



Implementation Guide
School Support Programs
for Military Youth and Teens
(rev.) 1 March 2009

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Office: 515-252-4040

FAMILY PROGRAMS OFFICE
JFHQ A-1 RM 186
7105 NW 70th Avenue
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MEMORANDUM FOR DISTRIBUTION

1 Mar 09

SUBJECT: School Implementation Guide

1. PURPOSE: To establish guidelines, policies and forms for operation of School Support Programs for Military Youth and Teens under the scope of the Iowa National Guard Youth and Teen Program
 - a. APPLICABILITY: This joint Army and Air Standard Operating Procedure (SOP) applies to the Iowa National Guard Youth and Teen Program, Iowa National Guard State Youth Coordinator (SYC), Family Programs Staff, Youth Program Volunteers, National Guard Families, youth and teens and interested school personnel.
 - a. REFERENCE: Youth program established per applicable guidelines set forth in Army Regulations 608-1, 608-10 and 608-18 and Air Force Instruction 34-249. All training will be conducted accordingly.
 - a. ELIGIBILITY: Youth and teens with loved ones serving in the military and those with an interest in supporting military youth and teens. Teen participants who are eighteen years old must still be enrolled in and attending high school to participate.
 - a. OBJECTIVES:

School Support Programs for Military Youth and Teens exists to provide:

- (1) Social, emotional and academic support for qualifying youth and teens during peacetime, state and/or federal activations
- (2) Mental health resource and referral information for youth and teens
- (3) Informational and emotional support for youth and teens
- (4) Opportunities to network and relationship build with military peers

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6. NEED FOR SUPPORT PROGRAMS:

Due to current military operations around the world, and here in the United States, Iowa's military Families are facing challenges unlike those of the past. While most Families have experienced one deployment, many more are coping with second and even third deployments, since the events of September 11, 2001. As a result of this high deployment tempo, many youth and teens find themselves struggling with family relocations, changes in schools and friends, academic and social issues as well as fears for their loved one(s). As a school community, your support greatly increases the success of youth and teens struggling with these challenges.

School districts play a vital role in the support of military youth and teens because these individuals often find comfort in the stability and routines schools offer. Schools also provide safe environments where military youth and teens can find support from school personnel, volunteers and peers. In addition to this, schools provide locations for storing and disseminating resources to Families as well as places to conduct both in-school and after-school programming.

The purpose of this guide is to provide basic steps for identifying your school's military population and then implementing programs to support those individuals. It is important to remember any program developed must be adapted to best suit the needs of the population being served.

7. PROCEDURES:

a. Identifying Your Military Population:

Prior to establishing school-based support programs, it is vital to identify the building's military population. Taking time to identify the military population in the building allows the opportunity to tailor programs to specifically target the individual needs of those military youth and teens in your school. In Iowa, most youth and teens will have a loved one serving in either the Army or Air National Guard; however, there are members of other service branches residing in the state.

Knowing which branch of service the youth or teen is connected to is important because number of deployments, length of deployment, locations of deployments and many other factors are dependent on branch of service. For example, an Air National Guard Airman may deploy for up to six months while an Army National Guard Soldier may deploy for up to eighteen months, both, of course, depending on their assigned mission.

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Identifying a school's military population does not have to be an involved process. The intent is to simply identify those students with connections to the military, whether through parents, siblings or extended family and friends. This is accomplished in a variety of ways including:

- adding an additional section to the school enrollment form where the family can include military affiliation;
- creating an additional form for use during registration which gathers military affiliation information (Appendix A);
- sending out letters to all Families outlining plans to implement support resources for military youth and teens and asking the Families to self-identify (Appendix B);
- or having teachers/school counselors poll their classes and then recording the information they gather.

However you go about gathering this information, remember to do so in a way that does not isolate or negatively impact the youth, teen or their family.

*** Due to confidentiality the Iowa National Guard Family Programs Office will not provide school districts and/or outside organizations with personal information on National Guard Families.**

b. Creating Your Building's Team:

As with any other program implemented in a school building, establishing military support programs will require the development of a building team. Ideally, the building's team will consist of individuals both in the school and from within the community. Suggested members of the team include the following:

- building principal
- building/district counselor
- building/district nurse
- teachers (from various grade levels)
- building librarian
- community member – Service Member
- community member – Military Spouse
- community member – Veteran
- community member – volunteer
- student - military

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Each member of the team plays a vital role in the overall success of all future programs due to their experience and background knowledge.

Building Principal – The building principal should be a part of the team as he/she serves as an essential link between the building and district administration. Additionally, building principals are able to look at budgets and see where possible funding streams for programming can be secured. Building principals also have a vast knowledge of both state and federal laws and policies governing education and programming offered by districts/buildings.

Building/District Counselor – Counselors are the mental health experts on the team when it comes to issues youth and teens may be struggling with. It is important to include this aspect of support when building the program, as counselors also have access to a vast amount of resources which can be of great benefit to youth, teens and Families.

Building/District Nurse – Including the nurse on the building team allows you access to someone who can help provide information on physical reactions to stress and how stress, anxiety and worry can impact the body. In extreme cases, the nurse can be helpful in confirming and resourcing cases of self-mutilation and/or self-harm.

Teachers – Teachers have the most direct interaction with youth and teens throughout the school day. As a result, they are valuable individuals when it comes to early diagnosis of issues youth and teen may be experiencing as well as noting changes in academic and/or behavioral performance. Teachers are also great resources for development of age-specific activities designed to support youth and teens.

Building Librarian – The building librarian (or media specialist) plays an integral role as he/she has access to ordering numerous books youth and teens can read which address issues of military life, deployment, separation, reunion and many other topics (Appendix C). Additionally, these individuals have access to vast databases which contain valuable articles and information for use during staff and/or professional developments.

Service Member – Most communities throughout Iowa have Service Members residing within them. Service Members can provide invaluable information on deployment and issues faced both personally and with raising children as a result of life in the military community. Another valuable aspect of including a Service Member on your team is their connection to the local Unit/Wing. This connection can be very helpful when working to plan building events for Memorial Day, Veteran's Day or even to request Service Members going into the school to work with youth and teens.

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Military Spouse – Military spouses can provide insight into how the behaviors of youth and teens change with the deployment and reintegration of a Service Member. Additionally, military spouses possess first-hand knowledge about keeping the family together and maintaining routines and communication throughout the deployment cycle.

Veterans – Veterans are great resources for inclusion within the school building community. Aside from their vast knowledge of the military, Veterans are also great volunteers for working with youth and teens on academic subjects as well as serving as classroom volunteers for individual teachers. Too often Veterans are overlooked as resources for schools. With the growing number of Veterans in the state of Iowa, all school could benefit greatly for incorporating Veterans in classrooms as well as in planning teams.

Volunteers – Due to the constant demands on building staff, incorporating community volunteers in your team helps eliminate placing additional taskings on teachers. Additionally, volunteers can be available to begin working with youth and teens either while school is still in session or immediately following classes. Depending on requirements within the district, volunteers may be subject to a variety of background checks (Appendix D).

Students – If designing a program for students, it only makes sense to include students on the team. Students can provide first-hand accounts of challenges they faced during the deployment of their loved one, strategies they used to overcome those challenges and support they wish would have been in place. Also, student buy-in is easier to achieve in the program if students are part of the actual planning.

With the members of the team in place, it will be important to set a date and time for the initial planning meeting. The initial planning meeting should include time for the team to become familiar with each other (also known as teambuilding) and time to establish regular dates and times for future meetings.

c. Documentation and Required Forms:

Specific documentation for the school's program will ultimately be determined by the administration; however, there are common forms all programs should have in place to ensure a positive outcome. Suggested forms include:

- program registration form (example Appendix E)
- program Code of Conduct (example Appendix F)

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- parent/guardian permission forms (example Appendix G)
- consent to transport form (example Appendix H)
- incident report form (example Appendix I)
- after action report form (example Appendix J)

Many of the previously mentioned forms are already part of individual districts' registration materials; however, those forms should still be reviewed to ensure after school programming falls under the scope of coverage and liability. Any questions regarding district-required forms and/or documentation should be directed to the building principal.

d. Volunteers:

Incorporating volunteers with the planning and implementation processes can greatly improve overall success and impact of all programs in the building/district. Volunteers possess a great amount of knowledge and can be available to assist with programs while teachers are still working with students. It is highly suggested that all volunteers complete a volunteer application prior to serving in the building/district (Appendix K). The application allows the building/district the opportunity to review strengths of the volunteer to better utilize them in the future. In addition to completing a volunteer application, all volunteers should sign a photo release waiver (Appendix L), which legally allows the building/district the right to use any media containing the volunteer.

Any time someone outside of the school district is allowed to work with students, it is vital to have this individual background checked as any staff member would be required to complete. Army and Air regulations require any adult working with youth or teens to have completed Federal Bureau of Investigation (Appendix D), State Criminal History (Appendix D) and State Sex Offender Registry background checks prior to involvement with the program. District administration will determine the level of clearance volunteers must possess before working with youth and teens.

When utilizing volunteers within the building and/or support programs, it is important to provide them with a written position description (Appendix M). The position description is a means for establishing guidelines for selected volunteers. In addition to the position description, it is important to ensure all volunteers are being engaged in activities which allow them to gain a feeling of purpose and accomplishment. Without this, it is easy for volunteers to become bored or frustrated with what they are doing and become disengaged from the building and/or programs.

