



YIP MATTERS!

LEARNING FROM OUR PERSPECTIVES:

PART THREE: AN ANALYSIS AND
DISCUSSION GUIDE FOCUSED ON
YAC EXPERIENCE

AN EVALUATION TOOLKIT FOR YOUTH PHILANTHROPY

www.yipcanada.org

ACKNOWLEDGEMENTS

Youth in Philanthropy Evaluation Tool Kit

Project Director:	Barbara Oates, CFC
Content developed by:	Margot McLaren Moore and Nancy Johnson
Design:	Nancy Romanovitch
Web elements:	Dagne Forrest
Translation:	Jacques Granger



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YOUTH IN
PHILANTHROPY
CANADA



PROGRAMME DE
JEUNESSE ET PHILANTHROPIE
CANADA

YIP MATTERS!



LEARNING FROM OUR PERSPECTIVES: PART THREE: AN ANALYSIS AND DISCUSSION GUIDE FOCUSED ON YAC EXPERIENCE

What's this tool about?

YIP Matters! is a package of tools designed to help Youth in Philanthropy Programs across the country learn from their experiences and learn from each other. Through YIP Matters!, our YAC is getting feedback from grant recipients, our individual council members, our Adult Advisor(s), and our foundation board and staff, and we are examining our own ways of working.

Learning From Our Perspectives is a three part tool. **Part One: Questionnaire for Individual YAC Members** helps YACs look at the perceptions and experiences of YAC members. **Part Two: Questionnaire for Adult Advisors and Community Foundations** examines the perceptions and experiences of Adult Advisors and community foundations. This tool: **Part Three: An Analysis and Discussion Guide Focused on YAC Experience** helps YACS look at the data and information collected in the questionnaires and make observations, recommendations and then set priorities for future Youth Council activities.

This analysis and discussion guide is designed to be completed by the full YAC including your Adult Advisor(s). But, before you get started some helpful suggestions...

- ❖ Summarize the big picture: Ask someone from the group to collect any relevant background information that helps sketch the big picture of your YAC. That might include:
 - ♦the goals and objectives of your YAC program
 - ♦the work plan for the year
 - ♦the number of YAC members each year over the past three years
 - ♦other info that puts your YAC's activities into context.
- ❖ Make sure all YAC members completed and submitted their own questionnaires (Part One: Questionnaire for Individual YAC Members) on the YIP website. Ask CFC to prepare a master report– in an anonymous format, from their responses.
- ❖ Ask your adult advisor(s) to be prepared to add insights from their perspective and the perspective of the community foundation based on the responses to their questionnaire.
- ❖ Set aside two hours to work through Learning From Our Perspectives
- ❖ Identify a facilitator who can help you work through this discussion guide or take turns asking a different YAC member to facilitate each part of the guide
- ❖ Group hug...To encourage participation you may want to begin with a team building exercise

OUTLINE OR AGENDA

Here's A Suggested Outline or Agenda for your Discussion – your facilitator may make some changes to this, but it's a pretty solid plan.

Facilitator reviews the objectives:

- ❖ To learn from our experiences
- ❖ To consider recommendations for strengthening our YAC
- ❖ To develop an action plan for taking our priorities forward

Everyone agrees on objectives

Facilitator reviews the agenda:

- ❖ Begin with a 10 minute team building exercise
- ❖ Work through the discussion guide
- ❖ Set priorities
- ❖ Build an action plan

Everyone agrees on agenda

Facilitator encourages everyone to:

- ❖ Examine the data
- ❖ Voice their views
- ❖ Listen to others
- ❖ Be respectful of others

Protect the principle of anonymity

Everyone participates in determining the “ground rules” for the meeting – those above, or others. The goal is a respectful dialogue where everyone feels free to say what they think – without slamming anyone else’s ideas – and without worry that their best and worst ideas will be all over town after the meeting.

Facilitator leads the group through each part of the Discussion Guide, as follows.

