

Appendix 1

Executive Director Survey Instrument

BEST PRACTICES OF STATE SERVICE COMMISSIONS: YOUTH COMMISSIONER ENGAGEMENT

Executive Director Perspectives

No. _____

Please circle the one best answer unless otherwise instructed.

COMMISSION PROFILE

- 1) In what year was your State Service Commission established? *Please fill in the blank.*

- 2) How long have you served as Executive Director of your Commission?
 - 1 0 – 1 years
 - 2 1 – 2 years
 - 3 2 – 3 years
 - 4 3 – 4 years
 - 5 Over 4 years
- 3) On average, how many times does your Commission meet each year?
 - 1 0 – 1
 - 2 2 – 3
 - 3 4 – 5
 - 4 More than 5 times
- 4) What youth-in-service indicators are currently active in your state? *Please circle **all** that apply.*
 - 1 Youth Advisory Council or similar structure that reports to the Commission
 - 2 Designated youth advocate on commission staff
 - 3 YES Ambassadors
 - 4 Promise Fellows
 - 5 AmeriCorps Alums chapter
 - 6 National Service Inter-Corps Council
 - 7 Service-learning requirements for K-12 students
 - 8 Youth funders
 - 9 Youth speakers
 - 10 Youth trainers
 - 11 Youth evaluators
 - 12 Other _____
 - 0 None
- 5) Has a Youth Commissioner ever been appointed to your Commission?
 - 1 Yes *If yes, please continue to Question 5.a.*
 - 2 No *If no, please continue to Question 12, Page 4.*
 - 5.a) What age range defines a Youth Commissioner on your Commission? *Please fill in the blank.*
_____ -year olds

- 5.b) In what year was the first Youth Commissioner appointed to your Commission? *Please fill in the blank.*

- 5.c) What are the **two** most important factors taken into consideration when a Youth Commissioner is appointed to your Commission? *Please circle two factors.*
- 1 Previous volunteer experience
 - 2 Previous involvement in national service programs
 - 3 Previous involvement with a youth advisory council or similar structure
 - 4 Formal recommendation
 - 5 Other _____
- 5.d) What methods have been used to select Youth Commissioners? *Please circle all that apply.*
- 1 Nomination by other commissioners
 - 2 Nomination by the governor
 - 3 Nomination by a teacher or professor
 - 4 Nomination by a national service program supervisor
 - 5 Competitive application process
 - 6 Other _____
- 5.e) What have the roles of a Youth Commissioner on your Commission ever included? *Please circle all that apply.*
- 1 Voting member of the Commission
 - 2 Member of a commission sub-committee
 - 3 Speaker
 - 4 Trainer
 - 5 Fundraiser
 - 6 Site visitor
 - 7 Chairperson of the commission Youth Advisory Council or similar structure
 - 8 Liaison between the Commission and its Youth Advisory Council or similar structure
 - 9 Other _____
 - 0 None
- 5.f) What other types of activities have Youth Commissioners ever engaged in on your Commission? *Please circle all that apply.*
- 1 Contacted legislators
 - 2 Gave community presentations
 - 3 Organized a community event
 - 4 Participated on the commission Youth Advisory Council or similar structure
 - 5 Participated in a National Service Day project
 - 6 Participated in a national service program site visit
 - 7 Participated in a State Board Member or Commissioner Training
 - 8 Attended a Commission Cluster Leadership Development Training
 - 9 Attended a National Community Service Conference
 - 10 Attended a National Service Leadership Institute
 - 11 Attended a National Service-Learning Conference
 - 12 Other _____
 - 0 None

5.g) When Youth Commissioners have missed meetings, what are the reasons they have given?
Please circle **all** that apply.

- 1 Commission meetings conflict with their school schedule
- 2 Commission meetings conflict with their work schedule
- 3 Transportation to commission meetings is a challenge
- 4 Need assistance with expenses
- 5 Youth Commissioners have never missed meetings
- 6 Personal reasons (illness, family, etc.)
- 7 Other _____

5.h) What are the **two** most important ways in which your Commission has benefited from the involvement of Youth Commissioners? *Please circle two benefits.*

- 1 Stronger partnerships between the Commission and youth-focused non-profits
- 2 Stronger partnerships between the Commission and schools
- 3 Stronger partnerships between the Commission and national service programs
- 4 More responsive to youth communities
- 5 Other _____
- 0 None

5.i) What are the **two** most important ways in which other commissioners have benefited from the involvement of Youth Commissioners? *Please circle two benefits.*

- 1 Improved youth/adult relationships
- 2 Developed a clearer mission to serve youth
- 3 Increased enthusiasm
- 4 Exposed to new ways of accomplishing goals
- 5 Enhanced understanding of youth issues
- 6 Other _____
- 0 None

5.j) What are the **two** most important ways in which Youth Commissioners have benefited from involvement on your Commission? *Please circle two benefits.*

- 1 Improved youth/adult relationships
- 2 Gained policy-making experience
- 3 Gained budget analysis experience
- 4 Gained political lobbying experience
- 5 Exposed to new ways of accomplishing goals
- 6 Other _____
- 0 None

6) How many Youth Commissioners currently serve on your Commission?