While most costs for providing these support programs will be covered by the building/district, unexpected expenses do occur. In cases of this, all volunteers should be provided an expense tracking form (Appendix N)

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where all out-of-pocket expenses can be recorded and then reimbursed by the building/district. All reimbursements to volunteers should be done in a timely manner.

Following all program events and/or activities, it is advisable to have volunteers provide feedback to the team. This feedback can then be used for future planning purposes and to identify additional needs of the attendees. Recognizing areas for improvement and then implementing procedures to correct the problems will assist in keeping attendees engaged and actively participating. Also, following each event and/or activity, volunteers should record their time on an official document to be kept on file in the building (Appendix O).

Maintaining accurate records allows the building/district to provide deserved recognition for the hours and service provided by the volunteers. This is a very important aspect to remember when working with volunteers: they should be recognized for their contributions to the community they are providing services to. Recognition of volunteers can be as easy as providing them with a certificate of appreciation during a school assembly or during another school event.

e. Planning Events and Activities:

When planning events and/or activities, it can be helpful to utilize a planning or organizational grid (Appendix P). Working with the building/district's team, and creating a detailed plan for programs, allows everyone to have vital input and keeps the team focused on a common goal. As an educator would complete a scope and sequence of units to be completed throughout the academic year, so too should the team approach completing the planning grid and yearly activity calendar (Appendix Q).

Due to the fact some events and/or activities will require materials, establishing a budget proposal ahead of time allows the team to identify required items (Appendix R). This is also a form of documentation to submit to the approving individuals so that funds may be allocated through appropriate channels.

One of the greatest concerns when conducting events and/or activities for youth and teens pertains to liability when accidents occur. Prior to establishing any additional programs within the building/district, it is highly advisable for the administrator to consult the district's attorney and inquire about the issue of liability. Once this issue has been addressed, the building team should also work to ensure at least one individual with appropriate and valid American Red Cross CPR and First Aid training is present for all events and/or activities. In many cases, individuals interested in becoming CPR and First Aid certified may do so by

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contacting their local Red Cross agency. If an individual is unsure who to contact within the community, the school nurse is often able to provide additional information about becoming certified through the Red Cross.

Regardless of precautions taken, accidents and/or injuries are going to happen. As a result, an Emergency Plan should be in place and all volunteers and/or building personnel should be trained on the outlines steps of the Emergency Plan (Appendix S). Having an emergency plan in place allows anyone involved with the program to gain knowledge on dealing with emergency situations. Due to the risk of accidents/injuries taking place, it is vital the building has on file the most current contact information for all parents/guardians with youth and/or teens participating in the programs.

f. Community Outreach:

When working to establish support programs for youth and teens, community outreach becomes an important step towards success. Due to the fact many district budgets are facing a decrease in available funds, working with businesses and/or organizations within the community can help off-set overall expenses. Community businesses and/or organizations can also be vast resources for event locations, guest speakers, field trips and additional volunteer support. The degree to which individuals connected with the building/district can work to solicit funds will be established by the administration.

Community businesses and/or organizations to consider partnering with include:

- The American Legion - great resource for materials
- The VFW (Veterans of Foreign Wars) – great resource for speakers
- Chamber of Commerce
- Local Police/Fire Departments -
- Library
- Local Armory (ask to speak with the local recruiter and/or commander)
- Local newspaper
- Local banks
- Local college/university
- Local 4-H club/Extension Office
- Boys and Girls Clubs of Iowa
- Boy Scouts/Girl Scouts

The list of possible community resources can be rather extensive. As a building team, work to incorporate many of these community businesses and/or organizations into the yearly training calendar. When working with

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businesses and/or organizations, not under the authority of the district, it is important to ensure those involved understand the district will not share personal information about their youth, teen and/or families. If at any time a business and/or organization attempts to acquire personal information on a youth/teen and/or family, the district should take immediate action to address the issue and ensure nothing like this happens again. Should further assistance be required, the involvement of the district's attorney is advised.

g. Resources:

There are many resources available to those working with military youth and teens. In addition to the previously mentioned community resources, there are resources available at both the state and national levels which can be of assistance when establishing military support programs.

For those with youth and teens connected to the Iowa National Guard, the Iowa National Guard Family Programs Office can provide a wealth of information on all aspects related to military life (Appendix T). The purpose of the Iowa National Guard Family Programs Office is to provide programs and services to improve the quality of life for military Families and their dependents. Addressing almost all aspects of military life, the Family Programs Office provides comprehensive information and referral service on topics ranging from family-related programs and services to financial assistance and mental health. Additionally, the Iowa National Guard Youth and Teen Program works to provide social, emotional and academic support to National Guard youth and teens throughout the state (Appendix U).

Another great resource available to those working with military youth and teens is Military OneSource. This is a national organization providing assistance and referrals on most topics related to military and civilian life (Appendix V). Military OneSource has a developed Educator Toolkit which is available upon request from Military OneSource by calling 800-342-9647 or through their website: www.militaryonesource.com.

With the initiation of the Joint Family Support Assistance Program in Iowa, many new resources continue to become available to military Families. One of the latest resources to become available to military Families is the Military Family Life Consultant program (Appendix W). Military Family Life Consultants (MFLC) are available to provide mental health counseling and referrals for mental health services to Families.

In addition to the previously mentioned resources, many more resources exist (Appendix X). The building team should work to identify new resources so current information is available to all military Families.

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h. Credits:

Supporting military youth and teens can be a challenging, yet rewarding project. On behalf of military Families throughout Iowa, the Iowa National Guard Family Programs Office and the Iowa National Guard Youth and Teen Program, we thank you for your efforts to improve the quality of life for so many military youth and teens. The work your building's team is doing now will have a dynamic and positive impact on the lives of many.

This guide was developed by the following individuals:

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MILITARY AFFILIATION FORM
Revised 10 Dec 08



FAMILY INFORMATION:

Parent/Guardian _____ Date _____

Parent/Guardian _____

Address _____ Phone _____

_____ Cell _____

Dependent Children _____ Age _____

_____ Age _____

_____ Age _____

_____ Age _____

MILITARY INFORMATION:

Service Member _____

Relationship to Student(s) _____

Unit/Wing _____

____ Currently Deployed ____ Recently Returned from Deployment

____ Preparing for Deployment

OTHER INFORMATION:

Please provide us with any additional information which might be helpful regarding your family - _____

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Dear Parent or Guardian:

It has come to our attention we have students in our school coping with the military deployment and/or reintegration of a family member or loved one. This separation, and resulting reunion, could be affecting these children emotionally, socially and academically. It is possible they feel isolated and alone. With daily media images and news of war it can be difficult to cope with fears and grief.

We would like to offer the support of military support groups to any child who has a parent, brother, sister or loved one serving in the military. These support groups would exist to assist youth and teens in the day-to-day challenges they face being a part of the military community. If you would like your child to participate in these support groups, please have your youth/teen return this letter to the classroom teacher with your signature.

Questions about this support group can be directed to:

Sincerely,

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SUGGEST READING

Books for School Libraries/Media Centers
Revised 10 Dec 08



PRE SCHOOL (Pre-K)

Daddy is a Soldier

By: Kristen Hallowell

This book is intended for the youngest of audiences. The explanations about military service are easy to understand.

Daddy, You're My Hero & Mommy You're My Hero

By: Michelle Ferguson-Cohen

This book describes the deployment process, Mommy/Daddy's tears, Mommy/Daddy's farewell hug, and the child's plan to send care packages and plan for the reunion party. The book also explains how Mommy/Daddy's military service helps keep our world safe.

A Yellow Ribbon for Daddy

By: Anissa Mersiowsky

This book presents the difficult questions children might pose during a deployment. An example of the issues addressed is "why is Daddy fighting, when he told me that I can't?"

ELEMENTARY (K-5)

A Very Long Time

By: Geri Timperley and Nikki Arro

This book simply discusses the passage of time, and how difficult it can be for a young child to wait patiently for a big event to arrive. It also discusses being away from the military parent.

Night Catch

By: Brenda Ehrmantraut

NIGHT CATCH is a timeless story that connects families while they are apart and offers comforting hope for their reunion.

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A Paper Hug

By: Stephanie Skolmoski

This book is about deployment and separation and how children miss their loved ones. It is highly recommended for any military family dealing with deployment.

The Kissing Hand

By: Audrey Penn

This book is a great resource to read to children dealing with separation of any kind. Not specifically written for military families, it is a reassuring story for parents/guardians of young children facing deployments.

MIDDLE SCHOOL (6-9)

Make Me A Memory

By: Tamra Norton

This is the story of Allie Claybrook. Allie's life changes drastically with the deployment of her father to Iraq, and she and her family must move to Idaho to live with grandparents. Throughout the story, Allie comes to understand that memories and loved ones are both precious and fragile.

My Daddy Was A Soldier: A World War II Story

By: Deborah Kogan Ray

This book describes the experiences of a young girl who misses her father while he is away to war. Military children, today, can relate to her emotions and, at the same time, learn about history.

Soldier Mom

By: Alice Mead

This is a fictional account of a pre-teen girl who takes additional responsibilities and experiences personal growth during her mother's seven-month deployment for Operation: Desert Storm.

