



46 PLYMPTON STREET | BOSTON, MA 02118



# LEADERSHIP ACADEMY HANDBOOK

2022 - 2023



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## CHV Leadership

**Sharon McNally**

*President*

**Lisa Fortenberry**

*Executive Vice President*

**Josh Waxman**

*Chief Operating Officer*

[jwaxman@campharborview.org](mailto:jwaxman@campharborview.org)

207.332.4545

**Krystal Pegram**

*Leadership Academy Director*

[kpeggram@campharborview.org](mailto:kpeggram@campharborview.org)

857.272.8966

**Kailla Rowell, LICSW**

*Wellness Clinical Director*

[krowell@campharborview.org](mailto:krowell@campharborview.org)

617.834.9095

**Charles Hayden**

*11th Grade Program Coordinator*

[chayden@campharborview.org](mailto:chayden@campharborview.org)

857.272.9006

**Rosie Boucher**

*11th Grade Wellness Clinician*

[rboucher@campharborview.org](mailto:rboucher@campharborview.org)

857.302.0443

**Joanly Ayala**

*10th Grade Program Coordinator*

[jayala@campharborview.org](mailto:jayala@campharborview.org)

857.271.1304

**Evie Lueders-Booth, LCSW**

*10th Grade Wellness Clinician*

[eluedersbooth@campharborview.org](mailto:eluedersbooth@campharborview.org)

617.701.6086

**Omar Carranza**

*RISE Program Coordinator*

[ocarranza@campharborview.org](mailto:ocarranza@campharborview.org)

857.302.2698

**Camp Harbor View Phone: 617.379.5500**



## About the Leadership Academy

### Our Leadership Creed

*As a group of emerging leaders we will strive to build and protect our community, hold dear our values, respect and celebrate our diverse cultures, and create and hold space for our physical, financial, academic, social, spiritual, and emotional well-being. We will work today to build our tomorrow.*

### Our Values

*Self-Discovery. Authenticity. Integrity. Advocacy. Civic Engagement. Personal and Community Accountability. Perseverance.*

**The Camp Harbor View Leadership Academy** is an institute of distinguished young leaders, in grades 9-12, from various neighborhoods and backgrounds in Boston. We are equipping young leaders to become impactful adults who possess the knowledge and skills to be agents of change, disrupters of systemic inequities, thought leaders, and innovators.

Our four-year program is built on an inverted pyramid approach. We begin in 9th grade with a foundation of Social Emotional Learning, with increasing exposure and in-depth exploration of three program focus areas as young leaders move toward program completion. Our 10-12th grade curriculums center around engaging young leaders in three focus areas: College Preparation, Trades & Certificate Program Preparation, and Business Leadership.

Young leaders participate in weekly workshops known as Community Nights, receive one-to-one mentoring, access to our comprehensive wrap-around services, and a monthly stipend to provide financial support for program participation.

## **Our Location**

The CHV Leadership Academy is located at 46 Plympton Street, Floor 3, Boston, MA 02118. For general inquiries or program questions, a member of the CHV team can be reached by phone at 617.379.5500.





## RISE (Realizing Interests through Support and Exploration)

Introduction to the Leadership Academy begins with the 9th grade RISE program. Open to all 9th graders who have participated in the CHV summer camp, the RISE program is designed to build a foundation of critical thinking, self-advocacy, and perseverance.

Our RISE program uses a robust and engaging Social Emotional Learning based curriculum. We believe the core and most fundamental understanding is of oneself, thus our 9th graders embark on a journey of self-exploration and self-discovery. The RISE program culminates in a final project that is outlined in the latter half of the program.

Those young leaders who display the most growth, highest participation and engagement, and demonstrate that they will be greatly benefited by continued mentoring and training will be invited to apply to the LIT program. A select number of applicants will be invited to interview and of those, a select number of young leaders will be welcomed into the LIT program.

Acceptance into the LIT program is based upon many factors and considerations including the interview, RISE final project presentation, program attendance and participation, as well as the impacts to economic mobility and overall health and wellness that program continuation may have on the young leader and their family.



