

RECORDINGS MANUAL

Phone: 613-269-2436
Fax: 613-269-4118
Email
Other Contacts

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THE ONTARIO TRILLIUM FOUNDATION LA FONDATION TRILLIUM DE L'ONTARIO

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TYPS

P.O. Box 729 Merrickville, ON, K0G 1N0
Ph: 613-269-2436, Fax: 613-269-4118, typs@typs.com,
www.typs.com

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RECORDINGS MANUAL:

Introduction:

This manual explains the basic instructions and applications of the **Recordings** program which is a main feature of a Youth Centre section to the TYPS website. *Recordings* is an online computer program to enable youth, volunteers and staff to record participation in their youth centre, and provides youth with Resumes and *Certificates* of achievements. In the backend of the system, the program links skills youth have acquired in their activities to groups of assets, which are recorded both in the Resumes and *Certificates*.

PLEASE NOTE: Do let us know of your suggestions to improve this program. Improvements and updates are ongoing.

Access to Recordings: Access is through the Youth Centre section of the TYPS Website, www.typs.com; the view of this home page is on the right. Features are being added on a continuous basis; among them you will find:

- Recordings
- Screening Room
- In Touch Tools

This **Manual** (which has a link online) explains access and special features of the *Recordings* program. The latter two features offers support to youth centres, encouraging participation.

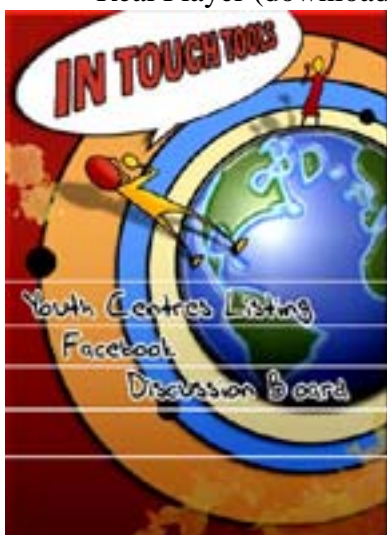
Screening Room:

This section of the website contains links to a number of online video streams, mainly from the youth centres around their programming, but also from TYPS itself, such as intros to workshops and documentaries of TYPS Annual Youth Conferences. The videos are streamed with Real Player (download feature online), with the support of our

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In Touch Tools

are designed to help youth centres communicate with each other and with TYPS; it contains *Youth Centre Listing*, a database of youth centres; if you are a member of TYPS and have a staff member registered in Recordings, you can add and adjust your own online contact information. The features now include a link to *Facebook*, and *Discussion Board* – these are subject to ongoing change.



Recordings: Access and Viewing Process of Program

General Introduction:

WELCOME	Contact Info Home About Sponsors
RECORDINGS	Why Use It? Manual Register Sign In Activities Corrections Résumé Certificate
IN TOUCH TOOLS	Youth centres Discussion board Blogs Chat Photos
YC ADMIN	Edit youth centres
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The left hand menu of the website (reproduced in the side box) covers all the **features of the Recordings program**. Why Use It? gives an overall explanation of the programme – the online text is found in the box below. Manual links to a copy of this manual online – it may be more up-to-date than printed versions. Everyone – youth, volunteers, staff – must Register first to access the program. Once registered, you automatically move to the Sign In page; subsequent times you click directly on Sign In. When signed in, this button changes to Sign Out, giving you the option to sign out whenever you wish.

For youth, first time sign-in takes them to a Questionnaire (see below p.7 & 21) which is optional for them to fill out, though we encourage staff to work with them to fill it out. The following step takes youth to an Activities page, where they check off their activities, time spent at each activity, and their level of participation in these activities (as a Participant, as an Assistant to the leader, or as a Leader in the activity). Once activities are saved the program allows them to quickly evaluate their activities by clicking on one of five faces (from happy to sad). After using the program for a few weeks, youth can print out a Résumé of their activities.

The sign-in for staff and volunteers provides other options. They first obtain a Staff Report of all activities in their centre; a short report is online, and a fuller report is downloadable by staff. Extensive reports with more in-depth analysis can be obtained through TYPS. Staff/volunteers using their Activities page can record the Number of youth, volunteers and staff in each Activity or enter a total for all activities. The program allows them to also record activities related to their organization. The staff/volunteers can add more activities to this page that are specific to their youth centre by contacting TYPS staff.

Corrections to entries can be made by anyone with the permission of staff.

A Résumé of each youth's activities can be printed off at any time by youth.

A Certificate of Achievement records the assets the youth have gained through their activities. The Certificates are pre-printed; youth must obtain them from the staff.

The blue  ball indicates which section of the website you are in.





A general introduction to *Recordings* is presented online at the [Why Use It?](#) button on the left-hand menu (printed in the text box below). A more detailed appreciation of the program will emerge as the details of the program are described in the ensuing sections, and as you use and customize the program to your own needs.

Why Use it?

"RECORDINGS" is a main feature of this site to enable you to record your own achievements in your youth centre. It is an online computer program that assists you, youth or volunteer, to build up your profile and gain recognition for your efforts, talents, contribution and participation in your youth centre.

Keep track of your own activities in the centre, build up your *Résumé*, and print out a *Résumé* record recognizing this whenever you wish. Use your *Résumé* as you wish, for tracking your community volunteers hours, for applying for jobs, for helping you meet your own goals.

When you want a *Certificate*, ask your youth centre coordinator for a copy of the *Certificate* form. You need to print out your information on this form to have it make sense.

Your personal information is confidential, and can be identified and used only by you - when you print out your *Certificate* or *Résumé* record.


For staff/volunteers of your youth centre, RECORDINGS provides them daily entries for total numbers of participation by youth, volunteers, and staff in your youth centre: totals of each activity, and totals overall. It also records all the anonymous comments made on programming. This will help your youth centre in its fundraising, planning, and operations overall.

STEPS IN THE ACCESS AND USE OF THE RECORDINGS PROGRAM:

It must be first noted that after the initial registration *Recordings* will take only a minute or so for each youth, volunteer, or staff to record their activities on a daily basis. Registration can take 5 to 10 minutes, with added time to become first acquainted with Recordings. It is recommended that staff help some youth initially to register, and afterwards youth will be helping each other.

1. Register:



When you click on the  image or the Register name in the left hand menu you are taken to the Sign-in page.