War? I'm Scared

By: WeWrite Kids

This book was written by children, through the perspective of a dog, while addressing the events of September 11, 2001. The positive focus of this book leads the readers to understand that we can all play a role in making the world a better place.

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HIGH SCHOOL (10-12)

Operation Homefront

By: Carolina B. Cooney

This book is about a mother who joins the Reserves to help pay for school. Her children initially thought her “weekend warrior life” was a joke until she was activated. The story shows how the children all pulled together and gained a new perspective on their mother.

Charlie Pippin

By: Candy Dawson Boyd

This book is about a daughter whose father is always angry. She learns from her mother how her father, during the Vietnam War, lost his dreams and became the angry person he is today. The book has a strong and sometimes simplistic peace message which allows children to form their own opinion about what their parents/guardians do.

The Purple Heart

By: Marc Talbert

This book is about a father who returns from the Vietnam War and is nothing like the person he was before being deployed...nothing like his son expected. The son, in return, realizes what war does to people and who is irrevocably changed by it.

OTHER BOOKS FOR CONSIDERATION

Alpha...Bravo...Charlie

By: Chris L. DeMarest

Love, Lizzie...Letters to a Military Mom

By: Lisa Tucker McElroy

The Impossible Patriotism Project

By: Linda Skeers

Mud City

By: Deborah Ellis

Parvana's Journey

By: Deborah Ellis

Ida B

By: Katherine Hannigan

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Dacey's Song

By: Cynthia Voigt

On the Wings of Heroes

By: Richard Peck

Under the Persimmon Tree

By: Suzanne Fisher Staples

ADULTS

A Parent's Guide to Building Resilience in Children and Teens

By: Kenneth R. Ginsberg, MD, MS Ed, FAAP

A guide to assist children or teens in managing stress

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State Criminal History Background Checks/State Sex Offender Registry Checks:

As is customary in any career field dealing with youth and teens, it is required you have a State Criminal History background check completed. This background check is required to be completed annually. One of the expectations of the State Youth Coordinator is to ensure the safety of all children and youth participating in the program. This initiative is supported by Army Regulation 608-1, paragraphs 5-9F.

The purpose of the background check is to verify you have no criminal record on file at the state and national levels. To obtain a State Criminal History background check, first contact the State Youth Coordinator to inform him/her of your intent to obtain a background check. In some cases, depending on funding and the number of hours you volunteer, the Family Program Office may cover the cost of one background check. There are a few options available to you in how you receive your results:

1. Stop by the DCI state office (located in the Wallace Building near the capitol) and complete the standard form. There is a \$10.00 charge. The background check is completed in only ten minutes and you leave with your results in hand.
2. Send a request for a background check into the DCI office by mail, along with a check or money order for \$13.00 and a self addressed stamped envelope. In roughly three to four weeks you will receive your results through the mail.
3. You may fax a request to DCI for a background check; the cost of this is \$15.00. It is recommended you contact DCI directly if using this method.

Once you receive a hard copy of your background check, make sure you send the original into the State Family Program Office to keep on file. Before doing this, however, make a copy for you to keep for your own records. In all cases, the actual DCI form is available for download using the following web address: http://www.dps.state.ia.us/DCI/Records_Ident/obtain_records.shtml.

As an initial method for screening all adult youth volunteers, the Iowa National Guard Family Programs Office will gather the needed information from each volunteer to conduct a State Criminal History (SCH) and State Sex Offender Registry check. The purpose of these checks is to guarantee volunteers do not have any prior convictions within the state of Iowa. Adult youth and teen volunteers should not be serving in a statutory volunteer position (volunteering in an official capacity, with expectations of reimbursement(s)) for the Iowa National Guard Youth Program without recent, passed background checks on file in the state office.

There is no cost to the individual or state office as the Sex Offender Check is done via the Internet.

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**STATE OF IOWA
NON-LAW ENFORCEMENT RECORD CHECK REQUEST
FORM A - SAMPLE**

ACCOUNT NUMBER _____

TO: Iowa Division of Criminal Investigation Bureau of Identification Wallace State Office Building Des Moines, Iowa 50319 (515) 281-5138 (515) 242-6876 (fax)	FROM: <u>Mr. John M. Smith</u> <u>123 Greenway Dr.</u> <u>Anywhere, IA 52564</u> Phone # <u>515-555-5555</u> Fax # <u>515-555-5556</u>
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I am requesting an **IOWA CRIMINAL HISTORY** check on:

(Type or Print Legibly)		
<u>REQUEST</u>		
<u>Smith</u>	<u>John</u>	<u>Matthew</u>
Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
<u>01 / 12 / 1980</u>	<u>M</u>	<u>123 - 45 - 6789</u>
Date of Birth (mandatory)	Sex (mandatory)	Social Security Number (recommended)
_____ Signature of Requester		

There is a separate Form "A" required for each last name submitted

(DCI Use Only)	
<u>RESULTS</u>	
As of _____, a Name and date of birth check revealed:	
CCH record attached <input type="checkbox"/>	No CCH record found <input type="checkbox"/>
DCI initials _____	

WAIVER

I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.

<u>Mr. John M. Smith</u> Signature	<u>20 February 2007</u> Date
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WAIVER:

Iowa law does **not** require a waiver. However, without a waiver any arrest over 18 months old, **without** a disposition, cannot be given to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be given out to non-law enforcement agencies without a signed waiver.

General Information:

The information requested is based on **name** and **exact date of birth only**. Without fingerprints, a **positive** identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal working hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history check is of the Iowa Central Repository only. No other state or federal agency records can be searched under current law.

In Iowa, a **deferred judgment** ***is not*** considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A **deferred sentence** ***is*** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515)281-5138 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

If the "No CCH record found" box is checked, it could also mean that information in the file is not releasable per Iowa law without a waiver.

REMINDER - (1) Send in a separate form for each last name (2) \$13 for each surname, (3) Attach a billing form with request(s), and, (4) submit a self-addressed envelope. Iowa law requires employers to pay the fee for potential employees' record checks.

Form A
page 2

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

Federal Bureau of Investigation Background Checks:

A further background check of Youth and Teen Program volunteers includes a Federal Bureau of Investigation background check. This background check is required to be completed once every five (5) years. As mentioned earlier, one of the expectations of the State Youth Coordinator is to ensure the safety of all children and youth participating in the program. This initiative is supported by Army Regulation 608-1, paragraphs 5-9F.

The Federal Bureau of Investigation background check requires the submission to the Federal Bureau of Investigation (FBI) a full finger print card, completed by a certified law enforcement official (pages 9-10). Accompanying the finger print card is a cover letter (page 8) and completed payment form (page 11). If volunteering directly for the Iowa National Guard Youth and Teen Program in state office-sponsored events (i.e. State Youth and Teen Symposiums, 7 Habit Retreat Weekends, Youth Camp and/or retreat, etc.), the Iowa National Guard Family Programs office will assume responsibility of payment, if the completed finger print card is sent to the State Youth Coordinator.

For those volunteering directly for their respective Unit/Wing family readiness group (FRG), payment for all background checks will be paid for by either the FRG or Wing Coordinator.

In the event a FBI background check has been completed on an individual interested in volunteering, said individual MUST ensure hardcopy evidence of a successfully completed background check must be submitted to the State Youth Coordinator. This background check will only be valid if completed within the last five (5) years.

If completing a FBI background check individually, or for your FRG/Wing, mail all forms to the following address:

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

REVISED 10/5/05

COVER LETTER

Date:

Requestor Name: _____

Requestor Address: _____

Attention Record Request:

I, _____, am requesting a criminal history background check for personal review pursuant to 28CFR§16.30-16.34. Please mail the results of the check to the following address:

I have a reason/date that requires expeditious handling (optional):

(PLEASE PLACE DATE/REASON ON OUTSIDE OF MAILING ENVELOPE)

Date Required: _____ Reason: _____

If you have any further questions, please contact me at:

Telephone: _____ Email: _____

Sincerely,

(Signature)

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

APPLICANT

LAST NAME <u>NAM</u>		FIRST NAME	MIDDLE NAME		
NATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>	ORI DC000000Z CJIS-WV-SCU-D2 CLARKSBURG, WV	DATE OF BIRTH <u>DO</u> Month Day	
PLACE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CTZ</u>		SEX	RACE
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u>	LEAVE BLANK		
CITY AND ADDRESS		FBI NO. <u>FBI</u>	CLASS _____		
PERSON FINGERPRINTED		ARMED FORCES NO. <u>MNU</u>	REF. _____		
		SOCIAL SECURITY NO. <u>SOC</u>			
		MISCELLANEOUS NO. <u>MNU</u>			

1. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE			
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			

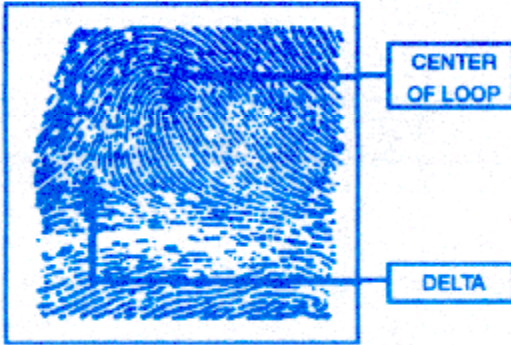
The FBI Criminal Justice Information Services Division will accept the downloaded paper fingerprint card only for the purposes of requesting an FBI Identification Record through Departmental Order 556-73. If you go to a law enforcement agency or private fingerprinting agency to be fingerprinted, they may prefer to use a fingerprint card on standard card stock. You may use the fingerprint card provided by the fingerprinting agency.

