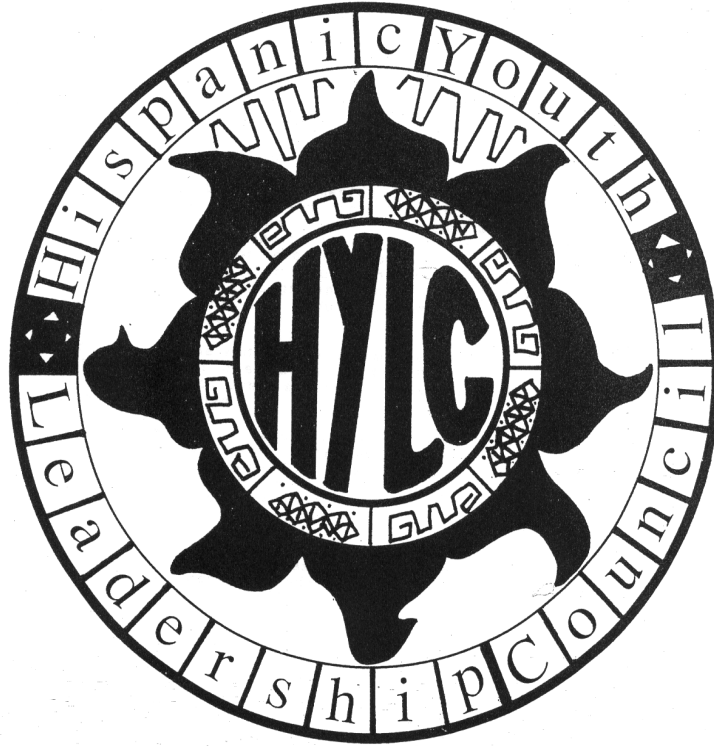


H.Y.L.C



HISPANIC YOUTH LEADERSHIP CLUBS

OF

STANISLAUS COUNTY, CA

(FOUNDED 1989- MODESTO, CA)

34TH ANNIVERSARY

Information Packet

2023-2024



HYLC CLUSTER MEETING AGENDA

HOST SCHOOL: _____

Join Zoom Meeting:

MEETING ID: **885 5961 6124**

PASSWORD: **462059**

DATE: _____

TIME: 5:00-6: 30pm

Pre-Meeting set up:

Set chairs up in circles

John Torres provide upcoming network-wide announcements

Are the following ready: Monthly Report Forms - Cluster meeting attendance QR Code - Zoom

I. Call to Order- HYLC Club Host

Chant: Somos..somos..somos...HYLC

II. Flag Salute HYLC Pledge-Host School

III. School Shout Outs:

Aspire Vanguard, Atwater, Beyer, Buhach, Central Valley, Ceres, Denair, Glick Middle, Gregori, Hughson, Johansen, Lathrop, Livingston, Manteca, Merced High, MLK Jr. Middle, Modesto, Orestimba, Pitman, Riverbank, Riverbank Language Academy, Sierra, Somerset Middle, Turlock, Waterford, Yolo Middle

IV. Game/Ice Breaker/Mixer(Purpose is for students to learn how to socialize in any given setting)

V. Guest Speaker: _____

(Limit talk to no more than 15 minutes)

VI. New Business:

VII. Club Reports/Highlights

a. President

- b. Advisors

VIII. B-day Shout Outs

IX. For the Good of the Order

- a. Announcements
- b. Drawing for prizes
- c. Food

X. Gracias. Hasta Luego

HYLC Pledge: I promise to uphold/ the ideals of the Hispanic Youth Leadership Council/ in my relations with my family, school, and community./ I will make every effort/ to maintain pride in my heritage/ to succeed in all of my endeavors,/ and to honor the commitments I make. Nunca te rindas/ Never Give Up!

