



Dear Reference:

*Year of Opportunity for Durham Teens begins in June 2009*, and we are glad that you are referring a student who if given the opportunity, will be motivated to succeed. YO: Durham has four components:

- Summer Career Academy (6/22/09 -8/4/09) - a six-week structured training component focusing on job readiness and life skills, where participants will be paid weekly
- Team mentoring where teams of adult mentors will be matched with groups of students for bi-monthly sessions
- Paid job internships for 36 weeks during the school year
- Service learning

### **Participant Criteria**

As the person or agency referring a young person into this program, you play a key role in helping to determine the students' success. When thinking about the possible candidates you might refer, please keep in mind that the students must meet the following requirements:

-At-risk due to one of these factors:

- a. Eligible for free or reduced lunch
- b. Court-involved or has a sibling or parent incarcerated
- c. History of truancy or suspension
- d. Academically delayed or at risk of retention
- e. Environmental or home risk factor

-Able to commit to the entire yearlong program—this is not just a summer program

-Able to work 4 - 10 hours per week during the school year

-15 to 17 yrs old

-Durham resident

-Enrolled in a NC certified education program (traditional, alternative, GED etc.)

-Provide a school transcript

-Have a letter of recommendation from the referring agency or person

-Have a letter of recommendation from a teacher

-Demonstrate the willingness to participate in this program—please do not refer a student without going over the program basics with him or her.

-Be drug free. A drug test will be given before admission.

-Must be ready to be in a structured work environment. This means young men will be wearing a shirt and tie, and young women will be dressed in casual business attire, no body piercing, sagging pants, fancy nails, etc. Professional clothing will be provided as needed.

After Phase I of YO: Durham (Summer Career Academy), each youth will be evaluated to determine whether or not they will be permitted to begin Phase II of the program (job internship). Only students who maintain good attendance & demonstrate the ability to apply the principles (life skills, leadership, and technical skills) from Phase I will begin Phase II.

**Please** distribute the attached applications to those youth whom you feel meet the requirements and will benefit from this program.

**In your letter of recommendation, please be specific as to why your candidate would benefit from this program. Also, please provide your contact information, including phone number and email address so that we may contact you directly about your candidate.**

If you have questions, please contact Susan M. Blackmon at 919-688-2036 or [susanblackmon@yodurham.org](mailto:susanblackmon@yodurham.org).

**The referring person or agency should review the application packet for completeness and return by Friday, May 1, 2009 to:**

Susan M. Blackmon

Program Director

YO: Durham

504 W. Chapel Hill Street

Durham, NC 27701-3102,

All applications should include:

- Student application
- Student transcript
- Letter of reference from a teacher
- Letter of reference from the referring person or agency
- Student contract
- Parent/Guardian contract

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

YO: Durham is a program of Durham Congregations In Action



## **Looking for a Year of Opportunity to make a difference in your life?**

If you are a Durham teenager between the ages of 15 and 17, apply for the YO: Durham (Year of Opportunity for Durham Teens) program. **This is not just about a summer job but a yearlong opportunity.**

YO: Durham consists of:

- a six-weeks paid Summer Career Academy (June 22 – August 4), where you will learn valuable job and leadership skills.
- a year of mentoring
- a paid job internship during the school year
- service learning

As a YO: Durham participant, you must be willing to commit to attending the entire program beginning June 22, 2009 through May 2010. Your referring person or agency will discuss the program details with you.

Participants must first successfully complete the Summer Career Academy to be eligible for the after school internship. Internships will start in September 2009 and continue through May 2010.

Please return your application to your referring person or agency. Applications are due to the YO: Durham Program Director by Friday, May 1, 2009.

All applications should include:

- Student application
- Student transcript
- Letter of recommendation from a teacher
- Letter of recommendation from the referring person or agency
- Student contract
- Parent/Guardian contract





**Year of Opportunity for Durham Teens Application**

1. Name: \_\_\_\_\_ Gender (circle one) male female

2. Age: \_\_\_\_ Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ 3. SS#: \_\_\_\_\_

4. Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

5. Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

6. Email Address \_\_\_\_\_

7. School: \_\_\_\_\_ Grade (this year) \_\_\_\_\_

8. Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell \_\_\_\_\_

9. Parent/Guardian Employment: \_\_\_\_\_

Address: \_\_\_\_\_

**10. Letters of Reference**

Letters should be placed in a sealed envelope with the signature of the referring person across the seal of the envelope.