Jeremy Van Wyk, State Youth Coordinator
 Iowa National Guard Youth and Teen Program
 7105 NW 70th Avenue
 Johnston, Iowa 50131
 Office: 515-252-4040

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306

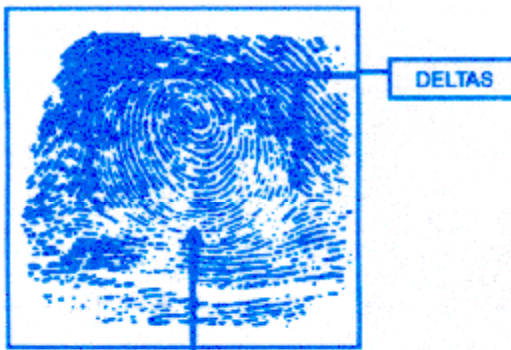
APPLICANT

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. NOTATE IN THE APPROPRIATE FINGER BLOCKS IF APPLICANT IS MISSING ONE OR MORE FINGERS FOR ANY REASON. IF NOT MISSING, ALL TEN IMPRESSIONS MUST BE PROVIDED WITH SCARS AND DEFORMITIES NOTATED.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN OBTAINED.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN)

THIS CARD FOR USE BY:

LEAVE THIS SPACE BLANK

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

INSTRUCTIONS:

- * 1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. PRIVACY ACT OF 1974 (PL. 93-579) REQUIRES THAT FEDERAL STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION AND USES WHICH WILL BE MADE OF IT.
- ** 3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. (FP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).

FD-258 (REV. 5-11-99)

U.S. GOVERNMENT PRINTING OFFICE: 2004-304-373/80035

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

CREDIT CARD PAYMENT

TO PAY BY CREDIT CARD FILL OUT THE FOLLOWING INFORMATION

CUSTOMER NAME: _____

PART A

CARD NUMBER														
EXPIRATION DATE	MO			YEAR				Amount (US Dollars) \$						
TYPE OF CARD	VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER <input type="checkbox"/>													
ACCOUNT HOLDER NAME														
BILLING ADDRESS 1														
BILLING ADDRESS 2														
CITY														
STATE/ZIP CODE							SIGNATURE							
COUNTRY														

NO CHARGE BACKS OR REFUNDS
ALL SALES FINAL

PART B

IF THE CUSTOMER NAME DOES NOT MATCH THE ACCOUNT HOLDER NAME, THIS FORM MUST BE NOTARIZED.

NOTARY

Subscribed and sworn before me by the above credit card account holder, this _____ day of _____, of the year _____.

Signature of Notary: _____

(SEAL) Expiration Date of Commission: _____

OFFICE OF FAMILY PROGRAMS
Youth and Teen Program
2009 Family Retreats



IOWA

Youth's Name: _____ **Age:** _____
(Last) (First) (MI)

Address: _____
(Street) (City) (State) (Zip Code)

Telephone Number: () _____ **SSN:** _____ - _____ - _____

Date of Birth: _____ **Gender:** _____ M _____ F

Age as of 1 March 2009: _____

NG Unit/Wing Representing: _____

SAMPLE

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

Iowa National Guard Youth Program Code of Conduct

To ensure the Iowa National Guard Youth Program (INGYP) is a positive and enjoyable experience for all participants, it is necessary to establish and enforce high standards of behavior. Please read the following and sign below.

I, _____, a representative of the Iowa National Guard Youth Program, will uphold the following conduct and behavior standards:

SECTION 1:

- a) I will be courteous and respectful towards others at all times.
- b) I agree to value and respect others' ideas, regardless of whether they are the same as my own.
- c) I agree to respect authority and comply with the requests of the State Youth Coordinator, Family Program Staff, Volunteers, Chaperones, event personnel and Guardsman while participating in all INGYP activities.
- d) I will take full responsibility for any damage to personal or public property due to my actions.
- e) I will actively, and without complaining, participate in all training sessions, activities, camps and retreats
- f) I will conduct myself in a professional manner at all times
- g) I will dress appropriately at all times. ***See Dress Code**
- h) I will acknowledge and follow times on schedules and agendas.

SECTION 2:

- a) I understand discrimination and/or bullying of any type will not be tolerated.
- b) I will not use alcohol, tobacco or other drugs or engage in any behavior of a sexual nature at any time during my participation in INGYP sponsored events
- c) I understand, in the event overnight stays are required, I am not allowed in the room(s) of opposite sex attendees/delegates.

Consequences of a SECTION 1 violation include removal from training and/or removal from activities. Further disruption will warrant a parent/guardian phone call and a meeting with the State Youth Coordinator. If it is determined that a behavior warrants dismissal from activities/trainings entirely, parents/guardians will be notified and I (the youth representative) will be sent home, at the expense of the family, and all Government funds will be recovered from the family.

Violations of SECTION 2 will result in immediate dismissal from all INGYP trainings and/or activities. Parents/Guardians will be notified and I (the youth representative) will be sent home immediately, at the expense of the family, and all Government funds will be recovered from the family.

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

Furthermore, as a representative of the Iowa National Guard Youth Program, I understand I represent not only myself, but also the Youth Program, State Coordinator, Volunteers, other delegates and families of my state. I pledge to uphold this commitment. I understand if I am not able to remain in good standing (as determined by the State Youth Coordinator or assigned adult) during all sponsored trainings/activities with the commitments set forth above, I will be required to leave:

Youth Representative Signature

Date

I have witnessed the pledge made by my son/daughter and will support him/her in carrying out the established expectations for participation in the Iowa National Guard Youth Program. I understand if my son/daughter violates the codes of conduct, appropriate consequences will be administered, possibly including removal from all INGYP trainings/activities.

Parent/Legal Guardian Signature

Date

DRESS CODE:

Trainings: Nice jeans or khakis and INGYP T-shirt (if applicable)

Presentation: Nice jeans, shorts or khakis, as well as appropriate shirt or INGYP T-shirt (if applicable)

GENERAL GUIDELINES FOR DRESS CODE:

- a) Hair must be neat, clean and worn in a manner which does not interfere with vision or cause a disturbance
- b) No article of clothing (including hats) that pertains to or depicts the following will be acceptable:
 - Substances or activities illegal by law for minors; alcohol, drugs, tobacco and/or gambling
 - No profanity, suggestive, violent or other inappropriate language, no derogatory symbols
 - Racial or discriminatory symbols/remarks directed toward any ethnic group, gender, nationality, color, race or religion
- c) Sufficient underclothes must be worn appropriately and must not be exposed
- d) Tank tops, tube tops, spaghetti straps, thin straps, tops that expose the midriff, bust, excessive part of the back, are excessively tight or distracting are not permitted
- e) No spandex articles of clothing are allowed
- f) All pants/shorts must be worn fitted at the waist, with or without a belt
- g) All shorts and/skirts must be no shorter than six inches above the knee
- h) No distracting tattoos or piercing
- i) Hats, caps or other head coverings are not to be worn during trainings (unless deemed acceptable for medical and/or religious beliefs)

The State Youth Coordinator reserves the right to determine the meaning of appropriate

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040



IOWA

Youth/Teen Name: _____ **Date:** _____

Parent/Guardian Name: _____

Contact Numbers: _____

Event: _____

By signing this form, I agree to allow my youth (name listed above) to participate in the activity/event listed above. In addition, I release the Iowa National Guard and its employees, contractors and volunteers from any responsibility or liability regarding any possible injury/death that might occur to my child. This release does not waive any statutory right conferred by act of congress or the Iowa General Assembly.

Parent or Legal Guardian Signature _____ Date _____

PHOTO/PRESS RELEASE:

I understand the National Guard Youth Program is developing photographic and multimedia materials, which will illustrate events occurring throughout the year for the Iowa National Guard Youth Program. I grant the National Guard Youth Program and its associated staff and subordinate entities the right to take, use, reproduce, assign and/or distribute photographs, films, non-confidential information, videotapes and sound recordings of the Iowa National Guard Youth Program participants, for use in any such materials as the National Guard Youth Program or its associated entities may create, without any payment to or future approval by me. I concur that there shall be no payment for such use.

Parent or Legal Guardian Signature _____ Date _____

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

MEDICAL RELEASE:

Complete the information below. If your youth/teen has allergies, medication needs or any other medical condition we need to be aware of, please let us know.

YES NO Medical condition or needs that require monitoring: _____

YES NO Allergies (Food, medicine, insects, etc.): _____

YES NO Currently taking medication (including prescription or over-the-counter medication): _____

YES NO My youth/teen has permission to administer his/her own medication. If "NO", the following individual will dispense all medication to my youth/teen: _____

In order to dispense medication we need to know the following:

- Condition for which it is given: _____
- Exact name of medication(s): _____
- Dosage: _____
- When it should be given: _____

NOTE: All medication must be in its original container to include any items (inhalers, spoons, cups, etc.) which will be needed to properly dispense the medication.

Parent or Legal Guardian Signature
Date

MEDICAL ADMINISTRATION RECORD:

DATE	MEDICATION	DOSAGE	TIME	ADMINISTERED BY

AUTHORIZATION TO TREAT:

I hereby give permission to medical personnel selected by _____ to provide for emergency medical treatment and necessary transportation for my youth/teen. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by _____ to secure and administer treatment including hospitalization of the above mention youth/teen.

