GEORGIA CENTER
for civic engagement

2021-22

COACH HANDBOOK AND CLUB GUIDE

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MEET THE TEAM

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The Georgia Center for Civic Engagement provides programs for our youth which promote self-esteem, leadership skills and a sense of moral and civic responsibility.

**MISSION STATEMENT:**

We exist to educate and equip students to become informed and active citizens.

**PURPOSE:**

We exist to educate and equip students to become informed and active citizens.
GCCE student leadership team

TOP 18

STATE COUNCIL
4: krish patel, state president
5: hank peagler, state vice president
6: ian garrett, state council
7: zach furbush, state council
8: arthur kallay, state council
9: iris alligrove, state council
10: trevar mainer, state council
11: david blake, state council

YOUTH ASSEMBLY
1: christian dent, youth governor
2: josh david vo, lt. governor
3: caleb mcwhorter, speaker of the house

REGIONAL COUNCIL
14: kenzie juliette, nw president
15: catherine oh, ne president
16: jamarion hobbs, se president
17: aspen thompson, sw president

GUNA LEADERSHIP
12: claire ponciano, secretary general
13: varoon kodithala, president of ga

HQ Leadership
18: natalie byrd, secretary of state
position descriptions

**youth governor** - this elected student serves as the chief executive of our Youth Assembly program. The Youth Governor serves as an organizational representative across the state and while at YA meets with bill authors and decides which bills to sign or veto.

**state president** - this elected/appointed student serves as the chief leader and communicator of the states program offerings. This student welcomes groups to all gcce events and is a thoughtful leader on behalf of the organization. This leader will preside over state council meetings.

**lt. governor** - this elected student serves as the leader of the senate and will assist in leading debate for that chamber.

**speaker of the house** - this elected student serves as the leader of the house of representatives and will assist in leading debate for that chamber.

**state vice president** - this elected/appointed student serves to assist the state president in communicating the states program offerings. This student may welcome groups to all gcce events and is a thoughtful leader on behalf of the organization. In the absence of the state president, this leader will preside over state council meetings.

**state council** - these (6) elected/appointed leaders on the state council will serve alongside the state president & state vp to assist in setting the agenda and program plans for the gcce. They will also report back during regional meetings about state council activities and promote gcce programs.

**regional president** - these (4) elected/appointed leaders are chosen from regional council peers to serve as the chief executive for their region of the state. These leaders will chair regional meetings and communicate to regional schools necessary informationat programs offered by the gcce.

**secretary general** - this appointed leader is the chief executive of the gcce’s model UN programs. The secretary general will assist in bringing updates to the general assembly regarding matters of crisis facing the general and assist the security council president in bringing matters of international security before the UN Security Council.

**president of general assembly** - this appointed leader serves over debate at the model UN program and assists in making sure all delegates have a fun, fair, and impactful experience.

**secretary of state** - this appointed student will assist the gcce in a statewide voter registration, get out the vote efforts. This leader will also assist with all student elections at gcce sponsored programs.

*All officials may have other responsibilities or tasks added to their leadership profile to assist the growth of the gcce’s reach and program impact into schools as deemed necessary.*
FREQUENTLY ASKED QUESTIONS

What is the Georgia Center for Civic Engagement?
The first Club was started in 1919 at Fort Valley High School in Fort Valley, Georgia. It was a Hi-Y Club for Boys. Later, in 1929 in Douglas, Georgia at Douglas High School, a Tri-Hi-Y Club was started for girls. It was in 1929 that the organizational forerunner to the Georgia Center for Civic Engagement was incorporated. In the 1960s and 1970s Clubs began combining boys and girls to form Coed “Y” Clubs. Since that time, the organization has added leadership programs within schools around the state. Created in 2012, the Georgia Center for Civic Engagement (GCCE) assist teachers with resources through teacher education workshops, school educational field trips, and management of the Department of Education’s Civic Honor Society.