HYLC

DUTIES OF MODERATORS AT CLUSTER MEETING

1. Host Club Moderators/Officers arrive by 4:15
2. Set up room and refreshment table
3. Two members set up and handle sign-in sheets, tickets, etc., at the door
4. Moderator conducts meeting-start on time
 - A. Calls on two people to lead flag sauté and HYLC pledge
 - B. Assign officer to greET, get info from guest speaker, introduce speaker, and thank speaker when finished
 - C. Follow the Agenda, maintain order, use time efficiently
5. Two or three people facilitate dispensing refreshments at break
6. Host clubs bring 4-8 inexpensive prizes for the drawing
 - A. Host club may bring some snacks (optional).
 - B. HYLC will provide sodas, water, chips, etc., and usually some prizes
7. Moderator and officers conduct drawing, handing out prizes quickly
8. Host club helps with all clean up at end of meeting

Nunca te rindas! -- Never Give Up!

HYLC Information/Discussion

1. **Who are we?** - Youth service/leadership club of Hispanic Leadership council of Stanislaus County, est. 1989
2. **What is our purpose?** - Provide opportunities to youth to learn leadership skills and promote education, and cultural heritage.
3. **Who sponsors us?** City Ministry Network, and Associated School Districts.
4. **Where are HYLC's in operation?** – All schools in San Joaquin, Stanislaus and Merced Counties.
5. **How do they function?** - Like most sanctioned clubs.
6. **What are the roles of the on/off campus advisors?** - Supervise and assist in coordinating all activities.
7. **What are the qualifications and responsibilities of an off-campus advisor?** - Age requirements and meet requirements of school volunteer. Assists the campus advisor with activities of the club. Liaison to HLC.
8. **How much time does it take to be an advisor?** - Minimum of one hour per week. Maximum depends on level and scope of club activities.
9. **How does HYLC fit into the Associated Student Body structure of high school?** -Must meet all requirements established by ASB for clubs.
10. **Who is eligible for membership in HYLC?** - Any student in good standing at his/her school.
11. **How much does it cost to join?** – There is no fee. Clubs/students pay \$10.00 for liability insurance.
12. **How do the HYLC's communicate and work together?** - Through the Cluster Meeting and common activities.
13. **What is a cluster meeting?** - It is a joint meeting of all the HYLC's. It is like an interscholastic meeting of schools.
14. **What is the risk in being an HYLC member or advisor?** - It is easy to get involved in activities.
15. **What are the Benefits?** - Satisfaction, pride, fellowship.
16. **What are some of the activities and accomplishments of HYLC?** - Recognition, scholarship, socials, speakers contest, post-secondary and career information.
17. **How do I sign up to become an advisor?** -Attend a Cluster or Advisor meeting.
18. **What are the next steps?** -Volunteer time with on campus Advisor
19. **How and when do we begin?** –Attend a Cluster or Advisor meeting.

HYLC PLEDGE

I promise to uphold the ideals of the Hispanic Youth Leadership Council in my relations with my family, school and community. I will make every effort to maintain pride in my heritage, to succeed in all my endeavors, and to honor the commitments I make.

SLOGAN

¡Nunca te rindas!- Never give up!

OUR IDEALS

Trustworthy/ Loyal/ Helpful/ Friendly/ Courteous/ Kind/ Obedient/ Cheerful/ thrifty/ Brave/ Clean/ Reverent

CORPORATE SPONSORS:

City Ministry Network and Associated School Districts

HISPANIC YOUTH LEADERSHIP CLUBS

What is it?

HYLC is a club open to all middle school and high school students. The club is designed to meet concerns and needs of Hispanic students. There are many HYLC chapters/clubs in San Joaquin, Stanislaus, Merced, Madera, and surrounding communities that are all sponsored by the City Ministry Network.

What is the purpose of the club?

There are several key purposes:

Leadership Development- The opportunity for youth to lead in various capacities within their club to make it fun and worthwhile for the whole membership.

Career Awareness- Presentations by speakers of various career fields, and what it takes to get there.