Parent or Legal Guardian

Date

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040



Iowa National Guard Youth and Teen Program
 Family Programs Office
 JFHQ A-1 RM 231
 7105 NW 70th Avenue
 Johnston, IA 50131



Waiver and Permission to Transport Youth/Teen

At camp this year, we will have the opportunity to transport your youth/teen on more than one occasion: (1) between Camp Dodge and off-site event/programming locations, (2) around Camp Dodge, (3) transportation may also be required in emergency situations. **Please write your youth/teen's name and sign and date below.** Submit this form with all other registration materials.

Youth/Teen: _____ Date: _____

Event: 2008 Iowa National Guard Summer Youth and Teen Camp Dates: _____

Location: Camp Dodge, IA

Driver: Adult staff member of the Iowa National Guard Family Programs team, Iowa National Guard certified bus drivers or drivers provided by the contracted charter bus company

I give permission for my youth/teen to be transported in a motor vehicle drive by the individual(s) identified to an event at the specified location on the dates indicated. I understand that my youth/teen is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or other adult volunteers.

I have read, understand, and discussed with my youth/teen that:

1. They will be traveling in a motor vehicle drive by an adult and they are to wear their safety-belt (when available) while traveling;
2. They are expected to respect each other, vehicles they ride in and people they travel with during the trip;
3. Riding in a motor vehicle may result in personal injury or death from wrecks, collisions or acts by riders, other drivers or objects; and
4. They are to remain in their seats and not be disruptive to the driver of the vehicle.

I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my youth/teen may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks and that I have full knowledge of the risks involved in this activity.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Jeremy Van Wyk, State Youth Coordinator
 Iowa National Guard Youth and Teen Program
 7105 NW 70th Avenue
 Johnston, Iowa 50131
 Office: 515-252-4040

Incident Reports:

As a volunteer for the Iowa National Guard Youth and Teen Program, ensuring the safety of all youth/teen participants is priority number one. However, as in all cases where youth/teens are participating in activities, injuries and/or accidents are likely to occur. Should this be the case, you are required, as a volunteer, to complete an incident report within a timely manner from when the accident took place. This report must be submitted to the SYC so that it can be kept on file in the state office.

Please ensure you accurately document all of the events which took place at the time of the accident.

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

Incident Report
10 Dec 08



IOWA

Activity:

Date:

Names of persons involved:

Describe the Incident:

Describe Action taken:

Was medical attention necessary? If so, explain.

Were the parent's/guardian's notified?

Signature of staff/volunteer preparing report

Date

Signature of participant

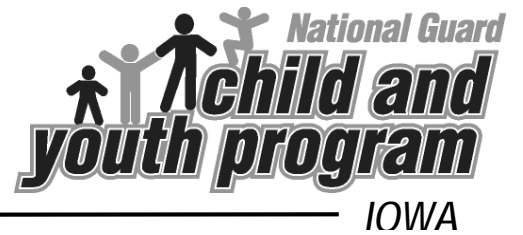
Date

Signature of parent/legal guardian

Date

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

After Action Report
1 Dec 08



Date:

Adult Youth Volunteer:

Number of youth/teens:

Iowa Guard Teen Council Representatives Present:

Overview of event/activity:

Positive Outcomes:

Areas to Improve:

Work to be completed prior to next event/activity:

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

Volunteer Application/Conduct Form:

10 Dec 08



IOWA

Please note – The information you provide is strictly for use by the Iowa National Guard Youth and Teen Program to fall in compliance with AR 608-1 (6 Dec 2006).

Volunteer Personal/Contact Information:

Name _____ Date _____

Address _____ Age _____

_____ Gender M F

_____ Birthday _____

Phone _____

Email Address _____

Social Security Number _____

Volunteer Code of Conduct:

As a volunteer for the Iowa National Guard Youth and Teen Program I agree to the following guidelines:

- Conduct myself in a professional manner at all times
- Refrain from using inappropriate/offensive language
- Will not disclose any confidential Iowa National Guard Youth and Teen Program information
- Will consider information as privileged and not for public knowledge
- Will not operate and/or act in any manner that is contrary to the best interests of the Iowa National Guard, its Service members, families, youth/teens
- Will not make false statements against the Iowa National Guard or United States Armed Forces
- Ensure I am on-time for all events/activities
- Ensure the enforcement of Iowa National Guard Youth and Teen Program youth/teen behavior expectations
- Ensure all measures required in obtaining a completed criminal history check are completed and that a copy of the report is on file with the SYC

Volunteer Signature _____ **Date:** _____

Print your name _____

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

**Volunteer Confidentiality Statement/
Code of Ethics**
10 Dec 08



Volunteer Confidentiality Statement:

I, the undersigned, do hereby acknowledge that in my volunteer role for the Iowa National Guard Youth and Teen Program (INGYTP), I may have access to confidential information.

I agree that I shall not disclose any such confidential information maintained by the Iowa National Guard to any unauthorized person(s), and I will adhere to confidentiality guidelines of the National Guard (available upon request).

I acknowledge and agree that disclosure, by me, of confidential information, obtained by me, at any time, during my service as a volunteer will lead to the termination of my status as a volunteer for the Iowa National Guard Youth and Teen Program.

Volunteer Code of Ethics:

As an Iowa National Guard Youth and Teen Program Volunteer, I am a professional. I realize that I am subject to the same Code of Ethics that binds all professionals within the National Guard. I accept these responsibilities and respect matter of confidentiality.

I understand that as an INGYTP volunteer, I have agreed to work without monetary compensation, with the exception of mileage and per diem, as determined by the Iowa National Guard Family Programs Office. Having accepted this position, I will do my work according to the same standard operating procedures as paid staff/contractors are expected to carry out their work.

I believe that all work should be carefully planned and carried out, in a professional manner. I will work with the SYC and other volunteers to ensure that I am performing the duties expected from me, in a timely and professional manner.

I promise to work with an open mind and be flexible in all situations so that my performance is a benefit to the youth/teens, families, Service members and staff/contractors within the National Guard Community.

Volunteer Signature _____ **Date:** _____

Print your name _____

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

NGB Photo Release Form:

10 Dec 08



IOWA

I understand the National Guard Youth and Teen Program is developing photographic and multimedia materials, which will illustrate events occurring throughout the year for the Iowa National Guard Youth Program. I grant the National Guard Youth Program and its associated staff and subordinate entities the right to take, use, reproduce, assign and/or distribute photographs, films, non-confidential information, videotapes and sound recordings of the Iowa National Guard Youth and Teen Program participants, for use in any such materials as the National Guard Youth and Teen Program or its associated entities may create, without any payment to or future approval by me. I concur that there shall be no payment for such use.

Volunteer Signature _____ **Date:** _____

Print your name _____

Youth/Teen Name _____ **Date:** _____

Youth/Teen Signature _____

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

Volunteer Position Description: Adult Youth/Teen Volunteer

Position Objective: To assist the building's team in the delivery of youth/teen-related lessons and/or trainings as well as ensuring youth program policies are enforced (i.e. Youth Code of Conduct).

Major Responsibilities/Description of Duties:

1. Assist the building's team in facilitating youth activities, retreats and/or state symposiums
2. Promote a safe environment for all youth, teen and volunteers
3. Enforce behavior expectations for youth/teens as outlined in the Youth Code of Conduct
4. Maintain communication with building team regarding concerns, disruptive youth/teens, injuries and/or unforeseen changes to previous agendas/planning
5. Serve as a disciplinarian for small behavior issues and facilitator during small and large group trainings/activities
6. Other duties as assigned by the building team

Time Required: Time required will differ depending on the nature of the event.

Volunteer Qualifications:

- A desire to work with National Guard or military youth/teens
- Willingness to work as a TEAM, with an outgoing personality
- Strong communication skills and the ability to *think on your feet*
- A passed criminal history background check, on file with the district
- The ability to enforce behavior expectations for youth/teens, as stated in the Youth Code of Conduct
- The ability to be supportive and empathetic of the Iowa National Guard Community (Service members, youth, teens and family members)

Supervision:

1. The building team lead will serve as the supervisor of all youth and teen program events
2. The building principal possesses direct responsibility for all youth and teen program events

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
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Expense Tracking Record

Event/Activity:
Date(s):

Date Purchased	Cost Per Item	Number of Items Needed	Total Cost for Items
Grand Total			

Please Note: A running record of all expenses incurred for each training/event will be maintained in the office of the SYC. Please ensure your Expense Record is accurate and that copies of the report and receipts have been submitted to the SYC along with your After Action Report (AAR).