You need to use a nickname and a password.

We encourage you to use Firefox as the browser, as this gives the best service to date. However, Recordings should work on all programs and computers, PC or MAC, at any bandwidth, though dial-up is slow.

If this is your first time accessing the program, the system will notify you to register. You can go directly to registration by hitting the **Register** button on the left-hand menu.

Sign In

Nickname

Password

Recordings works best with the Firefox browser.

Download Firefox

Sign In

Nickname "your nickname" was not found.

Clicking Register takes you to the registration page – see text box below; if you hit Sign-in in the menu and try to sign in but are not registered, the system asks you to register, taking you to this page.

You register as a youth, volunteer, or staff depending upon your status in the youth centre. Then click the Next button.

Register

Select the type of account you need and press "Next" to Create Your Account.

- Youth
- Volunteer
- Staff

2. Account Profile:

Youth Registering:

Registrations requires you to fill out your profile; you need only fill out the items marked with an asterisk, which changes for youth, volunteers and staff – the text box below is the Youth Account Profile. You must first though select from the drop-down menu the name of your youth centre (the digital version of this manual allows you to look at the drop-down menu). When finished, you hit Update or Cancel if you don't wish to proceed.

Staff account profile

Youth centre*

Nickname*

Password*

Real name

Sex/Age

Email

Special skills

Comments

Note **entries marked (*) are REQUIRED**

Youth do not need to input their real name, but all information is confidential and none of the data input is related to a real name. If they do not enter their real name, youth must themselves type in their real name on their *Certificate* print-outs and Resumes, otherwise it's their nickname, by default, that appears on these print-outs. (See also our Confidentiality Policy on the TYPs Website.)

Once registered, you are taken to the Questionnaire (p.21ff). Only youth are asked to answer this questionnaire; it appears for staff or volunteers to permit them to review it and assist the youth in answering it.

Staff/Volunteer Registering

Because Staff (staff and volunteers) have access to edit the youth centre database, obtain online staff reports, and download Participation Spreadsheets, Staff/Volunteers who register onto Recordings have access as staff only after TYPS has authorized their access – until then their access is at the youth’s level, and their *Activities* page is the same as the youth’s *Activities* page. When staff completes their registration, the system automatically sends an email to TYPS for approval of their access as staff; TYPS may be phoning the youth centre in the event that we do not recognize the name, such as in cases where your staff person is new – this approval may take a day or so; if delayed longer, notify TYPS by phone or email.

When staff access is confirmed, the home page of the website is expanded to include a few other features; namely:

- **YC Admin**
Edit youth centres – clicking on this menu item allows staff to edit and update the online information on the data base of youth centres, or add their youth centre to the database if it is not there.
- **Staff**
Staff report – An overview of basic statistics on participation rates appears automatically whenever staff log in. See pp. 18ff below for more information. NOTE: only data of overall participation rates and feedback is available, never the data of an identifiable individual youth.
Youth Participation Spreadsheet – clicking on this downloads the entire database of participation activity entered by youth in your youth centre; the database is downloaded as an excel file which you can export as a database. This allows you to do more extensive analysis of participation rates in your youth centre, which activities are liked more, have higher rates of participation, etc.
Staff Participation Spreadsheet, pp19ff, downloads the entire database of participation activity that Staff have entered around activities for their youth centre in addition to the youth entries.
View Survey – allows you to view the online youth questionnaire directly.

3. Questionnaire:

Upon completing registration, you are taken to a Questionnaire page; for youth this is part of the registration process. As is noted in the intro: “This questionnaire is for youth only. It is also optional - it is your choice to answer the questions or not. The questionnaire is important because it will help your centre see how best its operations are helping youth in general. Your answers are confidential and are not linked to your name. If you choose to skip it, scroll to the bottom of the page and click on 'Save!'.” No individual questionnaire is tracked back to any individual; TYPS is interested only in the aggregate data.

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The questionnaire is voluntary. However, we do encourage staff to have each youth answer it. As you can see when you read through it, it provides the baseline data against which participation rates can be correlated. This will help us compile empirical data to demonstrate the efficacy of youth centres in meeting the needs of youth. This research will be published periodically, thereby providing you with indispensable and original data, useful in securing funding for youth centres and TYPS programmes.

4. Online overview of the Recordings operations.

Upon saving the questionnaire, an information page opens up, welcoming you to the program and providing a basic overview of the program, seen in box below. Clicking on the *Recordings* button opens up the **Activities** section, the heart of the program, where you can record your activities and give feedback on them.

Welcome to TYPS "[Your Nickname]"!

You are now registered in our database.

The following process is open to you:

1. To record your activities, hit "Sign In" with your nickname
2. This takes you to "Activities" to record your activities and comments - any and all activities that are important to you. Check hours you did the activity and select your level of involvement in the activity - for example: if you are only using computers or simply hanging out, then select "participate" for these activities. If you are helping someone, like helping an instructor/leader in an activity such as a workshop, or helping a friend to use a computer, choose "assist". If you are acting as an instructor or organizer, then choose "lead".
3. When finished recording your activities, hit "Save", then review your entries, make changes if needed, save again, then "Exit" [which automatically signs out].
4. To "Print Résumé" (Copy and paste to a word document if you need to insert your name) or
5. To "Print Certificate" (Check with staff for permission and obtain form).
6. To make "Corrections" after exiting, hit corrections button on the right hand menu to correct either immediately for today's entry or to correct some previous day's entry.
NOTE: You need to get permission from youth centre staff to correct entries.

Recordings

You will notice that the **Sign In** button on the left-hand menu has changed to **Sign Out**, and clicking on it allowing you to sign out anytime. Also, the **Register** button has now changed to **Profile**; clicking on **Profile** brings up your account profile that you filled in, allowing you to review and change it as you wish.

Now that registration is completed, next time you sign in, you will go immediately to the Activities page.

1. Activities

This Activities page lists activities that youth centres have informed us are happening in their centre. We have grouped them under 15 categories – see box on the right. (Additional categories may have been added since printing this manual, such as for Projects); a partial list of online activities is found at the end of this document.

The top of the page provides a few important functions. First, the date; the intention of the program is to record the activities on the date they are happening.

The **Corrections** button in the left hand menu allows you to go back to previous dates and either correct entries or record your activities after the date they happened; however, to do this, you must have staff to open this feature for you, because it is accessed only through a password.

