

# 2015 Achievement Awards Virginia Association of Counties

## APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2015.** Please include this application form with electronic entry.

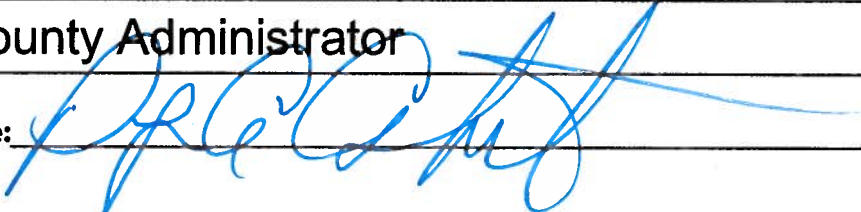
### PROGRAM INFORMATION

Locality: Prince George County  
Program Title: Prince George Youth Workforce Academy  
Program Category: Community and Economic Development

### CONTACT INFORMATION

Name: Jeffrey D. Stoke  
Title: Deputy County Administrator  
Department: County Administration  
Complete Mailing Address: 6602 Courts Drive, Third Floor, PO Box 68, Prince George, VA 23875  
Telephone # (804) 722-8612 Fax # (804) 732-3604  
E-mail: jstoke@princegeorgecountyva.gov

### SIGNATURE OF COUNTY ADMINISTRATOR OR CHIEF ADMINISTRATIVE OFFICER

Name: Percy C. Ashcraft  
Title: County Administrator  
Signature: 



*Jeffrey D. Stoke, CEcD*  
*Deputy County Administrator*  
*Prince George County*  
*6602 Courts Drive, Third Floor*  
*PO Box 68*  
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*(804) 722-8600*  
*Fax (804) 732-3604*  
[jstoke@princegeorgecountyva.gov](mailto:jstoke@princegeorgecountyva.gov)

March 16, 2015

Mr. Gage Harter  
VACo Achievement Awards  
1207 East Main St. Suite 300  
Richmond, VA., 23219-3627

Dear Mr. Harter,

Prince George County presents to you the Prince George Youth Workforce Academy for the 2015 VACo Achievement Awards. This program focuses on student citizen professional development to better prepare the future workforce of Prince George County.

Prince George County would like to submit this program for the category, Community and Economic Development. Enclosed is the VACo Achievement Awards Application. Thank you for your consideration and review.

Best regards,

A handwritten signature in blue ink, appearing to read "Jeffrey D. Stoke".

Jeffrey D. Stoke, CEcD  
Deputy County Administrator  
Prince George County

Enc.: VACo Achievement Awards Application

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## **Prince George Youth Workforce Academy**

### ***Overview***

In an effort to promote proficient development in young citizen students, Prince George County Public Schools, Prince George County, and Prince George Promise, a 501(c)(3) not-for-profit organization whose goal is to work toward increasing the awareness of the needs of youth, collaborated in partnership to establish the Prince George Youth Workforce Academy. This youth workforce development program fosters professional attributes in individuals ages 14 to 16. The program focuses on instructing a seven week curriculum that emphasizes “soft” skills to prepare young aspiring professionals for immediate entrance and success in the labor force or future education opportunities.

In correlation, the development expands outside of the classroom where the selected students complete internships at local businesses within the community. During the internships, the students utilize the professional skills that are cultivated during the curricula instruction. This program successfully prepares young individuals in tactics to actively pursue employment in a professional manner. The refinement of these students is completed by placing them in professional job settings, granting them the atmosphere to utilize their enhanced professional abilities.

### ***The Challenge***

Local employers came to Prince George County during regular Business Roundtable meetings to express concerns regarding the incoming workforce. Their apprehensions were a direct result from the experiences they were having with potential younger employee candidates. The applicants repeatedly exhibited improperly prepared resumes, inappropriate dress attire for the interview and continuously committed unprofessional actions during the interview. If hired, these new employees often portrayed value deficient sagacity for the basic necessities of the

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workplace, including arriving and departing on time, taking appropriate leave time with proper notice, and fulfilling the job responsibilities at hand in a timely and complete manner.

Prince George County’s local businesses desire employees that are equipped with proper on-the-job aptitudes, whom can immediately perform as an asset for their employer. The local professional community specifically implores that future employee candidates present stronger soft skills and a true appreciation of what it means to put in a day’s work. The businesses are exceptionally thankful that these three organizations came together to develop this program. It is first handedly impacting the youth to ensure proper development for the future workforce.