Volunteer Signature _____ **Date:** _____

Print your name _____

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

Action Plan Planning Grid

10 Dec 08



IOWA

Name: _____

Date: _____

What is the overall goal for the event? _____

Important Points of Contact:

_____	_____
_____	_____
_____	_____
_____	_____

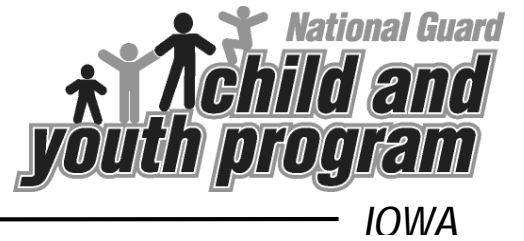
Action Steps	Time (Suspense date)	Authority (Who is responsible?)	Personnel (Who and how many are needed?)	Materials (What supplies are needed?)	Budget (Money required)

Signature of Logistics Coordinator

Date

Jeremy Van Wyk, State Youth Coordinator
Iowa National Guard Youth and Teen Program
7105 NW 70th Avenue
Johnston, Iowa 50131
Office: 515-252-4040

OFFICE OF FAMILY PROGRAMS
Youth Program
 Yearly Training Calendar - 2009



Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<p style="font-size: 100px; opacity: 0.5; transform: rotate(-10deg);">SAMPLE</p>											

Jeremy Van Wyk, State Youth Coordinator
 Iowa National Guard Youth and Teen Program
 7105 NW 70th Avenue
 Johnston, Iowa 50131
 Office: 515-252-4040

Expense Proposal Report
 10 Dec 08



IOWA

Name: _____ **Date:** _____

Item	Projected Cost	Actual Expenditure	Balance Remaining
Equipment Needs	_____	_____	_____
Lodging Fees	_____	_____	_____
Facility Fees	_____	_____	_____
Supplies	_____	_____	_____
Training Materials	_____	_____	_____
Equipment Rental Fees	_____	_____	_____
Marketing	_____	_____	_____
Recognition & Certificates	_____	_____	_____
Meals	_____	_____	_____
Misc. Expenses	_____	_____	_____
TOTAL	_____	_____	_____

Jeremy Van Wyk, State Youth Coordinator
 Iowa National Guard Youth and Teen Program
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Emergency Procedure Plan:

In all events/activities pertaining to youth, an established Emergency Procedure Plan will be disseminated to all volunteers. It is vital that you, as a building volunteer, adhere to the established plan, to ensure the safety and well-being of all youth/teens.

While an adopted plan will be given to you upon your arrival at the youth/teen training and/or activity, there are a few items you should make yourself aware of prior to working with the youth/teens. They are as follows:

1. Locate all exits in the building
2. Note where elevators are located and specified procedures regarding the use of elevators during fires, natural disasters, etc.
3. Note where all stairwells are located and at which level an outside exit is accessible
4. Keep in mind that in the event of an emergency, a volunteer should be responsible for checking all restrooms, ensuring no youth/teens are left behind

It is your responsibility to check in with the building team or the individual(s) supervising the event/activity to obtain a copy of the emergency procedure plan.

Safety and Security:

A first aid kit will be provided at each scheduled youth program event/training. Volunteers are responsible for making sure the first aid kit is available at all times, at all locations. While participating in off-site events/trainings, one volunteer should be designated as the individual to carry the first aid kit and all youth/teens and volunteers should be made aware as to whom this individual is.

Media:

At no time should program volunteers speak directly to the media (i.e. newspaper reporters, television reporters, radio stations, public officials both elected or other, or any other self-governing/functioning organization) without the approval and request of the district's administration.

Participating in interviews or other dialogue with the above mentioned entities without prior approval and request by the district's administration will be viewed as a violation of the Code of Conduct and Volunteer Confidentiality Statement.

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Below are the steps and emergency contact numbers for use while serving as a volunteer with the school district. Please note that in any case, a quick reaction to the emergency is the most beneficial response.

- a. **Assess the Situation** - Make sure the youth/teen(s) involved are out of the way of any imminent danger. In cases of falls, reduce movement and encourage the youth/teen(s) to remain still to further prevent any injury. When dealing with cuts or scrapes, isolate the youth/teen(s) so as to prevent others from coming in contact with blood.

- b. **Seek Help** – Always make sure that you have another chaperone with you when administering first aid to a youth/teen. In severe cases (deep cuts, puncture injuries, blunt impact, hard falls, blackouts and allergic reactions), immediately dial 911 and remain with the injured youth/teen.

- c. **Necessary Calls** – In cases where 911 is not necessary, please make sure you contact the building principal, so that information related to the accident can be documented and the appropriate individuals can be notified. Below are additional contact numbers in case the building principal is unavailable:
 - i. **Name** -
Work Cell:
Cell:
 - ii. **Name** -
Work Cell:
Office:
 - iii. **Name** -
Work Cell:
Office:

In cases where an injury occurs during an off-site event, please make sure to contact the team lead as the first line of defense. This individual can then assess the situation and take further measures, if necessary.

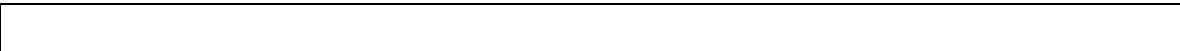
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- d. **On-Site Calls** – When participating in activities away from the armory, symposium hotel and/or lodging site, please make sure you notify the point of contact (POC) at the specified site. Doing this will better help this individual seek assistance for the injured youth/teen and will also help the individual and the organization they represent complete any and all required forms for documentation.

For all building events, a complete list of contact numbers will be provided to all volunteers prior to departing the station of origin.

- e. **Documentation** – For all legal purposes, please make sure an Incident Report is completed for each accident and/or injury where any form of first aid had to be administered. Ensure the report is accurate and complete.
- f. **Follow-up** – Please make sure that after all accidents you follow-up with the impacted youth/teen to ensure injuries, once deemed to be minor, are not compounding and becoming more severe. If there are any negative changes (drowsiness, blackouts, sweating/fevers and chills, violent shaking, hives/rashes, incoherent speaking, etc.) in the youth/teen’s condition, please contact emergency help immediately.

7. **Additional Contact Information** - _____



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Iowa National Guard Family Services
Joint Forces Headquarters, Iowa National Guard

MAJ Kevin J. Kruse – State Family Program Director
Office: 800-294-6607 ext. 4416
Email: Kevin.kruse@us.army.mil

MAJ Linda Perdue – State Suicide Prevention Coordinator
Office: 800-294-6607 ext. 4184
Email: Linda.s.perdue@us.army.mil

CPT Chris Klink – Budget Officer, Family Programs
Office: 800-294-6607 ext. 4077
Email: chris.klink@us.army.mil

Jeremy Van Wyk – State Youth Coordinator
Office; 800-294-6607 ext. 4040
Email: Jeremy.vanwyk@us.army.mil

Sondra VanDerPol – Family Assistance Specialist Coordinator/Assistance and Readiness Coord.
Office: 800-294-6607 ext. 4758
Email: Sondra.lee.vanderpol@us.army.mil

Imogene Wilkinson – Military OneSource JFSAP Consultant
Office: 800-294-6607 ext. 2794
Email: Imogene.wilkinson@militaryonesource.com

Tanja Duffey – Military Family Life Consultant, JFSAP
Office: 800-294-6607 ext. 2823
Email: Tanja.duffey@us.army.mil

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Iowa National Guard Youth and Teen Program

The Iowa National Guard has an outstanding reputation of commitment to its Service members and their Families. As a direct result, the Iowa National Guard Youth and Teen Program has existed to provide support for all National Guard dependents throughout the state of Iowa. The mission of the Iowa National Guard Youth and Teen Program is to provide social, emotional and academic support for National Guard youth and teens.

Services Available to National Guard youth, teens and Caring Adults:

- **Resource and Referrals** on issues ranging from mental health services, academic support, college financial aid planning and childcare.
- **School Programs** available upon request, with information on the history of the National Guard, common military customs and traditions and how students/communities can help support Service members and Families.
- **Information Guides** designed for educators, Families and caring adults on topics including working with National Guard/military youth and teens in an academic setting, helping youth and teens cope with grief and loss and reconnecting with youth and teens following a deployment.
- **Youth and Teen Program Websites** provide a wealth of information to those interested in supporting National Guard/military youth and teens. Visit the Iowa National Guard Youth and Teen Program site at www.iowanationalguard.com (located under the Family Support section) or the National Guard Bureau Youth Program site at www.guardfamilyyouth.org.
- **Curriculum Developed** to provide training for youth, teens and Families on dealing with separation, identifying the negative effects of separation on youth/teens, preparing for deployment, leadership and communication skill development and many others.

Plans are currently underway for the 2008 State Youth Symposium, to be held 18-20 April 2008 in Des Moines. This is a great opportunity for National Guard/military youth and teens to network and build support systems with their peers. Please encourage your National Guard/military students and their Families to contact the State Family Programs Office for more information.

For more information, please contact:

Jeremy Van Wyk
State Youth Coordinator
Iowa National Guard
Family Programs Office
JFHQ A-1 RM 231
7105 NW 70th Avenue
Johnston, IA 50131

800-294-6607 ext. 4040 or 515-252-4040
jeremy.vanwyk@us.army.mil



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What can Military OneSource do for you?

Real help, Anytime, Anywhere 24 Hours a Day, 7 Days a Week

Services are private and provided by the Department of Defense at no cost to you.

CONSULTATION, RESEARCH and REFERRALS: Relocating to a new community, looking for quality child care, spouse employment, help with home repairs, or have a special needs issue? Perhaps you need to talk about family issues, sharpen your communication skills, or manage stress. Call or e-mail a Master's-level consultant today! No question too small. No issue too big.

INTERPRETATION AND TRANSLATION: In more than 140 languages. Written documents can be translated and interpreters can facilitate three-way phone calls to ensure communication between you and a third party.

