



January 2021

Greetings Parents,

The Erie City Mission Youth Ministry will continue to offer city students the opportunity for in-person after school programs for the 2021 Winter/Spring Semester retaining our focus on leadership development as we persist in concerted Covid-19 mitigation efforts through small groups, a simplified schedule, and best practices set forth by the Pennsylvania Department of Health. **Please refer to our COVID Response Plan included below.**

Our 2021 Winter/Spring semester will host 4 **NEW** course experiences that will introduce an **entrepreneurial focus**. If you are interested in having your student apply, please review the schedule and **requirements** on the following page and contact us **ASAP** to schedule a virtual interview via Zoom. Both parent and student are expected to be present as we consider this an opportunity to partner with you in the personal growth and development of your child. While this may be inconvenient, we see these continuous connections as a critical part of this equation. Additionally, a leadership questionnaire must be completed and submitted by the student prior to the interview, along with his/her most recent grade report. **Please refer to the Leadership Questionnaire included below.**

Due to our limited spots available, we ask that before scheduling an interview, you and your student carefully review our program contract and consider our program expectations which include a student's ability to; adhere to our COVID safety protocols, give their best effort, show respect, determine to be 100% committed, demonstrate a willingness to be challenged and intentionally progress toward a growth and servant leadership mindset. **Please refer to the Program Contract included below.**

In a world where you can be a carrot, an egg or a coffee bean, BE THE COFFEE BEAN. Apply for Urban University for our 2021 Winter/Spring Semester and find out why.



We would look forward to the privilege to walk alongside you and your student in their pursuit of personal, leadership, and spiritual growth. Contact me by phone or email with any questions and/or to schedule an interview. For the latest on Urban University follow us on Instagram @uueriepa

Respectfully,

A handwritten signature in cursive script that reads "Rose Marie Lackey".

RoseMarie Lackey,
Director of Youth Ministries
814.452.4421 Ext. 226 Office
814-572-2365 Cell
rlackey@eriecitymission.org



2021 Winter/Spring Semester Schedule:

WINTER/SPRING SESSION #1 – Begins week of January 11 and concludes week of February 1

The Human Bean:

MEETS Tuesdays and Thursdays/Total 8 sessions

at Erie City Mission – 1017 French Street

3:15PM-6:15PM

Parents drop off and pick up at ECM

Navigating healthy relationships is not easy, but learning how to understand them and practice ways to build positive and strong ones will be super fun as we discover how to get along with those around us through this engaging, intriguing, and interactive course.

WINTER/SPRING SESSION #2 – Begins week of February 8 and concludes week of March 1

Art Appreciation:

MEETS Mondays and Wednesdays/Total 8 sessions

at Erie City Mission – 1017 French Street

3:15PM-6:15PM

Parents drop off and pick up at ECM

Students will not only discover an appreciation for the arts from historical to modern day masters, but also employ their untapped creativity through a variety of art project mediums.

Leadership In Action:

MEETS Tuesdays and Thursdays/Total 8 sessions

at Erie City Mission – 1017 French Street

3:15PM-6:15PM

Parents drop off and pick up at ECM

Everyone is a leader and has leadership within them, however, to be a good leader, one must take action. Step into purposeful leadership and be amazed at what can happen when you realize the power is inside you to create positive change. Additionally, students will have the opportunity to meet and interview local, national and international leaders in this course.

WINTER/SPRING SESSION #3 – Begins week of March 8 and concludes week of April 12 (No class week of March 29)

Youth Commerce

Collaboration with

Iron Empire Clothing:

MEETS Tuesdays and Thursdays/Total 10 sessions

at Iron Empire Clothing - 2147 W 12th St

3:15PM-6:30PM

Parents drop off and pick up at ECM

*This first time “business” collaboration will provide students with an intensive, hands-on entrepreneurial experience that will cover every aspect of the clothing and screen printing business, including sales, marketing, design, production, finance, and leadership. *At least two of the winter semester courses are required as a prerequisite as well as evidence of outstanding leadership and responsibility to be considered for this advanced level course.*

WINTER/SPRING SESSION #4 – Begins week of April 12 and concludes week of May 3

Sewing Design

& Merchandising:

MEETS Mondays and Wednesdays/Total 8 sessions

at Erie City Mission – 1017 French Street

3:15PM-6:15PM

Parents drop off and pick up at ECM

First-time or returning students will refine basic and advanced techniques while taking their skills and creativity to the next level with machine and hand-sewn projects focused on merchandising.

