

LOGO GOES

HERE

_____ Program

A proposal by Martavia Wynn

to _____, requesting support for a program designed to train young people to be productive workers with employability and vocational skills, driving the local economy and helping our youth achieve financial success after graduation.

Introduction

For the past 55 years, _____ has been a place where kids can come after school and during the summer to enjoy a positive and constructive learning environment. With the assistance of the Board of Education and the County School District, we have developed various programs for our kids to enrich their education and life skills. 94% of our 9th graders are passing all their classes and are on track to graduate from high school on time. While this is a commendable statistic, some of our Club leaders and executives have recently recognized the importance of preparing our youth for endeavors beyond high school. When looking at the needs of our young people and our community, one program area jumps to the forefront: Workforce Development.

In recent decades, there has been a singular focus on 4-year, liberal arts colleges and universities, while generally ignoring the opportunities available at technical and vocational schools. Youth-oriented workforce development programs are not readily available, which is one of the main reasons we have made it a priority for our kids. We want them to be able to compete with other young people in their respective field of work and have the knowledge and skillset that is required to excel in the workplace. The 3 main objectives of this program are:

- **Secure Employment:** By the age of 22, the participant will secure a full-time job with a salary of \$35,000 or more with full benefits

- Success in The Workplace: Participant will have the employability skills necessary to retain his/her job and advance in the chosen position
- Financial Success: Participant will manage his/her money wisely and invest an amount that equals his/her employer's maximum contribution into the company's 401K

We are working in line with the Department of Labor's _____ Program to ensure our members meet the following 10 criteria to earn recognition to be considered "Job Ready":

- Discipline and Character
- Attendance and Punctuality
- Teamwork and Work habits
- Productivity and Academic Performance
- Organization and Responsibility
- Attitude and Respect
- Self-Management and Time Management
- Oral and Written Business Communication Skills
- Appearance and Professional Image
- Social Media Ethics

Need for The Program

In 2017, census data showed that 37.8% of residents in _____ live below the poverty level. Of the 37.8%, according to the Foundation, 26% of people living in poverty are within the ages of 18 - 24. Families with children living in poverty are at 41.6%, and families living 150% below the federal poverty threshold come in at 47.9%. The poverty rates in _____ County are alarming, and _____ is creating the Program to combat this issue. The Program will equip youth in the _____ community with the proper skills, knowledge and tools necessary to be competent employees, meeting the workforce needs of local employers. The influx of employed, impactful individuals will begin the process of decreasing the poverty rates and increasing the economic capacity of the _____ community.

Value of Program

Workforce readiness is the key to _____'s economic future. Better employees yield better businesses. Research shows that employers are in need of qualified, quality workers. Not only do these employees need the vocational skills (hard skills) and talents to do the work, but they also need employability (soft skills) to remain employed. According to Forbes Magazine, "89% of all first-time hires who lose their jobs do so because of a lack of soft skills." This program benefits employees, employers and the community as a whole.

Student (employee benefits):

- Preparation for demands of the 21st century workplace
- Training in productivity, goal-setting, time management, problem-solving, and self

management skills

- Creates an awareness of the value of a good work ethic
- Understand what appearance communicates to customers and co-workers

Employer benefits:

- Confidence in employees
- Understanding that the student is among the best in his class
- Assurance that the student has exhibited leadership, teamwork, and personal responsibility skills needed in the workforce.

Community Benefits:

- Upgraded general skill level
- Provide a better product for current and emerging employers
- Enhanced workforce

Program Execution

The Program will run for 10 months. During the 10 months, 11 modules will be introduced covering topics like career decisions, resume preparation, job interviewing, professional dress, punctuality, positive workplace attitudes, and other soft skills to maintain employment. During each module, participants will meet two times a week for 120-minute sessions to cover each module's 8 exercises different exercises for 160 hours of instruction. The program will be held on-site with regular

and guest teachers, as well as off site, with twice monthly, age-appropriate field trips to worksite facilities to meet and speak with various employers.

Request

_____ requests an investment in the amount of \$10,000.00 to provide adequate staffing to support our Program and to revamp the Teen Center. The Family Foundation recently donated a matching gift to this initiative, stating that they see the need and benefits of the Program. Your investment will allow our organization to hire one additional part-time staff member at both Clubs during the school year. The increased staffing will ensure that our students are getting quality instruction, which will have a positive impact on their academic and workforce development performance. We will also be able to provide our kids with business-oriented trips, field trips to various job fairs, job sites, schools, trainings, etc.