems that may arise between team members, corps member, etc.

1. Discuss the problem with the direct party (i.e. the person you have the problem or conflict with).
2. If satisfaction is not reached, discuss the problem with your team leader.
3. If satisfaction is not reached, within one week of the event, file a written grievance with your team leader.

4. If satisfaction is still not reached, within two working days of your dated grievance with your team leader, file a written grievance with the Director of Operations. The Director of Operations will then handle the situation in a timely manner.

For Problems With Outside Agency Personnel, Clients, Etc.

1. If the conflict is small, and you can comfortably and reasonably resolve your problem, do so, and alert your team leader to the actions you took.
2. If the conflict persists, verbally alert your team leader to the situation.
3. If the problem still persists, within one week of the incident, file a written grievance with your team leader.

3. Procedure for Reporting Absence.

If you are unable to attend work due to illness, you must contact headquarters by 9:00 a.m. and speak with your team leader. If your team leader is unavailable to speak with you, you must leave a message for him/her with a YRS staff person. Failure to follow this procedure is considered and will be dealt with as a violation of #5 of the Code of Conduct.

4. Procedure for Attending Appointment During Work Hours.

You should, whenever possible, schedule all appointments during your free time. However, in case this is not possible, you must follow the following procedure.

1. Alert your team leader, in writing, one week in advance of your appointment. Your team leader will notify you in writing (via the personal time request form) if you have been granted the time off for your appointment.
 2. If your time off is granted, obtain an appointment verification form from the Office Manager.
 3. Have the receptionist, doctor, or person with whom you have the appointment fill out and sign the appointment verification form.
 4. Turn the appointment verification form in to your team leader upon your returning to work.
- * If you do not return your appointment verification form, it is considered and will be dealt with as a violation of the Code of Conduct #6.
- ** If you have used all of your sick/personal time, you will not be paid for the time that you are away from the work site.

5. Procedure for Emergency Situations.

If an emergency situation should occur, you should be prepared to handle the situation at hand. It is crucial that you commit this procedure to memory so that in the case of an emergency you can act quickly, decisively, and efficiently:

1. *If necessary, contact emergency personnel:*

In Syracuse, Dial 911 for:

FIRE

AMBULANCE

POLICE

2. *Alert the team leader and the site staff to the emergency situation.
If you are unable to go yourself, send someone to do so.*

If the team leader is unavailable:

2. *Alert the site staff.*

3. *After the initial emergency has been handled, contact YRS Headquarters and provide the staff with information regarding the emergency situation.*

4. *Record the event in the form of an accident report.*

6. Procedure for reporting an on the job injury.

Should you become injured while on the job with YRS, you must file an injury report with your team leader. This must be done within a 24 hour period from when the injury occurred. Injury report forms can be found in the first aid kits issued to every team. If your team leader is unavailable to take the report, turn the completed form in to the Office Manager at YRS.

7. Safety Information.

In order to ensure a comfortable and safe work environment, all YRS personnel must comply with the rules set for our own safety and well being. The following is a list of rules and information that will help to keep you free from harm while working at YRS.

Vehicle Safety and Rules

- * When available, the Team leader is the only person who will drive the YRS vehicle.
- * In instances where the team leader is unavailable to drive, the team leader will pre designate an eligible driver. The corps member who is designated as a driver must be at least 21 years of age and possess a valid driver's license.
- * Seat belts must be worn at all times for those individuals in the front seat of the vehicles. This is a New York State Law.
- * No one is allowed to travel in the bed of a pickup truck. This is also a NYS law.
- * There is to be no "horse play" in any of the vehicles.
- * Please assist the driver in his/her view when asked.
- * Make the staff aware of any vehicle problems that may cause unsafe conditions for passengers.
- * If for some reason you must drive your own vehicle to a site, you are not allowed to transport other corps member in your vehicle without the approval and consent of a YRS staff person.

Proper Clothing for Safety

You are issued a YRS uniform which includes pants, shorts, shirts, sweatshirts, jackets, sneakers, and safety boots. Depending upon your work site and the safety issues involved at your site, your team leader may instruct you to wear certain pieces of you YRS uniform. This is done to ensure your well being at your site. Failure to wear the proper attire is considered and will be dealt with as a violation of the Code of Conduct #3.