- 0 0 *If 0, please continue to Question 12, Page 4.*
- 1 1
- 2 2
- 3 3

7) What is the age of your current Youth Commissioner? *Please fill in the blank.*

Youth Commissioner 1: _____ years old
Youth Commissioner 2: _____ years old
Youth Commissioner 3: _____ years old

8) In what year was your current Youth Commissioner appointed to your Commission? *Please fill in the blank.*

Youth Commissioner 1: _____
Youth Commissioner 2: _____
Youth Commissioner 3: _____

ENGAGEMENT LEVEL

- 9) On average, what percent of your commission meetings each year have at least one Youth Commissioner present?
- 0 0%
 - 1 25%
 - 2 50%
 - 3 75%
 - 4 100%
- 10) How does your Youth Commissioner participate in commission meetings? *Please circle **all** that apply.*
- 1 Contributes to discussions
 - 2 Presents to other commissioners
 - 3 Suggests policy
 - 4 Analyzes budgets
 - 5 Shares experiences from commission-related events
 - 6 Advocates for youth programs
 - 7 Other _____
- 11) How often do you and your Youth Commissioner communicate?
- 0 Never
 - 1 A couple times a year
 - 2 Every few months
 - 3 Monthly
 - 4 Weekly

COMMISSION RECRUITMENT

- 12) What kinds of organizations have ever been contacted by your Commission to recruit Youth Commissioners? *Please circle **all** that apply.*
- 1 Public high schools
 - 2 Private high schools
 - 3 Colleges or universities
 - 4 Service-learning programs
 - 5 Learn and Serve America programs
 - 6 AmeriCorps programs
 - 7 Volunteer Centers
 - 8 Faith-based organizations
 - 9 Other _____
 - 0 None
- 13) What financial resources have ever been available to your Commission to recruit Youth Commissioners? *Please circle **all** that apply.*
- 1 Corporation for National and Community Service (CNCS or CNS) funds
 - 2 Association for America’s State Service Commissions (ASC) funds
 - 3 Other federal funds
 - 4 State-allocated funds
 - 5 Private funds
 - 6 Other _____
 - 0 None

- 14) What are the **three** most important reasons why you have ever wanted Youth Commissioners to serve on your Commission? *Please circle **three** reasons.*
- 1 To strengthen partnerships between the Commission and youth-focused non-profits
 - 2 To strengthen partnerships between the Commission and schools
 - 3 To strengthen partnerships between the Commission and national service programs
 - 4 To be more responsive to youth communities
 - 5 To improve youth/adult relationships among commissioners
 - 6 To develop a clearer mission to serve youth
 - 7 To increase adult enthusiasm
 - 8 To be exposed to new ways of accomplishing goals
 - 9 To fulfill the Corporation for National and Community Service requirement
 - 10 Other _____
 - 0 None

EXISTING CHALLENGES

- 15) What legal challenges to engaging Youth Commissioners has your Commission encountered? *Please circle **all** that apply.*
- 1 Having to conduct a background check of Youth Commissioners
 - 2 Having to obtain parental consent release for Youth Commissioners
 - 3 Having to provide liability insurance for Youth Commissioners
 - 4 Having to coordinate a chaperone for Youth Commissioners at commission events
 - 5 Other _____
 - 0 None

- 16) What organizational challenges to engaging Youth Commissioners has your Commission encountered? *Please circle **all** that apply.*
- 1 Scheduling meeting times to accommodate a Youth Commissioner's schedule
 - 2 Pre-paying expenses for Youth Commissioners
 - 3 Coordinating transportation options for Youth Commissioners
 - 4 Providing training and technical assistance for Youth Commissioners
 - 5 Identifying another commissioner as a mentor to a Youth Commissioner
 - 6 Length of time for the state legislature to make a youth commissioner appointment
 - 7 Length of time for the governor to make a youth commissioner appointment
 - 8 Other _____
 - 0 None

- 17) What additional challenges to engaging Youth Commissioners has your Commission encountered? *Please circle **all** that apply.*
- 1 Additional supervision required for Youth Commissioner
 - 2 Additional training required for the Youth Commissioner to participate
 - 3 Inability of Youth Commissioner to work independently
 - 4 Maturity level of Youth Commissioner
 - 5 Unreliable attendance of Youth Commissioner
 - 6 Attitudes of other commissioners
 - 7 Other _____
 - 0 None