Cultural Awareness- Learning Latino/Hispanic history and background.

Service to the Community- Doing activities that serve others in the community.

Social Activities- Club planned events and activities designed to just have fun and to get to know others in the club.

Encouraging Education- We advocate finishing high school and encourage and support continuing education after high school.

How do we meet these purposes?

Our Activities include trips to museums, culture expos, colleges, places of interest and places. Speakers from various professions make presentations; members become involved in various community projects. There are meetings and activities with just your club, plus there are activities and events involving all the HYLC chapters/clubs.

Who runs the club?

The club is student led with assistance –as needed- from an adult advisor from the Hispanic Youth Leadership Council Advisory Board and the assistance of a school liaison, usually a teacher. There is a board of student officers that are voted into office by the membership. The officers put into motion the activities the members want to do, and make sure we are meeting the purpose of the club. The officers conduct the meeting and organize committees to accomplish event planning. As a member, you will be to assist or organize events and participate in fund-raisers.

When will we elect officers?

Election of officers (for the coming school year) usually takes place during the month of May, but no later than the second to last meeting in June, as recommended by the HLYC Advisory Board, so that the officers and Advisors will be available for training in August. The duties of these officers become effective when school opens after summer break.

HISPANIC YOUTH LEADERSHIP CLUBS

The Hispanic Youth Leadership is currently an affiliation of 25 High School/ Jr. High/ Middle School clubs located in Madera, Merced, Stanislaus, and San Joaquin Counties. These clubs are supported by the City Ministry Network.

Some of the non-school activities sponsored by the HYLC...

- Cluster Meetings of HYLC member school
- Student of the month program
- Student Speaker Contest providing cash awards
- Annual Photo Contest providing cash awards
- Annual Poster Contest, cash reward to winnings club
- Educational activity at Cesar Chavez Day celebration
- Annual Winter Social
- Annual HYLC Awards Night

These are just a few of the activities sponsored by the CMN and HYLC. Many of the school's host activities during the year and invite other HYLC clubs to Participate. A winter Dance and Rockin' Jump Social are just two of these activities from this past year.

Other benefits include...

- Use of HYLC logo and designation
- May purchase HYLC t-shirts
- Positive recognition in the form of Member of the Year, recognition for club officers and for the Club President.
- May participate in HYLC application for funding through grants

The only way the HYLC can operate and address the risk factors of our many activities as an organization (HYLC) is by having everyone registered for liability insurance. This is a required condition due to the high risk nature and exposure we have in our activities.

In addition, applications for funding for HYLC are strengthened by showing a large student membership. The only way we can certify this membership is through the registration for liability insurance. This is the same procedure used to certify membership in all HYLC programs.

HYLCS Leadership Training Workshop

Goals

1. Inspire and Motivate
2. Build Relations and a Network.
3. Provide Information About HYLCS.
4. Model a Meeting
5. Help Prepare for Success on Campus.

Keys to a Successful Meeting

1. All meetings must have an AGENDA.
2. All meetings have a purpose.
3. All meetings require preparation in advance.
4. All meetings have a facilitation process-people have duties.
5. All meetings get people involved-timed is valuable.
6. All meetings have a supportive environment.
7. All meetings Show planning for space, time, and place.
8. All meeting costs are planned for and covered.
9. All meetings have a follow-up process.

Bad Meeting-People Don't Like

1. Long meetings
2. Boring meeting
3. Individual interruptions during meeting
4. Speakers who do not meet their needs
5. Trivial meeting
6. Rambling at meetings
7. Unorganized meetings
8. Meetings not relevant to those present
9. Rubber stamp meetings
10. Repetitious meetings
11. Meetings where they don't feel welcome
12. Meetings where their views aren't considered

HYLC KEYWORDS TO SUCCESS

Commitment
Excellence
Responsibility
Dependable
Pride

Initiative
Supportive
Honesty
Respect

HISPANIC YOUTH LEADERSHIP CLUBS CONSTITUTION

Preamble

The mission of HYLK is to develop leadership skills among its members to better serve the school and community.