After you have recorded your activities, you can save them by hitting the **Save** button at the bottom of each category of activity, or hit **Save** at top or bottom of page. Hitting the **Exit** button takes you out of the program.

The **Print Resume** and **Print Certificate** buttons appear at the bottom of page and in the menu, and allows you to print these documents – more explanation follows on page 15.

As is mentioned in the program, the first few times you use it you may still have to look to find exactly where your activity is grouped. Or you may not find your activity; in which case, inform TYPS and be can add it under the category you specify.

PLEASE NOTE: Activities is a dynamic page. Activities are being added continuously when youth centres request particular programming unique to their centres, redesign features are needed, or other issues come up.

Activities

Total hours this month: __ ,
Total youth active: __,
Average hours this month: __

Date: Nov 1, 2006

Click on the Category of Activity you have done to record specific activity; for your first time you may have to look in different categories for your activity.

- *Community Hours
- Activities/Programs in General
- Arts/Culture Activities
- Computer Based Activities
- Educational & Academic Activities in Youth Centres
- Employment Activities
- Fundraising Activities
- Health/Well-being Related Activities
- Organizational Level for Youth Centre/Organization
- Public Relations/ Media Activities
- Recreation/Sports Activities
- TYPS Annual Conference
- TYPS Project - The TYPPing Point (Designated YCs)
- Workshops
- — For Testing Purposes

Average Hours/TYPS AWARDS:

To encourage and celebrate youth using Recordings, TYPS will on a regular basis be presenting the youth centre an award for the highest average hours of recorded activities.

Youth recording their activity:

Click on the group heading and you automatically scroll down to the activities listed under this heading – especially if this is your first time using Recordings, scrolling down will familiarize you with all the activities listed. If some activities in your centre are missing, inform us and we can add them to the listing. In the box below, we have clicked on Academic and the computer screen scrolls down to the full range of listed activities. We show as if we have clicked onto the first three activities. By clicking on the Hours arrow a drop down menu allows you to choose between .5 and 8 hours. Next, you click on the drop down arrow for level of participation: choose **Participant** if you simple participated in the activity; choose **Assistant** if you helped out in the organization or running of the activity; and choose **Leader** if you were headed up the activity in some capacity: leader, workshop instructor, or simply was instructing your friend on a computer (in the case of *Peer-to-Peer Discussions* in the activity category **Organizational Level for Youth Centre/Organization**).

When you have clicked in your Hours, Level of Participation, fill out Comment & Details to give staff more detailed feedback on each activity you participated in: What (such as describing or naming activity, number of youth involved), Who (elaborate is needed, such as mentors), Why (a project perhaps), Where (in youth centre or if off-site, name it), When (time of day, if important). If you have general comments, not on this specific activity, but for instance on the operations of the youth centre, click on **General Comments** to take you to the text box at the bottom of the page. You can click **Save** or **Return to top** to select another activity category – or you can simply scroll down the page to record other activities involved in during the day.

AVERAGE HOURS

Top of **Activities** page gives three numbers:

Total hours for centre: 22.5 Total youth for centre: 3

Average hours per youth: 7.5

The Average hours per youth is a ratio of hours over youth to give average hours of activities per youth registered on Recordings: $22.5/3=7.5$

TYPS AWARDS:

TYPS will be presenting on a regular basis awards to the youth centre with the highest average recorded.

Activities/Programs in General	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Field Trip	0 hours	0	0	0	
<input type="checkbox"/> Hanging Out / Relaxing / Having Fun	0 hours	0	0	0	
<input type="checkbox"/> Intergenerational activity	0 hours	0	0	0	
<input type="checkbox"/> Leisure/entertainment	0 hours	0	0	0	
<input type="checkbox"/> —Other Activities	0 hours	0	0	0	

[Return to top](#) [General Comments](#)

Staff Activity Recording:

When you register as Staff, you view a slightly different Activities page, as seen in the selected category below, **Organizational Level for Youth Centre/ Organization**. Specifically, you record the **Number** and **Hours** of participation of “Y”, “V”, and “S” (youth, volunteers, and staff) in each activity – or the total numbers if you want a separate accumulating total for everyone. This allows staff to accumulate a parallel set of participation rates for their youth centre; in most cases these numbers will be higher for youth because not all youth will likely use Recordings. These numbers also appear in staff reports.

The Category **Organizational Level for Youth Centre/Organization** [see box below] was developed for youth centres to develop data on their general organizational operations. For staff & volunteers who are pressed for time, instead of recording each individual activity, they can enter total numbers in the activity **Total Participation Today** found in this category of activities, and give details. **Please NOTE**, this is an average entry (whenever possible, it is better to enter the numbers for each activity). Therefore, if you have entered 8 hrs of participation by 10 youth, your total hours for the day will add up to 80. If you have recorded individual activities and also recorded the overall total of hrs/youth in **Total Youth Participation Today**, you are doubling the activity total for the day. To correct this, you can return to your daily activity entry, or go to Corrections for a previous entry; or by downloading the **Staff Entry Spreadsheet**, you can separate out/subtract this number to arrive at a more exact number for totals.

Organizational Level for Youth Centre/Organization		Hours	#Y	#V	#S	Comments & Details
<input type="checkbox"/>	Board Meetings	0 hours	0	0	0	
<input type="checkbox"/>	Committees/Planning Groups	0 hours	0	0	0	
<input checked="" type="checkbox"/>	Meeting Other Youth Centre	3 hours	0	0	1	
<input type="checkbox"/>	Mentoring Adults	0 hours	0	0	0	
<input type="checkbox"/>	Mentoring Youth	0 hours	0	0	0	
<input type="checkbox"/>	One-to-One Counselling	0 hours	0	0	0	
<input type="checkbox"/>	Peer-to-Peer Discussions	0 hours	0	0	0	
<input type="checkbox"/>	Total Participation Today	0 hours	0	0	0	

Return to top General Comments

TYPS Peer-to-Peer Model of Best Practices suggested that we include the two activities **One-to-One Counselling** and **Peer-to-Peer Discussions**, which can refer to such youth activities as helping a friend out in the youth centre, or helping an adult on a computer (this category also appears on the youth’s Activities page). Community Hours are also separated from Community Service – please see box opposite: Community Hours refer to participation in youth centre that result from an program outside the youth centre, such as school community hours program; Community Service activities are activities generated by youth centre programming.