COMMISSION SUPPORT

- 18) Which of the following training and technical assistance or human resources opportunities has your Commission offered to your Youth Commissioner/s? *Please circle **all** that apply.*
- 1 Orientation to the Commission
 - 2 Orientation to the Corporation for National and Community Service
 - 3 Youth/adult partnerships
 - 4 Public speaking
 - 5 Leadership development
 - 6 Conflict resolution
 - 7 Fundraising development
 - 8 Working with the media
 - 9 Youth Commissioner position description
 - 10 Relationship-building with other Youth Commissioners
 - 11 Relationship-building with adult commissioners
 - 12 Relationship-building with national service partners
 - 13 Relationship-building a mentor on the Commission
 - 14 Other _____
 - 0 None
- 19) Which of the following accommodations does your Commission provide to support the participation of Youth Commissioners? *Please circle **all** that apply.*
- 1 Rotate the start times of meetings
 - 2 Hold meetings on evenings or weekends
 - 3 Utilize teleconferencing for Youth Commissioners to attend meetings
 - 4 Utilize videoconferencing for Youth Commissioners to attend meetings
 - 5 Pre-arrange transportation for Youth Commissioners
 - 6 Pre-pay expenses of Youth Commissioners
 - 7 Communicate with the school of the Youth Commissioner
 - 8 Communicate with the employer of the Youth Commissioner
 - 9 Identify a mentor for the Youth Commissioner
 - 10 Provide training opportunities for Youth Commissioners
 - 11 Encourage participation in a national youth commissioner network
 - 12 Other _____
 - 0 None
- 20) Of those you did not select above, which **three** of the following accommodations would your Commission be able to provide to support the participation of Youth Commissioners? *Please circle **three** accommodations.*
- 1 Rotate the start times of meetings
 - 2 Hold meetings on evenings or weekends
 - 3 Utilize teleconferencing for Youth Commissioners to attend meetings
 - 4 Utilize videoconferencing for Youth Commissioners to attend meetings
 - 5 Pre-arrange transportation for Youth Commissioners
 - 6 Pre-pay expenses of Youth Commissioners
 - 7 Communicate with the school of the Youth Commissioner
 - 8 Communicate with the employer of the Youth Commissioner
 - 9 Identify a mentor for the Youth Commissioner
 - 10 Provide training opportunities for Youth Commissioners
 - 11 Encourage participation in a national youth commissioner network
 - 12 Other _____
 - 0 None

OPEN-ENDED OPPORTUNITIES

- 21) The greatest satisfaction I've experienced working with Youth Commissioners has been:

- 22) The greatest frustration I've encountered working with Youth Commissioners has been:

- 23) The primary recommendation I would make to facilitate working with Youth Commissioners is:

FOLLOW-UP OPPORTUNITIES

- 24) Would you be interested in participating in a fifteen-minute follow-up phone interview to supplement the information gathered through this questionnaire? *If you are interested in this opportunity to share more information you will be contacted by mail to schedule a convenient time in March 2002.*
Yes
No
- 25) Would you like a copy of the Executive Summary on the findings of this study?
Yes
No

Thank you for taking a few moments to share your opinions and experiences. Your insights will be invaluable in identifying best practices to effectively engage young people in Commission work.

*Please enclose this completed questionnaire in the self-addressed, stamped envelope provided for return.
Thank you.*

Commission Chair Survey Instrument

BEST PRACTICES OF STATE SERVICE COMMISSIONS: YOUTH COMMISSIONER ENGAGEMENT

Commission Chair Perspectives

No. _____

Please circle the one best answer unless otherwise instructed.

COMMISSION PROFILE

- 1) How long have you served on your State Service Commission?
 - 1 0 – 1 years
 - 2 1 – 2 years
 - 3 2 – 3 years
 - 4 3 – 4 years
 - 5 Over 4 years

- 2) How long have you served as Commission Chair of your Commission?
 - 1 0 – 1 years
 - 2 1 – 2 years
 - 3 2 – 3 years
 - 4 3 – 4 years
 - 5 Over 4 years

- 3) Has a Youth Commissioner ever been appointed to your Commission?
 - 1 Yes *If yes, please continue to Question 3.a.*
 - 2 No *If no, please continue to Question 10, Page 4.*
 - 3.a) What age range defines a Youth Commissioner on your Commission? *Please fill in the blank.*
_____ -year olds

 - 3.b) In what year was the first Youth Commissioner appointed to your Commission? *Please fill in your best estimate.*

 - 3.c) What are the **two** most important factors taken into consideration when a Youth Commissioner is nominated to serve on your Commission? *Please circle two factors.*
 - 1 Previous volunteer experience
 - 2 Previous involvement in national service programs
 - 3 Previous involvement with a youth advisory council or similar structure
 - 4 Formal recommendation
 - 5 Other _____

