

Youth Service Network Manual

Your Service Network's *Guide to Success*

"Only the organized youth survive". Ali Raza Khan



Youth Engagement Services (YES) Network Pakistan

84, 85 Old Rifle Range Chouburji Park Lahore, Pakistan

Voice: 92-42-7401518

Internet: www.pnys.com

Email: yesnetworkpakistan@gmail.com

My Dear Young People,

Thank you very much for your interest in Youth Engagement Services Network Pakistan. We are very excited about the possibilities of working together with you. We recognize young people as the most promising resource available to us in meeting their personal and community needs. We encourage young people to build a team/network of not less than 5 members and more than 15 members. The whole idea is to organize and unite young people to take action for bringing change in their personal lives and in their communities. It is a tragedy that the numbers of disadvantaged young people are increasing in the world tremendously. It is a matter of the greatest concern for me that we have not been able to benefit from the talents, creative abilities and potential of countless disadvantaged young people living in low-income communities. There are millions of disadvantaged, socially excluded and half-educated youth in the world who are feeling brokenness, isolation, hopelessness and helplessness because of lack of access to interrelated dimensions such as economic, social and participation in decision-making. These youth, if not valued, will continue to be a prescription for disaster for themselves and for others. It is a time that we should stop walking by and looking down at these young people.

Our approach is to facilitate disadvantaged youth to carve new path for themselves. The approach is to assist disadvantaged youth to help themselves. I believe, if it is done for them it is not done at all. We are trying to promote new thinking of treating disadvantaged youth living in low-income communities **“as a solution not as a problem”**. Our approach provides personal development opportunities for disadvantaged youth, while at the same time solving the community’s burning issues and sparking social and economic development.

It is my desire to reach out to all the disadvantaged youth to make them believe that they are not valueless, useless or forgotten. I firmly believe that any society who looks down at youth cut down its chances to grow and prosperous.

Starting a youth network is a great way to bring out your abilities to be change champions. It helps young people to think in a more pro-active manner. As a youth network you have a unique opportunity to re-brand your image in the society and be change champions. We encourage youth to test their ideas, unblock their capacities and re-integrate into their societies. It encourages young people to take control of their lives and build leadership skills. It helps young people to break traditional thinking of waiting for opportunities but to start creating new opportunities for themselves and for their communities. It gives young people complete freedom to identify, plan, deliver, run and monitor social change programs either to meet the unmet service need of their communities or to address an issue of inequality. The beauty of the program is that it not only aims at taking disadvantaged youth out of corrupting environments, but also helps low-income communities to meet its high service needs. The disadvantaged youth are encouraged to create opportunities for success and lifelong learning for themselves, their families and the entire community. In short, we enable disadvantaged youth to be service providers rather than service seekers; to create new opportunities rather than to wait for opportunities; to make things happen rather than to wait for things to happen.

We have developed this manual to assist youth to build networks for change in their communities. In addition, it will assist you in answering many of the most commonly asked questions.

Ali Raza Khan

**Founder and CEO PNYS/YES Network Pakistan
Ashoka Fellow in Pakistan**

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What is a Youth Service Network?

It is a body of not less than 5 and more than 15 young people in between the ages of 10-30 who share common interest and committed to bring change in their personal and community lives. It is based at grassroots level. Youth Service Network is required to dedicate at-least 30 hours per week as a team for at-least one year of their lives for the realization of its self-designed social change program. It is compulsory that the Youth Service Network should have elected leader, deputy leader and treasurer to run and lead its activities. Youth Service Network is provided at the time of joining the organization a constitution outlining major responsibilities and operational procedures about the functioning of the Network. It is also provided tools, resources, guidance, material and connections as well as continuous support throughout the year for improving and expanding the program. Youth Service Network is entitled to conceptualize, plan, implement and monitor its social change program. These programs may be but not limited to various needs of the community. These needs may be: academic, community service, skill development, child care, health, environment, current issues, disability awareness and resources, entertainment, gender issues, leadership, peer assistance etc.

“In our daily lives we meet with so many people who criticize everything or find faults in everything. It is an easy job to criticize, speculate and talk about issues. We should not forget that nothing has ever accomplished through speculations discussions and meetings alone. True and lasting accomplishments come from those who are ready to take the heat-off and put themselves in the line of fire. We live in a dangerous world where we are bleeding with disrespect, intolerance, uncertainties and violence but still if there is any hope it comes from those people who are ready to go against the flow to do what is right and just rather than what is easy to talk and speculate. Youth Service Network is an opportunity for young people to build a new societal structure by doing what they feel need to be done”. (Ali Raza Khan, Founder and Director of PNYS/YES and Ashoka Fellow)

Purpose

It is created to assist disadvantaged youth systematically in several communities in establishing the opportunity to demonstrate their effectiveness by intervening into areas wherein our idea can best be proven (high crime, poverty, discrimination or illiteracy rates). It is already proven that this idea is an investment with many returns for disadvantaged youth and their communities. It is formed to provide young people in-particular disadvantaged young people the opportunity to make an impact and leave their mark on their communities. It is also an opportunity for young people to discover their hidden potential and re-brand their image within their families and communities as well as to address a critical issue in their communities. The purpose of building an indigenous youth network is to connect youth to each other and provide a channel with which youth will become proactive in realizing their talents and in implementing their goals and initiatives, by taking on professional roles, methods, and responsibilities that will help them to develop their skills, connections, values and experience.

Reminder For A Youth Service Network

- 1. Ensure that the network is comprised of not less than 5 and more than 15 young members in between the ages of 10-30**
- 2. Ensure that members of the network have elected leader, deputy leader and treasurer to lead and run the day-to-day activities of the network for a period of one year.**
- 3. Ensure that all the members are willing to dedicate at-least 30 hours per week as a team for a year**
- 4. Ensure that all the members have read and understood the terms and conditions provided in the charter for the network**
- 5. Ensure that the network is addressing a critical need of the community by actively participating in all areas of its social change program**
- 6. Remember that the commodities and resources provided to the network are not donations but subject to return incase of discontinuation of the network or involvement in any discriminatory and illegal activities.**

Advantages of Service Network

- Extremely cost effective in comparison to other service delivery programs
- Youth Service Network does not count only on the assistance provided by the YES Network Pakistan but mostly rely on tapping local resources or sharing local resources.
- Revenue generation from the local community is the unique feature of the Youth Service Network. Most of the service programs around the world provide resources to young people in terms of stipends etc but our youth service network generate revenue from the local community by providing services.
- Youth Service Network promotes bottom-to-bottom or horizontal collaboration. YES Network Pakistan encourages members of different networks to visit and assist each other in delivering services and meeting challenges.
- Since youth service network is based at grassroots level and run by local young people. It is always in touch with the communities.
- Youth Service Network is encouraged to identify areas for collective in accordance with the needs of its community hence it is very close to reality.
- Youth Service Network provides an exiting opportunity to all public and private organizations to join for enhancing its outreach and consumer base.