## LIT (Leader in Training)

This rigorous three-year program builds upon the foundation laid in the RISE program. LITs dive into three main areas of focus: College Preparation, Trades & Certificate Program Preparation, and Business Leadership. Each grade level builds upon the knowledge of the year before, while increasing in depth and hands-on exploration.

The LIT curriculum is created in collaboration with the Wellness & Clinical Department. Each Community Night has an integrated Social Emotional Learning (SEL) component in addition to a monthly SEL workshop.

In addition to a robust curriculum created and led by our expert staff of program coordinators and licensed clinicians, we partner with youth development leaders and program developers both from local and national organizations in order to offer a meaningful, impactful, and well-rounded program.

### **10th Grade (1st Year LIT): Exposure and Discovery**

The 10th grade curriculum is focused on exposing young leaders to a variety of career pathways with the goal of piquing their interest and inspiring action as they plan their post-high school future. As a 1st Year LIT, young leaders will meet and engage with industry-leading professionals including Professional Athletes, Artists, STEM and Healthcare Professionals, and Entrepreneurs.

### **11th Grade (2nd Year LIT): Exploration and Planning**

The 11th grade curriculum focuses on exposing young people to a variety of post-secondary educational options and helping them create an actionable plan to achieve their post-secondary goals. Each young person will leave with a portfolio that outlines the pathways that they have chosen and an outline of how they intend to achieve the goals that they have set.

### **12th Grade (3rd Year LIT): Application and Entry**

In preparation for graduation, 3rd Year LITs focus on executing their post-secondary plan. The 12th grade curriculum is broken down into two parts. The first half of the year is focused on guiding young leaders through the post-secondary application and financial aid processes. This includes college and trades programs, college essay writing, scholarship application, and financial literacy. The second half of the year is focused on Business Leadership skills. Young leaders are guided through the fundamentals of the small business start-up stages including how to brand, pitch, and secure capital.

## **Scholarships**

### **Camp Harbor View Scholarship**

Each graduating 3rd Year LIT is encouraged to apply for the CHV Scholarship. Qualifying young leaders may be awarded up to \$10,000 per year for four years of post-secondary education.

To qualify for the CHV Scholarship an LIT must:



- Be currently enrolled in the LIT program at Camp Harbor View
- Have a minimum GPA of 2.5; or GED equivalent
- Show acceptance and enrollment in an accredited post-secondary educational degree. Two-year, four-year, technical, and trade programs will all be considered.

## **Jack Connors Leadership Award**

Each year the Leadership Academy selects four young leaders across each cohort who embody CHV founder Jack Connors' kindness, compassion, and unwavering commitment to decency. They embody ethics with a quiet sense of leadership and support for the CHV community.

## **Stipends & Tax Liability**

### **Stipends**

Each LIT receives a non-taxed stipend for program participation. The stipend is distributed monthly during the year and bi-weekly for LITs enrolled in the Summer Learning program.

Yearly Program Rates (distributed monthly):

- ★ 1st Year: \$25 per month
- ★ 2nd Year: \$50 per month
- ★ 3rd Year: \$75 per month

Summer Learning Intensive Rates (distributed bi-weekly):

- ★ 1st Year: \$25 per day
- ★ 2nd Year: \$50 per day
- ★ 3rd Year: \$75 per day

During the Summer Learning Intensive program LITs whose performance exceeds expectations are eligible to receive a bonus at the discretion of the program coordinator. Bonus amounts are \$50, \$75, or \$100 respective to cohort year.

## Tax Liability

CHV is required by law to report non-employee compensation, or payments to any individual totaling \$600 or more each tax year. This report is referred to as a Form 1099-NEC. The 1099-NEC is the form that will be needed to report payments for calendar year 2022. Typically, this form is issued to independent contractors, third-party accounts, and any other individual paid for services who is not on the payroll.

Regarding questions for taxes, FAFSA, or CSS (College Scholarship Service):

- ★ Your child's form 1099 is NOT income to be reported on your tax return.
- ★ Your child does NOT need to file a tax return for the form 1099, UNLESS total earnings were above \$12,550.



## Summer at the Leadership Academy

The Leadership Academy Summer Learning Intensive is an in-depth immersive experience for our young leaders in grades 10-12. This two month portion of our year-round program focuses on development through exploration, summer enrichment trips, and Social Emotional Learning workshops. Each leader continues their transition into adulthood with hands-on workforce development through on-island summer employment.