**Because our mission is to be intentional toward leadership development and stretch students outside their comfort zone, all students accepted into the 2021 Winter/Spring will be required to take at least one of our personal and leadership development courses: The Human Bean and/or Leadership In Action.*

- Each course will have a maximum of 6 students and 6 mentors.
- Students are dropped off at the Erie City Mission by 3:15PM and picked up by 6:15PM for each session.
- Students may opt for a “ToGo” dinner each evening.
- Fee per course is \$10.00, payable upon student acceptance.



2021 COVID19 RESPONSE PLAN

✓ Arrival/Dismissal

- It is critical that a staff or student does not report to UU if they are not feeling well or experiencing the following symptoms: fever, cough, sore throat, body aches, fatigue, loss of taste or smell, difficulty breathing. Any staff or student who exhibits any of these symptoms or with a temperature of 100.4 or greater will be sent home immediately.
- Parents will drop off students at 3:15PM at designated course location. Parents and students will remain in vehicle until UU staff approaches for verification that no one in the household has tested positive for COVID-19 or is awaiting test results. Student will exit car for staff to administer temperature screening.
- Screening and temperature results will be documented. A checklist will be used to document that the assessment was done at the beginning of each session.
- Face masks will be worn and social distancing will be practiced as able. (UU will provide students a cloth mask upon arrival of first day of programming if they do not have one.)
- Parents will text UU Director upon arrival to ECM main entrance at 1017 French Street and remain in vehicle for student pick up at 6:15PM. Student will be accompanied to car by UU staff.

✓ Safety Actions During Workshops

- Mentors and students will be required to wear masks when indoors but will not be required to wear masks when outdoors. Social distancing while outdoors will be practiced.
- Course groups will stay consistent throughout each session with the same 6 students and 6 mentors. This will limit the number of individuals that students interact with.
- Handwashing by students and mentors will be done upon entrance to the facility, before and after eating, during restroom breaks and frequently throughout the session. Hand sanitizer will also be available and students are welcome to carry their own personal hand sanitizer if desired.
- Whenever possible students will be supplied their own set of project items to use for the session. When not possible, specialized equipment or other high touch objects that will need to be shared will be sanitized after each use.
- Students will have a designated space for their personal belongings; backpack, lunchbox, jacket, etc.
- Classroom seating arrangements and spacing will permit 6 feet of distance between students and mentors whenever possible.
- An isolation area will be established for any student who begins to exhibit symptoms during the session to ensure their separation from other students and mentors until the time they are picked up by designated parent or guardian.

✓ Transportation

- When students are being transported in vans they will sit in a staggered formation in a row by themselves.

✓ Meals

- The Erie City Mission kitchen staff will provide a “ToGo” dinner for students that would request one.
- If there are any meal times during course sessions, students and mentors will sit in staggered formation with 6 feet distancing and clear their own place setting afterwards.

✓ Follow Up Cleaning

- Erie City Mission will follow CDC guidelines on cleaning and disinfecting the various types of surfaces that students and mentors may contact following each day’s session. We will also frequently clean high-touch areas throughout the day.
- CDC protocols for cleaning and disinfecting after any suspected or confirmed case of COVID-19 will be observed.

These are our current guidelines and may be adjusted as warranted.

Please contact the Erie City Mission’s Director of Youth Ministries if you have any questions in regard to this plan at 814.452.4421 Extension 226



Program Contract

OUR MISSION:

The 'Erie City Mission' Youth Ministries seeks to intentionally develop emerging student leaders.

