# Creating Engaging & Powerful YAC Projects

## Project Planning Tools

Youth Advisory Committee (YAC) projects provide opportunities for students to collaborate, build skills, and advocate for their communities. Engaging projects are also essential for retention of YAC members.

**This packet includes:**

1. YAC Meeting Agenda Planning Tool
2. Sample YAC Feedback Form

**When planning any YAC project, make sure to:**

* **Use S.M.A.R.T. goals—**all projects should be **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imely
* **Make it meaningful**—connect the project to your group’s mission, and to community health and societal issues that youth are passionate about
* **Communicate with your YAC**—be clear about roles, expectations, goals, and timeline
* **Build in opportunities for youth to provide feedback—**present formal and informal ways for youth to provide feedback on what went well, what didn’t go well, and what suggestions they have for future projects

*This handout was made for the* [*Creating Engaging & Powerful YAC Projects webinar*](http://osbha.org/blogs/jessicaosbhaorg/creating-engaging-powerful-yac-projects-webinar)*, presented by The Oregon School-Based Health Alliance (OSBHA) through a contract with the SBHC State Program Office (SPO).*

**Sample YAC Meeting Agenda**

**Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Members in Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **Item** | **Action** | **Time** | **Who** | **Necessary Supplies** |
| **Opening Activity***Create an opportunity for youth to connect with each other through an icebreaker or check-in question* |  |  |  |  |
| **Announcements***Share announcements and updates from the last meeting. Present opportunities for all members to share relevant updates* |  |  |  |  |
| **Main Activity** |  |  |  |  |
| **Reflection***Build feedback opportunities into this time. Reflect on the day’s meeting + action steps. If you’ve recently initiated or completed a project, distribute a feedback form* |  |  |  |  |

*Adapted from* [*Creating and Sustaining a Thriving Youth Advisory Council*](http://www.umhs-adolescenthealth.org/wp-content/uploads/2017/02/manual-for-website.pdf) *from the Adolescent Health Initiative*

**Sample YAC Project Feedback Form**

1. What are the top three things you learned while participating in this YAC project?
2. What did you like MOST about this project?
3. What did you like LEAST about this project?
4. Do you have any suggestions for how we can make future YAC projects more successful?