The summer LIT experience is grounded in bringing critical experiential learning opportunities that develop 21st century skills. Our young leaders are able to set attainable goals and establish patterns of success that build toward self-efficacy and self-actualization. The program is designed so that creativity and exploration is the teacher and the city of Boston is the classroom.

Upon successful completion of the school year curriculum, LITs in good standing are able to participate in the Leadership Academy Summer Learning Intensive that takes place on Long Island in the Boston Harbor Islands and at the Teen Center at 46 Plympton St.



## Wrap Around Services

Wrap around is a team-driven, strengths-based planning process that is used to respond to the needs of youth and families. From the start, our team at CHV works directly with the youth's family as they identify their needs and strengths.

Wrap around shifts focus away from a traditional service-driven, problem-based approach to care and instead follows a strengths-based, needs-driven approach. The intent is to build on individual and family strengths to help youth and families achieve positive goals and improve well-being.

All Leadership Academy enrollees in good standing have full access to CHV wrap around services. A young leader is considered "in good standing" as long as they are actively enrolled and meeting the attendance and engagement requirements.



## Wellness & Clinical Department

The Wellness & Clinical Team at CHV supports young leaders in developing their identity and enhances intrinsic motivation by harnessing young leaders' dreams and passions. We're also responsible for fostering mental health and wellness in our young leaders, so they are fully equipped to thrive in their communities once they graduate high school.

Young leaders with social, emotional, and well-being skills have more outstanding academic achievement, are more engaged in school, exhibit less risky behaviors, and have more developmental assets – all of which set them up for tremendous post-secondary success.

Social Emotional Learning (SEL) is critical to every child's education. SEL is a framework for helping young leaders develop essential skills for interacting with others, managing their emotions and behaviors, and growing into confident, productive, and empathetic individuals.

Leadership is learned, it takes many forms, and every one of us has the potential to lead. The Camp Harbor View Leadership Academy is a year-round program offering Boston youth in grades 9-12 leadership and social and emotional learning tools and resources to succeed – and lead – in high school and beyond.

### A Multi-Tiered Systems of Support (MTSS)

The Wellness & Clinical Department utilizes a multi-tiered systems of support (MTSS) to address our young leaders' mental health needs and social emotional development. The MTSS allows the Wellness & Clinical Team to proactively identify and address the strengths and needs of all young leaders by optimizing data-driven decision-making, monitoring progress, and using evidence-based supports and strategies.

#### **Tier 1: Services offered to all of our young leader participants.**

- ★ SEL Workshops
- ★ Free Your Mind

#### **Tier 2: Small group interventions offered to young leaders who need a wellness touchpoint.**

- ★ Wellness Check-in
- ★ Monthly Roster-Run Through Meeting (RRT)
- ★ Therapy Group \*Capacity Limit\*

**Tier 3: Individualized services offered to young leaders who need additional intensive support.**

- ★ Individual Therapy **\*Capacity Limit\***
- ★ Care Coordination **\*Capacity Limit\***

## **Individual Therapy Intake Process**

### **Referral:**

If you are concerned about your child's mental or behavioral health, don't hesitate to contact your child's program coordinator or cohort clinician to make a referral. They will talk with you about your concerns and make a referral to the Wellness & Clinical Director if appropriate.

Camp Harbor View Staff can also refer to the Wellness & Clinical Department if they have concerns regarding a young leader's mental health.

### **Intake Paperwork:**

After a referral is completed and sent to the Wellness & Clinical Director, you and your child will be contacted by the cohort clinician to schedule a time to complete an intake to begin services. You will be asked to complete the following forms:

- ★ Wellness & Clinical Services Overview
- ★ Informed Consent & Information on Telemental Health Treatment
- ★ Release of information (for school & outside providers)
- ★ HIPPA Notice & Privacy Policies
- ★ Client Information & Communication Agreement Form

### **Initial Meeting with Cohort Clinician:**

Once you complete the intake paperwork with your cohort clinician you will then schedule your initial appointment.