 - 3.d) What methods have been used to select Youth Commissioners? *Please circle all that apply.*
 - 1 Nomination by other commissioners
 - 2 Nomination by the governor
 - 3 Nomination by a teacher or professor
 - 4 Nomination by a national service program supervisor
 - 5 Competitive application process
 - 6 Other _____

- 3.e) What have the roles of a Youth Commissioner on your Commission ever included? *Please circle **all** that apply.*
- 1 Voting member of the Commission
 - 2 Member of a commission sub-committee
 - 3 Speaker
 - 4 Trainer
 - 5 Fundraiser
 - 6 Site visitor
 - 7 Chairperson of the commission Youth Advisory Council or similar structure
 - 8 Liaison between the Commission and its Youth Advisory Council or similar structure
 - 9 Other _____
 - 0 None
- 3.f) What other types of activities have Youth Commissioners ever engaged in on your Commission? *Please circle **all** that apply.*
- 1 Contacted legislators
 - 2 Gave community presentations
 - 3 Organized a community event
 - 4 Participated on the commission Youth Advisory Council or similar structure
 - 5 Participated in a National Service Day project
 - 6 Participated in a national service program site visit
 - 7 Participated in a State Board Member or Commissioner Training
 - 8 Attended a Commission Cluster Leadership Development Training
 - 9 Attended a National Community Service Conference
 - 10 Attended a National Service Leadership Institute
 - 11 Attended a National Service-Learning Conference
 - 12 Other _____
 - 0 None
- 3.g) When Youth Commissioners have missed meetings, what are the reasons they have given? *Please circle **all** that apply.*
- 1 Commission meetings conflict with their school schedule
 - 2 Commission meetings conflict with their work schedule
 - 3 Transportation to commission meetings is a challenge
 - 4 Need assistance with expenses
 - 5 Youth Commissioners have never missed meetings
 - 6 Other _____
- 3.h) What are the **two** most important ways in which your Commission has benefited from the involvement of Youth Commissioners? *Please circle **two** benefits.*
- 1 Stronger partnerships between the Commission and youth-focused non-profits
 - 2 Stronger partnerships between the Commission and schools
 - 3 Stronger partnerships between the Commission and national service programs
 - 4 More responsive to youth communities
 - 5 Other _____
 - 0 None
- 3.i) What are the **two** most important ways in which other commissioners have benefited from the involvement of Youth Commissioners? *Please circle **two** benefits.*
- 1 Improved youth/adult relationships
 - 2 Developed a clearer mission to serve youth
 - 3 Increased enthusiasm
 - 4 Exposed to new ways of accomplishing goals
 - 5 Enhanced understanding of youth issues
 - 6 Other _____
 - 0 None

- 4) How many Youth Commissioners currently serve on your Commission?
 0 0 *If 0, please continue to Question 10, Page 4.*
 1 1
 2 2
 3 3
- 5) What is the age of your current Youth Commissioner? *Please fill in the blank.*
Youth Commissioner 1: _____
Youth Commissioner 2: _____
Youth Commissioner 3: _____
- 6) In what year was your current Youth Commissioner appointed to your Commission? *Please fill in the blank.*
Youth Commissioner 1: _____
Youth Commissioner 2: _____
Youth Commissioner 3: _____

COMMISSION ENGAGEMENT

- 7) On average, what percent of your commission meetings each year have at least one Youth Commissioner present?
 0 0%
 1 25%
 2 50%
 3 75%
 4 100%
- 8) How does your Youth Commissioner participate in commission meetings? *Please circle all that apply.*
 1 Contributes to conversations
 2 Presents to other Commissioners
 3 Suggests policy
 4 Analyzes budgets
 5 Shares experiences from commission-related events
 6 Advocates for youth programs
 7 Other _____
- 9) How often do you and your Youth Commissioner communicate?
 0 Never
 1 A couple times a year
 2 Every few months
 3 Monthly
 4 Weekly

COMMISSION RECRUITMENT

10) What kinds of organizations have ever been contacted by your Commission to recruit Youth Commissioners? *Please circle all that apply.*

- 1 Public high schools
- 2 Private high schools
- 3 Colleges or universities
- 4 Service-learning programs
- 5 Learn and Serve America programs
- 6 AmeriCorps programs
- 7 Volunteer Centers
- 8 Faith-based organizations
- 9 Other _____
- 0 None

11) What financial resources have ever been available to recruit Youth Commissioners? *Please circle all that apply.*

