

**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 |
| **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 |
| **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. |
| **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. | |
| **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 | |