Privileges for Youth Service Network

Once Youth Service Network is created and registered it enjoys a variety of privileges. These include:

1. Opportunity to receive seed money or commodities for the realization of its social change program
2. Information material regarding the running of the network
3. Use of YES Network Pakistan or Pakistan National Youth Service program name in association with your Youth Service Network
4. Access to trainings and capacity building opportunities
5. Recognition of your efforts at local, national and international levels
6. Free space on the website of the organization
7. Access to local resources
8. Connections to local, national and international organizations
9. Mentoring

These privileges carry with it certain responsibilities. Youth Service Network members are obligated to conduct themselves in a manner that is a credit to themselves, their fellow Network members and the YES Network Pakistan. Failure to uphold these responsibilities may result in the temporary or permanent loss of recognition and accompanying privileges.

Conduct of Youth Service Networks

- Youth Service Network may have its registration suspended by the YES Network Pakistan if the Youth Service Network submits falsified required information or if there is a violation of the written articles of the charter provided to the Network.
- Youth Service Network shall not conduct activities that interfere with or disrupt the activities of the YES Network Pakistan .
- Youth Service Network will be held responsible for the actions of its members. If a Youth Service Network's actions are in violation of any of the guidelines provided disciplinary action will be taken.
- The members of the Youth Service Network will be accountable for violations of international, federal, state, or local laws.

Responsibilities of Youth Service Network

- Develop, plan, implement, advocate, coordinate and monitor its social change program for its particular area/location.
- Identify local resources (material and non-material) for starting-up, strengthening and scaling up social change program
- Develop and update on continuous basis a capacity inventory list (attached herewith)
- Establish linkages with civil society organizations for better and improved service delivery.
- Map opportunities and constraints in its community.
- Consider full range of issues that can have an impact on the success of Youth Service Network.
- Organize regular Youth Service Network meetings.
- Keep record of all Youth Service Network meetings and activities
- Keep record of all funds or income generated through providing service for sharing and documentation
- Keep YES Network Pakistan Secretariat informed of progress and new issues through monthly news letter and report (attached reporting format).
- Members of Youth Service Network will pass on any serious matters to the YES Secretariat immediately.
- Every member of the Youth Service Network will be solely responsible for the accuracy of the information provided to the YES Secretariat.
- The members of Youth Service Network will not involve in violent or illegal action, or in any action against a person or group on the basis of age, gender, race, nationality, origin, religion, sexual orientation, or physical or mental ability.

Steps to becoming and running Youth Service Network

1. **Youth Organizing**
2. **Adopting the charter of the organization for Youth Service Network**
3. **Developing a social change Program**
4. **Getting Youth Service Network going**

Youth Organizing

Only the organized youth bring lasting change

Youth Organizing is the process by which a group of young people discover their own hidden potential and power to take control of some aspects of their lives. YES Network Pakistan youth organizing aims at enabling young people to build an indigenous network of young people and use it to find their own power to bring change in their personal and community's lives. The key element is that it should be done by young people themselves, if it is done for them, it is not done at all. Our organization simply provides hope, structure, process, awareness of local resources and tools to young people. Youth Organizing involves first understanding these young people as they are now and then giving them the opportunity they need to re-integrate into the society as useful and active citizens.

Who can organize youth the best?

We believe that only young people can organize their peers best. It is easy for young people to step into the shoes of other young people to feel and learn their challenges, experiences, deprivations and helplessness. They shared many common experiences that help them to develop understanding impossible to acquire in any other way. Any conscious young person can be an effective youth organizer.

Preparing to organize

Most youth organizing drives start with a young person who wants to bring change in his or her personal or community lives. He or she feels that conditions are ripe to change the status quo. This person requests us for assistance in organizing and starting a social change program with other local fellow youth for change. Our organization provides tools to interested young people in self-organizing, planning, designing and leading an independent youth-led network.

Methods of organizing

Should we organize from inside or outside? We believe that organizing from outside is ineffective, vulnerable, short-term and vertical. We believe that youth organizing from inside seems to offer the best chance for success. When youth organizing is done by local youth equipped with necessary tools they are in a better position to harness the local resources, connect with local people, make other youth and people understand the significance of bringing change in the status quo and set their own pace for effective positive change. It promotes responsibility and trust among youth. Our ultimate goal of youth organizing is to help local youth help themselves. This method helps us in a great deal to enable young people to take control of their lives and reduce dependency on others.

Some basic of organizing

- You are feeling isolated or cut off from the society
- You are mistreated
- You experience discrimination on the basis of your sex, color or caste etc
- Your talents and intelligence are not validated
- You are considered a burden and a liability
- You are deprived of justice

Some basic principles of youth organizing for local youth

Building the network:

Figure out who you need to get on your network and then organize to get them. Don't just trust your luck or wait for interested young people to come to you. Find and include interested young people. Give each member of the network assignments so that they're personally invested in the network activities. Ask him or her what will you do to help this effort along?" Give him or her an easy task

to start with, such as gathering names and addresses. Get him or her to commit to a due date, then follow up. When she completes the assignment, praise her and give her another, more complicated one. If she or he doesn't do the job as promised, hold her responsible in a constructive way. Give her or him another chance and impress on her that people are relying on her or him, and that he or she can do it. Find out what is getting in his or her way--fear? family obligations? disorganization?--and help her or him get past that obstacle. Have other members of the network talk with her or him, to encourage her or him and put gentle pressure on her and him.

Learn to care:

The foundation for effective youth organizing is to learn to care for others. Care is the basic and most important principle to enable people to feel comfortable and encouraged to work together as a team. Care can be shown by listening to everyone, showing respect to the opinion of others, leading the whole person and appreciation. Young people may forget what you teach them but they will never forget what how you treat them.

Learn to Question:

Organizing begins when young people are encouraged to learn to question themselves and others? Why are they facing these challenges? Who are responsible for it? How long they will continue to rely on others? Who is making decisions on their behalf? How they can transform the current situation? What kind of resources they need? What kind of resources they have? An effective youth organizer encourages youth to think for themselves.

