

TEEN SUMMIT MENTOR TOOLKIT 2021

The chaperone/mentor toolkit is meant as a guide to aid the adults bringing youth to the annual, statewide Teen Summit. This toolkit is to provide resources, tips, and tricks to be a fully engaged adult mentor with the youth that you are bringing. The toolkit is broken up into three parts: before, during, and after the Teen Summit. It was created by chaperones/mentors that have attended the Teen Summit in the past, Teen Council adult members, and End Domestic Abuse Wisconsin Staff.

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BEFORE THE TEEN SUMMIT

Things You Should Know

- Follow us on [Facebook!](#)
- Make sure you are aware of the Teen Summit deadlines you can find them on the [End Abuse website.](#)
 - The virtual 2021 Teen Summit will be a **FREE** event this year!
- Know where to find the [Excused Absence Form](#) for youth.
- It is an expectation of ALL Teen Summit participants that they attend the conference during the Teen Summit times. We expect that all adults are fully engaged with their youth.

Non-Violent Communication Practice

Review how to use [non-violent communication](#) with the youth and to practice with each other. We want to foster a safe and brave space at the Teen Summit and to begin to achieve that we want everyone to communicate with each other respectfully.

Keep Track of Youth Information

Make sure that you know what workshops, roundtables, and room numbers of the youth that you are bringing. Use this [Youth Tracking Chart](#) to keep all the youth information with you.

Review the Teen Summit Norms, Additional Expectations, and Zoom Resources

We are requiring that you read in advance and share the [Teen Summit Norms](#) with all the youth, as well as yourself. We want to create collective accountability at the Teen Summit, so the statewide Teen Council and Teen Ambassador Program (D2K) tap has created this list of norms of ways we want to be with one another. Once you have gone through all the norms go through the additional expectations then the focused conversation.

Additional Expectations

After reading the Teen Summit norms talk about the following expectations with the youth that will be attending. These expectations should be talked about with the teens well beforehand. Have the questions answered before talking with the teens or have the teens come up with answers to the questions.

- How many reminder emails, texts, messages will need to be sent to youth about the Teen Summit?
- Make a communication plan so that the youth know how to get a hold of you and how you can get ahold of the youth.
 - When do the youth need to contact you?
 - What should the youth do if they can't get ahold of you?

Examples of how to communicate with one another: Group Me App, social media messenger groups, text groups, etc.

- What time will we check-in about how the day went?
- How will we hold each other accountable to fully participate in the Teen Summit?
 - Should we have a report back time to the group about the workshops and events at the Teen Summit.

Report Back Example: Provide each youth with a notebook to take notes about the workshops/events that they are attending. Then at a check-in time have them report back what they learned, thought, or felt about the Teen Summit.

- When would you like me (adult) help you communicate your needs to others?
 - How would you like me to do that?

Focused Conversation for Norms and Expectations

These questions are meant to guide you through a focused conversation that will get everyone's voice in the conversation and to be more mindful of how to utilize the Teen Summit Norms with the youth you are bringing to the Teen Summit. Ask these questions once you have finished reading the Teen Summit norms and other expectations ask the following questions.

- What is something that stands out to you from the norms and expectations?
 - Have everyone answer this question. After this question then have anyone answer.
- What norms and expectations are clear to you?
- What norms and expectations need more clarification?
- What is the importance of these norms and expectations?
- What difference will it make to follow these norms and expectations?
- What questions did this raise for you?
- How will we hold each other accountable to follow these norms and expectations?

Zoom Resources

We will be utilizing Zoom to host the 2021 Teen Summit. Please review these expectations for participants attending the virtual Teen Summit. This will better prepare the youth and adults before the Teen Summit to set up a practice of how to interact in the virtual setting. To aid in these conversations please follow review the following materials, the marker points underneath the resources is meant to give you an idea of what types of articles you will find under each main area of help:

- Getting Started Resources
 - [Desktop Articles](#)
 - Getting started on Windows and Mac, quick start guide for the Zoom web client
 - [Mobile Articles](#)
 - Getting started with iOS, Getting started with Android
 - [Frequently Asked Questions](#)
 - FAQ, technical support, top 20 Zoom resources, can I use zoom on multiple devices?
 - [Installation Articles](#)
 - *You do not need to install Zoom on your device for this virtual conference*
 - [Troubleshooting articles](#)
 - My video/camera is not working, my audio is not working on iOS or Android
- Video Tutorials
 - [Join a meeting](#)
 - [Joining & configuring audio & video](#)
 - [Meeting controls overview](#)
 - [Sharing your screen](#)
 - [Zoom Phone: App overview](#)
 - [Zoom Phone: new account setup](#)

DURING THE TEEN SUMMIT

Things Keep in Mind

- Network and connect with other chaperones/mentors. It is an expectation that ALL participants fully engage in all aspects of the Teen Summit.
- We want to make sure that all participants understand that:
 - We try to create a safe and brave space at the virtual Teen Summit.
 - Be mindful of your own boundaries.
 - To be mindful of when you need to step back so others can step up.
 - Meet and network with people outside of the group that you came with.
 - Seek help when needed.
- Check your privilege. Try to recognize if you are using your power as an adult and modify your behavior to help the teens thrive in a respectful way.
- You can't be everywhere at once so make sure that you are always able to be contacted during the Teen Summit.

Registration

Make sure that you:

- Choose TWO options for the workshop 1
 - Because there will only be 50 participants allowed in the first round of workshops, we want to make sure that we know your top 2 choices to participate in a workshop.
- Choose ONE option for workshop 2
 - Because these sessions will have a max capacity of 200 people per workshop.

Group Check-Ins

Here are some suggestions about how to check-in with the youth that you brought. In the notebooks that you provide them have pre-made questions for them to think about for the:

- Keynote 1
- Keynote 2
- Keynote 3
- Workshop 1
- Workshop 2

Example questions:

<i>Objective Question</i>	<ul style="list-style-type: none">• What's something that stood out from the [insert from list above]?
<i>Reflective Questions</i>	<ul style="list-style-type: none">• What is something that was exciting from the [insert from list above]?• What is something that was not as exciting from the [insert from list above]?• What was easy about the [insert from list above]?• What was difficult about the [insert from list above]?
<i>Interpretive Questions</i>	<ul style="list-style-type: none">• What is the importance of this [insert from list above]?• How has this [insert from list above] been beneficial to you personally?• What questions does this [insert from list above] raise for you?• What insights are beginning to emerge from the [insert from list above]?
<i>Decisional Questions</i>	<ul style="list-style-type: none">• How will you use the information from [insert from list above] after the Teen Summit?• Who will you share the information from the [insert from list above]?• What does it mean to have experienced this [insert from list above]?• If you went to this [insert from list above] again, what would you change?• What will you do differently from experiencing the [insert from list above]?

AFTER THE TEEN SUMMIT

Things to Do

We would suggest to check the following with your group:

- Everyone in the group has completed the Teen Summit surveys.
- Check-in with to see if the youth that you are connected with need any additional supports.
 - (i.e. if they were triggered, uncomfortable, etc. about the information they

Focused Conversation

After the virtual Teen Summit consider having a short, focused conversation to debrief as a group.

Thinking about your WHOLE Teen Summit experience:

- What is something that really stands out to you about the Teen Summit?
- What is something that you appreciated about your experience?
- If we could do this experience all over again, what would you change?
- How would you like to stay in contact with each other?
 - (i.e., Group Me App, social media messenger groups, text groups, etc.)