First Aid Kit

- * Each team is equipped with a First Aid Kit. There are also two stationary first aid kits located in Headquarters. Corps members should be aware of the location of these kits at all times.
- * Corps members should make the team leader aware of any missing or damaged items in the First Aid Kit.
- * Accident Report Forms can be found in the First Aid Kit.
- * Medical Information Cards can be found in the First Aid Kit.
- * A list of Emergency numbers can be found in the First Aid Kit.
- * Dispose of any medical waste in the appropriate receptacles.

Emergency Information

- * All corps members must fill out an emergency medical information form to assure immediate medical assistance in any given emergency situation.
- * Any corps member under 17 years of age must have their parent complete permission form for the issuance of emergency medical care.

COMPONENTS OF THE YEAR ROUND SYRACUSE PROGRAM

Year Round Syracuse is not just a job, it is a unique experience. Throughout the nine months, you will not only work, you will develop as a person and a leader within your community. You will enhance your social consciousness and increase your base of knowledge. YRS gives you a unique opportunity to grow and learn within the context of service.

This section of your handbook is designed to give you information about the components of the program. It will give you an overview of what you can expect at YRS in terms of the basic structure of your day.

The three main components of Year Round Syracuse are: Physical Training, Daily Service Projects, and Education. Each component is explained in the sections below.

Physical Training

P. T. and the activities before and after it are a part of every day at YRS. It is how we start our day as a corps community. It sets the tone for the rest of your day of service to the Greater Syracuse community. The following is the basic schedule for the start of your day at YRS:

8:30	Arrival at Clinton Square or the Federal Building
8:30 - 8:50	Team Meetings
8:50 - 9:15	Physical Training Activities
9:15 - 9:25	Hanging Heads
9:25	Depart for Service Projects

All corps members who do not drive to Headquarters should go directly to Clinton Square or the Federal Building. If you drive, the vans will depart from H.Q. at 8:25. You are responsible for getting to the appropriate location on time. The vans will not wait for anyone. Lateness is a violation of #4 on the Corps member Code of Conduct.

Team meetings are the time in which your team leader will take attendance, your team will discuss the day's activities, and the team will read the "Thought for the Day" (See Daily Educational Component). Corps members should be ready to discuss all issues pertinent to the team's work at this time.

At 8:50, the teams should be lined up and ready to begin physical training. The following are some reasons why we do physical training:

1. It gets the entire corps together, working for a common goal.
2. It begins the day in an energetic fashion and sets a positive tone for the rest of the day.
3. It teaches you a healthy routine that promotes life long physical fitness.
4. Through proper warm up, stretching and strengthening techniques, it helps to prevent work related injuries.
5. It promotes our program to the public and shows the community that a group of dedicated, hard working young people are out to improve Greater Syracuse.

Corps members are expected to fully participate in P.T. everyday. Unsatisfactory participation in physical training activities is considered and will be dealt with as "Poor Physical Training" (#8 on the Code of Conduct). In addition, because P.T. is considered a corps-wide activity, poor P.T. on the part of any individual will result in the entire corps having to repeat the exercise routine.

In traditional West African villages, the "Hanging Heads" process is when villagers meet to discuss issues critical to their future. After everyone at the village has been given the opportunity to express his/her opinion, elders from the village remove themselves from the gathered group and "Hang Heads." (The process is called hanging heads in that when a group reflects together, they often hang their heads.) Since the elders are the most respected members of a village, they make the decision as to what direction a village will take regarding a topic. "Hanging Heads" is literally the leaders of a village discussing and making decisions among themselves, distanced from the rest of the villagers, on issues important to a village.

When our Corps gathers after P.T. every morning, "Hanging Heads" is essentially what we do. In a sense, our corps members are the leaders of our "village," the Greater Syracuse Community. The daily community meeting of YRS is therefore named after this great West African tradition. During Hanging Heads time, announcements will be made, corps members will give a quote for the day, and the corps will get together for "one word". One word is what the entire corps will shout to send us on the way for a day of service to the community. It is a show of unity by the corps, to unite us under a single thought. It is very important for corps members to unite and show respect for the Hanging Heads meeting. Talking while another person is speaking, lingering away from the group, or any other rude or disruptive behavior will not be tolerated. Inappropriate behavior is considered and will be dealt with as "Unprofessional Behavior" (#7 on the Code of Conduct).