Connect one-to-one

The most important thing about organizing is personal one-to-one discussion. Leaflets are necessary, meetings are important, rallies are wonderful-but, none of them will ever take the place of one-on-one discussion. When you have simply listened to a co-worker and heard what is in his or her mind, you have won them over because you are the only one who will listen. When you talk to someone who is hesitant to open up in a group it helps the person to overcome fear and lifts up his or her morale and confidence. This is what organizing is all about.

Get youth Involved in decision making and action

Life is not a school room and people do not learn simply by going to meetings or reading leaflets. Most people learn, change, and grow in the process of action. Will you take this responsibility? Would you like to lead this activity? If you want to organize youth you must give them a chance to do something. Difficulties in our life do not come to destroy us, they come to help us to realize our untapped potential and power.

Promote teamwork

It is important not only to get individuals involved, but to join them together in a change making team. Our challenge is to create a group which sees itself as a whole. Everyone feels that no man is an island and we are a group of all leaders. We are the movement.

Scaling-up activities over time

Encourage youth to become involved in activities of increasing commitment and difficulty. Inspire and involve other segments of population within a community to expand the scope of your activities.

Experiential learning

Organizing is about changing power relationships, helping youth to realize their invisible power and potential. Youth organizing process helps youth to learn by doing. It helps youth to take responsibility for designing, delivery and improvement of need-based programs. It encourages initiative and self-confidence among youth.

Self-awareness

Real youth organizing helps youth to discover themselves. It helps them to explore their strengths and identify their areas for improvement. Very often young people are not clear or unable to identify their areas for improvement. By participating in youth organizing activities they do not only increase awareness about themselves but also very often develop a sense of mission in life.

Celebrate small victories

It is very important that you celebrate small victories. Victories give us confidence that we can do more. They win us new supporters. With each victory the group becomes more confident and, therefore, more capable of winning larger victories.

Adopting the Charter for Youth Service Network

Once you have organized a group of young people for the establishment of an indigenous youth service network you are required to fill in the YES application package completely. Please ensure that all the members of your newly created Network understand and agree to it. The YES application package includes the following documents:

- Expression of Interest Form
- Charter of the Network
- Individual Membership Form
- Resolution
- Social Change Program Form
- Monthly Reporting Format for a Leader
- Monthly Reporting Format for Members of the Network

Upon meeting all the eligibility requirements and receiving approval by the YES Network Pakistan, the newly formed youth group will be granted the status of Youth Service Network. It generally takes two to three weeks to review your application form and inform you about the decision of the organization.

A Charter for Youth Service Network

The charter for Youth Service Network will be your guide. The charter states the purpose and intent of the members and their duties, election and meeting process, impeachment process and other important information pertinent to having a successful Youth Service Network.

Article 1	Name of the Youth Service Network/Team -----
Article 2	Address of the Youth Service Network _____ _____
Article 3	Area of Service (for example education, health, environment, child care, skill development center....) -----
Article 4	Duration of Service: One Year (minimum of 30 hours per week are required from the entire team) We will dedicate ----- per week as a team.
Article 5	Goals of the Youth Service Network Our goals will be following: _____ _____ _____ _____ _____ _____

<p>Article 6</p>	<p>Membership:</p> <table border="1" data-bbox="520 228 1478 1045"> <tr> <td data-bbox="520 228 646 305">1.1)</td> <td data-bbox="646 228 1478 305">Youth Service Network should not have less than 5 and more than 15 members</td> </tr> <tr> <td data-bbox="520 305 646 381">1.2)</td> <td data-bbox="646 305 1478 381">Members should be preferably in between the ages of 10-30 years of age.</td> </tr> <tr> <td data-bbox="520 381 646 457">1.3)</td> <td data-bbox="646 381 1478 457">Members should be in-agreement with the goals of the YES Network Pakistan.</td> </tr> <tr> <td data-bbox="520 457 646 565">1.4)</td> <td data-bbox="646 457 1478 565">Members are willing to dedicate their time and resources for addressing any issue of inequality or serving the most pressing needs of their community.</td> </tr> <tr> <td data-bbox="520 565 646 641">1.5)</td> <td data-bbox="646 565 1478 641">Members are willing to pay Rs 300 per month collectively to YES Network Pakistan.</td> </tr> <tr> <td data-bbox="520 641 646 786">1.6)</td> <td data-bbox="646 641 1478 786">Members will not engage in any violent and discriminatory action. If any member found working against the goals of the agency his or her membership will be immediately terminated and YES Network Pakistan will not be held responsible for it.</td> </tr> <tr> <td data-bbox="520 786 646 930">1.7)</td> <td data-bbox="646 786 1478 930">All the members of the Youth Service Network will follow the policy of equal opportunity while recruiting, assigning, promoting, electing and undertaking any activity individually and collectively.</td> </tr> <tr> <td data-bbox="520 930 646 1045">1.8)</td> <td data-bbox="646 930 1478 1045">All the members are willing to participate in the deigning, delivery and monitoring of their service activities.</td> </tr> </table> <p>We have read, understand agree to all of the above. We have enclosed herewith the filled membership forms of all the founding members of the Youth Service Network.</p>	1.1)	Youth Service Network should not have less than 5 and more than 15 members	1.2)	Members should be preferably in between the ages of 10-30 years of age.	1.3)	Members should be in-agreement with the goals of the YES Network Pakistan.	1.4)	Members are willing to dedicate their time and resources for addressing any issue of inequality or serving the most pressing needs of their community.	1.5)	Members are willing to pay Rs 300 per month collectively to YES Network Pakistan.	1.6)	Members will not engage in any violent and discriminatory action. If any member found working against the goals of the agency his or her membership will be immediately terminated and YES Network Pakistan will not be held responsible for it.	1.7)	All the members of the Youth Service Network will follow the policy of equal opportunity while recruiting, assigning, promoting, electing and undertaking any activity individually and collectively.	1.8)	All the members are willing to participate in the deigning, delivery and monitoring of their service activities.
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<p>Article 7</p>	<p>Membership Fee: (Rs. 300 monthly).</p> <p>We are enclosing herewith a cheque of Rs-----as part of our Youth Service Network membership fee.</p>																
<p>Article 8</p>	<p>Administrative Structure: The Youth Service Network consists of an Executive Body. It will consist of not less than three elected members. The members of the Executive Body will be elected for a period of one-year. It includes team leader, deputy team leader and treasurer. The Executive Body will be responsible for taking practical steps for achieving the goals of the Youth Service Network. It will also be responsible for internal administrative and financial matters of the team. It will also</p>																

promote team work among the members and will reward those members who are demonstrating outstanding commitment and sacrifice to accomplish established goals. The Executive Body will be responsible for documenting and submitting monthly reports to the YES Network Pakistan Secretariat. It will also assure that any change in members of the Youth Service Network shall be intimated to YES Network Pakistan within two weeks.