- 1 Corporation for National and Community Service (CNCS or CNS) funds
- 2 Association for America’s State Service Commissions (ASC) funds
- 3 Other federal funds
- 4 State-allocated funds
- 5 Private funds
- 6 Other _____
- 0 None

12) What are the **three** most important reasons why you have ever wanted Youth Commissioners to serve on your Commission? *Please circle **three** reasons.*

- 1 To strengthen partnerships between the Commission and youth-focused non-profits
- 2 To strengthen partnerships between the Commission and schools
- 3 To strengthen partnerships between the Commission and national service programs
- 4 To be more responsive to youth communities
- 5 To improve youth/adult relationships among commissioners
- 6 To develop a clearer mission to serve youth
- 7 To increase adult enthusiasm
- 8 To be exposed to new ways of accomplishing goals
- 9 To fulfill the Corporation for National and Community Service requirement
- 10 Other _____
- 0 None

EXISTING CHALLENGES

13) What legal challenges to engaging Youth Commissioners has your Commission encountered? *Please circle all that apply.*

- 1 Having to conduct a background check of Youth Commissioners
- 2 Having to obtain parental consent release for Youth Commissioners
- 3 Having to provide liability insurance for Youth Commissioners
- 4 Having to coordinate a chaperone for Youth Commissioners at commission events
- 5 Other _____
- 0 None

- 14) What organizational challenges to engaging Youth Commissioners has your Commission encountered? *Please circle **all** that apply.*
- 1 Scheduling meeting times to accommodate a Youth Commissioner's schedule
 - 2 Pre-paying expenses for Youth Commissioners
 - 3 Coordinating transportation options for Youth Commissioners
 - 4 Providing training and technical assistance for Youth Commissioners
 - 5 Identifying another commissioner as a mentor to a Youth Commissioner
 - 6 Length of time for the state legislature to make a youth commissioner appointment
 - 7 Length of time for the governor to make a youth commissioner appointment
 - 8 Other _____
 - 0 None
- 15) What additional challenges to engaging Youth Commissioners has your Commission encountered? *Please circle **all** that apply.*
- 1 Additional supervision required for Youth Commissioner
 - 2 Additional training required for the Youth Commissioner to participate
 - 3 Inability of Youth Commissioner to work independently
 - 4 Maturity level of Youth Commissioner
 - 5 Unreliable attendance of Youth Commissioner
 - 6 Attitudes of other commissioners
 - 7 Other _____
 - 0 None

COMMISSION SUPPORT

- 16) Which of the following training and technical assistance or human resources opportunities has your Commission offered to your Youth Commissioner/s? *Please circle **all** that apply.*
- 1 Orientation to the Commission
 - 2 Orientation to the Corporation for National and Community Service
 - 3 Youth/adult partnerships
 - 4 Public speaking
 - 5 Leadership development
 - 6 Conflict resolution
 - 7 Fundraising development
 - 8 Working with the media
 - 9 Youth Commissioner position description
 - 10 Relationship-building with other Youth Commissioners
 - 11 Relationship-building with adult commissioners
 - 12 Relationship-building with national service partners
 - 13 Relationship-building a mentor on the Commission
 - 14 Other _____
 - 0 None

- 17) Which of the following accommodations does your Commission provide to support the participation of Youth Commissioners? *Please circle all that apply.*
- 1 Rotate the start times of meetings
 - 2 Hold meetings on evenings or weekends
 - 3 Utilize teleconferencing for Youth Commissioners to attend meetings
 - 4 Utilize videoconferencing for Youth Commissioners to attend meetings
 - 5 Pre-arrange transportation for Youth Commissioners
 - 6 Pre-pay expenses of Youth Commissioners
 - 7 Communicate with the school of the Youth Commissioner
 - 8 Communicate with the employer of the Youth Commissioner
 - 9 Identify a mentor for the Youth Commissioner
 - 10 Provide training opportunities for Youth Commissioners
 - 11 Encourage participation in a national youth commissioner network
 - 12 Other _____
 - 0 None
- 18) Of those you did not select above, which **three** of the following accommodations would your Commission be able to provide to support the participation of Youth Commissioners? *Please circle three accommodations.*
- 1 Rotate the start times of meetings
 - 2 Hold meetings on evenings or weekends
 - 3 Utilize teleconferencing for Youth Commissioners to attend meetings
 - 4 Utilize videoconferencing for Youth Commissioners to attend meetings
 - 5 Pre-arrange transportation for Youth Commissioners
 - 6 Pre-pay expenses of Youth Commissioners
 - 7 Communicate with the school of the Youth Commissioner
 - 8 Communicate with the employer of the Youth Commissioner
 - 9 Identify a mentor for the Youth Commissioner
 - 10 Provide training opportunities for Youth Commissioners
 - 11 Encourage participation in a national youth commissioner network
 - 12 Other _____
 - 0 None