### ***Implementation/Execution***

On November 20, 2014, the Prince George Youth Workforce Academy proposal was drafted and finalized by the members of the collaborative team. To kick off the public awareness of this program, the Program Coordinator constructed an informational flier that was emitted to Prince George County High School and N.B. Clements Jr. High. The handout notified the students and their parents of the opportunity, presenting them the information and requirements for eligible admission. Applications were made available through the schools’ guidance offices. The application deadline was February 16, 2015. The program received an outstanding number of over 50 applicants. Of those that applied, the selection committee chose 27 individuals, 25 of the selected individuals will have a definite spot in the summer internships, and two persons will act as alternates.

The Program Coordinator established a (14 class/7 week) curriculum schedule. The classes are taught by two classroom instructors. The classes are held on Thursdays after school. The first class is administered from 3:00 p.m. to 3:45 p.m., and the second endures from 4:00 p.m. to 4:45 p.m. The instruction begins by introducing basic proficient characteristics that any

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professional needs to perform efficiently in the work place. The curricula expands to incorporate interpersonal communication, financial lucidity, time management, conflict resolution tactics, and written communication refinement. The students will be strategically placed in an internship at one of the following organizations:

- Appomattox Regional Library System
- Joint Logistics Managers, Inc. (JLMI)
- McDonald's
- Prince George County
- Prince George County Public Schools

The establishments must place the intern(s) on their payroll and pay them minimum wage (currently \$7.25 per hour) and related payroll taxes as required by law. During their administration of employment, they are obligated to abide by the Virginia Department of Labor and Industry laws in assigning work. Employment of each intern must equal at least 80 hours of work, beginning as early as June 13, 2015 and ending no later than August 23, 2015. The local businesses supervisors/managers must negotiate specific work schedules with the student and their parents/guardians. For the purpose of assessing the student interns' progress, an entrance interview must be conducted and a post-employment evaluation form shall be completed.

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**Program Budget**

<b>Prince George Youth Workforce Academy (January 2015 – August 2015)</b>		
<b>INTERNSHIPS</b>		<b>Paid By:</b>
Student Wages (paid by employers)	\$14,500.00	Employers
<b>STAFF</b>		
Program Coordinator (administration)	\$2,400.00	Donors
Classroom Partner (classroom facilitator)	\$525.00	Schools
Classroom Partner (classroom facilitator)	\$525.00	Schools
<b>SUPPLIES</b>		
Copying (fliers, applications, curriculum, evaluations)	in kind	Schools
Postage	in kind	
Graduation & Recognition Ceremony (have spent \$150-\$200)		Schools
Copy and Mail Invitations	in kind	Schools
Food (snacks & paper products)	\$75.00	Donors
Photo CDs and Envelopes	\$20.00	Donors
Nametags for students	in kind	Schools
Print/Copy Certificates for students & employers	in kind	Schools
Copy Programs & student/parent surveys	in kind	Schools
Polo Shirts for students	\$600.00	Donors
<b>PROGRAM TOTAL</b>	<b>\$18,645.00</b>	
<b>ADMINISTRATIVE TOTAL</b>	<b>\$4,145.00</b>	

**Technology**

In the classroom curricula instruction, students exercise their computer skills through formulating resumes and learning how to properly search for jobs. This furthers their base knowledge of document formatting and execution. Computer training will enhance the skills presented on their resume and further the STEM principles that educators are endeavoring to instill in them. Understanding modern computer programs and being able to successfully employ these skills in the workplace is highly marketable in the present corporate world.

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Outside of the classroom, the internship program successfully introduces these student interns to the various forms of technologies present in Prince George County's local businesses. Student-interns will utilize office equipment, witness manufacturing processes, and ascertain the proper techniques that companies employ to use the up-to-date devices that advance a company's day to day functions. It is here that these young individuals will not be limited by the walls of a classroom lab but participate and practice within an actual working environment that utilizes the most modern technologies advancing the business and servicing its customers.

***Outcome/Results***

Upon graduation from the Prince George Youth Workforce Academy, the students will have acquired professional enlightenment through mock interviews, resume preparation, proper attire representation, financial management skills, and real world business interaction. Completion of the program will establish these individuals as future prospective interns with the companies or with businesses aligned with their field of study. This opportunity enriches their resume and progressively complements the technical training they are receiving in high school.

The community itself will receive the benefit of having an exceptionally well prepared future workforce. Many of these students will begin their careers in this area and the impact will spur growth and further the workforce development of Prince George County. This program's comprehensive results will continue to be reaped year after year. The local businesses will value the development of their future employees. The aim is to alleviate their concerns about the future workforce being ill-prepared. Prince George County hopes that more of its local businesses will take advantage of this program next year.

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### ***Economic Impact***

The students of this program will receive financial reparation for the 80 hours of employment they complete at their internship. Each student will receive minimum wage, currently, \$7.25 per hour. The combined estimated compensation for these individuals totals approximately \$14,500.00. This figure is significant and surely rewards the 25, 14 to 16 year olds, who will have completed the six month program.