The rights and duties of the team leader, deputy-leader and treasurer will be following:

(A) Team Leader

- To coordinate and lead Youth Service Network in consultation with all the members. It is compulsory that all the decisions should have a support of the majority of the Youth Service Networks members and it should be approved by them in writing. It is the responsibility of the team leader to keep record of all the meetings and decisions taken.
- To promote team work among the members of Youth Service Network
- To develop a capacity inventory list of all the material and non-material assets available to the Youth Service Network members in realizing their plans
- To create an enabling environment for service volunteers to perform their duties in the community effectively.
- To organize frequent meetings with all members of Youth Service Network for planning, reflecting, assessing and evaluating their on-going activities
- To identify/arrange or provide capacity building opportunities for service volunteers in their areas of interest
- To constantly encourage and appreciate youth service volunteers as well as identify new ways of encouragement to continuously increase their level of commitment and motivation
- To develop innovative strategies for involving and sensitizing community members
- To continuously assess Youth Service Network organizing process by developing indicators or keeping in mind the attached a list of indicators
- To develop new partnerships with existing groups/businessmen and organizations for strengthening and scaling-up current efforts
- To keep record of all the minutes of the Youth Service Network meetings.
- To keep record of all the activities of service volunteers
- To inform YES Network Pakistan HQ of all the activities and latest development regularly (on monthly basis)

(B) Deputy Team Leader

Shall support team leader in carrying out all the activities
Shall use all powers of team leader in times of his/her absence

(C) Treasurer

	<p>Shall be primarily responsible for expenditure and other financial matters. Keep the record of the Youth Service Network in the safe custody Receive all donations, grants, fee and to issue receipt of the payees</p> <p>We have read, understand agree to all of the above. We have established an Executive Body in-accordance with the guidelines provided. The name, designation and signatures of elected members are following:</p>						
	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">Signature and Date</td> <td style="text-align: center; width: 33%;">Signature & Date</td> <td style="text-align: center; width: 33%;">Signature & Date</td> </tr> <tr> <td style="text-align: center;">Team Leader</td> <td style="text-align: center;">Deputy Leader</td> <td style="text-align: center;">Treasurer</td> </tr> </table>	Signature and Date	Signature & Date	Signature & Date	Team Leader	Deputy Leader	Treasurer
Signature and Date	Signature & Date	Signature & Date					
Team Leader	Deputy Leader	Treasurer					
Article 9	Decision Making: The Youth Service Network will make all major decisions pertaining to their programs and activities in-consultation with all the members. It is important that all the major decisions are made by 2/3 majority of the total members.						
Article 10	No Confidence Motion: On the written demand of at least 1/3 of total members of the Youth Service Network (not less than 5 and more than 15 members) no-confidence motion against any member of the Executive Body can be moved.						
Article 11	If the members of the Youth Service Network wish to dissolve the Youth Service Network, they shall have to return all the funds provided by YES Network Pakistan to them. In case Youth Service Network is provided commodities they will have to make sure that they return all the commodities to YES Network Pakistan in proper working condition. After the completion of one-year contract Youth Service Network may request YES Network Pakistan for the continuation of its membership for next year. YES Network Pakistan will reserve the right to accept or reject the request made by the Youth Service Network.						
Article 12	<p>The Youth Service Network will cooperate fully with YES Network Pakistan in promoting and realizing its goals. It will submit monthly reports to YES Network Pakistan's secretariat in time. It will be responsible for the accuracy of all the information reported to the YES Network Pakistan. It will provide complete support and cooperation to monitoring teams of youth service volunteers sent by YES Network Pakistan at their location for observing and analyzing their work as well as to build bonds with them by exchanging information and experiences. It will be the responsibility of the Youth Service Network to provide boarding and lodging facilities to the visiting team.</p> <p>We have read, understand agree to all of the above</p>						
Article 13	<p>Basic ground rules for the Youth Service Network:</p> <ul style="list-style-type: none"> • Teamwork • Listen for understanding. 						

- Encourage participation.
- Show respect for all opinions.
- Be constructive.
- Use "I-language" instead of "You-language."
- Stay focused on outcomes.

We have read, understand agree to all of the above

Article 14

Agreed by the undersigned members of the Youth Service Network.

Name:	Signature	Name:	Signature
Name:	Signature	Name:	Signature
Name:	Signature	Name:	Signature
Name:	Signature	Name:	Signature
Name:	Signature	Name:	Signature
Name:	Signature	Name:	Signature
Name:	Signature	Name:	Signature
Name:	Signature	Name:	Signature

Social change program

We prefer to fund networks with innovative, creative and needs-based social change program that will have a lasting effect on its members and communities. Other important criteria considered while selecting a group of young people for the formation of network is resource sharing from the members of the network. All applications are considered but not every request is entertained. In order to qualify for support, the group of young people need to complete the following social change form.

Social Change Program Form

1. Name of Youth Service Network -----
2. Name of Team Leader -----
3. Title of Project -----
4. Objectives of Project
 - I. -----
 - II. -----
 - III. -----
 - IV. -----
 - V. -----

5. Brief Summary of Project

6. Need and importance of Project: (Mention the statistics related to the project and approximately how many people would be affected in its absence).

7. Implementation Plan for this Project

Step 1: -----

Step 2: -----

Step 3: -----

Step 4: -----

Step 5: -----

8. Utilization Plan of the provided seed money/ Commodities?

Breakdown of the expenses for the proposed social change program.

Item	Cost
Total	

9. Resources available for the Project at the time of starting the project (e.g.: items, building, electricity bill, etc)

Sr. No	Resources	Approximate cost per month (Rs.)
1.		
2.		
3.		
4.		
5.		
	Total	

9. What will be the steps taken by you to maintain the sustainability of the plan?

10. What will be the impact of Social Change Program in your view?

11. Roles and responsibilities of Youth Service Network Members:

- I. -----
- II. -----
- III. -----
- IV. -----
- V. -----
- VI. -----
- VII. -----

VIII. -----

IX. -----

X. -----

XI. -----

XII. -----

XIII. -----

XIV. -----

XV. -----

12. Details of direct and indirect beneficiaries of the Project

13. **Undertaking:** We the undersigned will continue our efforts for the establishment, completion and sustainability of the project according to the above-mentioned plan. We will spend all the resources and money related to this project for the betterment of the community. We will not commit mismanagement or misconduct. If we will be found guilty of misinterpreting, error reporting and misuse of resources, YES Network Pakistan will not be responsible for our actions. In such case we will not have any objection, if YES Network Pakistan will confiscate all the funds and resources provided to the Youth Service Network.