## Family Services

### Programs & Initiatives to Support the Whole Family

As part of our new strategic plan at Camp Harbor View, we will be investing more in strengthening our partnerships and relationships not only with youth, but with families as well. Throughout the next few years, we will be introducing new programs and initiatives that ensure that families have the resources and support that they need to keep moving forward. We have a new Family Services team that will carry out this work. Programs and initiatives will range from parent workshops to food support programs, among others to come.

To start, we encourage you to get to know Lisa Gomes, the Family Services Coordinator at Camp Harbor View. Lisa will be leading parent/guardian events throughout the year, of which we expect parents to participate in at least three events to remain in good standing for other programs and initiatives. Lisa can be reached at [lgomes@campharborview.org](mailto:lgomes@campharborview.org).

## Leadership Academy Principles and Conduct

### Inclusivity & Accessibility

The Leadership Academy works diligently to create engaging and inclusive spaces for all participants. Some of the considerations we offer to our young leaders include fidget and kinetic focus objects, quiet wellness spaces, and access to an onsite wellness clinician during every community night and Saturday workshop.

We encourage the disclosure of relevant accessibility needs including but not limited to clinical diagnoses, IEPs, and 504 plans so that we may best serve the needs of our young leaders. Such disclosures are kept confidential by CHV staff and will not be disclosed to any other program participant, family member, or external program leader without express permission by the disclosing parent/guardian.

Our 3rd-floor teen center is wheelchair accessible. There is an elevator in the building with a sloped curb for wheelchair access to the front door. Please email the Leadership Academy Director to request more information or to make reasonable accommodation requests. Please note that CHV will provide reasonable accommodations to those young leaders who require them.

Presently we cannot provide individual paraprofessionals or adequate care for youth who are level 2 and greater on the Autism spectrum.

## **Program Attendance & Participation**

Young leaders are required to attend 80% of program community nights and 80% of Saturday monthly workshops. Young leaders may submit an extracurricular waiver to have absences excused due to academic/educational/sports commitments. A young leader will not be excused for more than 40% of community nights. If a young leader will miss more than 50% of community nights they may be removed from the Roster and will have to reapply for the following program term.

80% of 30 weeks of programming = 6 unexcused absences. Unexcused absences will be used when considering a young leader for summer employment and scholarship awards. Young leaders must attend no less than 7 of the 8 Saturday workshops.

**Participation** is active involvement. We expect our young leaders to actively engage in programming. Sleeping, roaming, and/or leaving the program space without permission is not acceptable and will result in the young leader being marked as absent for the day.

## **Extended Absences & Planned Time Away**

While we want to spend as much time as possible with our young leaders, we understand that unforeseen and planned events may interfere with a young leader's capacity and disrupt their schedule. We also want our young leaders to be well-rounded and to engage with extracurricular activities that are not currently provided at the CHV Leadership Academy. Thus, we offer an extracurricular waiver to those youth who will be unable to attend community nights and/or Saturday workshops due to sports, educational/academic, and/or school related external commitments.

This waiver will offer a young leader an additional 2 days of absences for a total of 8 permitted absences. All absences requested by the extracurricular waiver will be considered excused and will not count against the participant.

External commitment requests that will require more than 8 weeks away will be considered on a case-by-case basis and will be reviewed by CHV Senior Leadership.



Young leaders may choose not to participate in the Leadership Academy Summer Learning Intensive program. Each young leader who will not be enrolled over the Summer will need to re-apply to the school year program following any missed Summer.

## **Program Removal**

A young leader may be removed from the Leadership Academy roster if their attendance falls below the required metrics, if ethical remediation concludes in expulsion, and/or if a removal request is submitted in writing by the young person or a parent/guardian. Before the removal, a meeting will be set up that must include the Leadership Academy Director and Wellness & Clinical Director, and Chief Operating Officer. A decision on the enrollment of the young leader will be made after that meeting and is at the discretion of Camp Harbor View.

## **Code of Conduct**

As a member of the CHV community, young leaders agree to show respect for themselves, their peers, and the organization. They will not bring harm to the CHV community through word or deed including harmful actions or inaction. Inaction means that you have allowed harm to befall the CHV community at large or harm to a community member through a lack of reasonable intervention.

### **Violence/Abuse**

Violence is harmful physical behavior and/or verbally abusive language. Both are a violation of the Code of Conduct. Fighting and all other forms of violence will not be tolerated and may result in expulsion from the program.