DISCUSSION GUIDE

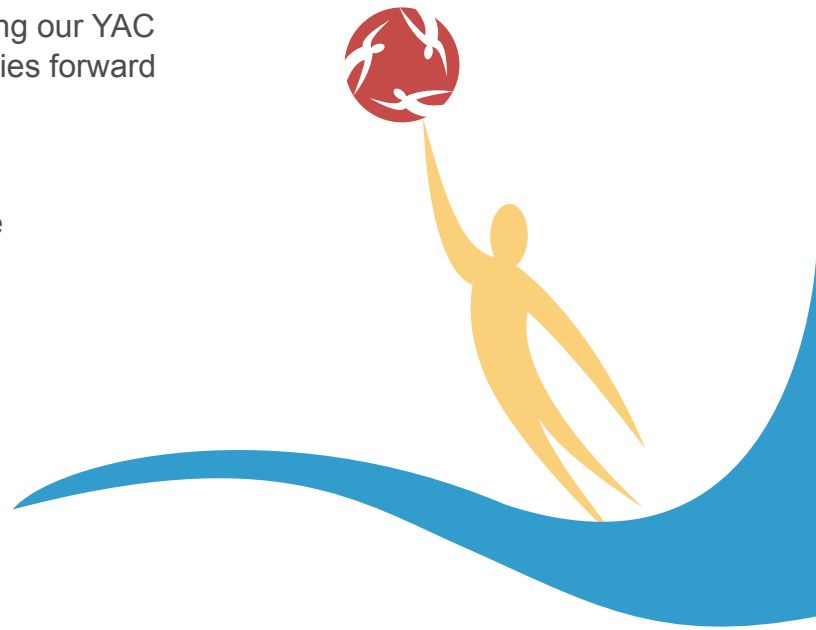
Before beginning please note the title of each section of the discussion guide relates directly to the titles in the questionnaire.

TELL US ABOUT YOURSELF

Spend a few minutes individually looking at the data in **Tell Us About Yourself**

Facilitator asks: what does the data tell us:

- ❖ About the profile of our members
- ❖ About how members hear about our YAC
- ❖ About why our members participate in our YAC



- ❖ About what they like best, and least, about their YAC experience
- ❖ About how long YAC members stay involved and why they might leave

Facilitator asks: given our observations and comments, is there anything we should strengthen or change about the way we recruit and retain our YAC members?

What are our recommendations? Record recommendations on a flip chart.

TELL US ABOUT YOUR EXPERIENCE

Spend a few minutes individually looking at the data in **Tell Us About Your Experience**

Facilitator asks: what does the data tell us:

- ❖ About the skills and knowledge members are gaining through the YAC
- ❖ About the training and support YAC members receive
- ❖ About the overall experience of YAC members with the program

Facilitator asks: given our observations and comments, is there anything we should strengthen or change about the way we build skills and knowledge within our YAC?

What are our recommendations? Record recommendations on flip chart.



TELL US ABOUT YOUR ENGAGEMENT IN YAC

Spend a few minutes individually looking at the data in **Tell us About Your Engagement In YAC**

Facilitator asks: what does the data and information tell us :

- ❖ About the variety of activities YAC members take on
- ❖ About the level of involvement YAC members have and how they feel about it
- ❖ About how members benefit from being involved in the YAC
- ❖ About how much YAC members get involved in other community foundation work
- ❖ About how much contact members have with other YACs

Facilitator asks: given our observations and comments regarding YAC member involvement, is there anything we could do to strengthen or change the opportunities individual YAC members have to become involved in the YAC or the foundation?

What are our recommendations? Record recommendations on flip chart.

TELL US ABOUT YOUR YAC

Spend a few minutes individually looking at the data in **Tell Us About Your YAC**.

Facilitator asks: what does the data and information tell us about

- ❖ YAC participation
- ❖ Planning and implementation
- ❖ Connecting with community
- ❖ Relationships
- ❖ How YAC members view our YACs major strengths and challenges

Remember to ask for insights from your adult advisor(s) who have also responded to similar questions in their questionnaire.

Facilitator asks: given our observations and comments on how we rate our YAC in these areas, how can we strengthen or change the way we work?

What are our recommendations? Record recommendations on flip chart.



SUMMARY

Spend a few minutes individually looking at the recommendations posted on the flip chart and thinking about the group's discussion.

Facilitator asks: which recommendations are our top priorities (Be realistic! Don't take on too many priorities!)

Facilitator guides group through creating their priority plan, and records it something like this:

Priority Recommendations	Who is responsible	When will we implement	How will we monitor	What is success
1.				
2.				
3.				
4.				

Facilitator asks the group to reflect on the goals and objectives of the YAC (remember the big picture?) and invites people to comment on how well the YAC is doing overall in relation to its goals and objectives.

Oh yeah...and just one more thing:

Please tell CFC how you felt about this process through the Contact page of YIP Canada (http://www.yipcanada.org/contact_e.cfm). CFC is also learning how to better measure effectiveness and appreciates hearing your comments.