Name of Team Leader ----- Signature -----

Name of Deputy Team Leader -----Signature -----

Name of Treasurer ----- Signature -----

References: (Kindly provide names and addresses of two persons who are fully aware of the presence of this Youth Service Network and its members.)

1. Name -----
Address -----
Phone No: -----
Signature -----

2. Name -----
Address -----
Phone No: -----
Signature -----

Getting Youth Service Network Going

In order to establish a Youth Service Network, it is important to be clear about why you want to get together. Some people formed groups simply for members to have a place to talk to each other and share feelings and experiences. Other groups of people may join together to work towards a common goal or need, such as campaigning for health care or providing information. Groups may work with or without a particular leader or organizer, but it usually helps if everyone is clear about how the group should work.

We help young people to build a Youth Service Network to make them aware of their own power. Even when young people ability to change their circumstances is limited by many reasons, we feel that still there are many ways to make the most of their personal skills and experience and we should also remember that group has more influence than individuals working alone. We assist in forming a Youth Service Network to:

- Promote youth as a solution, not as a problem
- Provide youth a place to plan, implement and evaluate activities.
- Establish connections with the society as a useful citizens and not citizens in waiting.
- Make links among young people living in diverse and challenging environments
- Assist in generating resources, ideas and information.
- Re-brand the image of young people within their communities.
- Help other Youth to bring out their abilities to change.
- Provide a way to inspire other young people.
- Generate self reliance in young people.

Good planning and communication can go a long way towards helping Youth Service Network to reach its full potential. When youth are in a group in which they feel happy and fulfilled, they are also more confident and creative. They are likely to be more committed and to take more responsibility and will generally form a more effective group. It is important to have the support of community stakeholders or adults by informing them about your initiative. Try and make your Youth Service Network welcoming and friendly. Consider whether anyone is likely to feel threatened by the work of your Youth Service Network. Can you gain their support or challenge their opposition, if necessary.

Groups are successful when they achieve their goals or tasks, while also meeting the needs of group members, whether these are emotional, mental or physical. Here are some ways of making a group successful or effective:

- Aims and activities are set by the Youth Service Network.
- There is open communication and discussion within the group.
- Everyone participate in discussion and exercises.
- Group activities are varied and different each time.
- Group members attend regularly.
- There is a method of coping with new members and for what happens when people leave the group.
- Evaluation and feedback is encouraged in the group.
- Acceptance of all the group members is encouraged.
- There is a high level of trust in the group.
- Conflict or disagreement is open and constructive.

Role of the Leader

Most groups need someone to act as a leader. The leader could be the person who started the Youth Service Network or someone who the group elects. Depending on your Youth Service Network this could be a different member each week or it could be a regular facilitator. If you are a leader you have an important responsibility to the Youth Service Network. One of the leader's main roles is to get people to contribute equally and to listen to one another. Stimulate discussion by putting a question to the group as a whole to get everyone thinking to the answer then ask a specific member of the group to give you an answer.

Try to give everyone to opportunity to answer questions, if you rely on the same few people all the time the others will feel less involved. If you cannot remember who you have asked already then asked for someone who has not answered yet. If the participants are very quiet you may need to use more question. Make sure the questions are not too difficult for the group to answer. When encouraging a shy group, it can be useful to ask a question to everyone and ask for one reply from each person.

Ask different people to start the answers and make your choice unpredictable. If you start always at the person to the left of you for example, you may find that no one will want to sit there.

Two common problems in many groups are that some people maybe very quiet, and others may dominate and take too much of the group's time and attention. There are many different reasons for under-or over-participation, and there may be underlying problems that you do not know about. Sometimes these problems just solve themselves with no interventions, and sometimes the group members may take the responsibility on themselves. In some cases, a group leader may need to take action.

Under-Participating Members

Very quiet, or non-participating, group members may:

- Avoid eye contact.
- Sit slumped or turned away from the group.
- Say very little or nothing at all.
- Talk to the person next to them, but not to the whole group.
- Arrive late and/or leave early.
- Miss meetings altogether.
- Not listen to the discussion.
- Not respond even when encouraged.
- To encourage participation from someone very quiet or reluctant.

- Try asking them very simple questions which are easy to answer.
- Ask rounds of questions that require everyone to answer.
- Encourage them to speak very near the start of the meeting (this can help to set a pattern for the rest of the session).
- Be encouraging when they do participate.
- Involve them in work in pairs where they can share responsibility for reporting back to the group.
- Ask them privately about why they do not choose to speak in the group.
- Get to know them during breaks, or before and after meetings.
- Do a role-play and cast them in a dominant role.
- Try to sit them near people who are friendly and encouraging.

Over-Participating Members

Dominant or over-participating group members may:

- Talk often for a very long time.
- Always speak first, making it harder for others to contribute.
- Interrupt when other people are speaking.
- Get off the main point or topic.
- Dominate the smaller-group discussions.
- Reveal inappropriate personal information about them.
- Bring up their own personal problems all the time.
- Comment on everything, and ask a lot of trivial questions.

Sometimes groups are happy for one or a few dominant members to do most of the work. As group leader, you may have to point out that this is not in the best interest of everyone else. Alternatively and more commonly, the quieter members may feel discouraged about coming to the group if it is difficult for them to take part fully. The group may feel annoyed and resentful towards both the dominant member and you, the leader, for letting the situation continue.

It can help to understand why someone is over-participating. Possible reasons include: nervousness, insecurity, they do not know how to relate to others in a group, embarrassment about attending the group, wanting to be the center of attention, they might usually be a leader themselves and find it difficult to be an equal member, or they may never have been told that their behavior can be a problem.

Ways in which you can discourage over-participation include:

- Give people a time limit for their contributions. If someone is speaking for too long, remind them of the time, ask them to conclude, or to finish in a specific time (e.g. *'two more minutes'*)
- make a point of asking others for their opinions
- state plainly that the work and attention of the group should be shared equally among group members
- speak privately to the dominant member about their behavior .have a skills session on listening techniques
- sit any dominant person about two places away from you in the circle (where it is harder for them to get so much of your attention)
- say *'That sounds like an interesting point but we haven't the time to discuss that now'*

Holding Successful Meetings

Think about the following:

- Where-find a place that will feel welcoming and safe.
- Arrange a place so that everyone feels an equal part of this Network can you see each other's faces and can be heard easily.
- What-makes sure that any materials that you might need are available.