OPEN-ENDED OPPORTUNITIES

- 19) The greatest satisfaction I've experienced working with Youth Commissioners has been:
- _____
- _____
- _____
- 20) The greatest frustration I've encountered working with Youth Commissioners has been:
- _____
- _____
- _____
- 21) The primary recommendation I would make to facilitate working with Youth Commissioners is:
- _____
- _____
- _____

FOLLOW-UP OPPORTUNITIES

- 22) Would you be interested in participating in a fifteen-minute follow-up phone interview to supplement the information gathered through this questionnaire? *If you are interested in this opportunity to share more information you will be contacted by mail to schedule a convenient time in March 2002.*
Yes
No
- 23) Would you like a copy of the Executive Summary on the findings of this study?
Yes
No

Thank you for taking a few moments to share your opinions and experiences. Your insights will be invaluable in identifying best practices to effectively engage young people in Commission work.

*Please enclose this completed questionnaire in the self-addressed, stamped envelope provided for return.
Thank you.*

Youth Commissioner Survey Instrument

BEST PRACTICES OF STATE SERVICE COMMISSIONS: YOUTH COMMISSIONER ENGAGEMENT

Youth Commissioner Perspectives

No. _____

Please circle the best answer unless otherwise instructed.

YOUTH COMMISSIONER PROFILE

- 1) Including yourself, how many Youth Commissioners serve on your State Service Commission?
Please fill in the blank.

- 2) In what year were you appointed to your Commission?

- 1 2001
- 2 2000
- 3 1999
- 4 1998
- 5 Before 1998

- 3) What number of term are you currently serving as a Youth Commissioner?

- 1 First
- 2 Second
- 3 Third
- 4 Other _____

- 4) How long is your current term to serve on your Commission?

- 1 One year
- 2 Two years
- 3 Three years
- 4 Other _____

- 5) In your opinion, what were the **two** most important factors that led to your appointment on your Commission? *Please circle two factors.*

- 1 Previous volunteer experience
- 2 Previous involvement in national service
- 3 Previous involvement with a youth advisory council or similar structure
- 4 Formal recommendation
- 5 Other _____

- 6) What are the **two** most important reasons you became involved with your Commission? *Please circle two reasons.*

- 1 To build new relationships
- 2 To provide a youth's perspective
- 3 To gain experience on a board
- 4 Interest in national service
- 5 Because I was asked
- 6 Other _____

- 7) Where did you hear about serving on your Commission? *Please circle **all** that apply.*
- 1 Through my public high school
 - 2 Through my private high school
 - 3 Through my college or university
 - 4 Through a service-learning program
 - 5 Through a Learn and Serve America program
 - 6 Through an AmeriCorps program
 - 7 Through a Volunteer Center
 - 8 Through a faith-based organization
 - 9 Through another commissioner
 - 10 Through a newspaper or newsletter
 - 11 Other _____
- 8) What is your role on your Commission? *Please circle **all** that apply.*
- 1 Voting member of the Commission
 - 2 Member of a commission sub-committee
 - 3 Speaker
 - 4 Trainer
 - 5 Fundraiser
 - 6 Site visitor
 - 7 Chairperson of the commission Youth Advisory Council or similar structure
 - 8 Liaison between the Commission and its Youth Advisory Council or similar structure
 - 9 Other _____
- 9) What are the types of other activities you have participated in as a Youth Commissioner. *Please circle **all** that apply.*
- 1 Contacted legislators
 - 2 Gave community presentations
 - 3 Organized a community event
 - 4 Participated on the commission's Youth Advisory Council or similar structure
 - 5 Participated in a National Service Day project
 - 6 Participated in a national service program site visit
 - 7 Participated in a State Board Member or Commissioner Training
 - 8 Attended a Commission Cluster Leadership Development Training
 - 9 Attended a National Community Service Conference
 - 10 Attended a National Service Learning Leadership Institute
 - 11 Attended a National Service-Learning Conference
 - 12 Other _____
 - 0 None
- 10) In total, how many times a year do you participate in all the activities identified in the previous question?
- 1 None
 - 2 1 – 2 times a year
 - 3 3 – 4 times a year
 - 4 5 – 6 times a year
 - 5 More than 6 times a year

ENGAGEMENT LEVEL

- 11) On average, how many times a year do you attend commission meetings?
- 1 0 – 1
 - 2 2 – 3
 - 3 4 - 5
 - 4 More than 5 times