COUNSELING: You have access to six in-person non-medical counseling sessions right in your own community at no cost to you. Licensed counselors can help with issues such as:

- Coping with deployment and return
- Adjusting to your new location
- Marital and couples concerns
- Parenting and family matters
- Grief and loss
- Combat stress and more...

You will get a privacy statement explaining the limits on confidentiality when you call the service and see a counselor. Counseling is only available in the United States.

EDUCATIONAL MATERIALS: Whether you're a new parent, dealing with relationship issues, or buying your first car, Military OneSource has booklets, CDs and audiotapes to help. Order your free copies online or by phone.

INTERACTIVE WEB SITE: You'll find locators for education, child care, and elder care; useful newsletters; informative articles; referrals to military and community resources; financial calculators; Webinars; relocation tools; audio podcasts; access to consultants; and much more!

Military OneSource is available for all active-duty, Guard and Reserve (regardless of activation status), and their families.

www.militaryonesource.com

Stateside: 1-800-342-9647
En español llame al 1-877-888-0727
TTY/TDD accessible 1-866-607-6794

Overseas: access code, *800-3429-6477
*Use access code before dialing the toll free number.
Access codes can be found online.

Imogene Wilkinson
Military OneSource JFSAP Consultant
Office: 800-294-6607 ext. 2794
Email:
Imogene.wilkinson@militaryonesource.com



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Military OneSource Educational Materials for **Military Families**

Booklets

- Deployed Fathers and Families: Deployment Guide for Enlisted Personnel
- Bouncing Back: Staying Resilient Through the Challenges of Life
- Talking With Children About Violence and War

CDs

- Finding Strength in Family and Community
- Parenting in the 21st Century
- Positive Discipline
- Talking with Your Teenager
- Talk, Listen, Connect: Helping Families During Military Deployment (DVD)
- These Boots: A Spouse's Guide to Stepping Up and Standing Tall During Deployment

Articles

- Adoption for Military Families
- Building Positive Stepsibling and Half-Sibling Relationships
- Building Family Rituals While You are Deployed
- Combat Stress Resources for Military Families
- Face to Face Counseling Through Military OneSource
- Finding Support When Your Family Member in the Guard or Reserve is Called to Active Duty
- Having a Baby When Your Spouse is Deployed
- Helping Children Cope During Deployment
- Helping Your Teenager Cope After a Traumatic Event
- Helping Your Teenager Cope with Relocation
- Holding Family Meetings

Military OneSource is provided at no cost by the Department of Defense to all active duty, Guard, Reserve members, and their families. The 24/7 service provides information and referrals plus private, local face-to-face counseling. Call 1-800-342-9647 or access www.militaryonesource.com. (Visit our Web site for overseas, Spanish, and hearing impaired toll free telephone numbers.)

More educational materials related to this topic may be available from Military OneSource.

April 07

- Keeping Your Teenager Healthy During the Risk-Taking Years
- Listening to Your Teenager
- Maintaining a Strong Relationship with Grandparents When You Move Frequently
- Maintaining a Strong Relationship Through Deployments and Separations
- Managing Stress as a Family
- Military Child Development and Youth Programs
- Preparing a Family Care Plan
- Relatives Raising Children When a Parent Is Deployed
- Returning to Family Life After Military Deployment
- Single Parenting While Your Spouse is Deployed
- Staying in Touch When a Family Member Has Been Deployed
- Talking About Separation or Divorce with Your Child
- The New Parent Support Program (NPSPP)
- Tuition Help for Military Children
- Voting for Service Members and Their Families
- What Military OneSource Can Do for You

Worksheets/Brochures

- Becoming a Couple Again: Reintegration Fact Sheet for Military Couples
- Discussing Danger While a Parent is Away
- Getting to Know Your Children Again
- Preparing Yourself for the Deployed Parent's Return
- Talking About Dangerous Work
- Talking About the Return of a Parent

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Military OneSource Educational Materials for

Deployment and Reunion

Booklets

- Bouncing Back: Staying Resilient Through the Challenges of Life
- Coming Home
- Talking With Children About Violence and War

CDs

- Talk, Listen, Connect: Deployment, Homecomings, Changes (DVD)
- These Boots: A Spouse's Guide to Stepping Up and Standing Tall During Deployment
- Finding Strength in Family and Community

Articles

- Becoming a New Father While You're Deployed
- Building Family Rituals While You are Deployed
- Coping with a Deployment Extension as a Service Member
- Coping with Repeat Deployments as a Service Member
- Coping with the Deployment of a Spouse or Partner
- Face-to-Face Counseling Through Military OneSource
- Filing Taxes When a Service Member Is Deployed
- Finding Support When Your Family Member in the Guard or Reserve is Called to Active Duty
- Helping a Young Child Cope with a Parent's Deployment
- Holiday Stress and Deployment
- Making the Marriage Decision
- Maintaining a Strong Relationship Through Deployments and Separations
- Preparing for Deployment: The Home Side
- Quick Tips for Communicating During Deployment
- Quick Tips for Keeping a Relationship Strong During Deployment

- Relatives Raising Children When a Parent Is Deployed
- Renting Your Home During Deployment
- Returning to Family Life After Deployment
- Returning to Single Life Following a Deployment
- Single Parenting While Your Spouse is Deployed
- Staying in Touch When a Family Member Has Been Deployed
- Staying Financially Fit During Deployment When You're the Spouse at Home
- Teenagers and Deployment
- The Servicemembers' Civil Relief Act (SCRA)
- Ways to Support a Co-Worker or Friend Whose Loved One Has Been Deployed
- What to Expect on an R&R During Times of Deployment
- What Military OneSource Can Do for You
- What to Send Someone Who Is Deployed
- When a Co-Worker Returns to Work from Military Duty
- When Your Son or Daughter Is Deployed
- When Your Spouse Goes on a Repeat Deployment
- Your Pet and Deployment

Worksheets and Brochures

- Becoming a Couple Again: Reintegration Fact Sheet for Military Couples
- Getting to Know Your Children Again
- Preparing Yourself for the Deployed Parent's Return
- Questions and Answers About Deployment
- Talking About Dangerous Work
- Talking About the Return of a Parent
- Talking About Your Thoughts on Deployment

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More educational materials related to this topic may be available from Military OneSource.

052908

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Military OneSource Educational Materials for

Parenting and Child Care

Booklets

- Being a Single Parent
- Being a Stepfamily
- Child Care Handbook
- Deployed Fathers and Families: Deployment Guide for Enlisted Personnel
- Home Alone: A Handbook for Parents and School-age Children
- Keeping Your Teenager Safe
- Questions Adoptive Parents Ask
- Questions Parents of Infants Ask
- Questions Parents of Preschoolers Ask
- Questions Parents of Preteens Ask
- Questions Parents of Toddlers Ask
- Questions Parents of Young School-Age Children Ask
- Safety for Children from Birth to Age 3
- Talking with Children About Violence and War
- Breastfeeding and Working: You Can Do It
- Budgeting for Your New Baby
- Certification and Accreditation: Quality Standards for Military Child Care
- Child Care Backup Planning When Your Spouse is Deployed
- Choosing a Preschool
- Communicating with Your Child Care Provider
- Deciding Whether Your Child is Ready to Stay Home Alone
- Helping a Child Cope with Loss and Grief
- Helping a Young Child Cope with a Parent's Deployment
- Helping Your Child Overcome Fears
- Helping Your Young Baby (Birth to 6 Months) Grow Through Play
- Keep Your Kids Tobacco-Free
- Long-Distance Parenting
- Military Child Development and Youth Programs
- Parenting a Child with Attention Deficit Hyperactivity Disorder
- Preparing Children to Handle Emergencies Alone
- Raising a Child with a Disability: Your Rights and Responsibilities
- Separation Anxiety at Child Care and at School
- Seven Surprises of New Motherhood
- Sleep and Bedtime Routines for Infants and Young Children
- Specialized Training of Military Parents (STOMP)
- The Joys and Challenges of Being a New Father
- What Military OneSource Can Do for You
- When a Relative or Friend Takes Care of Your Child

CDs

- Becoming a Mom
- Being a Dad
- Parenting in the 21st Century
- Positive Discipline
- Raising Adopted Children
- Talk, Listen, Connect: Helping Families During Military Deployment

Articles

- Building Your Child's Self-Esteem
- Babysitter Checklist
- Baby Supplies Checklist
- Being an Involved Parent After a Divorce

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Military OneSource Educational Materials for

Parents of Teens

Booklets

- Internet Safety: A Guide for Families with Children and Teenagers
- Keeping Your Teenager Safe
- Questions Parents of Teenagers Ask
- Summer Jobs and Opportunities for Teenagers
- Teen Yellow Pages

CDs

- Parenting in the 21st Century
- Positive Discipline
- Talking with Your Teenager
- Teenagers and Stress
- Understanding Your Teenager

Articles

- Adjusting to High School
- Being an Involved Father During the Teenage Years
- Building a Good Relationship with Your Teenager
- Building Your Teenager's Self-Esteem
- Children and Money: The First Teen Budget
- Depression in Children and Teenagers
- Drug Dangers for Teenagers
- Eating Disorders
- Getting Conversations Going with Your Teenager
- Handling Conflict with Your Teenager
- Helping Children and Teenagers Explore Career Paths
- Helping Your Teenager Be a Safe Driver
- Helping Your Teenager Cope After a Traumatic Event
- Helping Your Teenager Cope with Relocation
- Helping Your Teenager Deal with Stress
- Helping Your Teenager Manage Feelings of Anger

