

**How to Become a Quality Campaign Member**

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|  | **Comprehensive Programs** | **Enrichment Programs** |
| **USEFUL FOR:** | Traditional programs * see youth regularly during school year or summer
 | Nontraditional providers* e.g. mentoring, short-term arts enrichment, or monthly career programs
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| **STEP 1:** | Must include at least: * Lead Program Manager/Site Supervisor
* Youth Worker (front-line staff)
* Youth
* Parent
 | Must include four people, which may consist of program team only, such as:* Youth Workers (front-line staff)
* Program Directors
* Managers
* Coordinators
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| **STEP 2:***Document needed:**QSA Tool* | Introduce the team to the QSA:* Each team member rates Indicators based on your practices in four elements: Structure & Management; Positive Connections; Safety & Health, and Activities
* Parents and Youth do not need to complete the Structure & Management and Safety & Health sections
* Youth may need the QSA read aloud
 | Introduce the team to the QSA:* Each team member rates Indicators based on your practices in four elements: Structure & Management; Positive Connections; Safety & Health, and Activities
* Some Enrichment Programs may find parts of Safety & Health section not applicable.
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| **STEP 3:***Document needed:**QSA Submission Packet* | During the Team Consensus Meeting, all team members should: * Refer to the ratings they gave for each indicator in the QSA Tool and have a team discussion to agree upon the Team Rating and Team Comment.
* Then, determine which indicators your organization will address in the coming year by creating your first one-year Action Plan.
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| **STEP 4:** | Submit the QSA Submission Packet as a Word Document to APOST: * APOST will review your submission and work with you before it goes in front of the APOST Quality Campaign Review Committee
* Meanwhile, start working towards the goals in your Action Plan
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