Community Hours:
 This activity refers specifically to activities such as *Community Volunteer Hours* that students must put in, and differs from the category of activities in *Community Service* that are activities originating out of the youth centre. For Community Hours you can only choose Participate as you level of Participation; choosing other levels will not change the assets accumulated in the activity.

	Hours	Level of Participation	Comments & Details
<input checked="" type="checkbox"/> Community Hours	2 hours	Participant	

Comments:

At the bottom of the **Activities** page, there is a text box where youth can write up general comments on the day, either about their own activities, or about the youth centre in general.

Comments can be retrieved by staff by clicking on the **Participation Spreadsheet** button in the left hand menu, or by asking TYPS to help them out if needed on this data retrieval. For final reports, information needed is simply copied from this spread-sheet into the reports.






Once comments are filled out and the activities recording of the is entered, hit **Save**.

Comments

6. Quiz

Daily a different question is posted after activities are saved to obtain a quick qualitative evaluation of the activity – see box below. Youth need only click on one of the spots below a happy face to provide this information. In the Reports, staff can see how youth, volunteers, and staff have evaluated activities, and you can rank them by preference.

There are 16 questions that rotate one-by-one daily that seek this feedback on youth participation in the youth centre. Given that many of the same youth will daily use Recordings, over a few weeks you will get a good range of feedback on the full range of areas that these questions relate to.

Quiz				
How much fun is this activity?				
A - a test activity only				
				
Not at all	A little bit	So-So	Quite a bit	Totally
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The questions that rotate each time you log on are:

1. 'How much fun is this activity?'
2. 'How good are you at this activity?'
3. 'How challenging is this activity?'
4. 'Has this activity reduced your stress?'
5. 'How much is this activity an important part of who you are?'
6. 'How important to society is this activity?'
7. 'How easy would it be for you to give up this activity?'
8. 'How much influence do you have in this activity?'
9. 'Your opinions and suggestions are listened to by youth centre staff and board?'
10. 'Your involvement meets your expectations?'
11. 'Your community has benefited by the existence of the Youth Centre?'
12. 'How positive do you feel about your experience with the youth centre/group?'
13. 'Why do you continue to go to the youth centre?'
14. 'What would you be willing to do to help improve or change the programs or the youth centre?'

15. 'How are adults involved with the youth centre? (check all that apply):'

- Paid staff
- Volunteers
- Board of Directors/committees
- Organize events/activities
- Provide guidance/mentoring
- They learn from the Youth
- Other

16. How do you find working with adults? (check all that apply):

- They give good advice
- Helpful
- Make the place safe
- They talk too much
- Don't always listen
- Good as mentors
- Don't always explain what is happening or why
- They listen to our concerns and respect our feelings
- They support us when we try hard but also insist we take responsibility
- Other comments

Done

7. Exit from Recordings:

When the Quiz question is answered, click on **Done** and you exit the program; or exit at any point during the program by hitting on the **Exit** buttons. You are returned to the home page of the youth centres side of TYPs website.

8. Corrections:

The Corrections function allows users to return to a previous date and either correct an entry or make an entry that was missed. The Date allows you to choose yr/m/d. This is especially important on those days such as field trips when youth must wait until a following day to make entries of activities undertaken.

Corrections

Date

2006 10 24

Select date

- * **Most Common Activities**
- **Academic**
- **Arts/Culture**
-

9. Resume and Certificate

Youth can print out a Resume of their activities at anytime and as often as they want. If they have only entered their Nickname, they will have to copy and paste the Resume information into a text/word program and type in their name.

The Resume will list their activities to date, and their level of participation and hours in each activity. A total number of hours will be found at the bottom of the table of activities.

Asset building:

Included in their Resume at the bottom of the page is the "Achievement Award". This is the information that will appear on their *Certificate*. The program associates a number of skills with each activity; this skill set is linked to a group of assets – see box opposite. The more activities youth record the more skills they record and thereby build up their asset list. For example, preparing a Bragging Booth for the Annual Youth conference involves skills that relate to all

- Assets in
Achievement Award**

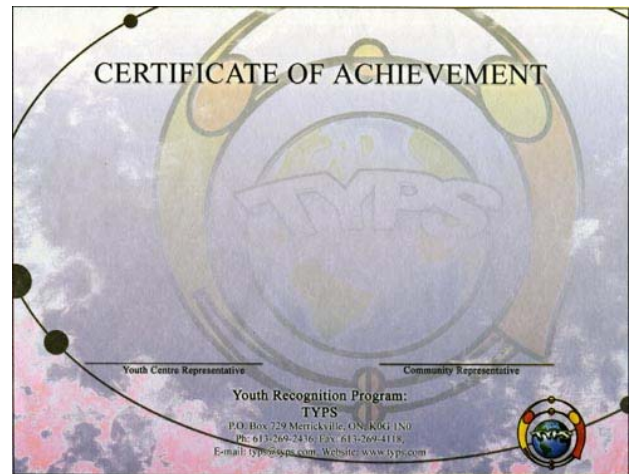
 - Academic
 - Community Hours
 - Community Service
 - Employability
 - Life & Health Related Assets
 - Personal Development
 - Practical Assets

of these assets. Other activities, such as a Car Wash, may relate to specific assets, like Personal Development, Employability, and Practical Assets.

In the back-end of the program, each activity is weighted by the number of skills we have attributed to it and the level of participation. At the Participation level, there is 1 point earned for each skill; in Assisting, they earn 2 points per skill; in a Leadership role, they earn 4 points. The system multiplies this number with the hours they record for each skill in each activity – each activity will differ in the number of skills we have attributed to it. For first time 1000 points earned, the program displays one star * in the Achievement Award listing of assets. A second star appears when an additional 1,000 points are earned; a total of 10 stars in all appears as points are accumulated in similar amounts.

Certificate:

The *Certificate* is a special separate pre-printed in full colour document upon which the youths' assets information is printed. It requires the signature of a youth centre staff person, and a representative from the community, such as the mayor. Awarding the *Certificate* to a youth carries great significance for both the youth receiving it and for everyone participating in the activities of the youth centres. Making its presentation a public event raises everyone's profile.



Youth Centres must draw up their own conditions for awarding a Certificate.