Service Projects

Most of the time that you will spend as a corps member will be working on a variety of service projects. These projects are centered around five areas of need in our community: Housing and Hunger, Child and Family, The Elderly, The Environment, and Education. The following is a basic time schedule for the service projects that will take place Monday through Thursday:

9:25 - 9:40	Depart from P.T./travel to service sites.
9:40 - 12:00	Work at service projects
12:00 - 1:00	Lunch
1:00 - 4:40	Work at service projects
4:40 - 4:50	Team Meeting to discuss the day's activities
4:50 - 5:00	Depart service sites/travel to YRS Headquarters

NOTE This is a flexible schedule, and subject to change by YRS team leaders and staff to accommodate the needs of the Project Site Sponsors.

Your team will perform service projects in a variety of locations around the Greater Syracuse community. Throughout your nine months of service you and your team will be given the opportunity to address and aid the needs of your community. This is a very important job. Each action that you take has the potential to impact some aspect of your community. It is therefore very important for you to work hard and to pursue your tasks in a positive, caring, enthusiastic manner.

You must remember that the service that you provide is the reason for the existence of YRS. You must always place service at the top of your list of priorities as a corps member. We are, after all, here to serve Greater Syracuse.

Your service is a give and take formula. You must sacrifice and give of yourself. In return for your service, you will gain many things such as experience with people, useful job and trade skills, an appreciation and understanding of diversity, a sense of accomplishment, the feeling of having made a difference in some one's life, a sense of belonging to a team and a community, the ability to think critically and solve problems, and much, much more! All of these "takes" account for what is called SERVICE LEARNING.

Throughout your service projects, you should always be thinking beyond the tasks you are pursuing. Ask yourself and your teammates how the work that you are doing will benefit your community. What can you do to improve the service that Year Round Syracuse provides? How can you effectively involve and empower the members of your community in the work? By thinking of, discussing, and writing about these and other questions, you are learning and growing. You are not only giving to your community, you are gaining from your service.

It is very important for all corps members to take the initiative to enhance and improve the service projects that their team is working on. If you see a need within the project that you are working on, discuss it with your entire team, and work together to make a change. YRS challenges its program participants to take part in all phases of the service projects: planning, development, implementation, adjustment, and evaluation.

Remember, the Year Round Syracuse service projects are only as good as you, the corps members who work on them. It is not always easy to take the initiative to develop a new idea or to improve an existing project, however, it always results in a rewarding experience for the corps members, the service project sponsors, and the entire community. Don't be afraid to take a risk and try new things. That is what the program wants you to do. It is through the process of trial and error that you will learn the most about yourself, your team mates, and your community.

Educational Components

Education is a very important component of Year Round Syracuse. Every day is an opportunity to learn. Every time you think about or attempt to solve a problem you are learning. Every time you allow yourself to experience something new or different, you are learning. Even if you attempt something and fail, you have learned. Year Round Syracuse believes very strongly in education. The program is here to help its corps members learn.

The educational component at Year Round Syracuse is divided into four categories: Daily Service Learning, Empowerment Day, Participatory and Academic Assignments and Personal Development Assistance Services. Each sub component is explained below.

Daily Service Learning

Daily Service Learning is the educational component which you will be exposed to and participate in everyday in which you work on a service project. This sub component exists in order for you to gain an appreciation and understanding of your community and the work you do in it. The Daily Service sub component consists of the following:

1. Journals.

Each corps member will be given a journal. You should carry your journal with you to work every day. All corps members are required to record a journal entry once a day, Monday through Thursday. You are also encouraged to reflect on Friday's Empowerment day. Team leaders will collect the journals every Friday to make sure that you are keeping up with your entries. The team leaders may also correspond with you in your journal or, if you want yours to be the only one writing in your journal, on a separate piece of paper. Please note that your team leader will be the only other person besides yourself required to view your journal. However, you are encouraged to share your reflections with your team or the corps when the opportunity presents itself. All journal must contain the following:

1. The date at the beginning of each entry.
2. One entry per week which discusses the "Word of the Week" (See below).
3. One entry per week which discusses the work your team is doing.
4. One entry per week which discusses a "Thought for the Day" (See below).
5. One entry per week which discusses a current event or topic in the community.

