



**Alaska Youth First Program**

**Welcome  
to the  
Alaska  
Youth  
First  
Training**



Program Coordinator: Carol Schumacher  
Grants Administrator: Barbara Robinson

**Here's the  
news.....**

## **Group Introductions**

**Name &  
Organization**

# The Alaska Youth First Program at a glance.....

The five components of the AYF Program:

- Career Guides
- Youth Employability Skills
- Work Experience
- Applied Academic Training
- Teacher Industry Externships

# Reporting Requirements

- Monthly Progress Report
  - Due on the 15<sup>th</sup> of each month to report the activities of the prior month. All progress reports should reflect a full prior calendar month.
- Monthly Reimbursement Requests
  - Due on the 15<sup>th</sup> of each month to reflect expenditures for the full prior calendar month.
  - \*Statewide grants report financials quarterly

# Monthly Progress Reports (Narrative)

## Alaska Department of Labor and Workforce Development Program Year 2009 -2010 Youth First Monthly Performance Progress Report

Month of: **Make sure the appropriate month is entered**

Contact Name: **Very Important** Phone Number:

**TOTAL STUDENTS SERVED:**

**TARGET POPULATION** - **This is determined at the start of the grant**

The performance of this grant will be based upon the successes achieved in relation to the goals established and approved by the Department, and will be reported in the Grantee's monthly progress reports. Beyond the specific and measurable outcomes of this project, the Grantee will enhance strategic partnerships, between local high schools, colleges and employers, connecting youth to energy industry employment and training opportunities throughout the state. Specific goals and objectives for this project are:



**Without caffeine, the spreadsheet  
is toast.....**

**Ah.....  
coffee.....**

**Now I can  
work on the  
spreadsheet!**

# The Alaska Youth First (Excel) Summary Report

- The AYF summary report is used as a snapshot in time to determine how many participants have been served. Also:
  - How many services have been provided
  - What services have been provided; and
  - Where the services have been provided

# Alaska Youth First MASTER Summary Report

	Career Guide			Employability Skills			Work Experience			Academic Training			Partnerships	Teacher Externship	Total Services Provided
	Others	Youth	Svcs	Others	Youth	Svcs	Others	Youth	Svcs	Others	Youth	Svcs			
July	0	141	141	0	83	480	0	83	83	0	55	0	55	0	704
August	7	213	264	0	336	1,607	0	25	26	0	38	38	23	0	1,935
September	112	1,346	2,458	0	150	472	0	89	92	0	38	14	15	0	3,036
October	54	929	2,338	10	602	1,888	0	34	34	0	2	14	40	0	4,274
November	241	1,470	3,024	27	492	1,162	0	28	50	0	10	10	31	0	4,246
December	78	576	1,525	0	50	245	0	33	33	0	0	10	1	0	1,813
January	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participant Total	492	4,675	9,750	37	1,713	5,854	0	292	318	0	143	86	165	0	16,008

# The AYF Summary Report

Also:

- Calculates the number of partnerships
  - And the communities where the partnerships were established
- Calculates the number of teacher externships
  - And the communities impacted by teachers



**Alaska youth need Career Guides**

**Career  
Guides:**

**The future  
of Alaska's  
youth are  
in your  
hands.....**

# Career Guide Activities

	<b>Career Guide Activities Schools and Communities Visited</b>	Teachers, community members, staff or others who received services	Youth who received services	<b>Total Served</b>
		<b>OTHERS</b>	<b>YOUTH</b>	
	<b>July</b>			<b>0</b>
<b>Grantee</b>	Career Center			<b>0</b>
<b>Grantee</b>	L High School		70	<b>70</b>
	N High School		50	<b>50</b>
	Jr/Sr High School		21	<b>21</b>
<b>Grantee</b>	Ketchikan	14	18	<b>32</b>
<b>Grantee</b>	Job Center	0	6	<b>6</b>
	School	0	11	<b>11</b>
<b>Grantee</b>	Sitka	1	18	<b>19</b>
<b>Grantee</b>	Juneau	0	15	<b>15</b>
				<b>0</b>
<b>Total</b>		<b>0</b>	<b>141</b>	<b>141</b>