The true economic impact is not the wages of the interns but the valuable insight that can be learned and executed through real world employment after school. Successfully preparing the future employees of the community’s local businesses will better the businesses themselves. Investing in youth workforce development will lead to a progression in the aptitude of the current local businesses and the future ones yet to be established. These efforts will assist in solidifying future economic prosperity throughout Prince George County.

### ***Award Worthiness***

The millennial generation has fell under fire at the national, state, and local levels for their reported inaptitude to successfully transfer from students to employees. A plethora of research has been conducted studying the preparedness on members of this cohort. Findings are suggesting that a substantial amount of these individuals are unskilled in the areas that the Prince George Youth Workforce Program is targeting to improve. Often, programs of this nature are not introduced until an individual reaches the collegiate level of education. The community of Prince George is beginning this development process in these young citizens two to four years prior to their possible entrance into higher education. Prince George County hopes this model can be duplicated in other jurisdictions with strong local partnerships.



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Such investment efforts are unparalleled at the moment. Prince George County, Prince George County Public Schools, Prince George Promise, local businesses, and the Prince George community have endeavored to construct positive, effective, and cooperative relationships between each of these entities. Moving forward with such strong collaboration is a remarkable feat. The community development centered around the human resource investment undoubtedly deserves State recognition.

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## Supplemental Materials

### *Press Release*

Prince George County  
6602 Courts Drive,  
PO Box 68  
Prince George, VA 23875  
Contact: Jeff Stoke  
(804) 722-8600 Office  
(804) 732-3604 Fax / [jstoke@princegeorgecountyva.gov](mailto:jstoke@princegeorgecountyva.gov) Email



For Immediate Release

### **Prince George Youth Workforce Academy successfully preparing high school students for professional workforce**

**Prince George, Va. (March 16, 2015)** - Prince George County Public Schools, Prince George County, and Prince George Promise are esteemed to announce the successful implementation of the Prince George Youth Workforce Academy. Unprecedented collaboration between several entities within Prince George County endorsed the establishment of this program.

Mr. Percy C. Ashcraft, Prince George County Administrator, stated, “It is my sincere privilege to be a part of the formation of a professional youth development program in Prince George County. We know that the young citizens of our community are the future workforce. Prince George County and our partners will invest in these individuals to guarantee successful forthcoming community and economic development.”

There are 25 students, ages 14 to 16, that have been chosen to complete this professional development program. The program will cultivate skillful workforce preparedness attributes through a seven week course. Student interns will then be strategically positioned in local businesses within the Prince George Community to complete an 80 hour internship in the summer where they will utilize the course training received this spring semester.

It is the mission of Prince George County to provide a balanced quality of life for our citizens. The County aims to provide residents and businesses with equal access to high quality services in a fiscally responsible and prudent manner. Prince George County seeks to capitalize on the community’s mix of assets, utilize the strategic location, increase the heritage, and diversify and strengthen the economic well-being of county residents and businesses alike. The Prince George Youth Workforce Academy aligns with this mission and the program will further the development and progression of this community. Prince George County – a global community where families thrive and businesses prosper.

###

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*Informational Notice*



## Prince George Youth Workforce Academy

For current 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> graders.  
Applicants must be 14 before June 1, 2015  
(have a birthdate before 6/1/2001).

Prince George Public Schools, Prince George County, and Prince George Promise are partnering to offer this new youth workforce development program. For this work-based learning activity, students will take classes after school at N.B. Clements on **THURSDAYS from 3:00 to 5:00 pm during the months of March and April** to learn about how to find a job and how to act on the job. There will be 14 after school classes: 2 per day for 7 weeks. If a student misses 4 classes (2 days) for any reason, they will be removed from the program. During the summer **between mid-June and mid-August, student internships take place** with a local employer for **at least 80 hours at minimum wage**. Families must arrange for **transportation for students after the classes and to/from the summer internship**.

**Applications are now available from the guidance offices at N.B. Clements Junior High School and Prince George High School.**

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**Application Requirements:**

- Complete the one-page (two-sided) application.
- One (1) letter of recommendation from a teacher, coach, pastor, etc... (not a relative) explaining why the student should be considered for the program.
- Student’s cumulative grade point average and attendance record signed by a school guidance counselor.
- Student’s answers to the application essay questions and any comments from their parent(s)/guardian(s).

***DEADLINE TO APPLY: Monday, February 16, 2015***

Return completed application to your guidance office. Selection takes place by 2/23/15.

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*Application Form*



## **Prince George Youth Workforce Academy – 2015**

***DEADLINE TO APPLY: Monday, February 16, 2015***

Return completed application to guidance office. Selection takes place by 2/23/15.