(Note - It would be very helpful to your team leader if you label each item you are writing about.)

Aside from the structured topics listed on the previous page, you are free and encouraged to reflect on whatever you wish. You are encouraged to use your creativity to reflect on your experiences. At the end of your nine months of service, your journal will be yours to keep. So remember, the more you write about, the better your record of your experience will be.

2. The Thought for the Day.

Each day that your team works in the field, you will be given a "Thought for the Day". The handout will be divided into three parts which include a brief reading, a list of group discussion questions, and a suggested journal topic. Each morning you will read the Thought for the Day with your team. At some point during the day, the team should put 10 to 15 minutes aside to discuss the day's reading. The handout will also contain a suggested journal entry which will help you to reflect effectively and organize your thoughts for your writing. Corps members are encouraged to keep all handouts in a three ring binder so that they can refer to them when the need presents itself. In addition, corps members are encouraged to create, develop and submit to staff their own Thoughts for the Day for distribution to the entire corps.

3. The Word of the Week.

The individual teams are responsible for coming up with the Word of the Week on a rotating (weekly) basis. The words selected should be of relevance to Year Round Syracuse, the community, service, or important current topics. Each Monday morning, during the Hanging Heads Meeting, the team responsible for the Word of the Week will announce the word to the corps. Every corps member is required to write about the Word of the Week in his/her journal. On Friday's Empowerment Day, the team that selected the Word of the Week will present a half hour skit (or some other creative form) and discussion session to educate the corps about that week's word.

4. Quote of the Day.

The individual teams are also responsible for coming up with a Quote of the Day on a rotating (daily) basis. The quotes should be positive and based on and/or around the ideals and philosophy of YRS and the spirit of service. The quote will be given during the daily Hanging Heads Meeting.

Empowerment Day

Throughout your week at YRS you are required to constantly give of yourself to your community. Empowerment Day is a day for you to receive something in return for your hard work. It is a day for you to share with the entire corps, to come together, learn, and celebrate the Year Round Syracuse Community. The following is the basic structure for a typical Friday:

8:30	All corps members arrive at Headquarters
8:30 - 8:35	Brief team meeting to take attendance
8:35 - 9:00	Physical Training
9:00 - 9:05	Hang Heads
9:05 - 10:00	Team meeting & team building activities
10:00 - 10:20	Community meeting/team reports - public speaking
10:20 - 10:30	Break
10:30 - 11:30	Story telling & current events topic
11:30 - 12:00	Word of the Week presentations
12:00 - 1:00	Lunch
1:00 - 4:00	Workshops
4:00 - 4:30	Director's and/or Advisory Committee time
4:30 - 4:45	Clean up Headquarters

Your team meeting on Friday will take 55 minutes. During that time the teams should discuss the events of the week and any issues of concern centered around work, plans for the following week, or other important topics. Each team will also participate in a team building activity which will help to strengthen the bond between team members. The team responsible for the "Word of the Week" may also use this time to polish up its presentations for the day. (Please note: polish up does not mean plan it there and then. You should have it planned ahead of time!)

The Community meeting is designed to inform the entire corps about what each team is doing. One corps member from each team will be have five minutes to address the entire corps. The address must answer the following:

1. Team name and location of Service Project
2. A brief description of the Service Project.
3. Items which your team accomplished that week.
4. Items which your team failed to accomplish that week.
5. Supplies used.
6. Explain how the work that your team is doing is positively effecting the Greater Syracuse Community.
7. What your team learned that week.
8. What your plans for next week are.

Story telling time is designed to allow corps members to share their gifts and talents with the entire corps. This section is left totally up to the corps members. You are encouraged to share journal writings, poems, books, songs, dances, juggling acts, etc.....

Current events time is set aside to allow the members of the corps community to share their views on a variety of subjects. Each team is required to bring one newspaper or magazine article which discusses or presents a topic in the news. Corps members are encouraged to share their views. To maintain order, the use of the "speaking stick" is employed. In order to talk during the current events portion, you must have the stick. If you wish to speak, simply raise your hand, and you will be given your turn. Corps members should always maintain a level of respect for one another, especially during this exercise. Remember, the fact that we do not all agree on with each other all of the time is a good thing. Differing opinions are a celebration of learning and diversity.