To obtain the *Certificate* printout, youth must ask for a copy from the staff; this is also a check on the youth's Resume and provides the staff an opportunity to look over the youth's Resume, discuss it with them, suggest changes if needed (with the Correction button on left-hand menu) – for instance, the youth may have forgotten to record an activity, and most importantly to congratulate and validate their achievement.

Activity – Skills – Assets Relationship

To set up the relationship between Activities and the *Certificate* reporting Assets developed, a set of Skills have been drawn up. This listing is more a grouping of a range of skills; these skills have been linked alternatively to each Activity and to each Asset. In the example below, Parade Float, the list of skills common to all activities and assets is found listed below the activity; each skill in each activity is weighted from 1 to 10, with the weight of the skills in Parade Float adding up to 10 points.

Edit accounts

Activity

Parade Float

Skills - weight total: 10

<input type="text" value="2"/> Arts	<input type="text" value="2"/> Communication
<input type="text" value="1"/> Community Hours	<input type="text" value="0"/> Computer
<input type="text" value="0"/> Crafts	<input type="text" value="2"/> Cultural
<input type="text" value="0"/> Education/Academic	<input type="text" value="0"/> Employment
<input type="text" value="1"/> Healthy Living	<input type="text" value="0"/> Interpersonal
<input type="text" value="0"/> Living/Life	<input type="text" value="0"/> Physical/Sports
<input type="text" value="1"/> Social	<input type="text" value="1"/> Volunteer/ Community Service

Youth in turn report their participation in each activity on one of three levels; we have weighted each level so that: Participant = 1, Assistant = 2, and Leader = 4.

Therefore, a youth who participated in a Parade Float as a leader for 8 hours would earn 320 points: $10 \times 4 \times 8 = 320$. Though these points are spread over all the assets according to the skills linkages, it is apparent that it does not take long for a youth to earn one * (star) in the assets listing on their *Certificate*. Partly for this reason, we have been conservative in weighing the skills overall; this weighing process has proven to an art of common sense, not strictly scientific, as is the design of Recordings overall, which has been designed primarily to recognize youth achievements rather than to achieve a flawless engine producing ideal empirical data.

Listing New Activities:

To list a new activity at a youth centre, a staff therefore must inform us of:

1. Name of activity
2. Grouping of activity under which they want to list the activity
3. Selection and weighting of skills they wish to assign to the activity.

Staff Reports:

Below we give excerpts of a typical staff report that staff can view online once you are registered into Recordings as staff. For example: there were 4 youth in all who spent 3.5 hrs in activities. The entries that the Staff has entered on numbers of youth participating is found at the bottom of the Staff Report page. To obtain the total database of data for any particular time frame, you must download the spreadsheets – as discussed above.

Youth entries give data for current month and year to date; to obtain previous years' entries, you must download the spreadsheet. The data gives total numbers, followed by total hours in each activity, with the total for all activities at the bottom of the table.

Reported by Youth (total numbers/total hours)				
	YC Total			
	Current Month		Year to Date	
A - a test activity only	2	1.5	4	6.0
After-school study program	1	1.0	2	2.0
...				
Video Editing	0	0.0	1	0.5
Total	20	65	56	300

Reported by Staff and Volunteers (total numbers/total hours)				
	Total			
	Current Month		Year to Date	
	#	hrs	#	hrs
Total	30	146	66	406
Open		65		165

Staff/Volunteer entries give data for only staff/volunteer entries. The **Total** row of data give total youth reporting for the month, and the total hours in all activities for all youth; i.e. if 1 youth was involved in 12 hrs of activities, the Total would be 12 hrs. For example below, 146hrs by 30 youth yields about 4.5 hrs per youth. The **Open** row records the total hours the youth centre was open for activities involving youth as recorded by staff, which will likely be different from what youth themselves might have entered.

Participation Spreadsheets: Research & Analysis Capabilities

For youth centre staff & volunteers accessing Recordings permits youth centre staff to download the participation data of their own youth centre – both youth and staff/volunteer entries; again, please NOTE, we may add additional spreadsheets downloadable by youth centre staff as requests come forward. Volunteers and staff entries can be recognized by the ID allocation to each, v=2 and s=3 respectively.

Each SQL database is downloaded as a .csv (Comma Delimited/Separated) file using an Excel spreadsheet. This will permit you to scroll and arrange data in various ways. If you are not well versed in Excel (you have to be extra careful as you can inadvertently mix up columns of data when arranging alphabetically in the .scv and Excel formats), you can import this information into a Database format, which allows for a better study of it in a locked-in format; to import it into an Access Database, you must:

1. “save as” the .csv file as an Excel file in the ‘save as type’ file that appears in the bottom menu when you open up the ‘save as’ function in the top left File menu on the computer screen .
2. Open up another existing Access database in access and go to “File” in the top menu and click on “Get External Data” and then “Import” (If you link, the information only links to the excel file which limits its usability.)
The automatic wizard takes you through the process; you may find that the titles of each column of information appears one off their proper column, which you can ignore for the most part or go into the Design View and correct each title accordingly.

For TYPS administration and research, downloading the online spreadsheets accesses all data from all centers (a function available only to TYPS staff)). This allows us to do macro analysis of youth participation rates and outcomes. Below we give you an outline that will be possible with the data once it is downloaded. Youth centre downloads permit much the same analysis, but only for the youth centre itself. TYPS will be publishing its own analysis per region, province, and country wide.

YOUTH RESPONSE ANALYSIS

YC STAFF: gets the information below by youth centre;

TYPs: gets same info by Youth Centre, Region, Province, & Country:

By Activity

- highest rating
- lowest rating
- average rating
- highest participation
- lowest participation
- activities with no participation

By Youth (Collectively)

- Total Participation in all activities
- participation in all activities by age
- Total participation in each activity
- participation in each activity by age
- Total popularity of each activity
- popularity of each activity by age
- Frequency of participation related to hrs & days open
- Comments by youth

By Centre:

- Total Community Service Hours
- Total Volunteer Hours
- Total Hours open (staff punches in)
- Total Number of Youth (punched in by youth)
- Total Number of Youth (punched in staff)
- Total Hours Accessed (by youth)
- Ratio of number of hours of kids/hours open by centre
- participation in all activities by centre
- participation in each activity by centre
- popularity of each activity by centre

By Date

- participation total in all activities by month, calendar year to date
- participation total in each activity by month, calendar year to date
- participation trend in all activities
- participation trend in each activity

Online Youth Centre Questionnaire

To be filled out by youth only; viewed whenever a youth/staff/or volunteer register, or by staff clicking on the “View Survey” button on left hand menu.