# Career Guide Activities

Job Club	Job Search	Labor Market	ALEXsys	Career Decision Making	AKCIS	Job Placement Assistance	Career Guidance	Referred to Job Opening	Referred to Apprenticeship	WIN Assessment	Other	Total Services Provided
												0
												0
1	7	0	0	17	23	0	15	7	0	0	0	70
0	1	0	0	0	0	0	42	1	6	0	0	50
0	0	0	0	0	21	0	0	0	0	0	0	21
0	0	32	4	0	2	0	0	0	0	0	0	38
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	11	0	0	0	0	0	0	0	0	0	11
0	0	0	0	0	0	6	18	0	0	0	0	24
0	6	6	10	6	6	0	5	8	0	0	0	47
												0
1	8	0	0	17	44	0	57	8	6	0	0	141

# Career Guide Tab

	<b>Career Guide Activities Schools and Communities Visited</b>	Teachers, community members, staff or others who received services	Youth who received services	Total Served	Job Club	Job Search	Labor Market	ALEXsys	Career Decision Making
		<b>OTHERS</b>	<b>YOUTH</b>						
	<b>December</b>			<b>0</b>					
<b>Grantee</b>	Sitka	30	81	<b>111</b>					
				<b>0</b>					
<b>Grantee</b>	L High School	36	214	<b>250</b>	4	27	1	3	0
	R Middle School	3	120	<b>123</b>					
	T Middle School	1	0	<b>1</b>					
	Valley High School	1	0	<b>1</b>					
	N High School	0	23	<b>23</b>	0	0	0	0	0
	Jr/Sr High School	0	26	<b>26</b>	0	0	0	0	0
<b>Grantee</b>	Chugach High School	0	4	<b>4</b>	0	35	20	20	25
<b>Grantee</b>	Elementary	7	108	<b>115</b>	0	0	0	0	0
<b>Total</b>		<b>78</b>	<b>576</b>	<b>654</b>	<b>4</b>	<b>62</b>	<b>21</b>	<b>23</b>	<b>25</b>

# The AYF Master Employability Skills Tab

	<b>Employability Skills Activity Schools and Communities Visited</b>	Teachers, community members, staff or others who received services	Youth who received services	<b>Total Served</b>	se s
	<b>November</b>			<b>0</b>	
<b>Boys &amp; Girls</b>	Anchorage	0	<b>8</b>	<b>8</b>	
<b>ESD-ANC</b>	King Career Center	0	3	<b>3</b>	
	Youth Hiring Center	0	11	<b>11</b>	
<b>ESD-ANC</b>	KCC, PCA class 11/19	1	13	<b>14</b>	
<b>ESD- Health</b>	KCC, PCA class, 11/22	0	6	<b>6</b>	
	KCC, PCA, N.R. 11/23	0	1	<b>1</b>	
<b>ESD Mat-Su</b>	Job Corps	1	13	<b>14</b>	
	Burchell High School	1	0	<b>1</b>	
	Valley Pathways High School	2	0	<b>2</b>	
	Mat-Su School District	1	0	<b>1</b>	
	Job Center	0	6	<b>6</b>	
<b>FNSBSD</b>	North Pole High School	0	71	<b>71</b>	
<b>JSD</b>	Juneau	0	18	<b>18</b>	
<b>Kawerak</b>				<b>0</b>	
<b>KPBSD</b>	WDC at Kenai High- in class	0	44	<b>44</b>	
	WDC at Kenai High- Online class	0	55	<b>55</b>	
	Soldotna High/Middle Wage & Hour	0	200	<b>200</b>	
<b>Nine Star</b>	Anchorage	0	17	<b>17</b>	
<b>SERRC</b>	Juneau	0	16	<b>16</b>	
<b>TCC</b>	Arctic Village	0	7	<b>7</b>	
<b>Yuut</b>	Bethel	21	3	<b>24</b>	
<b>Total</b>		<b>27</b>	<b>492</b>	<b>519</b>	