YOUR COMMITMENT:

In understanding our mission and that program spots are limited, students will be expected to make a commitment to fully attend and complete each **workshop or course** that they are accepted into, with responsibility, enthusiasm, and 100% effort. Therefore, parents and students should carefully consider these expectations before signing this contract.

We (Parent and Student) understand these EXPECTATIONS:

1. Participation is non-negotiable; I am expected to always give my best and practice teamwork.
2. Be open to challenge; I am expected to grow, try new things and exhibit a positive attitude.
3. Respect: I am expected to respect my leaders, my peers, and the property and materials I have the privilege to use.
4. Language: I am expected to use appropriate and encouraging language to build others up and not tear them down.
5. God's Name: I will do my best to remember to not use the Lord's name in any way that brings dishonor to him.
6. Cell Phones: I understand that cell phones or other media devices are not permitted to be used during program hours, unless a leader allows for an educational purpose or experience. Phones will be collected upon arrival to the program and redistributed upon dismissal; this may also include special excursions and events.
7. If I do not understand a UU policy or decision, I have the responsibility to share my question or concern to the staff.
8. Travel: I understand the importance of appropriate and respectful travel protocol that includes; proper use of a seatbelt, if cell phone or media device usage are permitted, it will be with headphones only, demonstrating appropriate voice/noise levels and keeping my hands to myself.
9. Dress Code: I understand the expected dress code is neat and modest (no tank tops or camisoles, no pants below waist line, shorts must be at least fingertip length, no undergarments should be visible, and closed toed shoes are required)
10. Due to the investment of financial resources by donors and time by staff and volunteer mentors, I understand that I am committing to 100% attendance, effort and practicing a growth mindset. I also understand that I am expected to communicate in advance if my student is sick or not able to attend the UU program.

We (Parent and Student) also understand if these expectations are not followed, or any of the following conduct occurs, it may result in consequence or immediate dismissal from the Urban University program.

1. A behavior that threatens any person's right to feel and be safe.
2. A behavior that includes inappropriate touching of a person's body, and/or using disrespectful or sexual language, inferences, or actions.
3. Any behavior involving purposeful destruction of property or theft.
4. Disrespect or refusing to follow directions of Urban University staff.

YOUR GOALS:

1. _____
2. _____
3. _____

We (Parent and Student) acknowledge that we have carefully read and considered what is expected in having the privilege to participate in Urban University and commit to giving our best to get the most from this opportunity.

Student Name Printed: _____

Student Signature: _____

Parent/Guardian Signature(s): _____ **Date:** ____/____/____



2021 Winter/Spring Leadership Questionnaire

INSTRUCTIONS: Copy and paste applicable questions into the body of an email to complete and send back to rmlackey@eriecitymission.org along with picture or scanned copy of your most recent grade report at least one day before your scheduled interview. The effort you put into answering these questions will be considered in our selection of students.

- 1) **RETURNING STUDENT:** In what ways has Urban University helped to make you a better leader/person? (List 3 ways and give examples of each)
FIRST-TIME STUDENT: What is your personal definition of “leadership”? Describe two people in your life that you identify as leaders and why?

- 2) **RETURNING STUDENT:** What are some personal goals you recognize you are still working on? (Identify 2) What are specific action steps you are willing to be accountable to follow through on to achieve them? Do you give Urban University permission to hold you accountable to them?
FIRST-TIME STUDENT: Would you describe yourself as “teachable”? Why or why not?
Teachable – Able and willing to learn

- 3) **RETURNING STUDENT:** What are 3 ways you could intentionally welcome a new student into Urban University?
FIRST-TIME STUDENT: List your top 3 strengths as well as 3 areas you recognize you need to improve or work on.

- 4) **RETURNING AND FIRST-TIME STUDENT:** If you were to pick 1 word that would be **your** theme word for the year ahead, what would that be and Why?

- 5) **RETURNING AND FIRST-TIME STUDENTS:** After reviewing the Commitment Contract, share 3 things in it that are most important to you and Why?