Prince George Public Schools, Prince George County, and Prince George Promise are partnering to offer this new youth workforce development program for students in 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade (at least 14 years old). For this work-based learning program, students will take classes after school on **THURSDAYS from 3:00 to 5:00 pm during the months of March and April** to learn about how to find a job and how to act on the job. There will be 14 after school classes: 2 per day for 7 weeks. If a student misses 4 classes (2 days) for any reason, they will be removed from the program. During the summer **between mid-June and mid-August, student internships take place** with a local employer for at least 80 hours at minimum wage. Families must arrange for **transportation for students after the classes and to/from the summer internship.**

**Application Requirements:**

Complete both sides of this form (*use black or blue ink, print clearly*) and attach the following:

- One (1) letter of recommendation from a teacher, coach, pastor, etc... (not a relative) explaining why you should be considered for the program.
- Your cumulative grade point average and attendance record signed by a school guidance counselor.
- Your answers to the application essay questions and any comments from your parent(s)/guardian(s).

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**Applicant Information:**

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ [Must be 14 before June 1, 2015 – birthdate before 6/1/2001]

Name of School: \_\_\_\_\_ Grade \_\_\_\_\_

Level: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt \_\_\_\_\_

No: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: Home land line: \_\_\_\_\_

Cell: \_\_\_\_\_

Email (student or parent): \_\_\_\_\_

**By signing I signify that I understand the requirements of the program and am the sole author of my answers to the application essay questions.**

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Applicant Demographics:** (used for statistical purposes only)

Gender:  Male  Female

Is a parent/guardian on active duty in the military?:  Yes  No

Ethnicity (check all that apply):

African-American  Asian  Caucasian  Hispanic/Latino

**Parent(s)/Guardian(s) Information (with whom the student lives):**

Mother's

Name: \_\_\_\_\_

\_\_\_\_\_

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Phone: Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Father's

Name: \_\_\_\_\_

Phone: Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**COMMENTS:** On a separate page, either handwritten or typed, please feel free to share any comments about this student and why you would like them to participate in this program.

**By signing I signify that my family will be responsible for providing or arranging for transportation for this student after the weekly classes and to/from the summer internship.**

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Application Essay Questions:**

On a separate page or pages, either handwritten (*use blue or black ink, print clearly*) or typed, please answer the following questions (please do not turn in more than two (2) pages of answers):

- Why do you want to participate in this program?
- What do you hope to learn or gain from this program?
- Why are you interested in working?
- What school activities or home responsibilities do you have after school?
- Do you think you have good, fair, or poor communication (verbal and written) skills? Explain.
- What do you think you will do after graduating from high school?

<b>For PG YWA Use Only:</b>	Date Received ____ / ____ / ____
Reference Letter: Y or N	Essay Questions Answered: Y or N
GPA: _____	Attendance: Tardies _____, Absences _____

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***Schedule / Class Description***

**2015 Prince George Youth Workforce Academy (YWA) Class List**

**Class day:** Thursdays (Rooms 108 and 109)

**Class times:** 3:00 to 3:45 pm lesson; break, listen to a few elevator speeches; 4:00 to 4:45 pm lesson; hand out and discuss Healthy Tips; dismiss at 5:00 pm

Weekly “Healthy Tips” handed out and discussed at the end of class  
Elevator Speech assignment handed out at 1<sup>st</sup> class (Program Orientation)

3/2 week – Thursday, March 5 (everyone together in the library today)

- (1) Appropriate Appearance
- (2) Program Orientation (give out handbooks) – open to parents

3/9 week – Thursday, March 12

- (3) Written Communication – Getting the Job
- (4) Resume Writing Workshop (On the computer - VA Wizard/Word Template)

3/16 week – Thursday, March 19

- (5) Interviewing Skills
- (6) Job Search Strategies, Networking and Volunteering

3/23 week – Thursday, March 26

- (7) Managing Your Money
- (8) Mock Interviews (ask employers if they want to participate)

3/30 week (but Monday 3/30 is a ½ day) – Thursday, April 2

- (9) Responding to Authority & Conflict Management
  - (10) Active Listening and Non-Verbal Communication
- Internship placement meeting

4/13 week – Thursday, April 16

- (11) Responsibility and Time Management
  - (12) Verbal Communication and Teamwork
- Internship placement meeting

4/20 week – Thursday, April 23

- (13) Written Communication – On the Job
  - (14) Class Review & Internship Orientation
- (insert info from Employee/Employer Relationship to lesson 14)  
Internship placement letters handed out

4/27 week – Thursday, April 30

For any make ups if school is cancelled on a class day