Be welcoming when people arrive. Start the meeting by making introductions and letting the group members get to know each other. It is a good idea to explain briefly what you suggest doing in the meeting, how the meeting will be run and when it will be finished.

Expectations

Each Youth Service Network member will have his or her own expectations-what he or she wants to gain from being in the Network. Expectations make a big difference to the success of the Youth Service Network. For example youth may be disappointed if they expect too much. It is easy to take your own expectations for granted and not even be aware of them. Also some people may assume that everyone else wills their particular expectations. For all these reasons, it is important to raise questions about members expectations at the very beginning of the life of the Youth Service Network, and if new members join later.

Finding out about a group's expectations can be done in several ways.

- Ask everyone in turn to speak briefly about their expectations for the group—both what they hope to gain and what they think they can contribute to the group.
- Ask each person to write down their expectations on a piece of paper (without signing a name), then collect all the papers together, read them out and discuss them with the whole group. This can help when some people are shy about speaking up, or afraid that others will laugh at their ideas. Alternatively, people could draw a picture of how what they see the group doing as a tree-with what they would like to get from the group drawn as fruits.
- Divide everyone in the group into twos or threes and ask them to discuss their expectations. Then ask one person from each small group to report back to the whole group.

CHECKLIST

Expectations of working with a group

- Why am I here?
- What do I want to get out of this?
- How am I going to participate?
- What am I going to contribute?
- How do I think I will feel and behave in this group (e.g. how comfortable, how serious)?
- How important is the group to me?
- What might prevent me from learning in this group (e.g. unresolved issues. tiredness. disinterest)?

Ground Rules

Just as it is important for expectations within the group to be clear and understood by everyone involved, it is also important for rules of trust and behavior to be established. In groups where people want to talk about personal feelings and sensitive topics, they must feel able to do so without being laughed at or silenced and without fear of other people finding out.

Ask group members what would make them feel safe and comfortable within the group. As members make a suggestion, the leader should make sure that the rest of the group is in agreement before it becomes one of the group rules. When agreed, write down the ground rules. These can be amended or added to as the group developed.

Understanding Ourselves

Knowing the strengths and limitations of Youth Service Network members can make it easier for the Network to function, and can help you to choose activities or areas that are most appropriate for the Youth Service Network.

Ask each member of the Youth Service Network to write a few phrases or sentences about themselves.

Keeping a Record

Some groups find it useful to have a plan for the meeting (an agenda). This can be organized or reviewed after first introductions. It can then be added to or changed if necessary.

Decision

If you are making decisions, remember that it is important to record what you have decided and who is going to do the actions you have agreed. You might want to have a book where the decisions at each meeting are written down. Make sure that someone is responsible for recording these notes at each meeting.

Growth and Change

No group stays the same forever. The number of regular attendees and the experience level may change as members come and go. You can plan for ways to adapt to these on going changes.

Review group agreements and ground rules regularly so that new group members feel that they have been involved in agreeing them.

When new members join your group, make them feel welcome. Try pairing up a long-serving member with a new arrival, to give extra support and information.

When a topic is repeated for new members, keep the interest of other members by presenting the same material in new ways. Take turns in the group to lead sessions. Make sure that members are asked to share their knowledge.

Some members may eventually outgrow the group. Make them feel comfortable about moving on and show that their contribution has been appreciated.

If a group grows too big for everyone to be able to participate for much of the time, try splitting into two groups. Or split into two parts for just some of the time. You can divide the group in various ways: newer and longer-time members, older and younger members, or by common interest.

Problems in youth network

There may be a drop in attendance after the first or second meeting of a new network. Sometimes this may occur because a member realizes that their expectations are not going to be met, or that their expectations do not match those of the group leader or other members. Clarifying expectations as early as possible in the life of the group will help to reduce the 'dropout' rate.

Some people may need material support, such as money or food, rather than the opportunity to talk. Make sure that people know if your group cannot provide this and consider whether you or another organization can respond to these needs with a different project. If people leave, try to find out the reasons. It may be that the group has supported someone when they needed it and they now longer need support. Remember that this does not mean failure.

Planning your action

Careful planning is essential for the success of any plan. This means planning work before you begin, continuing to think about your actions, changing plans when necessary, and seeing how effective your work is. Many youth groups do not plan because they are worried that it is too complicated. Do not be afraid. Planning what you do is very important! If you discuss it before you start, it can make your work easier to do.

An action plan is kind of like a blueprint for a house. It shows how a plan will be put into place. An action plan is more than “important” it is essential. It allows an individual or a group to look at their goals, current situation, needs, ideas, responsibilities, resources and timeline in an organized and objective way. While it will take time to develop a good action plan, it will certainly save time and frustration later.

Identify the Problem

The Youth Service Network is planning to try and make changes needs to be clear about what it is planning to do and now and what it is not going to do now. If the Youth Service Network does not decide this before it begins its activities, there is a danger of being pulled in so many directions at once that it does not move at all.

The leader should try to brainstorm the main problems that Youth or their community members are facing. The leader should ask everyone to think about problems that you would like to change. Ask everyone to write down of all the needs that exist or the problems that they think these results in, or ask people to call out their ideas one by one.

Read out these suggestions one by one and, as a group, decide whether they are caused by the original problem or if they lead to the original problem.

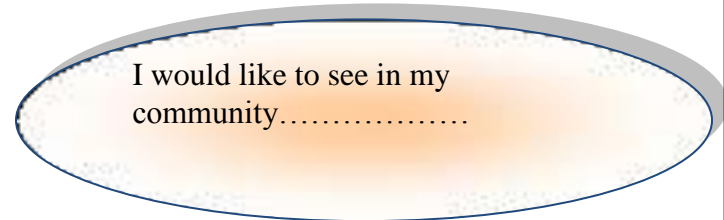
This discussion will help you in deciding whether the original problem you identified is the main cause or root cause. It does not mean that this discussion will definitely end up with the ideal project. You may start and then realize that in fact there are other more serious problems to tackle first-or that there are barriers that need removing before you can tackle the problem that you identified. You can always go back to a problem at any stage of a project and rethink.

Talk to other people from your community especially those who are affected by problems. The more directly affected a person is the more important their opinion is. It is important to involve those who are discriminated such as females. Find out if there anywhere this information already exists or any groups are already doing in your area and discuss with them what you hope to do and what they are planning to do.

Develop a vision and mission statement

A vision tells what you would like to see happen in a specific period of time. Use the box below to brainstorm (think of as many ideas as you can) based on the needs you have identified earlier. Ask the Youth Service Network members to write down all the ideas that they have even if they seem impossible or outrageous. While having a realistic vision is important to writing your action plan, at this stage getting down as many ideas as you can is important. Later you can narrow them down.