What are clubs/teams?
There are more than 100 Clubs in 60+ Georgia counties. The club program provides thousands of middle and high school students with a school-based structured environment to develop leadership skills, understand the importance of civic responsibility, and enhance community through monthly school and community service projects. Clubs are open to all middle and high school students which are from chartered schools. Middle schools may form teams specific to the competitions.

What are educational conferences and programs offered?
We offer a number of conferences throughout the year that teach students through experiential learning civic and character building programs. Through flyers in this handbook, you will see programs ranging from state government, model United Nations, character leadership, etc. These programs engage schools at either a school, county, regional, or state level.

What if I need resources and assistance with my club & program activity?
GCCE staff members are available to assist local Clubs. For assistance, please call 770.455.9622. email at info@georgiacivics.org, or visit www.georgiacivics.org for additional resources.

For a comprehensive list of frequently asked questions and corresponding resources, please see our website at www.georgiacivics.org/faq
As GCCE continues to evolve, we are reinventing the club image and will be calling traditional “Y-Clubs” Engage. This shift in name signifies the growth of this organization as we work to support our students to engage in their school, community, state, nation, and world as informed and active citizens. While the purpose and functionality of these clubs and chapters won't change, we are encouraging all chapters to make this change as we are no longer a part of the YMCA movement, and therefore no longer Y-Clubs.

The basic components of your club or chapter will remain the same. We are still pushing for your groups to complete school and community service projects, engage in fundraising activities, and attend our programs.

Every year we are going to promote a statewide service push to unite the chapters in a collective effort for the betterment of our state.

We are also promoting a statewide fundraiser to support our scholarship funds and financial support for our programs.

For information about this year's statewide Service and Fundraising projects, please see our website at www.georgiacivics.org!
OUTLINE FOR STARTING A NEW CLUB

RECRUIT THE CLUB COACH/SPONSOR
GCCE Staff will train the Coach/Sponsor to go over details of Club formation and Coaches duties

Coach/Sponsor reviews the Handbook for use during the school year.

FROM THIS POINT ON, THE COACH/SPONSOR WOULD DO THE FOLLOWING...

MEET WITH PRINCIPAL (SCHOOL LEADERSHIP TEAM)
Set date for informational meeting or assembly

Decide when the Club should have its regular meeting

PUBLICIZE THE CLUB AND THE INFORMATIONAL MEETING
Use announcements, social media, etc. provided by GCCE Staff

Talk personally with students about the Club or competition structure

CONDUCT INFORMATIONAL MEETING (FOR THOSE WHO HAVE JOINED)
Explain what the Club is and what it will do

Explain the leadership structure (officers, committees, etc.)

Explain what is expected of those who become members

Give details on joining (hand out CLUB MEMBERSHIP APPLICATION & PARENT PERMISSION forms)

MORE INFORMATION ON THE NEXT PAGE...
# OUTLINE FOR STARTING A NEW CLUB

## PREPARE FOR FIRST CLUB MEETING (FOR THOSE WHO HAVE JOINED)

Present slate of officers from Nominating Committee (or Coach/Sponsor may appoint a slate)

Check Club flyers for conferences and other information to cover

Prepare agenda for the meeting

## HOLD CLUB MEETING

Present slate of officers to Club for approval

Plan first service projects (school & community) (*project ideas are provided in online resource library*)

Have a program

## CONTINUE TO ORGANIZE

Schedule an Officer Training/Planning Session with GCCE Training Resources

Submit officer/leadership list to info@georgiacivics.org

Plan Induction/Installation Service for members and officers

Have President appoint members to Standing Committees

## DO THE FOLLOWING EACH MONTH THEREAFTER

Meet with committees as necessary to plan activity details

Meet with Executive Committee to finalize activities and review agenda for Club meeting

Have monthly Club meetings

Do other activities as planned by the Club

Actively attend GCCE sponsored Programs and Competitions as outlined in Coach training
# Program Offerings