Name of reference \_\_\_\_\_ Relationship \_\_\_\_\_

Phone # \_\_\_\_\_ email \_\_\_\_\_

Name of teacher \_\_\_\_\_

Phone # \_\_\_\_\_ email \_\_\_\_\_

**11. Transcript (please attach)**

**12. Previous Work Experience:**

Name of Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Description \_\_\_\_\_

Name of Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Description \_\_\_\_\_

**13. Computer Skills or Classes- Check the box(s) of the program(s) that you have worked with:**

Microsoft word     WordPerfect     Excel     Other \_\_\_\_\_

14. Health Insurance: Company \_\_\_\_\_ Policy Number \_\_\_\_\_

15. Other than minor traffic offences, have you been convicted of a criminal offense?  
 Yes     No    If yes, please explain \_\_\_\_\_

16. Would you have transportation to YO:Durham events and internship employment?

17. Please answer the following questions.

A. Why should you be selected for the YO: Durham program?

B. How do you think your participation in YO: Durham could make a difference in your life?

**RETURN YOUR COMPLETED APPLICATION THE YO: DURHAM OFFICE BY FRIDAY, MAY 1, 2009. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Susan M. Blackmon, Program Director, YO: Durham, 504 W. Chapel Hill Street, Durham, NC 27701-3102



YO: Durham is a program of Durham Congregations In Action

## YO: DURHAM PARENT / GUARDIAN CONTRACT

This contract entered this day between **Year of Opportunity for Durham Teens**, hereinafter referred to as **YO: Durham**, and \_\_\_\_\_, the parent or guardian of \_\_\_\_\_, the minor child and youth participant in the **YO: Durham** program. **YO: Durham** agrees to provide mentoring services, job training, internships, and life skills training to said minor child. And in consideration for said services, **I the guardian**, of said minor agree to the following:

1. Attend parent conferences and workshops sponsored by **YO: Durham's** staff and volunteers.
2. Assist mentors of **YO: Durham** through cooperation and by providing access to my child for **YO: Durham** programs.
3. Assure that my child attends training and workshops sponsored by **YO: Durham's** staff and volunteers.
4. Assure that my child attends internships and other employment consistently.
5. Assure that my child dresses in a professional manner appropriate for work.
6. Assure that my child behaves in a cooperative and professional manner during this child's association with **YO: Durham**.
7. Work, in good faith, with **YO: Durham** staff to address any problem or concern that may arise regarding my child while said child participates in the program.
8. Participate and cooperate in good faith with the staff and volunteers of **YO: Durham**.
9. Check my child's homework and schoolwork on a consistent basis.

This the \_\_\_\_ day of \_\_\_\_\_, 2009.

---

**Guardian**

---

**YO Durham Representative**





## YO: DURHAM YOUTH CONTRACT

This contract entered this day between **Year of Opportunity for Durham Teens**, hereinafter referred to as **YO: Durham**, and \_\_\_\_\_, the youth participant in the **YO: Durham** program. **YO: Durham** agrees to provide mentoring services, job training, internships, and life skills training to said youth. And in consideration for said services, **I, the youth participant**, agree to the following:

1. Attend all workshops and training sessions sponsored by **YO Durham's** staff and volunteers unless excused in writing by the Program Director.
2. Assist mentors of **YO: Durham** through cooperation and participation in **YO: Durham** programs.
3. Attend all working hours of internships and other employment consistently.
4. Complete all homework and schoolwork and maintain a passing grade point average.
5. Dress in a professional manner appropriate for work.
6. Conduct myself such that my behavior is in a cooperative and professional manner during my association with **YO: Durham**.
7. Work, in good faith, with **YO: Durham** staff to address any problem or concern that may arise.
8. Participate and cooperate in good faith with the staff and volunteers of **YO: Durham**.

This the \_\_\_\_ day of \_\_\_\_\_, 2009.

---

**Youth Participant**

---

**YO: Durham Representative**