The Word of the Week presentation is a performed by the team which chose the word. Every team member must be involved in the performance and/or with the leading of the discussion. Teams are encouraged to be as creative and exciting as possible when presenting the Word of the Week. The presentations should last 30 minutes.

Corps member workshops will take place on Friday afternoons. The subjects covered by the workshops will include a wide variety of subjects corresponding to three major areas: Personal Growth/Development, Social Issues, and College/Career Planning. Often, the corps will bring outside speakers in to present various workshops. It is very important for all corps members to be respectful and courteous to all speakers. Remember, how the guests view our program is very important. Roundtable discussions will also be worked into the Friday workshops. In such situations, corps members will be given the opportunity to assume some important positions within the structure of the discussion. For example, you may be asked to volunteer to sit on the panel, to moderate a discussion, to research a subject, etc. You are strongly encouraged to take advantage of these opportunities, as they will greatly enhance your Year Round Syracuse educational and growth experiences. Fun days are also very important. The Education Director will try to schedule a "Fun Day" once four to five weeks. At times you will be asked to pay for these activities in order to offset the cost to the corps.

Participatory and Academic Assignments

Part of the Mission of Year Round Syracuse is "To provide participants with fulfilling leadership, work ethic, and life enrichment experiences that will help them become more caring and productive members of our community". In keeping with this portion of the mission, the Educational component of YRS has structured six participatory and academic assignments for each Corps member to complete throughout the nine months of service. Each is explained below:

Library Cards are a needed tool for many of the projects which you will participate in during the course of your nine months of service. You will need an Onondaga County Public Library card to check out books and other materials which will help you to learn about the work that you are doing. Each corps member is required to own a library card. The deadline for obtaining a library card is the first business day in October. You simply need to show your team leader your card on or before that day. If you need information of how to obtain a library card, please ask a staff member.

Voter Registration is an important part of citizenship. It gives each individual a voice to advocate change in his/her local community, state, and national governments. In order to emphasize the importance of participating in the governmental process, YRS requires all Corps members 18 years old or older to register to vote. The deadline for this activity will be given within the first few weeks of the program. Corps members must show a copy of their voter registration card to the Director of Education by the first business day in October. YRS will provide information to the corps members about the voter registration process.

Resumes are an important tool in obtaining employment. During an Empowerment Day Workshop, corps members will be taught how to put together a resume. Corps members will then be required to hand in a copies of their resume by the assigned date in early November. The resumes will be used in helping corps members obtain internships for the month of January.

Internships. Corps members will participate in a chosen internship during the month of January. During that time, there will be no Empowerment Day activities, and corps members will be required to work 40 hours per week at their internships. Corps members are required to submit their request for their internship locations and/or subject on the same day that the resumes are due. All internships will be set up by the first week in December. While serving your internship, you will report directly to an on-site supervisor. Your team leader will also check in with you periodically. At the end of each week of your internship, you will be required to submit the record of your hours to the Office Manager at YRS Headquarters. If you are ill and unable to work at your internship on a given day, you are required to notify both your internship site supervisor and your team leader by 9:00 a.m. Please remember that you will be held to the same high standards expected of you at YRS while serving your internship. Any violations of any YRS policies contained in the Code of Conduct will be dealt with by both your site supervisor and your YRS Team leader. At the end of the internship month, you will be required to submit a two to three page paper (typed) explaining the tasks you performed during the internship and the skills and lessons you learned from the experience.

The Community Problem Solving Paper. In order for you to develop as a community leader, you must be able to not only identify, but to find solutions to community problems. To assist you in developing this skill, you are required to (1) identify a problem or area of need in Greater Syracuse, (2) explain why it is a problem and or who it effects, (3) develop a plan which will help to solve the problem, preferably using a Year Round Syracuse Team, and (4) summarize steps 1 through 3 in a formal report form. Your team leader and or the Director of Education will help you with this assignment if you need it. This report is due at the end of May, and is required in order for you to be eligible for successful completion of the Year Round Syracuse program.

Monthly Readings. Each month you will be given a reading. The readings will be centered around the topic of service or some of the values of YRS. You may be asked to reflect on these readings. The monthly readings are intended for you to become more aware of the family of service, and to share with you the experiences of other volunteers around the world.