TYPS YOUTH QUESTIONNAIRE

(This questionnaire appears for youth and volunteers as part of the registration process, and appears immediately after the profile is filled in. The questionnaire provides TYPS with some baseline data on participants which can be used in more extensive studies of youth centres operations and the outcomes of their activities. The text follows below as is online.)

Please Note:

This questionnaire is for **youth only**. **It is also optional** - it is your choice to answer the questions or not. The questionnaire is important because it will help your centre see how best its operations are helping youth in general. Your answers are confidential and are **not** linked to your name. If you choose to skip it, scroll to the bottom of the page and click on 'Save'.

Greetings

We are asking you to complete some questions as an important step in understanding what goes on at youth centres, the value of your youth centre's to you and community, and to help plan future programs that best meet your needs and wishes. Some of these questions will also appear on a rotating basis in Recordings to get your ongoing feedback about your youth centre and the activities here.

IT IS VERY IMPORTANT that your answers be accurate and honest. You will only be answering about 40 questions altogether, so it will take about 10 minutes at the most, but be sure you read each question carefully – if unclear, ask the youth centre staff/volunteer for assistance.

We know there are some very personal questions in the survey, and we wouldn't ask them if they weren't important. As we said, your name *is not linked* to the answers in any way and only TYPS staff will see your answers, not staff at your centre; and TYPS is only interested in looking at total numbers to answers, not any one individual questionnaire. Since we will not know who did them, **your confidentiality is guaranteed**. If you do not wish to answer a specific question just skip over it. If you don't want to do it at all, or aren't serious about giving accurate answers – please don't answer anything and hit the **“Save** button at the bottom to continue Recordings to build your resume.

If you do the questionnaire and later you want to talk about one of the issues from the questionnaire, you should approach the youth centre coordinator or other staff.

IF you agree to do your best with the questionnaire, please be sure to read each question carefully. When a question asks for one checked answer only, be sure to clearly check just one. When a question asks to check “an answer(s)” it means you may check more than one.

Importantly, if a question is asked and your answer says (go to 9c) it means only answer 9c - do NOT answer 9b. Similarly, if your answer says go to 9b – answer that only and do NOT answer 9c.

Thanks for your help, Les Voakes
Executive Director, TYPS

How Long have you been coming to the youth centre?

- 5 years or more
- 2 to 4 years
- Around 1 year
- 6 to 12 months
- 3 to 6 months
- Less than 3 months

**How did you first become involved with the youth centres?
(check all that apply)**

- Came with a friend
- Came with a friend
- Heard about it in the News
- Saw a poster
- Teacher told me
- Police told me
- Social worker/counselor told me
- Parents told me
- Found it on my own
- Other

**Why did you start going to the youth centre?
(check all that apply)**

- Wanted to do something (bored)**
- I had to**
- My friends were doing it**
- Heard it was fun**
- To get involved with community**
- To get some experiences**
- Wanted to get my community hours for school**
- To meet new people**
- Other (Why?)**






**Do you know anything about the history of the youth group/centre?
(check all that apply)**

- When opened?**
- By whom?**
- Reason it opened?**
- Goals of Centre?**
- Does the Town support it?**
- Past special events**






**Why do you continue to go to the youth centre?
(check all that apply)**

- Have some fun
- Feel better about myself
- Like to get involved
- Be with my friends
- Meet new people
- Get help with homework
- Use computers
- Change society
- Learn new skills
- Follow my interests
- Staff/volunteers are here to help when asked
- To get acknowledged by others
- Other reason?

Your opinions and suggestions are listened to by youth centre staff and board?






				
Not at all	A little bit	So-So	Quite a bit	Totally
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your involvement meets your expectations?






				
Not at all	A little bit	So-So	Quite a bit	Totally
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What would you be willing to do to help improve or change the programs or the youth centre?

Your community has benefited by the existence of the Youth Centre?

				
Not at all	A little bit	So-So	Quite a bit	Totally
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How positive do you feel about your experience with the youth centre/group?

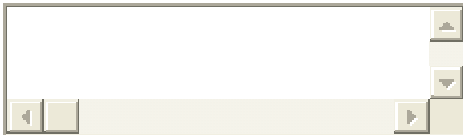
				
Not at all	A little bit	So-So	Quite a bit	Totally
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**How are adults involved with the youth centre?
(check all that apply)**

- Paid staff
- Volunteers
- Board of Directors/committees
- Organize events/activities
- Provide guidance/mentoring
- They learn from the Youth
- Other

**How do you find working with adults?
(check all that apply)**

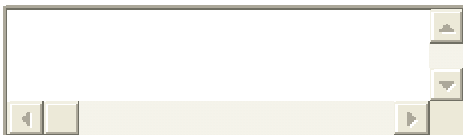
- They give good advice
- Helpful
- Make the place safe
- They talk too much
- Don't always listen
- Good as mentors
- Don't always explain what is happening or why
- They listen to our concerns and respect our feelings
- They support us when we try hard but also insist we take responsibility
- Other comments



Please choose the statement that best describes how you feel about yourself

- I always feel good about myself
- I usually feel good about myself
- I sometimes feel good about myself
- I never feel good about myself

Please state what makes you feel best about yourself



Please state what makes you not feel good about yourself the most

Please choose the statement that best describes how stressful your life is

- I always feel stressed
- I usually feel stressed
- I sometimes feel stressed
- I never feel stressed

What stresses you out the most in your life?

Do you feel comfortable to talk to your father/mother/guardian about any problems you may have?

- Yes No

Do you feel that the adults in your life respect/show interest in youths?

- Yes No

When was the last time you had a drink of alcohol?

- Never
- Within the last 7 days
- Within the last few weeks
- Within the last couple of months
- Not for several months or more

When was the last time you were drunk?

- Never
- Within the last 7 days
- Within the last few weeks
- Within the last couple of months
- Not for several months or more

How has your use of alcohol changed since you starting coming to the youth centre?

