

YLA Participation Expectations

Last Update: March 2024

The Youth Leadership Academy (YLA) participates and hosts a series of events and activities each year. Some activities are extremely large, and so they need hundreds of volunteers to accomplish them. To ensure these activities are carried out smoothly and the youth take opportunities to grow, MCCC sets the major activities participation expectations as outlined below.

Meeting the participation expectation is one of the important factors in determining the Outstanding Leadership Award and the Outstanding Community Service Award by MCCC.

Community Service Time Reporting

YLA members who spend time working in community events should report their times to their team leaders. A Certificate of Appreciation with the total number of community service hours will be issued to members at the end of each season. The certificate can be used in students' college, scholarship application process, and other purposes. Attending MCCC/MMCS Chinese New Year party does not qualify and should not be included in community service time. Dance performance hours should not be double counted for an event.

Community services include -- but are not limited to -- the major annual events that YLA organizes and participates in: July 4th parade, Dragon Boat Festival (DBF), Holiday Folk Fair (HFF) and China Lights. Other small community events may come and go.

The following are the breakdowns for time recording. Booth leaders are responsible for collecting and recording the times for the members on their team. Time records need to be sent to the VP who oversees time reporting and certificates issuing. Please note:

- These are maximum volunteer times. Some items are included here to recognize the effort by the members, although they may not exactly fit in as community service. Log times up to the numbers shown even if you have worked more than the number. Under some circumstances, if more time needs to be logged, explanation must be given, and it must be approved by the responsible VP.
- Smaller events are not included here. Report those times as they occur.

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| 1. July 4 th Parade | 4 hours |
| 2. DBF: set up | 5 hours |
| 3. DBF: tear off | 6 hours |
| 4. DBF: booth work | 11 hours |
| 5. DBF: race practice | 4 hours |
| 6. DBF: race | 8 hours |
| 7. China Lights: booth work | 12 hours |

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| 8. HFF: set up | 4 hours |
| 9. HFF: booth work | 36 hours |
| 10. Performance(dance/musical): at event | 3 hours/performance |
| 11. Performance(dance/music): practice | 20 hours |
| 12. Lantern Magazine: writing | 5 hours/article |
| 13. Lantern Magazine: fundraising | 3 hours |
| 14. Booth Prep work/ 3 main events | 12 hours |
| Total (excluding 10 & 11): | 110 hours |

YLA Member Participation Expectation

Most of YLA members are middle or high schoolers and often have busy schedules with school and extra curriculum activities. It is unrealistic to expect them to participate in every single event and shift. However, youth leaders must work to a minimum number of hours based on their position in YLA:

President, Vice Presidents: 45 hours

Booth Chairs/Editor in Chief of Lantern: 45 hours

Booth Chair Senior Advisors and Booth Chair Advisors: 35 hours

Booth Co-Chairs, Coordinators and Editors of Lantern: 30 hours

Family Participation Expectation

Families' participation is important and essential, as without family support YLA would have great difficulties in carrying out its missions. YLA members' and their families are expected to participate based on their positions in YLA:

President, Vice President: 100%

Booth Chairs/Editor in Chief of Lantern: 100%

Booth Chair Senior Advisors and Booth Chair Advisors: 75%

Booth Co-Chairs, Coordinators and Editor of Lantern: 50%

Percentage is total of participation shifts for a YLA family including the member's participation. It is the sum of the member's participants and his/her family's participation. The example below is for a booth co-chair:

Requirements: $50\% \times 110 = 55$

YLA member participation: 28 hours

Parents' participation: 27 hours

Total Family participation: 55 hours

Exception

Although members and their families are expected to meet the involvement requirements, exceptions may be made under certain circumstances. Such circumstances include but are not limited to:

1. Sickness; or
2. There are enough volunteers performing tasks; or
3. Unavoidable conflicting schedule. E.g. parents are out of town; mandatory school activities.

The exception must be approved by the team leader (booth chair, VP, or president)

Report of participation

Members' participation is reported as part of the volunteer hour report. If a member does not meet the participation expectation, the reasons should be explained in the volunteer hour report.

Note: the time reporting will be used as one of the key evaluation points for MCCC Awards (Outstanding Leadership and Outstanding Community Service).