Personal Development Assistance Services

Part of the mission of Year Round Syracuse is to prepare you for life after the corps. We try to accomplish this in many areas of our program, from P.T. and the service projects through the educational component. The Personal Development Assistance Services sub component is designed to cater to the vast array of corps member needs. It consists of: (1) Creation of a Personal Development Plan, (2) Educational Assistance, and (3) Counseling Assistance Services.

The Personal Development Plan. At the start of the program you will sit down with a YRS Staff member and produce your plan for your development. This plan will include short term goals, during the YRS program, and long term goals for your future educational and/or career plans. The Education Director and your Team leader will then assist you in your area(s) of need, such as helping to arrange for G.E.D. classes, assisting in obtaining and completing college applications, searching for job opportunities, providing information/help with financial aid forms, obtaining S.A.T./G.R.E./L.S.A.T. materials, etc. Because corps members are so diverse, each Personal Development Plan is unique and tailored to meet the needs of the individual. Every few months you will review your Personal Development Plan with your Team leader and/or the Director of Education to insure that your needs will be met and/or to modify your plan if necessary.

Educational Assistance is provided for those corps members who have not earned a high school diploma or General Equivalency Degree. Year Round Syracuse requires that any corps member without G.E.D. to be actively pursuing one. Year Round Syracuse will assist you in finding classes where you can work for your diploma. The Director of Education will monitor your attendance at your G.E.D. classes. Failure to participate in this portion of the program is considered and will be dealt with as a violation of the Code of Conduct (#9).

Counseling Assistance Services. The counseling done at YRS is of an informal nature. If you have a need or a desire to seek counseling or help with a personal problem, the staff of Year Round Syracuse is available to point you in a positive direction. You should always feel free to speak with your team leader or another individual on the YRS staff. In addition, the staff will work with you to find the qualified professional help that you may need. In some serious cases, the Director of Operations may require a corps member to seek counseling in order to keep his/her position in the corps.

PROGRAM EVALUATION

One method that we use in order to strive for Service Excellence is through evaluation of the program. Evaluation takes place on every level of the program. Corps members are an integral part of the evaluation process. The goal of evaluation is to elicit an improvement, not a criticism. It is one of the first steps in the critical thinking and problem solving process which creates a positive change at all levels of the Corps and the Greater Syracuse Community. The corps members serve as subjects of the evaluation as well as evaluators of the program. Each role is explained below.

Evaluation of Corps members

As a corps member, you will be evaluated a great deal. All evaluations of you are designed to be constructive, not critical. Most evaluations of corps members will list not only the items which need improvement, but also the individual's positive attributes or strengths. You will be evaluated on both a formal and an informal level. The types of corps member evaluation are explained below.

Informal evaluation of corps members. The informal evaluation of the corps member is done on an almost daily basis by his/her team leader. This evaluation takes place throughout the day whenever your team leader gives you feedback on your attitude, job performance, enthusiasm level, task completion, etc. If you feel you are not getting enough feedback from your team leader, you should talk to him/her about it. It is very important that you feel you know where you stand from day to day, so that you can always be striving for excellence. Remember, the "criticism" that comes from your Team leader takes place with your improvement in mind. Without constructive criticism, improvement does not take place.

Formal evaluation of corps members. The formal evaluation of each corps member takes place during and/or at the completion of each service project. At the same time you will be asked to complete a self-evaluation form. The formal evaluations rate your performance in terms of attitude, work ethic, understanding of YRS's Mission, work performance, behavior, improvement (from the last evaluation), communication skills, and achievement of goals. Your team leader will meet with you on an individual basis to examine your evaluation.

Educational Evaluation of Corps members. Periodically, your team leader and the Education Director will meet with you in order to examine and evaluate your progress toward fulfilling your long and short term educational/vocational goals. If your goals change, you should schedule a formal meeting with your team leader and the Director of Education so that as a collective team, you can redevelop a plan of action for achieving your new goals.

Additional evaluation. If a corps member's performance consistently falls below the expected level of excellence, the Director of Operations and/or the Director of Education and the team leader may construct an additional contract which will attempt to assist the corps member in improving his/her performance. In such cases, an additional contract will be drawn up by the team leader. The contract will list specific behaviors and performance level which must be met by the corps member in order to stay in the

program. The Director of Operation and/or the Director of Education and the team leader will then meet with the corps member to review and sign the additional contract. The team leader will then meet with the corps member on a weekly basis to review the progress of the corps member. When the appropriate level of performance has been consistently achieved by the corps member, the Director of Operations and/or the Director of Education and the team leader will meet with the corps member revise or cancel the additional contract, or place the corps member on a probationary status.