- I have never drunk before
- Decreased
- Increased
- It's stayed the same (has neither increased or decreased, but I still drink)
- Not for several months or more

What is the reason(s) for your non-use of alcohol? (check all that apply)

- My friends don't drink
- Because it's illegal to do it
- It could cause some health problems for me
- It could affect my ability to perform well at sports/other activities I enjoy
- It could affect my ability to perform well at school
- Other (please specify)

What is the reason(s) for your use of alcohol? (check all that apply)

- It helps me "escape" from things that bother me
- I think its "cool" to do
- It seems like something adults enjoy doing, so I thought I'd do it, also
- I feel pressured by friends to do it
- Other (please specify)

When was the last time you used a non-prescription (street) drug?

- Never
- Within the last 7 days
- Within the last few weeks
- Within the last couple of months
- Not for several months or more

When was the last time you were “high” from drugs?

- Never
- Within the last 7 days
- Within the last few weeks
- Within the last couple of months
- Not for several months or more

How has your use of non-prescription (street) drugs changed since you started coming to the youth centre?

- I have never used drugs before
- Decreased
- Increased
- It's stayed the same (has neither increased or decreased, but I still use)
- Not for several months or more

What is the reason(s) for your non-use of non-prescription (street) drugs?(Check as many responses that apply to you)

- My friends don't use drugs
- Because it's illegal to do it
- It could cause some health problems for me
- It could affect my ability to perform well at sports/other activities I enjoy
- It could affect my ability to perform well at school
- Other (please specify)

What is the reason(s) for your use of non-prescription (street) drugs? (Check as many responses that apply to you)

- It helps me “escape” from things that bother me
- I think its “cool” to do
- It seems like something adults enjoy doing, so I thought I’d do it, also
- I feel pressured by friends to do it
- Other (please specify)

When was the last time you smoked a tobacco product (cigarettes, cigars, etc.)?

- Never
- Within the last 7 days
- Within the last few weeks
- Within the last couple of months
- Not for several months or more

Choose the statement that best describes how often you smoke tobacco products

- I have never smoked
- I smoke regularly (about every day of the week)
- I smoke frequently (at least three days a week)
- I smoke occasionally (once or twice a week, or less)

How has your use of tobacco products changed since you started coming to the youth centre?

- I have never smoked before
- Decreased
- Increased
- It's stayed the same (has neither increased or decreased, but I still smoke)
- Not for several months or more

What is the reason(s) for your non-use of tobacco products?(Check as many responses that apply to you)

- My friends don't smoke
- Because it's illegal to do it
- It could cause some health problems for me
- It could affect my ability to perform well at sports/other activities I enjoy
- It could affect my ability to perform well at school
- Other (please specify)

What is the reason(s) for your use of tobacco products?(Check as many responses that apply to you)

- It helps me "escape" from things that bother me
- I think its "cool" to do
- It seems like something adults enjoy doing, so I thought I'd do it, also
- I feel pressured by friends to do it
- Other (please specify)

When was the last time you were in a physical fight?

- Never
- Within the last 7 days
- Within the last few weeks
- Within the last couple of months
- Not for several months or more

How has the number of times you have been involved in a physical fight changed since you started coming to the youth centre?

- I have never been in a fight before
- Decreased
- Increased
- It's stayed the same (has neither increased or decreased, but I still fight)

What is the reason(s) for your non-participation in physical fights?(Check as many responses that apply to you)

- My friends don't fight
- Because someone could get hurt, including myself
- I prefer talking things out over fighting about things
- Being involved in fights could get me in trouble at school
- Being involved in fights could get me in trouble at home
- Being involved in fights could get me in trouble with the police
- Other (please specify)

What is the reason(s) for your participation in physical fights?(Check as many responses that apply to you)

- “Talking things out” just doesn’t work for me
- Sometimes hurting someone can help get your point across to him or her
- I’ve seen other people do it, and it seems to solve problems
- I sometimes feel pressured by friends to participate in fights
- Other (please specify)

Are you currently a victim of bullying?

- Yes No

Within the last 6 months to now, have you ever bullied someone yourself?

- Yes No

Do you feel safe in the following places?

In your neighbourhood

- Yes Not Always No

When traveling to and from school

- Yes Not Always No

At school

- Yes Not Always No

On “the streets”

Yes Not Always No

At home

Yes Not Always No

At the youth centre

Yes Not Always No

How important is your sexual health to you?

- Very important
- Important
- Not important
- “Sexual health” – what’s that?

Please choose the statement that best describes your current attitude toward sexual behaviour

- I do not engage in sexual behaviour
- I always insist on having protected sex
- I sometimes insist on having protected sex
- I never insist on having protected sex

Please choose the statement(s) that best describes your school attendance (Choose as many responses that apply to you)

- I like going to school**
- I have a desire to graduate**
- I have a desire for higher education**
- I frequently skip or cut school**
- I plan to quit school soon**
- I have quit school**
- I am currently suspended/expelled**

Save

Recordings Activities Pages

Online Listing of Groupings of Activities and their respective set of activities In Youth Centres

The online listing is likely more extensive; TYPs inserts for example new groupings of activities for Projects as projects in partnerships with youth centres begin and then removes these groupings when projects are finished and reportings are complete.

If your youth centre has activities unique to your youth centre, TYPs can add them to Recordings; let us know the activity and under what grouping you want it recorded.

TYPS Recordings Program - Activities Section

Activities

Total hours this month: 2.0, Total youth active: 1, Average hours this month: 2

Top of Form

Sep 4,2007

- *Community Hours
- Activities/Programs in General
- Arts/Culture Activities
- Computer Based Activities
- Educational & Academic Activities in Youth Centres
- Employment Activities
- Fundraising Activities
- Health/Well-being Related Activities
- Organizational Level for Youth Centre/Organization
- Public Relations/ Media Activities
- Recreation/Sports Activities
- TYPS Annual Conference
- TYPS Project - The TYPPing Point (Designated YCs)
- Workshops
- — For Testing Purposes

*Community Hours	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Community Hours	0 hours	0	0	0	

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Activities/Programs in General	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Field Trip	0 hours	0	0	0	
<input type="checkbox"/> Hanging Out / Relaxing / Having Fun	0 hours	0	0	0	
<input type="checkbox"/> Intergenerational activity	0 hours	0	0	0	
<input type="checkbox"/> Leisure/entertainment	0 hours	0	0	0	
<input type="checkbox"/> —Other Activities	0 hours	0	0	0	