### **No-Bullying Policy**

Bullying is defined as the exclusion, teasing, taunting, gossiping, hitting, or putting down of a person by an individual or group of individuals. We consider bullying to be an exhibited pattern of abusive and/or volatile behavior. Bullying behavior may be intentional or unintentional, demonstrating a real or perceived power imbalance. Bullying can be physical, verbal, or relational/emotional. It can occur in person, or through text messages, social media, or other forms of electronic communication.

Accusations of abuse are taken seriously and will be properly reported with the necessary actions taken to address and stop the behavior. Our community is based upon the value of respect while desiring all young leaders to become their best selves. We will endeavor for all involved to grow and learn from their mistakes, however, we may remove or expel participants in violation of our no-bullying policy.

## **Language**

Excessive use of and/or extreme forms of profanity, derogatory speech, hate speech, and obscene and sexually explicit verbiage in any language (English, Spanish, Creole/Kreole, Patois, Mandarin, and all other Native languages) will be considered a violation of the code of conduct.

## **Sexual Conduct**

Inappropriate sexual conduct (kissing, inappropriate touching, or other behavior) is not allowed and will not be tolerated.

## **Property**

Stealing of any kind will not be tolerated. CHV is not responsible for lost items.

## **Weapons & Illegal Substances**

The use of illegal substances is prohibited. Possession of weapons, illegal drugs, alcohol, tobacco, or associated equipment (lighters, rolling papers, etc.) is not allowed and will not be tolerated. Underage consumption on or around CHV property and while in the care of CHV staff will not be tolerated and may result in expulsion from the program.

## **Attire**

It is expected that our young leaders show respect for their physical privacy and that of others by wearing clothing that fully covers their entire torso. Shirts should cover from the collarbone to the waist. Bottoms should fully cover all private areas from waist to mid-thigh. In order to help establish personal boundaries CHV will provide access to our community closet for any individual who needs support. When wearing hoods ears should be clearly visible to ensure young leaders are not using wireless headphones and fully engaging in our programs.

## **Electronics**

The Leadership Academy young leader support space is equipped with laptops that may be used to complete homework and program assignments. The use of outside electronics will not be permitted. Cell phones may only be used during programming when expressly authorized by CHV staff or in cases of emergency. Wireless and wired headphones, smart watches, tablets, and portable gaming devices are not permitted during programming time.

## **Social Media and Social Messaging**

We remind all young leaders that they are responsible for all social media posts as these public posts may be viewed by anyone. We encourage our young leaders to engage in respectful social media interactions.

Young leaders should not attempt to add or follow any CHV staff on any social media platform. They are, however, encouraged to follow @CampHarborView on all platforms as an additional source of program interaction and communication.

## **CHV Communication**

All CHV staff have CHV issued cell phones and/or work numbers that will be shared with young leaders and families in the CHV community. Personal cell phone numbers will not be shared with CHV community members. CHV staff members may use calls, text, group text via Salesforce, email, and Zoom to communicate with young leaders.

CHV staff will not be included in group chats or social messaging apps. In the event that the contents of a chat need to be shared with CHV staff, screenshots may be shared with the appropriate individuals.

## **Violations & Remediation**

We will make every effort to enforce our Code of Conduct and will offer remediation to community members who are found in violation. The goal will be to help each young leader succeed at being an active and thriving member of the CHV community. Although this policy outlines remediation steps in an escalating nature, CHV reserves the right to combine, skip or add steps to the remediation process on a case-by-case basis. When warranted, CHV may skip certain remediation steps, depending on the seriousness of the policy violation. CHV reserves the right to

proceed immediately to expulsion if CHV believes the conduct at issue is serious enough to warrant such an action.

### **1st Offense: Check-in & Improvement Plan**

In the event that a young leader has violated the code of conduct he/she/they will have a meeting with their program coordinator and wellness clinician to create a community member improvement plan. The Coordinator and Clinician will outline ways in which the young leader can reenter the community and improve and eliminate harmful behavior.