To serve the school and community by providing leadership in health, education and cultural activities.

To provide and maintain leadership training opportunities for members through school based activities.

Article I: Name

The name of the organization will be the Hispanic Youth Leadership Club of _____
_____ School.

Article II: Membership and Dues.

Membership is open to any/all High School Students. Each member in good standing will have one vote.

Article III: Officers

The officers will consist of: President, Vice President, Secretary, Treasurer and Sergeant of Arms. Officers are elected annually by the members.

Article IV: Selection of Officers, Terms of Office

The general membership will nominate and elect new officers each Year. Elected officers and board members will take office immediately upon election.

Article V: Duties of Officers & Board Members

The President: will preside at all meetings and perform all duties applicable to presiding officers.

The Vice President: will oversee programs, be official greeter at each meeting, and serve as President in the President's absence.

The Secretary: will notify members of all general meetings, maintain member records and record minutes of all meetings.

The Treasurer: will be responsible for accounting of HYLC funds and to report to the membership at large on the status of funds. All funds must be turned in to the school bookkeeper, to be held in trust for club activities.

The Sergeant at Arms: will assist in maintaining order during meetings, and make an attendance book for guest signatures.

Article VI: Meetings

General membership meetings will be held every Club Day throughout the school year.

Article VII: Amendments

The by Laws may be amended by a two thirds majority vote of the general membership in good standing.

Article VIII: Schedule

This constitution becomes effective on September 7th in the year 2022

Clubs and Organizations

Clubs and organizations exist to meet the curricular needs of students, to enhance self-esteem, and to provide student involvement.

This section gives a general outline for organizing clubs and providing information on clubs which may already exist or need to be formed.

Organizational Issues

Advisors: Each club or organization **MUST** have an advisor who is familiar with the established procedures for working with A.S.B.

Inter-Club/Organization Council: (I.C.O.C.) An I.C.O.C, at the high school level, creates a system of communication between each club and the A.S.B. It can be responsible for organizing dates for club activities, approving club petitions for concession and dances, and for approving dates and sales items for fundraising.

Student Responsibilities: Club programs are established by and for students. Students Should:

- a) Conduct their own meeting with the advisor present.
- b) Plan their yearly program which is coordinated with the master calendar.
- c) Establish a budget under the guidelines set by A.S.B.
- d) Plan for their own functions coordinated with the master calendar.
- e) Attend all inter Club/Organization Council meetings.
- f) Use the club advisor as a resource.

Privileges: Clubs/Organizations that have A.S.B. sponsorships are eligible for privileges such as: conducting fundraising activities on campus, use of campus advertising facilities, use of school name and logo, and membership in the Inter-Club/Organization Council.

Eligibility: Each club must meet the standard requirements to be eligible for the right and privileges of an A.S.B. sponsored club. These Requirements usually include:

- a) Having a faculty or staff advisor.
- b) Having an up-to-date constitution on file in the A.S.B. office.
- c) Completing an application for the club charter with a statement of purpose.
- d) Being actively represented in the Inter-Club Council.
- e) Maintaining individual Grade Point Averages and other requirements set by the school board for extra-curricular activities.
- f) Abiding by the A.S.B. Constitution, the club constitution, and state and local school codes.



HYLC CAMPUS CLUB MEETING AGENDA

School: _____

Date of Club: _____

1. **Call to Order** - HYLC Officer
2. **Club Chant** - (Get everyone's attention and focus):

“Somos..somos..somos...HYLC”

3. **New Business/Reports/Guest Speaker/Topic**

Theme of meeting/group discussion/presenter

- a.
- b.
- c.