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TYPS Recordings Program - Activities Section

Arts/Culture Activities	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Crafts	0 hours	0	0	0	
<input type="checkbox"/> Festivals	0 hours	0	0	0	
<input type="checkbox"/> Literary	0 hours	0	0	0	
<input type="checkbox"/> Music Related Activities	0 hours	0	0	0	
<input type="checkbox"/> Talking Circle	0 hours	0	0	0	
<input type="checkbox"/> Theatre	0 hours	0	0	0	
<input type="checkbox"/> —Other Arts & Culture Activities	0 hours	0	0	0	

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Computer Based Activities	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Online Chat/Blogs/Facebook etc	0 hours	0	0	0	
<input type="checkbox"/> Other Web/Online Activity	0 hours	0	0	0	
<input type="checkbox"/> —Other Activities on Computers	0 hours	0	0	0	

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Educational & Academic Activities in Youth Centres	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> After-school study program	0 hours	0	0	0	
<input type="checkbox"/> Homework Club	0 hours	0	0	0	
<input type="checkbox"/> School suspension program	0 hours	0	0	0	
<input type="checkbox"/> —Other Educational Activities	0 hours	0	0	0	

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TYPS Recordings Program - Activities Section

Employment Activities

	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Skills Training Program	0 hours	0	0	0	
<input type="checkbox"/> —Other Employment Activities	0 hours	0	0	0	

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Fundraising Activities

	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Car Wash	0 hours	0	0	0	
<input type="checkbox"/> Garage Sales	0 hours	0	0	0	
<input type="checkbox"/> Grantwriting	0 hours	0	0	0	
<input type="checkbox"/> Haunted House	0 hours	0	0	0	
<input type="checkbox"/> Running of the Balls	0 hours	0	0	0	
<input type="checkbox"/> Tournament	0 hours	0	0	0	
<input type="checkbox"/> —Other Fundraising Activities	0 hours	0	0	0	

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Health/Well-being Related Activities

	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Accommodation/Homelessness	0 hours	0	0	0	
<input type="checkbox"/> Conflict Resolution Program	0 hours	0	0	0	
<input type="checkbox"/> Food (Meals/Cooking)	0 hours	0	0	0	
<input type="checkbox"/> Re-Think	0 hours	0	0	0	
<input type="checkbox"/> Self-esteem program	0 hours	0	0	0	
<input type="checkbox"/> Substance Prevention Program	0 hours	0	0	0	
<input type="checkbox"/> —Other Health Activities	0 hours	0	0	0	

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TYPS Recordings Program - Activities Section

Organizational Level for Youth Centre/Organization	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Board Meetings	0 hours	0	0	0	
<input type="checkbox"/> Meeting Other Youth Centre	0 hours	0	0	0	
<input type="checkbox"/> Mentoring Adults	0 hours	0	0	0	
<input type="checkbox"/> Mentoring Youth	0 hours	0	0	0	
<input type="checkbox"/> One-to-One Counselling	0 hours	0	0	0	
<input type="checkbox"/> Peer-to-Peer Discussions	0 hours	0	0	0	
<input type="checkbox"/> Planning Sessions/Committees	0 hours	0	0	0	
<input type="checkbox"/> Training Staff & Volunteers	0 hours	0	0	0	
<input type="checkbox"/> —Other Outreach Activity	0 hours	0	0	0	
<input type="checkbox"/> —Total Participation Today	0 hours	0	0	0	

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Public Relations/ Media Activities	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Articles	0 hours	0	0	0	
<input type="checkbox"/> Guest Speaking	0 hours	0	0	0	
<input type="checkbox"/> Newsletters	0 hours	0	0	0	
<input type="checkbox"/> Presentations	0 hours	0	0	0	
<input type="checkbox"/> Promotional material	0 hours	0	0	0	
<input type="checkbox"/> Scrapbook	0 hours	0	0	0	
<input type="checkbox"/> —Other PR Activities	0 hours	0	0	0	

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TYPS Recordings Program - Activities Section

Recreation/Sports Activities	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Indoor Rec (Billards/Table tennis etc)	0 hours	0	0	0	
<input type="checkbox"/> Rec Field Trips (Hiking/Canoe/Swim etc)	0 hours	0	0	0	
<input type="checkbox"/> Rec Games (Hacky sack/Twister etc)	0 hours	0	0	0	
<input type="checkbox"/> Solo Rec (Skateboarding/Juggling etc)	0 hours	0	0	0	
<input type="checkbox"/> Team Sports (Baseball / Hockey etc)	0 hours	0	0	0	
<input type="checkbox"/> —Other Rec Activities	0 hours	0	0	0	

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TYPS Annual Conference	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Delegate/Presenter/Observer to Youth Conference	0 hours	0	0	0	

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TYPS Project - The TYPPing Point	Hours	#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> Member of Monday High School youth	0 hours	0	0	0	
<input type="checkbox"/> Researcher/Diminished: scientist, graduate student	0 hours	0	0	0	
<input type="checkbox"/> Activities in planning for science activities	0 hours	0	0	0	
<input type="checkbox"/> Activities in project: workshops, screenings, etc.	0 hours	0	0	0	
<input type="checkbox"/> Open House	0 hours	0	0	0	
<input type="checkbox"/> Outreach events: Include #s of public involved	0 hours	0	0	0	
<input type="checkbox"/> Science & Technology Camp	0 hours	0	0	0	
<input type="checkbox"/> Speakers Series	0 hours	0	0	0	

TYPS Recordings Program - Activities Section

<input type="checkbox"/> Visits/Field Trips: Labs, universities, other	0 hours	▼	0	0	0	
<input type="checkbox"/> — # of Elementary, High School youth	0 hours	▼	0	0	0	
<input type="checkbox"/> — In-Kind Donations	0 hours	▼	0	0	0	

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Workshops

	Hours		#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> After school program	0 hours	▼	0	0	0	
<input type="checkbox"/> Off site workshop	0 hours	▼	0	0	0	
<input type="checkbox"/> —Other workshop	0 hours	▼	0	0	0	

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— For Testing Purposes

	Hours		#Y	#V	#S	Comment & Details (the 5Ws)
<input type="checkbox"/> A Test Activity	0 hours	▼	0	0	0	

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