## Charters & Chapters:
- Engage clubs (school charters)
- Governors Cup (school of the year)
- Civic Engagement Honor Society
- YOUth VOTE
- Civic Youth Day

## Competition/Program Prep:
- Class or county competitions
- Regional competitions
- One-day prep programs
- Roadshow programs
- High school pathways

## Virtual Leadership:
- Emerging county leaders
- Executive management
- Municipal leaders

## Core Programs:
- JR GUNA
- SR GUNA
- JYA
- YA

## Elementary:
- 13th colony

## Leadership Institute:
- Engage
- Georgia youth leadership summit
- Washington seminar
- Foundations tour (NY, Boston, Philly)
- Presidential library tour
- DNC/RNC (National & State Convent.)
- Presidential inauguration
- Leadership symposium

## Educational Travel:
- Tour of Georgia
- Disney
- Philadelphia
- Washington D.C.
- New York
- Boston
- ...and many other locations...

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The Georgia Center for Civic Engagement exists to **Educate and Equip** students to become informed and active citizens.
### Programs Calendar for Advisor/Coaches

- **July**
  - Pilot program teacher training

- **August**
  - Pilot program teacher training
  - Pilot program begins
  - HS support begins
  - ECL recruitment begins

- **September**
  - MS teams established and preparing for regional

- **October**
  - MS regional competitions (10.1-10.15)
  - HS support district rallies (?)

- **November**

- **December**
  - JR GUNA
  - YA program

- **January**
  - MS teams established and preparing for regiona
  - ECL registration due
  - ECL kickoff

- **February**
  - ECL program

- **March**
  - MS regional competitions

- **April**
  - GUNA program

- **May**
  - JYA program

- **June**
  - Leadership retreat
  - Engage Program

### Reminder Checklist:

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Please note, there are three proven ways that groups organize to participate in Center for Civic Engagement offerings:

1) Traditional Club structure: i.e. electing club officers (President, VP, Secretary, Treasurer, etc.)

2) Competition team based structure: students meet and prepare for program offerings without a club structure to gatherings.

3) Team Leadership structure: several students are placed on a leadership team and work together without defined leadership positions to accomplish the activities for the local school as well as to prepare for program offerings.
Please note, this is just a suggestion, you can design your leadership structure to best serve your group.
## SUMMARY OF OFFICERS AND COMMITTEE CHAIRMEN RESPONSIBILITIES

### THE EXECUTIVE COMMITTEE
Comprised of the Officers, Coach, and other members (ad hoc standing committees) appointed by the President. The Committee meets at the beginning of the school year to plan the calendar of projects, programs, fundraisers, etc., for the year. Then, the Executive Committee meets once per month, usually a week before the Club meeting, to follow through on the detailed planning of that month’s activities. The job of the Coach is merely to serve as the conduit between the student officers and school administration. Also, to make sure the students have a working plan and are executing the plan. The Coach’s responsibility is not to plan everything or run the Club. In the middle school competition model, the Coach is the primary driver in organizing the teams to compete at various levels of competition and to serve as the primary chaperone for events.

### PRESIDENT *(May be a student from any grade level.)*
Prepares, with the Executive Committee, a detailed agenda for meetings...Presides over Club meetings and Executive Committee meetings...Knows the duties, plus helps and encourages other Officers...Keeps the Club informed of GCCE news and events...**Appoints** members to committees and takes charge of leadership plans for the following school years. The President should receive updates on all Club committees from the officer in charge of that committee.

### VICE PRESIDENT - PROGRAMS *(Recommended to have one for each grade level.)*
Plans good programs (videos, speakers, skits, etc.) for meetings...Hosts visitors at meetings...Makes meeting arrangements...Presides in the absence of the President...Makes sure that students have information for upcoming GCCE events (& competitions) via programs to explain events.... ensures that all members are prepared of all GCCE events and level competitions...And **Chairman** of the Program Committee.