4. **Reports/B-day Shout Outs**
5. **Announcements of upcoming activities and events**
6. **Close the Meeting with the HYLC Pledge:**

I promise to uphold/ the ideals of the Hispanic Youth Leadership Council/ in my relations with my family, school, and community./ I will make every effort/ to maintain pride in my heritage/ to succeed in all of my endeavors,/ and to honor the commitments I make.

Nunca te rindas/ Never Give Up!

HYLC Officer Roles and Responsibilities

PRESIDENT/SERGEANT AT ARMS

- Responsible for all officers fulfilling their duties in a timely and excellent manner.
- Responsible for leading the club, ensuring that everything is done effectively.
- Responsible for maintaining order during meetings and activities.
- Ensure that members sign in at every meeting and that the sign-in sheet is turned in to the appropriate person promptly.
- Responsible for a group of members to regularly contact and inform about events and activities.
- Responsible for communicating and keeping a positive relationship with club adult advisors.
- Responsible for attending monthly cluster meetings.
- Responsible for developing future leaders for your club.

VICE PRESIDENT/PUBLIC RELATIONS OFFICER

- Responsible for working together and assisting the president in mutually agreed-upon ways.
- Responsible for keeping all files in order.
- Responsible for bulletin announcements, flyers, and organization of activities.
- Responsible for a group of members to regularly contact and inform about events and activities.
- Responsible for leading campus meetings and activities when the president is unable.
- Responsible for attending monthly cluster meetings.

SECRETARY/HISTORIAN

- Responsible for keeping minutes and registrations of all meetings and activities.
- Responsible for turning in club registrations at cluster meetings or online.
- Create agendas and type minutes from meetings held.
- Create school announcements to recruit students to the club and activities.
- Keep a running record of points accumulated throughout the year by each member.
- Take pictures at all events or delegate to another officer to take pictures to upload them to the campus website.
- Create the club poster for the end-of-the-year picnic.
- Responsible for a group of members to call and inform about events and activities.
- Responsible for attending monthly cluster meetings.

TREASURER

Responsible for keeping a financial record of the club account in partnership with the advisor and school representative.

Make receipts for club dues and any other monetary transactions.

Be responsible for a group of members to call and inform about events and activities.

Responsible for attending monthly cluster meetings.

ACTIVITY DIRECTOR

Responsible for planning activities, developing new ideas, and executing the activities.

Responsible for completing the activity requests THREE WEEKS before the activity and attending the student council meetings.

Responsible for a group of members to call and inform about events and activities.

Responsible for attending monthly cluster meetings.

****Although each officer has specific responsibilities, all officers must work together as a team.**

*****Note that not all duties are listed.**

HISPANIC YOUTH LEADERSHIP CLUBS

School Cabinet

Name of School: _____

Name of Advisor: _____ **Address:** _____

Phone: _____ **Email:** _____

Name of Co-Advisor: _____ **Address:** _____

Phone: _____ **Email:** _____

Club president: _____ **Address:** _____

Phone: _____ **Email:** _____

Vice President: _____ **Address:** _____

Phone: _____ **Email:** _____

Secretary: _____ **Address:** _____

Phone: _____ **Email:** _____

Treasurer: _____ **Address:** _____

Phone: _____ **Email:** _____

Sergeant at Arms: _____ **Address:** _____

Phone: _____ **Email:** _____

Other (Name Title): _____ **Address:** _____

Phone: _____ **Email:** _____

Other (Name Title): _____ **Address:** _____

Phone: _____ **Email:** _____

Other (Name Title): _____ **Address:** _____

Phone: _____ **Email:** _____

You can also fill this out electronically: [Club Cabinet Form](#)

Additional Links

[2023-2024 HYLC Member Application](#)

[2023-2024 HYLC Member Application QR Code](#)

[2023-2024 HYLC Activity Calendar](#)

[Club Meeting Sign In Sheet](#)

[Club Meeting Sign In Sheet QR Code](#)

[Activity Registration and Liability Form English and Spanish 23-24](#)

[Consent to Treat Minor English_Spanish 2023-2024](#)