- Helping Your Teenager Manage Social and Academic Pressure
- If Your Teenager is Abusing Alcohol or Drugs
- Instant Messaging and Your Teenager
- Is Your Teen in Trouble?
- Keeping Your Teenager Healthy During the Risk-Taking Years
- Listening to Your Teenager
- Living with a Teenager's Personal Appearance
- Preventing Teen Suicide
- Prom Safety Tips
- Raising a Teenager as a Single Parent
- Recognizing the Signs of Stress in Your Teenager
- Recognizing the Warning Signs of Teen Violence
- Runaways: Prevention, Intervention, and Return
- Summer Opportunities for Teenagers
- Talking with Your Teenager About Date Violence
- Talking with Your Teenager About Serious Issues
- Talking with Your Teenager About Sex
- Teenagers and Alcohol or Drug Use: Warning Signs
- Teenagers and Credit Cards
- Teenagers and Dating
- Teenagers and Deployment
- Teenagers and Gambling
- Teenagers and Gangs
- Teenagers and Weight Loss
- Ten Ways to Build Trust
- What Military OneSource Can Do for You
- When Your Teenager Wants to Work
- Your College-Bound Child's Senior Year and What to Expect

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Military OneSource Educational Materials for

Special Needs

Booklets

- Bouncing Back: Staying Resilient through the Challenges of Life
- Exceptional Parent Magazine Resource Guide
- Mass Mutual 2005 Resource Guide

CDs

- Caregiving
- Finding Strength in Family and Community

Articles

- Asperger Syndrome: First Steps Toward Understanding
- Attention Deficit Hyperactivity Disorder, Predominantly Inattentive Type
- Autism Overview: What We Know
- Books on Special Needs Children
- Child Care for Children With Special Needs
- Dual Diagnosis in Adolescents
- Early Intervention Services for Children from Birth to Age 3
- Educational Rights for Children with Attention Deficit Hyperactivity Disorder
- Exceptional Family Member Program (EFMP)
- Face to Face Counseling Through Military OneSource
- Getting an Evaluation for a Child with Special Needs
- Growing Up with a Sibling Who Has a Disability

- Helping a Child Who May Have Attention Deficit Hyperactivity Disorder
- How Section 504 Can Help Your Child at School
- How to Help a Child Who May Have a Learning Disability
- Mental Disorders in Children
- Options for People With Special Needs and Their Families
- Parenting a Child with Attention Deficit Hyperactivity Disorder
- Planning Ahead for a Relative with a Disability
- Planning Ahead When Your Child Has a Disability
- Questions Often Asked About Special Education Services
- Raising a Child with a Disability: Your Rights and Responsibilities
- Recreation Programs for People with Disabilities
- Special Education for Children Ages 3 Through 5
- Special Education for Students Ages 5 through 18
- Summer Planning for Children with Special Needs
- The Americans with Disabilities Act and Child Care: Information for Parents
- Web Resources for Parents of Children with Special Health Care Needs
- What Military OneSource Can Do for You
- When Someone You Know Has a Disability

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Military OneSource Educational Materials for **Education**

Booklets

- Applying to College: A Guide for Students
- How to Help Your Child Succeed in School
- Military Students on the Move: Toolkits for Parents, Installation Commanders, and School Leaders
- Questions Parents of Preteens Ask
- Questions Parents of Teenagers Ask
- Questions Parents of Young School-Age Children Ask
- Student Guide to Financial Aid
- Reacting to Grades
- Special Education for Children Ages 3 Through 5
- Special Education for Students Ages 5 Through 18
- Study Skills
- The First Day of Kindergarten
- The Gifted Child: Your 5- to 12-Year-Old
- The Gifted Child: Your Preschooler
- When a School Disciplines Your Child: Understanding Your Rights
- What Military OneSource Can Do for You
- When the "New Kid" is Your Kid: Relocating and Changing Schools

CD

- How to Help Your Child Succeed in School

Articles

- Adjusting to Middle School
- Choosing a School for Your Child
- Communicating with Your Child's Teacher
- Coping with Standardized Testing Systems When You Change Schools
- Finding a Tutor for Your Child
- Getting Ready for Kindergarten
- Helping a Child Who May Have Attention Deficit Hyperactivity Disorder
- Helping with Homework When You're Not Home
- Helping Your Young Child Prepare for a New School Year
- How to Help a Child Who May Have a Learning Disability
- Is Home Schooling Right for Your Child?
- Raising a Child with a Disability: Your Rights and Responsibilities

Articles on High School and College Prep

- Adjusting to High School
- Applying for College Scholarships and Loans
- Applying to College
- College Visits and Interviews
- Countdown to College Checklist
- Distance Education
- Financial Aid Forms and Packages
- Getting Your GED
- Helping Children and Teenagers Explore Career Paths
- Researching Colleges and Universities
- Selecting the Best College for the Best Price
- Ten Tips for Filling Out the FAFSA
- Writing a College Application Essay
- Your College-Bound Child's Senior Year and What to Expect

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052908

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Military OneSource Educational Materials for

Smooth Moves

Booklet

- Moving

CD

- Military Students on the Move: Toolkits for Parents, Installation Commanders, and School Leaders

Articles

- A Step Ahead: Getting Ready to Relocate as a Military Family
- Celebrating the Holidays at an Overseas Duty Station
- Coping with Loneliness
- Coping with Standardized Testing Systems When You Change Schools
- Culture Shock
- Dealing with Homesickness When Living Abroad
- Deciding to Live On or Off the Installation as a Couple
- Deciding to Live On or Off the Installation When You're Single
- Face to Face Counseling Through Military OneSource
- Finding a Job After Moving as a Military Family
- Finding Child Care When You Live Abroad
- Finding Health Resources When You Live Abroad
- Finding Resources in a New Community
- Helping Children Deal with Change

- Helping Your Teenager Cope with Relocation
- Keeping in Touch with Friends
- Living Abroad During Times of Unrest
- Living on an Installation for the First Time as a Military Spouse
- Maintaining a Strong Relationship with Grandparents When You Move Frequently
- Making New Friends as an Adult
- Military Spouse Employment: Work That Travels Well
- Moving Overseas: Your Belongings
- Overcoming Relocation Stress
- Planning an International Move
- Quick Tips for Making New Friends When You've Moved to a New Area
- Temporary Lodging While You Wait for Installation Housing
- The Servicemembers' Civil Relief Act (SCRA)
- Travel in Times of Terrorism, War, and World Uncertainty
- What Military OneSource Can Do for You
- When the "New Kid" Is Your Kid: Relocating and Changing Schools
- Your Pet and Relocation

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SUPPORTING CHILDREN & YOUTH



Available to all military branches

Child and Youth Behavioral Military & Family Life Consultants (CYB-MFLCs) are here to help. CYB-MFLCs are available to assist children and youth (ages 0-18), parents, family members and staff. CYB-MFLCs address:

- » School adjustment issues
- » Deployment & separation concerns
- » Reunion adjustment issues
- » Sibling/parent-child communications
- » Behavioral concerns
- » Fear, grief & loss issues
- » Daily life issues

Consultations and trainings are **free** and **anonymous**.*
No records are kept.

HELPING CHILDREN AND YOUTH, AND THOSE SUPPORTING CHILDREN AND YOUTH, IS OUR PRIORITY

After-hours and weekend appointments are available. Groups, educational presentations and individual meetings can be arranged.

SCHEDULING AN APPOINTMENT IS EASY

Just call your local CYB-MFLC.

* Please note: Exceptions to confidentiality include duty to warn cases involving children & adults, child abuse & domestic violence.



For more information, or to access the CYB-MFLC services,
please call MHN toll-free at: **(888) 755-9355**

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MHN
Military & Family Life Consultants

Helpful Websites and Links

Iowa National Guard

Air Force Crossroads: www.afcrossroads.com (click on Teens & Youth)

American Legion Need a Lift: www.needalift.com

Army: www.goacs.com (click on Child and Youth Services)

Channing Bete: www.channing-bete.com and www.teachersguides.com
(Printed resources for those working with youth and teens)

Department of Defense Education Activity: www.dodea.edu

Department of Defense Educational Opportunities:
www.militarystudent.dod.mil/

Educator's Guide to the Military Child During Deployment:
www.state.gov (click on Youth and Educator, Educator's Guide)

Educator's for Social Responsibility: www.esrnational.org

I'm Already Home: www.imalreadyhome.com

Iowa National Guard: www.iowanationalguard.com (click on Family Support)

National Guard Family Programs: www.guardfamily.org

National Guard Youth Site: www.guardfamilyyouth.org

National Military Family Association: www.nmfa.org

Marine Corps: www.usmc-mccs.org (click on Family Life)

Military Child Education Coalition: www.militarychild.org (click on Publications)

Military OneSource: www.militaryonesource.com

National Children, Youth and Families At-Risk Initiative: www.cyfernet.org

National Child Traumatic Stress Network: www.NCTSN.org

Navy: www.nffsp.org (click on Just for Kids/Just for Teens)

Reserves: www.defenselink.mil/ra (click on Family Readiness)

Salute our Services: www.saluteourservice.org

Working with Military Children: A Primer for School Personnel:
www.nmfa.org (click on Education)

Zero to Three: www.zerotothree.org

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