### **2nd Offense: Reflection & Suspension**

In the event of a second violation a young leader may be required to take a reflection day. This is a preset time frame during which a young leader will not be able to attend the Leadership Academy and/or participate in programming. The reflection day is an unexcused absence. If reflection time is warranted, the Program Coordinator and/or Clinician will notify the parents/guardians of the suspension and the program re-entry plan.

### **Program Expulsion**

The choice to expel a young leader from the program is a serious decision that will not be made lightly and may occur in the event of extreme circumstances when all other efforts for remediation have failed. If a program participant has shown a pattern of repeated and/or escalating behavior or engaged in extremely harmful behavior CHV Senior Leadership may elect to expel them from the Leadership Academy. Expulsion from the Leadership Academy will mean that a participant will not be allowed to return to our summer program or camp.

### **Incident Reporting**

An incident report will be completed when a notable event has occurred on or around CHV property and/or during on and offsite programming. The report will be completed and filed with CHV leadership and a copy will be sent to the parents/guardians.



## **Permission Slips**

Permission Slips will be issued and will require parent/guardian signatures in the event of off-site enrichment trips or changes to regular programming that require parent/guardian approval (i.e. the use of or discussion of mature content).

## **Arrival & Departure & Pick-Up**

The teen center is accessible Monday-Thursday 3pm-7pm. Saturday workshops are 9:30am-12:30pm or 1pm-4pm for RISE and 9:30am- 1pm for LITs. The door access code is **84288**. Community Night programming will be held from 5pm-6:30pm. Those arriving after 5pm or leaving before 6:30pm must communicate with their program coordinator or they will be marked absent.

We do not currently offer drop-in program time. Program participants may only come on their cohort program days. Young leaders who will arrive outside of the designated hours/days must communicate with their program coordinator for approval. Young leaders may also arrange to have one-on-one check-ins with their program coordinator outside of teen center hours.

Community Nights end promptly at 6:30pm and all young leaders must be clear of the building no later than 7pm. Parents/guardians will make all efforts to be prompt to ensure staff can clean and close the center in a timely manner. Excessive late pick-up may result in a remediation meeting and/or program suspension.

## **Travel**

The Leadership Academy is located in the South End neighborhood of the City of Boston. Parents/guardians will indicate on permission slips if their young leader(s) will be picked-up, will drive themselves, order a ride-share, or will be permitted to take public transportation. CHV staff shall be notified if/when the transportation choice changes.

## **Safety**

Young leaders are strongly encouraged to travel to our center in groups or pairs. Please use the provided contact information to get in touch with your Program Coordinator and/or Wellness Clinician when traveling alone to the teen center, especially if you will be arriving late. Additionally,

if your mode of transportation for arrival or departure has changed from what was indicated at the start of the program term, please notify your Program Coordinator.

General safety guidelines are as follows:

- ★ Be aware of your surroundings at all times
- ★ Travel in small groups or pairs
- ★ If traveling alone, share your location with someone you trust and call/text your cohort leader
- ★ Keep all valuables out of sight