A mission statement describes what you are going to do to achieve your vision. It should not provide specific details rather it suggests the path that you will be taking.



I would like to see in my
community.....

Writing your vision and mission statement

Look back at your ideas and begin to cross off or alter those seem unrealistic or too ambitious at this time. Circle those that make the most sense, are strategic and are really very important to you and to young females in your community. If you have new ideas, it is never to late to write them down.

Using the ideas that you have circled, begin to write your vision statement below. Remember do not struggle too much over exact wording at this point. You can change some parts of it as you get further in the action planning process and as you talk with other people and organizations.

Mission

Look at your vision and decide “what we are going to do to achieve this vision?” The mission will not describe specific details, but the broader picture. The mission will not describe specific details, but the broader picture.

SWOT analysis

When you have developed your Vision and Mission, the next step in planning your action is to identify strengths, weaknesses, opportunities and threats. This is called SWOT analysis.

For example

Strengths: the Youth Service Network strengths

- We have included those people who are affected with poverty.
- We have support of community and youth
- Few of our members have access to policy makers, local businessman and media.
- Many of us have great reputation and credibility in the community.

Weaknesses:

- We are all men and we would like to involve women.
- We don't have so many material resources.
- We should try to involve more youth who are in crisis situation

Opportunities:

- Community stakeholders are ready to support us.
- Local CBOs /NGOs have welcomed our initiative.
- Few of our members can educate Youth

Threats:

- Lack of money
- There are only few of us and we are afraid of burn out.

Local leaders will feel threatened.

Once you have decided what you would like to change, the next step is to plan specific activities. Each activity planned should relate to an objective. Write down the activity and decide what you will need to have to be able to do the work (inputs), such as people, materials, time and money.

Create goals and benchmarks

Creating specific goals and benchmarks, based on your vision, mission and priorities, is very important. It helps you break down the tasks that are needed so that you can organize your plan, explain it to others, get everything done, and in the right order. It also allows you to focus on specific priorities rather than becoming overwhelmed by the entire task. BE REALISTIC with your goals...things take time.

Your short-term goals should be fairly specific, as you will start to work on them right away. For now, your mid and long term goals can be more general. You need to expect them to change somewhat as the imitative, project, or program begins to take shape. As you complete the first set of goals, be sure to go back and revise and expand on the next set.

Short-Term Goals (Next 3 weeks)

	First week from start	Second week from start	Third week from start
<i>Example: Complete action plan</i>	<i>Consult with peers, key stakeholders for input</i>	<i>Meet with local leaders, parents and government members for input.</i>	<i>Finalize plan based on input.</i>

Mid-Term Goals (1 month to 3 months)

	4th week from start	5 week from start	6th week from start
<i>Example: Establish a computer center</i>	<i>Identify place, land and other resources.</i>	<i>Select youth and involve in setup process...seek donation of equipment, other resources.</i>	<i>Begin computer center.</i>

Long-Term Goals (1 year to 3 years)

	2007-2008	2008-2009	2010-2011
<i>Example: Expand computer center.</i>	<i>Include one other village (same size operation)</i>	<i>Add 3 more villages. Have pilot village youth train new youth</i>	<i>Write a plan and offer support to other youth networks that would like to follow the model.</i>

Develop specific action steps

Actions steps describe exactly what will need to be done by achieve your goals and benchmarks...and ultimately, your vision. As you begin planning your project or initiative, it is essential that these steps are clear to everyone involved. Each person or organization's roles and responsibilities in carrying out these steps need to be understood and agreed upon. Unlike goals, which need to be forecast well in advance to ensure that all the work that is being done is focused in the same direction, you will find it is easier to create specific action steps at set intervals throughout your project. This is because needs, people, policies, resources, organizations, the environment, and policy issues may change. Be sure that these action steps are aligned with your short and mid term goals.

Short-Term Action Steps (Things that need to get done in the next 3 weeks to reach short-term goals)

WHAT needs to get done?	WHO will be responsible?	WHEN does it need to get done (use dates)?	WHO will need to be involved (people on my team, outside support)?	WHAT types of support need to be in place (technical, financial, policy, social)?

Mid-Term Action Steps (Things that need to get done in the next 3 months to reach mid-term goals)

WHAT needs to get done?	WHO will be responsible (individuals or organizations)?	WHEN does it need to get done (use dates)?	WHO will need to be involved (people on my team, outside support)?	WHAT types of support need to be in place (technical, financial, policy, social)?

Similarly, Youth Service Network can use this format to identify things that need to get done in the next 3 years to reach long-term goals

Plan Monitoring and Evaluation

Monitoring

Monitoring means keeping an ongoing record of an activity as it happens. It can tell you if Youth Service Networks activities have been implemented according to your plan. It is important to monitor your work because regular checking gives you the information to manage things. For example, if there is a problem, you are more likely to be able to minimize it if you can find out about it as soon as possible. Monitoring also provides information for reporting back and accounting other group members, partners and anyone affected by the activity.

Evaluation

Evaluation is judging the values or effectiveness of your Youth Service Network. It is a way of assessing whether the activities have achieved their objectives and how for the objectives have achieved your aim. Evaluation is very important. If your project is successful, you will find it easier to do more. If it is less successful, you will need to make change and measures whether new activities are achieving your aim. There are always lessons to be learned from any activity, successful or not. It is important to record and understand these to avoid making the same mistakes again.

CHECKLIST

Evaluations

- Have you helped things to change?
- Is the situation better than before?
- By how much?
- Have you accomplished your objectives?
- How have your efforts changed the big picture?
- If you have accomplished what you set out to do, did it go as you anticipated?
- If you did not accomplish what you had intended, why not?
- What made you re-plan your strategy?
- What would you do differently another time?
- Did you do even more than you expected?
- What does this mean for any future plans?
- What have you learned about the issues?
- Are the people and organizations involved in your group happy with the results of their actions?

Record Keeping

The Executive Committee of each Youth Service Network should keep simple records about their activities through checklists. People working with the Youth Service Network should regularly complete checklists. It will provide information about a wide range of things, for example:

- Who is attending activities?
- What methods are used, such as group activities, drama, etc?
- Number of people attended the meeting
- Other interesting observations about the meetings?

Monthly format for keeping record of the activities of all the members of Youth Service Network.

