

APPENDIX A

Resources

Bibliography

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Suggested Reading List

General Supervision and Leadership in Community Service

Bennis, Warren and Burt Nanus. *Leaders: The Strategies for Taking Charge*. New York, NY: Harper and Row, 1985.

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Advising/Coaching

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Planning and Managing

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Lewis, James. *Fundamentals of Project Management*. New York, NY: American Management Association, 1995.

Resources From NCPC

The National Crime Prevention Council (NCPC) operates demonstration programs with youth, youth-serving agencies, schools, neighborhood groups, and municipal leaders. NCPC publishes books, kits of camera-ready program materials, posters, and informational and policy reports on a variety of crime prevention, youth development, and community-building subjects. Proceeds from the sale of materials, which are funded by public and private sources, are used to produce more materials and to help support the full range of NCPC's work, including the National Citizens' Crime Prevention Campaign.

For more information about NCPC programs, call 202-466-6272. The following is a list of NCPC materials that may be of special interest to the Senior Corps project director. To order publications, mail your prepaid order to the National Crime Prevention Council Fulfillment Center, PO Box 1, 100 Church Street, Amsterdam, NY 12010. Or fax credit card and purchase orders to 1-518-843-6857 or order by phone at 1-800-NCPC-911.

Changing Our Course: Youth as Resources Program Guide

The how-to-do-it guide for starting this program in your own community in which youth design and lead projects to address neighborhood and community needs and problems. This hands-on manual shows each step for setting up a Youth as Resources effort in your area; provides forms, guidelines, program examples, and checklists; extensive samples of useful materials; helpful list of resources (Item M25, \$24.95).

Changing Perspectives: Youth as Resources

Presents a landmark, tested, powerful approach in which communities involve youth in solving local problems. Three Indiana cities undertook to view young people as sources of solutions, not problems. Youth designed and led projects tackling drugs, homelessness, dropout rates, literacy, community safety, and more. Results? Community betterment, personal growth, and new perspectives by civic groups on youth (Item M16B, \$14.95).

Charting Success: A Workbook for Developing Crime Prevention and Other Community Service Projects (Third Edition)

Extraordinary popular workbook for teens (also popular with adult groups) explores crime's impact on youth; presents sample program and project ideas young people themselves have carried out; assists readers step-by-step to develop a workable plan for action on community problems (Item M11B, \$7.95).

Creating a Climate of Hope: Ten Neighborhoods Tackle the Drug Crisis

Based on three years of work, 10 neighborhoods across the nation show how to partner with civic leaders and policymakers to reduce crime, drugs, and fear as well as build community spirit and capacity. Explains process, strategies, start-up. Inspiring and encouraging: a must for communities beset with drugs and violence (Item M23A, \$14.95).

Helping Communities Mobilize Against Crime, Drugs, and Other Problems

Treasure-trove of lessons learned around the country about success in spurring communities to action. Style, approach, and operations are touched on in this compact guide (Item M43A, \$5.95).

Ink and Airtime: Working Effectively With the Media

Soup-to-nuts basic guide for setting up local press relations, from how to write and present a news release to ideas for active partnerships with media. Frames approaches to coverage in a community context. Includes forms for developing press contact list, profiling media outlets, developing catchy story leads. Explains use of news conferences, special events, handling of “bad news.” A must for groups that want to tell their story (Item M5B, \$14.95).

Making Children, Families, and Communities Safer From Violence

A 24-page booklet is action-packed with a range of things individuals can do to prevent or reduce violence, including gun-related violence against family and friends, neighborhood, or community. Profiles of real-life programs that help curb violence are complemented by tips for success in talking with children, working with neighbors, and building community strength. Extensive resource list, family-neighborhood-community checklist, referral phone list, and two posters to help in talking with children are included. Call 1-800-WE PREVENT for a free copy.

More Adventures With Scruff

Colorful comic/activity book continues the adventures of Scruff. Helps children handle situations that involve guns, bullies, and drugs. Individual copies free by writing Scruff-McGruff, Chicago, IL 60651.

Planning is a Verb

How do you focus community energy and effort? How can citizens decide what problems to tackle and how to proceed? How can planning itself strengthen community spirit and commitment? This idea-packed book shows how planning benefits everyone; provides easy-to-follow road

map through process; explains how civic leadership can be tapped; offers forms and checklists for identifying community needs. Full of practical examples of communities that have used planning techniques with exciting results (Item M10B, \$14.95).

Preventing Violence: Program Ideas and Examples

Extraordinary guide to ways to invest community in violence prevention. Shows how and why to recruit key partners including law enforcement, schools, community groups, policymakers; explains crucial strategies for anti-violence work. In-depth profiles of 27 programs—from gang prevention for youth and adults to conflict management, from domestic violence prevention to dealing with violence on TV—demonstrate diversity of approaches that can help with this major social problem (Item M21A, \$11.95).

Reach and Teach Your Peers!

This handbook is designed to help teens become peer educators. Explains how to research and design a presentation, and provides hints on delivering the presentation (Item M61, \$5.95).

Reaching Out: School-Based Community Service Programs

Shows how schools around the nation have laid the groundwork for community service. Packed with ideas, tips, and examples of effective programs in wide range of settings. Describes choices in designing and starting up a program; profiles more than two dozen successful efforts; provides reproducible worksheets and training aids for implementing programs and working with youth (M8A, \$14.95).

The Power to Change (Video)

As told by youth and community residents, this video portrays the powerful impact youth can have on improving community environments in

inner city neighborhoods. Through participation in Youth as Resources, youth tackle social problems through volunteer service projects which are designed and directed by the youth themselves. Youth and adults partner to take responsibility and make changes in their communities. The application of this program to public housing and other urban settings is the focus of this video (Item V7A, \$19.95).

What, Me Evaluate?

Shows how local program evaluation can be a positive tool for documenting achievements and improving future efforts; links evaluation to program goals in clear, practical terms. Debunks myths that evaluation must be complex to be useful; explains how to avoid common errors. Provides sample evaluation plans, community survey forms; discusses basic survey techniques. Helpful to numerous community-grounded programs (Item M4B, \$14.95).

Youth as Resources: The Power Within (Video)

Compelling 15-minute video shows how youth solve community problems and how communities and youth benefit on many levels. Presents concept; provides basis for discussing both Youth as Resources program and youth-community relationships (Item V5A, \$19.95).