- 12) On average, what percentage of commission meetings do you attend each year?
- 1 0%
 - 2 25%
 - 3 50%
 - 4 75%
 - 5 100%
- 13) How do you participate in commission meetings? *Please circle **all** that apply.*
- 1 Contribute to discussions
 - 2 Present to other commissioners
 - 3 Suggest policy
 - 4 Analyze budgets
 - 5 Share experiences from commission-related events
 - 6 Advocate for youth programs
 - 7 Other _____
- 14) How often do you communicate with other Youth Commissioners?
- 0 Never
 - 1 A couple times a year
 - 2 Every few months
 - 3 Monthly
 - 4 Weekly
- 15) How often do you communicate with adult commissioners?
- 0 Never
 - 1 A couple times a year
 - 2 Every few months
 - 3 Monthly
 - 4 Weekly
- 16) How often do you communicate with commission staff?
- 0 Never
 - 1 A couple times a year
 - 2 Every few months
 - 3 Monthly
 - 4 Weekly

EXISTING CHALLENGES AND SUPPORT

Please indicate your opinion about the following statements by circling the best answer.

- 17) Commission meetings conflict with my school schedule.
 Strongly disagree Disagree Agree Strongly Agree Not applicable
- 18) Commission meetings conflict with my work schedule.
 Strongly disagree Disagree Agree Strongly Agree Not applicable
- 19) Rotating the start times of commission meetings would allow me to participate more easily.
 Strongly disagree Disagree Agree Strongly Agree
- 20) Holding commission meetings on evenings or weekends would allow me to participate more easily.
 Strongly disagree Disagree Agree Strongly Agree

- 21) Pre-arranged transportation with another commissioner would allow me to attend commission meetings more easily.
Strongly disagree Disagree Agree Strongly Agree
- 22) Pre-paid expenses would allow me to participate more easily in commission meetings.
Strongly disagree Disagree Agree Strongly Agree
- 23) I would be able to participate in commission meetings more easily through the use of videoconferencing.
Strongly disagree Disagree Agree Strongly Agree
- 24) I would be able to participate in commission events more easily with regular communication between my school or work and my Commission.
Strongly disagree Disagree Agree Strongly Agree
- 25) I mentor / am mentored by another commissioner.
Strongly disagree Disagree Agree Strongly Agree

CONTEXTUAL UNDERSTANDING

Please indicate your opinion about the following statements by circling the best answer.

- 26) I understand the functions and roles of others in the national service community (i.e. America’s Association of State Service Commissions [ASC], the Corporation for National and Community Service [CNS or CNCS], commission staff, etc.).
Strongly disagree Disagree Agree Strongly Agree
- 27) I understand the different kinds of national service programs (i.e. AmeriCorps*USA, National Senior Service Corps, Learn and Serve America, etc.).
Strongly disagree Disagree Agree Strongly Agree
- 28) I have specific roles on my Commission.
Strongly disagree Disagree Agree Strongly Agree

EXPERIENTIAL REFLECTION

Please indicate how you feel about the following statements by circling the best answer.

- 29) I enjoy being a Youth Commissioner.
Strongly disagree Disagree Agree Strongly Agree
- 30) I feel I’m important to my Commission.
Strongly disagree Disagree Agree Strongly Agree
- 31) I feel that other commissioners treat me as an equal.
Strongly disagree Disagree Agree Strongly Agree
- 32) I feel I’m recognized by the Commission for the work I do.
Strongly disagree Disagree Agree Strongly Agree
- 33) I feel that commission work is a high priority in my life.
Strongly disagree Disagree Agree Strongly Agree

NATIONAL NETWORK

Please indicate your opinion about the following statements by circling the best answer.

- 34) I would benefit from a national youth commissioner network.
Strongly disagree Disagree Agree Strongly Agree
- 35) I want to contribute to a national youth commissioner network.
Strongly disagree Disagree Agree Strongly Agree
- 36) The youth commissioner website helps me feel more connected to a national youth commissioner network.
Strongly disagree Disagree Agree Strongly Agree Don't know
- 37) The youth commissioner "Call to Action" position paper represents my position as a Youth Commissioner.
Strongly disagree Disagree Agree Strongly Agree Don't know
- 38) To date, do you feel you have been involved in a national youth commissioner network?
1 Yes
2 No
- 39) Do you want to participate in a national youth commissioner network?
1 Yes
2 No
- 40) How do you want to be involved in a national youth commissioner network? *Please circle **all** that apply.*
1 Be on the youth commissioner listserv
2 Contribute to the youth commissioner web site
3 Participate in bimonthly conference calls
4 Attend national meetings
5 Be a regional youth commissioner representative
6 Other _____
0 None
- 41) In your opinion, what are the two most important reasons to develop a national youth commissioner network? *Please circle **two** reasons.*
1 To develop a national youth commissioner identity
2 To develop a national youth commissioner presence
3 To provide peer-to-peer training
4 To provide peer-to-peer support
5 Other _____
0 None

FUTURE EXPECTATIONS:

- 42) I intend to serve at least one full term on my Commission.
1 Yes
2 No
- 43) I want to mentor the next Youth Commissioner that will serve on my Commission.
1 Yes
2 No

- 44) I want to be re-appointed to my Commission when my current term expires.
- 1 Yes
 - 2 No

RETROSPECTIVE EVALUATION

- 45) What have been the three most beneficial training and technical assistance and human resources opportunities to you as a Youth Commissioner. *Please circle **three** opportunities.*
- 1 Orientation to the Commission
 - 2 Orientation to the Corporation for National and Community Service (CNCS or CNS)
 - 3 Youth/adult partnerships
 - 4 Public speaking
 - 5 Leadership development
 - 6 Conflict resolution
 - 7 Fundraising development
 - 8 Working with the media
 - 9 Youth Commissioner position description
 - 10 Relationship-building with other Youth Commissioners
 - 11 Relationship-building with adult commissioners
 - 12 Relationship-building with national service programs
 - 13 Identifying a mentor on the Commission
 - 14 Other _____
 - 0 None

RECOMMENDATIONS

- 46) What are the three most important training and technical assistance or human resources opportunities you would like to receive to increase your effectiveness as a Youth Commissioner. *Please circle **three** opportunities.*
- 1 Orientation to the Commission
 - 2 Orientation to the Corporation for National and Community Service (CNCS or CNS)
 - 3 Youth/adult partnerships
 - 4 Public speaking
 - 5 Leadership development
 - 6 Conflict resolution
 - 7 Fundraising development
 - 8 Working with the media
 - 9 Youth Commissioner position description
 - 10 Relationship-building with other Youth Commissioners
 - 11 Relationship-building with adult commissioners
 - 12 Relationship-building with national service programs
 - 13 Identifying a mentor on the Commission
 - 14 Other _____
 - 0 None
- 47) Which of the following service benefits would increase your effectiveness as a Commissioner? *Please circle all that apply.*
- 1 Earn education credits for service on the Commission
 - 2 Earn an education award for service on the Commission
 - 3 Other _____
 - 0 None

OPEN-ENDED OPPORTUNITIES

- 48) The biggest satisfaction I've experienced on my Commission is:

- 49) The biggest frustration I've experienced on my Commission is:

- 50) If I could change one thing about serving on my Commission, it would be:

FOLLOW-UP OPPORTUNITIES

- 51) Would you be interested in participating in a fifteen-minute follow-up phone interview to supplement the information gathered through this questionnaire? *If you are interested in this opportunity to share more information, you will be contacted by mail to schedule a convenient time in March 2002.*
Yes
No
- 52) Would you like a copy of the Executive Summary on the findings of this study?
Yes
No

BACKGROUND INFORMATION

- 53) What is your age?

- 54) What is your gender?
1 Female
2 Male
- 55) Regarding ethnicity, how do you identify yourself?
1 White
2 Black/African American
3 Asian
4 Native Hawaiian or Pacific Islander
5 American Indian or Alaska Native
6 Other _____
- 56) Do you identify yourself as Hispanic?
1 Yes
2 No

57) What is your occupational status? *Please circle **all** that apply.*

- 1 College student
- 2 High school student
- 3 AmeriCorps member
- 4 Part-time employed
- 5 Full-time employed
- 6 Other _____

Thank you for taking a few moments to share your opinions and experiences. Your insights will be invaluable in identifying best practices to effectively engage young people in Commission work. Please enclose this completed questionnaire in the self-addressed, stamped envelope provided for return.

Thank you.

Appendix 2

Interview Protocol

Participant: _____ Title: _____ State: _____
Date: _____
Time Start: _____
Time End: _____

All identifying information will be withheld from the final report. Your responses will be kept anonymous, and only identified with your title when I use exact quotes in the final product. I'll be writing notes as we talk and if at any time, my volume is too low, please let me know. Do I have your permission to tape record this conversation?

Permission: Yes _____ No _____

Do you have any questions before we begin?

This project is aimed at identifying existing barriers and best practices to engage youth on state service commissions.

1. How would you describe “youth involvement” on commissions?
 - ♦ *What does “youth involvement” mean to you?*
 - ♦ *Why does youth involvement on commissions matter? What are the most important effects on programs, other commissioners, etc?*
2. Based on your definition of youth engagement, what are the greatest challenges you see your own or other commissions facing?
 - ♦ *What, if anything, do you think makes youth unique with their experience on commissions?*
3. Based on your definition of youth engagement, what does your or other commissions do well to engage young people?
 - ♦ *What would you consider an effective practice by your own or other commissions to involve youth commissioners?*
4. What recommendations or requests do you have for the Corporation to better support work with commissions around youth involvement?
5. Is there anything you'd like to add?