Project Site Sponsor's Evaluation of the YRS Team. Each service project sponsor site will also evaluate the work done by the team working at the specific site. This will take place on a weekly basis. Often, the Director of Operations and/or the team leader will share the information given by the site with the team. This is done so that the team is aware of how their work is being perceived by individuals and agencies outside of the Corps. Teams should always be willing to communicate with the sponsors in regards to their work and service to the community. Remember that this process will not only improve the service that you provide, it will also create a more positive work environment for all groups involved.

Corps member's Evaluation of YRS

As a corps member, you will play a crucial role in the evaluation of the program. We can not move forward and improve our service and internal structure if the corps members do not have an active voice in the evaluation process. Corps members will evaluate the program on both a formal and an informal basis. The ways in which you will evaluate Year Round Syracuse are explained below.

Informal evaluation. Your team meetings, individual dialogue with your team leader, Empowerment Days, Hanging Heads, and your journal are all informal vehicles for evaluation of the program. The key to all of these types of informal evaluations is COMMUNICATION on a consistent basis. Do not let issues grow and fester. Most conflicts which occur are very minor and small initially. However, if there is no communication involved, even the smallest conflict can explode into a major problem. The key is communicating quickly, effectively, and constructively.

In evaluating the program, you must always keep in mind that the purpose for "criticism" is not to vent anger or disagreement, but to come to an empowering solution that will cause a positive change. When giving a criticism, you should think the problem through and be able to offer an initial idea that will provide a solution. You must also keep in mind the values and the mission of the program. Your criticism or seeking of change within the program must always aim to benefit the corps and the community. Sometimes, you must be willing to sacrifice your own self-interests for the good of the group. But, MOST IMPORTANTLY, REMEMBER THAT YOU DO HAVE A VOICE, AND YOU SHOULD ALWAYS EMPLOY THAT VOICE TO MAKE THINGS BETTER.

Formal Evaluation. As a corps member, you have several opportunities to formally evaluate the program. Approximately every other month, you will be asked to evaluate the program and its components, which includes physical training, the service projects, the educational component, your team's performance, your relationship with your team leader, and the corps performance. It is important for you to take these evaluations very seriously and to provide as much detailed input that you can. Again, one of the most

effective ways to create positive change is through communicating in a concise manner your ideas and possible steps for solution in a concise manner. When you communicate clearly and in detail, you leave very little ambiguity or margin for misinterpretation by others.

Corps member Advisory Council. The Corps member Advisory Council serves as the "official voice" of the Corps members. The Council consists of the Senior Corps members and two elected corps members, elected by a majority vote, from each team. The Senior Corps members will serve as the officers of the Council. The Council members will also serve on at least one Committee. The Committees include an Educational Advisory Committee, a Recruitment Committee, a Special Events Committee, and any additional Committees which the Council may decide to form. The Advisory Council will be given special assignments by the YRS which will help to improve the program. The Council may also draw up its own proposals and present them to the Staff for approval. If you are not a Council member, you may still be appointed to a committee if you wish.

The Advisory Council is expected to meet at least once every two weeks. It is recommended that the Council meets on a weekly basis when time permits.

Remember, this is YOUR voice, so keep it active. The amount of power which the Advisory Council holds will be determined by how actively all Corps members participate within it. If you are an elected official, you MUST attend the Advisory Meetings. Failure to attend more than two meetings per semester (without documented excusal) will result in your dismissal from the Council.