Member Name:	Reporting month:	Number of hours dedicated in a month:
Type of activities involved:		
No. of beneficiaries:	Male:	Female:
Any major accomplishments:		
Any challenges encountered (if any):		
Your response to the challenges:		
Any lesson learnt based on your experience:		
Comments from the team leader about the performance of the member:		

Mobilizing Resources

We are our own best resource! Self help and support groups around the world rely most importantly on the skills, enthusiasm and hard work of members. However, we also rely on other resources (things which we use to achieve our aims). Resources can be:

Human (time and contributions from people in terms of their skills and knowledge)

Material (equipment, free food)

Non-material (passion, enthusiasm, belief)

Financial.

Much can be done without resources. However, your Youth Service Network will probably need some external support and funds to carry out activities.

A good way for Youth Service Network to begin fundraising is to organize local events and activities, such as:

- Street theatre, community festival
- Sports events, sponsored walks, lottery games

Business:

Local businesses can support your group with;

- Money, through grants, employee contributions, or donating a percentage of their profits to the group.
- 'In kind' support, for example, access to equipment or offering to post mail.
- Technical support and expertise.

Use personal contacts and relationships. Does someone in your family have business contacts?

Find out which local businesses can be interested in supporting your group's aims.

Be clear what you are requesting and present it in professional language.

Find out what the business will expect in return? Can you meet these expectations?

Find out what other support the company could offer as well as, or instead of, money.

Know their motive and persuade them of the benefits of working with, or supporting, you. Remember that businesses exist primarily to make money.

Business can reach many people that may be interested in your work. Employees may want to join or support your Youth Service Network. Businesses have contacts in the wider community who you may want to reach in awareness raising activities.

A word of caution-there is many reasons why a company may want to support your group. It may hope to create good relations with the local community. A company may want to be associated with your group to promote its own commercial interests. Before you contact local businesses, ask yourselves what the pros and cons of working with businesses will be. Will you be seen as 'selling out'? Be sure that group members and people who you work with do not feel that a company's commercial interests conflict with your aims and objectives.

Subscriptions

You can ask people to become a 'friend' or supporter of your organization, for example by offering membership, a newsletter, reserved tickets for events, or other benefits, in return for a subscription fee. A subscriptions scheme can be an easy way of raising small amounts of money, but remember that you will have to provide the subscription benefits, collect the money, send out reminders, and keep an up-to-date list. All of this may not be possible for small groups.

However, an important advantage is that it gets people involve din your group overtime. Supporters can also contribute to your group in other ways, such as skills or links with the local businesses.

Good fundraising practice

For all fundraising, however small-scale, the following general principles are important.

- Collect good information and present it in a way that is easy to use. For example, one-page fact sheets, simple charts or leaflets are a good way to communicate facts and figures.
- Provide evidence of the value of your group for its members or benefits of its activities. This is useful for both general publicity and for showing to potential donors or partner organizations.
- Show any cost-savings that you services or project can provide.
- Be proud of what you have done and ell people about it. Publicize your activities and achievements.

Dealing with Cash

It is important to have some rules about the small amounts of money, which are not kept in a bank account (petty cash). These should be written down and everyone should know and understand the rules. For example:

- Be clear about who is responsible for handling petty cash-ideally this should be the finance group.
- Have a sensible place to keep small amounts of cash. This doesn't have to be a lockable cash box but should be kept somewhere secure.
- Always get a receipt for anything that your group spends money on.
- If you can't get a receipt, or have lost it, get a petty cash voucher signed.
- Keep receipts and petty cash vouchers in a secure file-a ring binder is ideal.
- Always give receipts to people who give your group money.

We encourage Youth Service Network to open a joint account in any of the scheduled banks of Pakistan. As per the charter provided to you, the team leader and treasurer will be responsible for operating the account together.

If you are paying out small amounts of cash on a regular basis, such as traveling expenses, you might want to use claim forms for writing down the amount of money requested, what for is clearly written, the date. These forms should be signed by the member claiming expenses and the treasurer of the Network. Below you will find a form designed to assist you in disbursing money to the members.

Volunteer Expenses Claim Form

DATE	Explanation of Expense	AMOUNT	
Total Amount Claimed			

Date of this claim _____ Supporting document (approval of the team leader)

Signature of Volunteer _____

Signed by Treasurer _____

Book-keeping kit

In order to manage money well, it is helpful to have the following to make the job easier:

- Account book-this is the book in which every transaction as recorded.
- Large, strong ring binder files to keep receipts.
- Ring binder files for important documents, such as letters, bank statements and finance reports.
- Glue and scrap paper for sticking small receipts onto.
- Receipt book, with carbon copes, to people who give money to your group.
- Petty cash claim forms.
- Somewhere safe to keep cash, for example a tin.
- Somewhere safe to keep financial records-a lockable cupboard probably the best place.

Fundraising for large amounts

If you are applying for larger amounts from a foundation or development agency, you may be required to submit a formal proposal. Before you submit a proposal, ensure that you meet the particular organizations qualifications for funding. Information on funding qualifications should be available from the organizations web site or publication material, along with important proposal specifications and submission details and deadlines.

Elements of the Proposal

- A brief description of the problem or need for the proposed project.
- A description of the project (where it will be carried out, long term aims and objectives)
- The expected results or outcomes of the project, specifying who will benefit
- The planned length of time of the project
- How it will be monitored and evaluated
- The total funds needed for the project.

Hints for Proposals

- Be brief. A standard proposal should be no more than ten double spaced pages, plus a title page and a list of contents.
- Keep it simple. Avoid complicated words, slang or jargon. Explain any special terms, abbreviations and acronyms.
- Focus on one message. Explain the importance of what you propose to do.
- Talk about specific activities and concrete results. Avoid general statements other than perhaps in describing the long term aims and philosophy of your group.
- Emphasize the impact that your project will have. Explain who will benefit and how.
- Emphasize your skills and knowledge. Show that your group and project is unique and explain why?
- Make your proposal attractive—it should be clear and easy to read.
- Be prepared for the funder to suggest changes to the proposed project design.
- Keep copies of the proposal and any correspondence.

One Year Evaluation of Youth Service Network

This form is designed to map out the one year progress of a Youth Service Network. On the basis of its performance, commitment and interest, YES Network Pakistan will decide the continuation of the contract with the Youth Service Network for next year.

Network Name:

Date of establishment:

Kind of support provided:

Type of Service Provided:

Number of direct beneficiaries:

Number of indirect beneficiaries:

Any major accomplishments:

Total income generated by the Network in one year

Approximate cost of resources generated from within the community

After the completion of one-year contract Youth Service Network will submit a one-year progress report to YES Network Pakistan in order to help her in assessing its over-all performance.