

# FIRST STEPS CHECKLIST

- Get started early** - There is a lot to be done in Y&G, and the quicker you are able to get started, the more time you'll have with your delegates
- Attend an event** - visit a local program meeting, district or state-wide conference
- Contact neighboring programs** for advice and assistance in developing your program. A full contact list is in your program packet and online
- Attend the **Y&G Training** each autumn led by experienced advisors and coaches from around the state
- Ensure logistical and administrative needs are met.**
  - Meet with school or YMCA leaders (principals, directors) to ensure you have 100% of their support
  - Complete required paperwork expected of volunteers or employees
- Identify key dates and **develop program calendar**
- Finances/Budgeting**
  - Determine how **program fees** will be collected and expensed
  - Use *Y&G Budget Worksheet* to **approximate program cost per student**
  - Incorporate any **internal support or scholarships** into the budget
- Review **sample lesson plans** and **develop personalized curriculum** to meet the needs of the club, school district, or credit granting group
- Update Y&G provided handbooks with own personal information
- Identify key student or teen leadership **groups to approach** about Y&G
- RECRUIT students!**
- Submit** all appropriate student and adult **forms to the state office** by deadlines (see program calendar)