	Career Guide			Employability Skills			Oth
	Others	Youth	Svcs	Others	Youth	Svcs	
<b>July</b>	0	0	0	0	0	0	(
<b>August</b>	0	10	10	0	24	24	(
<b>September</b>	0	13	29	0	76	196	(
<b>October</b>	0	0	0	0	102	286	(
<b>November</b>	1	3	10	0	454	674	(
<b>December</b>	3	33	77	0	0	0	(
<b>January</b>	0	0	0	0	0	0	(
<b>February</b>	0	0	0	0	0	0	(
<b>March</b>	0	0	0	0	0	0	(
<b>April</b>	0	0	0	0	0	0	(
<b>May</b>	0	0	0	0	0	0	(
<b>June</b>	0	0	0	0	0	0	(
<b>Participant Total</b>	<b>4</b>	<b>59</b>	<b>126</b>	<b>0</b>	<b>656</b>	<b>1,180</b>	<b>(</b>

# Grantee's Summary Page

Participants are added together ... total = 63

# The AYF Master Spreadsheet calculates the totals by Grantee, so it reflects the same totals as the Grantee's summary page

Career Guide	Participants	Services
Grantee		
	716	
	3260	
	145	816
	0	
K	63	126
	0	
	1011	
	63	252
	38	28

Employability Skills	Participants	Services
Grantee A	77	546
B	154	1078
C		
D		
E	5	24
F	0	0
G	136	
H	90	90
I	142	872
J	0	0
K	656	1180
L	413	1276
M	109	560
N	16	223
O	7	7

# Work Experience Tab

	<b>Work Experience Activity Schools and Communities Visited</b>	<b>Teachers, community members, staff or others who received services</b>	<b>Youth who received services</b>	<b>Total Served</b>	<b>Apprenticeship</b>	<b>Pre-Apprenticeship</b>	<b>Subsidized Work Experience</b>	<b>Internships</b>	<b>Other</b>	<b>Total Services Provided</b>
	<b>July</b>			<b>0</b>						<b>0</b>
<b>ACF</b>	Anchorage	0	77	<b>77</b>	0	0	77	0	0	<b>77</b>
<b>ESD</b>	Ketchikan	0	5	<b>5</b>	0	0	0	0	5	<b>5</b>
<b>ESD-Mat-Su</b>	Houston High School	0	1	<b>1</b>	0	0	0	0	1	<b>1</b>
<b>SERRC</b>	Juneau	0	4	<b>4</b>	0	0	4	0	0	<b>4</b>
<b>Total</b>		<b>0</b>	<b>83</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>77</b>	<b>0</b>	<b>6</b>	<b>83</b>

# Academic Training Tab

	<b>Academic Training Activities Schools and Communities Visited</b>	<b>Teachers, community members, staff or others who received services</b>	<b>Youth who received services</b>	<b>Total Served</b>	<b>Higher Education</b>	<b>Postsecondary Training- Certificate</b>	<b>Other Training</b>	<b>Total Services Provided</b>
	<b>September</b>			<b>0</b>				<b>0</b>
JSD	Juneau	0	38	<b>38</b>	14	0	0	<b>14</b>
<b>Total</b>		<b>0</b>	<b>38</b>	<b>38</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>14</b>
	<b>October</b>			<b>0</b>				<b>0</b>
JSD	Juneau	0	2	<b>2</b>	14	0	0	<b>14</b>
				<b>0</b>				<b>0</b>
<b>Total</b>		<b>0</b>	<b>2</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>14</b>
	<b>November</b>			<b>0</b>				<b>0</b>
JSD	Juneau	0	10	<b>10</b>	0	0	10	<b>10</b>
				<b>0</b>				<b>0</b>
<b>Total</b>		<b>0</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>