### VICE PRESIDENT - MEMBERSHIP & RECRUITMENT *(Recommended to have one for each grade level.)*
Plans membership drives and recruitment for conferences...Works with Publicity/Marketing Chairman to keep members informed...Helps keep members involved...Recognizes and reinforces active members...Makes sure that students have information for upcoming GCCE events and helps get students registered for events...responsible for getting teams registered/signed up for competitions...**Chairman** of Membership Committee.

### SECRETARY *(May be a student from any grade level.)*
Keeps Club membership lists and submission of reports for meetings....Carries on Club correspondence (“thank you” to speakers, etc.)...Maintains a complete list of members’ contact information for the Club Coach...works with the Coach to ensure that team members are registered for GCCE competitions...**Chairman** of the Records Committee.

### TREASURER/FUNDRAISING *(May be a student from any grade level.)*
Prepares fundraisers at beginning of year...**Sees that Club pays Advisor’s expenses to conferences**...Keeps record of finances and makes reports...Makes sure all dues are collected and turned in by the deadline...Takes responsibility for planning Club fund-raising projects...**Chairman** of the Finance Committee.
SUMMARY OF OFFICERS AND COMMITTEE CHAIRMEN RESPONSIBILITIES

PUBLICITY / MARKETING / SOCIAL MEDIA CHAIRMAN (May be a student from any grade level.)
Responsible for a monthly promotional updates...Provides news releases and pictures about activities to local papers...Publicize Club activities in the school (social media, flyers, etc.)...Makes posters and other publicity materials for Club activities...Prepares a Club Newsletter or sets up and manages Club social media, or ...Sees that members follow GCCE social media...Chairman of the Publicity/Marketing/Social Media Committee.

PROJECTS CHAIRMAN
Plans at least one monthly school and community project (or can manage one large on-going project)...Keep members aware of project details...Work to involve all members in participation of at least one project per month...Report on success of projects...Chairman of the Projects Committee.

SUGGESTIONS OF OFFICER NUMBERS BASED ON CLUB MEMBERSHIP

MIDDLE SCHOOL OFFICER TO MEMBER SUGGESTED RATIO

1 to 25 Club Members - minimum of 8 officers recommended

25 to 50 Club Members - minimum of 13 officers recommended

50+ Members - minimum of 16 officers recommended

HIGH SCHOOL OFFICER TO MEMBER SUGGESTED RATIO

1 to 25 Club Members - minimum of 8 officers recommended

25 to 50 Club Members - minimum of 13 officers recommended

50+ Members - minimum of 16 officers recommended
MISCELLANEOUS USEFUL INFORMATION:

In an effort to keep this handbook at a more manageable level, we have not included every resource available to be provided to schools. Below are locations of links which contain information and additional resources that will make the organization and maintenance of a successful Club or school based recruitment program more successful. Should you need additional information in regards to planning Club meetings, executing successful fundraisers, and effectively recruiting students for conference attendance, please contact the Georgia Center for Civic Engagement HQ @ 770-455-9622.

Emails will come from your GCCE Program Staff at the beginning of each school year that give you tools and information for the school year kick-off. Along with this information will include conference flyers (via an online resource library) and information, affiliations/charter information, and other needed and pertinent information. There will also be emails leading up to each conference/competition that gives schools all of the information needed to prepare accordingly as well as pivotal emails at important times throughout the school year.

Georgia Center for Civic Engagement Website - https://georgiacivics.org
Youth Assembly Webpage - https://georgiacivics.org/youth-assembly
Georgia United Nations Assembly - https://georgiacivics.org/model-united-nations
Online Resource Library—https://georgiacivics.org/resource-library
YouTube Training and Informational Videos - Search “Georgia Center for Civic Engagement”

The Georgia Center for Civic Engagement has a number of recruitment and promotional resources that we would like to share with you for the students in your school/program. Please let us know if we can send some promotional items and information your way.