## **Teen Center Closures**

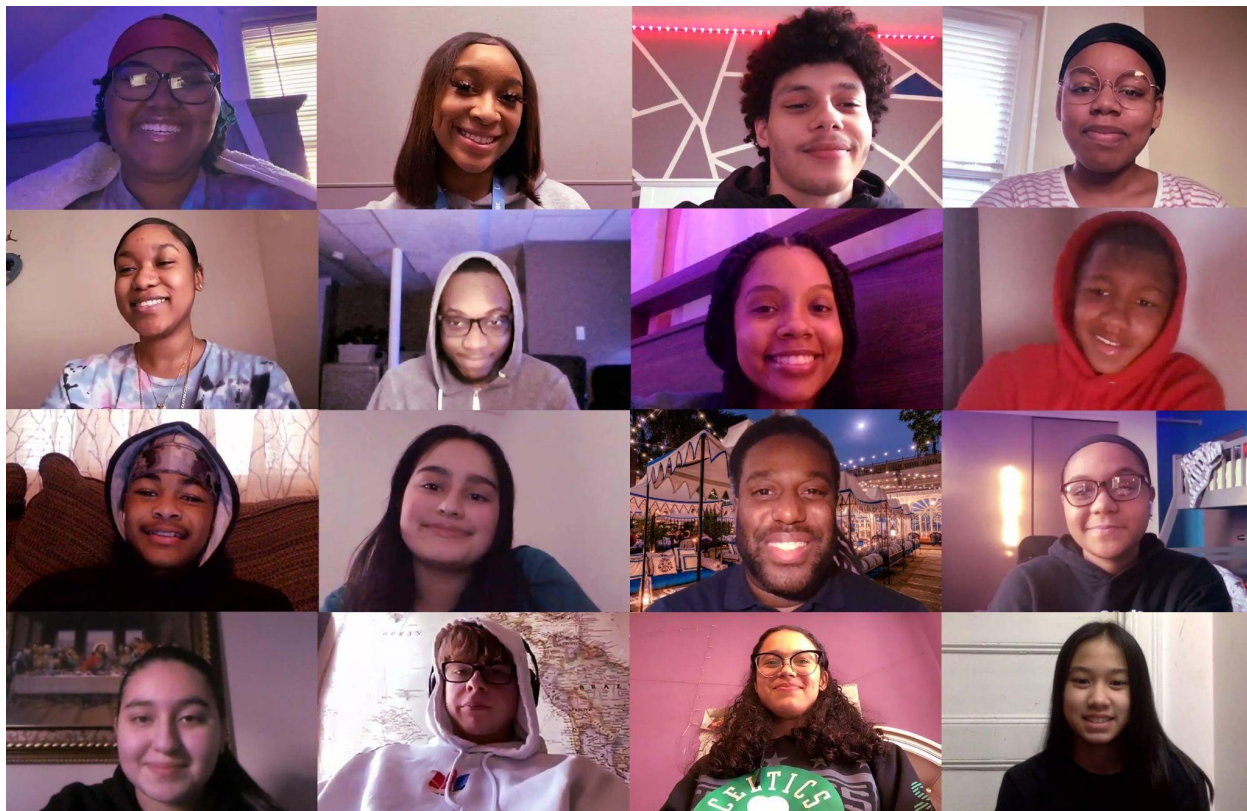
In the event of inclement weather CHV leadership may decide to close the building and cancel programming. Program participants will be notified in the event of closures and program cancellations.

## **Illness**

Young leaders who are sick should stay home. If a young leader tests positive for COVID they are not allowed to come to our teen center for a minimum of 5 days. In order to return they must test negative and will be asked to wear a mask for an additional 5 days upon returning. CHV monitors Boston COVID metrics and will make all necessary changes and modifications to keep our community healthy. We do not currently require the use of masks indoors. All CHV staff and program participants have been vaccinated.

## **Emergency Procedures**

The Leadership Academy will follow camp emergency procedures and protocols.



## Digital Leadership Program

The Camp Harbor View Digital Leadership program equips young people with new skills to lead in the digital age. Through hands-on learning, including self-directed digital advocacy campaigns, the program strengthens participant skills in communication, teamwork, and organizing strategy and introduces them to the tools and technology of cutting edge digital campaigns (social platforms, tools to publish and analyze content and audience engagement).

A select group of teens in Camp Harbor View's Leadership Academy participate in the program as Digital Leaders for a one-year term. These young leaders make a commitment to weekly engagement — through in person and online strategy sessions and by managing content and engagement on digital channels. This core group of leaders receives a stipend for their participation.

9th graders are exposed to the program through quarterly presentations and workshops for all Leadership Academy participants. Alumni have an opportunity to continue in the program as advisers.



*A flyer designed by members of Digital Leadership for an event they produced and facilitated in 2020.*

## Youth Council

The Leadership Academy Youth Council is a selected group of representatives from each cohort who will function as a task force to ensure youth voice and representation in various settings. The Youth Council may be asked to represent the Leadership Academy at meetings with external stakeholders and during donor visits. They will be able to speak on matters that directly impact youth across the cohorts and offer guidance to senior leadership regarding the ideas and needs of their cohort. Young leaders selected for the council will meet monthly dependent upon the assigned project.



**Please note:** The parent/guardian of each Leadership Academy program participant completed the 2022 CHV Summer Camp application that included documentation pertaining to the 2022-2023 Leadership Academy. All documentation within those completed applications, inclusive of signed waivers and forms, is applicable to participants in Camp Harbor View's 2022-2023 Leadership Academy programs.