IMPORTANT YEAR ROUND SYRACUSE **DATES & DEADLINES**

The following is a list of important dates and deadlines for the 1993 - 94 Corps Year:

<u>August:</u>	16	Senior Corps members Return
	18	First Corps Meeting
	23 - 27	Orientation Camp
<u>September</u>	6	OFF - Labor Day
	7	First Day of Service Projects
	11	(Saturday) United Way Day of Caring*
<u>October</u>	1	Voter Registration & Library Card Deadline
	11	OFF - Columbus Day
<u>November</u>	2	OFF - Election Day
	5	Resume & Internship Request Deadline
	25 & 26	OFF - Thanksgiving Break
<u>December</u>	10	Internship Assignments Given
	24	through January 3 OFF - Mid Semester Break
<u>January</u>	4	Report to YRS Headquarters
	5 & 6	Mid Semester Retreat
<u>INTERNSHIPS</u>	<u>January 6th - February 10th</u>	
	18	OFF - Martin Luther King's Birthday
<u>February</u>	12	Internship Luncheon
	14	OFF - President's Day
<u>March</u>	31	through April 1 OFF - Spring Break
<u>May</u>	31	OFF - Memorial Day
<u>June</u>	3rd	Graduation

* You will be given a day off in the Spring in exchange for working on this Saturday.

CORPS MEMBERS RECORD SECTION

This section of the handbook is for you to keep official record of your year at YRS. It is very important for you to keep accurate record of any disciplinary actions you receive. Your team leader is in charge of keeping all official records. However, if a discrepancy should arise, this sheet will help you verify confused information.

Code of Conduct Violation

<u>Date</u>	<u>Violation</u>	<u>Type of Warning/ Conduct Step</u>	<u>Buy Back Date</u>
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Missed Work Days

<u>Date</u>	<u>Type of Illness</u>	<u>Medically Excused (Y/N)</u>	<u>Total Hours of Work Missed</u>	<u>Total Hours Missed this Semester</u>
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Accident Report Form

Fill out this form on the same day as the incident.

Return the completed form to the YRS Office Manager.

This form must be completed whenever an injury occurs and/or first aid is administered.

Name of person injured: _____

Social Security Number: _____

Date: _____

Time of Incident: _____

Location of Incident: _____

Reporter: _____

.....
Briefly describe the incident:

.....
Describe first aid administered:

.....
To be completed by the Office Manager.

Date received by Office Manager: _____

Follow up to accident: _____

REQUEST FOR PERSONAL TIME FORM

Date _____ 19 _____

Name _____

I request the following:

Personal Day _____ (Date)

Reason: _____

Doctor's Appointment _____ (Date)

I will return to work on _____ (Date)

.....
FOR OFFICIAL USE ONLY

_____ Approved by team leader

_____ Not Approved by team leader

Comments: _____

Team leader signature

CORPS MEMBER VERIFICATION

NOTE: This form must be signed and given to the YRS Office Manager before you can be considered and receive the privileges of a Year Round Syracuse corps member.

I _____ do hereby declare that I have read my corps member handbook. I affirm that I thoroughly understand the following:

- (1) The Mission Statement of Year Round Syracuse
- (2) My Rights and Responsibilities as a Year Round Syracuse Corps member.
- (3) The Year Round Syracuse Code of Conduct.
- (4) The Policies and Procedures of Year Round Syracuse.
- (5) The Components of Year Round Syracuse

I also agree to:

- (1) Faithfully uphold and carry out the goals and Mission of Year Round Syracuse.
- (2) Obey and Adhere to the structure of the Year Round Syracuse Program.
- (3) Observe, respect, and faithfully represent the spirit of the Year Round Syracuse Program.
- (4) Respect my fellow Corps members, all Year Round Syracuse Staff Members, Sponsor Site Personnel, and all residents of the Greater Syracuse community.
- (5) Work diligently to improve the community of the Greater Syracuse Area.

I understand that:

- (1) Failure to meet all Year Round Syracuse program requirements or failure to observe and adhere to the corps member Code of Conduct will result in dismissal from the corps.
- (2) The Executive Director and/or the Director of Operations may at any time amend the corps member Code of Conduct, the corps member handbook, and/or any other policies and procedures at any time during the nine months of service; as long as the Executive Director and/or the Director of Operations notifies the entire corps in of such changes.
- (3) If I have not received my high school diploma or G.E.D. I must be actively pursuing my degree while enrolled as a Corps member.
- (4) As a Corps member I will receive a weekly stipend of \$100.
- (5) Upon successful completion of the Year Round Syracuse program I am eligible to receive a \$4,000 service award to be used to further my educational or vocational level.

By signing this document I acknowledge my status as a corps member of Year Round Syracuse and all of the rights and responsibilities that accompany such a title.

Signature