# Partnership Tab

	Partnership Activity Schools and Communities Visited		Total Served	Memorandum of Agreement	Agreements/ Contracts	Tribal Agreements	Total Services Provided
	<b>July</b>		<b>0</b>				<b>0</b>
<b>ACF</b>	Municipality of Anchorage	1	1		1		1
	Alaska Youth for Environmental Action	1	1		1		1
	Alaska Trails	1	1		1		1
	Rasmuson Foundation	1	1		1		1
	U.S. Forest Service	1	1		1		1
	U.S. Fish & Wildlife Service	1	1		1		1
	Alaska Teen Media Institute	1	1		1		1
	Single Track Advocates	1	1		1		1
	Great Land Trust	1	1		1		1
	National Park Service	1	1		1		1
	State of Alaska Department of Labor	1	1		1		1
	Anchorage School District	1	1		1		1
	Tudor Centre Trust	1	1		1		1
	State of AK Div. of Personnel	1	1	0	1	0	1
	The Glory Hole	1	1	0	1	0	1
	Tongass Girl Scouts	1	1	0	1	0	1
	University of AK Southeast	1	1	1	0	0	1
	Yaakoosge Daakahidi Alternative High	1	1	1	0	0	1
	Zach Gordon Youth Center	1	1	0	1	0	1
<b>Total</b>	<b>August</b>	<b>55</b>	<b>55</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

# Overall Program Status

	% expended
Access Alaska, Inc.	0.0%
Alaska Community Foundation	51.7%
APICC	10.3%
ASHNHA (TIE Program)	0.0%
CITC	18.1%
ESD	30.6%
Fairbanks North Star SD	41.2%
Juneau SD	30.2%
Kenai Peninsula BSD	12.6%
Kodiak Island BSD	19.1%
Mat-Su BSD	19.0%
Nine Star Enterprises	76.3%
SERRC	24.7%
UAA - RSA - CHD - CTE - AHEC (TIE)	0.0%
Yuut Elitnaurviat	29.2%
<b>Over all program is expenditures</b>	<b>30.6%</b>

Each grant should be at least 50% expended at this time. There are 4 months left to the program.

**If your program is under 60% expended you must provide a financial and program projection showing how much will be expended and the outcomes expected from March 1<sup>st</sup> through June 30<sup>th</sup> broken out by month. This is due by March 1<sup>st</sup>.**

# Wiki Website

## Alaska Youth First

- Blog – Connecting with other Career Guides
- Sending out information
- Sharing Resources

**To access Wiki:**

[https://akyouthfirst.pbworks.com/session/login?return\\_to\\_page=FrontPage](https://akyouthfirst.pbworks.com/session/login?return_to_page=FrontPage)

**At that page you can request access.**

# akyouthfirst: FrontPage

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**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

Quick Links:

[Career Explorations](#)   [Colleges-Tec training info.](#)   [Interest Assessments](#)   [Employability Skills](#)  
[Enrollment-Payroll Help Sheets](#)   [Work Site or Employer Resources](#)   [Presentations](#)   [Marketing Materials](#)  
[Activities and Handouts](#)

Welcome to the Alaska Youth First Information training website.

For resources related to assisting career guides, school district, or department of labor counselors, click on the linked pages over in the right box under "Sidebar Quick Links."

As a user of this wiki, you are able to upload or edit any page as you would like. To edit a page, just click on the edit tab above and save your change. Its that easy. To add a link to a page, just click on the insert a link button (the globe with the link underneath it.)

To add a page to add resources to, click on the "Create a Page" Link in the upper right corner

For blogging, just type your comment in the blog space below.

Let me know if you have any questions by emailing me at: [lus@serrc.org](mailto:lus@serrc.org).

# Photo Opportunity

- Post your photo on Wiki
- To access Wiki:
  - [https://akyouthfirst.pbworks.com/session/login?return to page=FrontPage](https://akyouthfirst.pbworks.com/session/login?return%20to%20page=FrontPage)

You can request access from this page

# Resources

- Dept of Labor DBP Policies

[www.labor.alaska.gov/bp/policies.htm](http://www.labor.alaska.gov/bp/policies.htm)



Time to tour Anchorage

**Friday, February 19th**

**If you have a star on your name tag, you are signed up for the tour. Please meet us at 8:15 a.m. to catch the bus.**

**Tour to Job Corp and Mat-Su Career and Technical Ed Center**