



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

Community Action Research & Empowerment (CARE) Project Youth Action Team

APPLICATION CRITERIA & INSTRUCTIONS

1. Read the packet thoroughly.
2. Complete and return the application and essay to the VFA office by 5pm on Monday, **October 26th, 2009**. You may also email the forms to Kathy.ho@vfaseattle.org, but all appropriate lines must be visibly signed. Late applications will be waitlisted.

Checklist

- Application Pages 1-5
- Essay

3. Applicants must be at least 16 years of age and no older than 20 years of age at the time of application.
4. If qualified, applicants will be notified by October 26th to schedule an interview process during the week of Monday, October 26th to Friday, October 30th, 2009.
5. For more information regarding the application process, contact Kathy Ho:

email: Kathy.ho@vfaseattle.org
call: 206.760.1573
visit: www.vfaseattle.org/CARE



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

Community Action Research & Empowerment (CARE) Project

SUMMARY

The Vietnamese Friendship Association (VFA) is implementing the Community Action Research and Empowerment (CARE) Project, a strategic community planning process to address the social and economic inequities in the Vietnamese community. The idea for CARE was born from the Dearborn/Little Saigon project. When it was announced that developers had plans to build a Target near the Little Saigon area, two groups organized to address the issue. One group seeks to mitigate the impact on Little Saigon, believing that stopping the project would not be feasible. Another group aims to prevent the development. Instead of working together, the groups argued. Community members who stood on the sideline were very frustrated by the lack of unity. Additionally, through our work at the VFA, we recognize the absence of the Vietnamese voice and presence in the neighborhood. Although one of the largest immigrant populations in the Southeast, hardly any Vietnamese attend the district council meeting, focus groups on neighborhood issues such as the light rail, or other civic engagement or social activities. We are hoping that through CARE, we will have a clearer understanding of the obstacles that prevent our community from being more engaged. This will be a critical first step to solving these challenges and promoting neighborly relationships between the Vietnamese community and other diverse communities in the Southeast. This project will focus on the areas from South of Yesler Way to north of Othello St., and between the I-5 and Lake Washington.

GOALS

1. Promote greater civic participation, grassroots leadership development, and general community involvement among Vietnamese community members;
2. Foster positive youth development, encourage youth learning and to provide a positive opportunity for youth to contribute to their community and to develop critical career skills;
3. Provide an opportunity for youth and adults to work together and to promote greater understanding between different generations;
4. To develop a community-based plan that reflects community needs and desires, fosters community ownership of the plan, and is recognized as official community

STRATEGIES

The planning process must be driven by the community, includes all segments in the community, and led by a multigenerational team to implement the following strategies:

1. **Outreach & Education-** VFA has already begun holding meetings with numerous agencies and individuals to inform community members of VFA's effort to create a community mobilization plan. Leaflets and newspaper articles will also be created in the English and Vietnamese language print to foster as much participation as possible from the community. Three teams will be created to support this project: an Advisory Committee, Community Task Force, and Youth Action Team.
2. **Form a Youth Action Team (YAT), Community Task Force (CTF) and Advisory Community (AC) to lead the planning and implementation of the project**
 - a. The Youth Action Team will include 12 young adults between ages 16 and 20. VFA is targeting this age group for two reasons: To create an opportunity for mentorship between high school and college students, and to instill in young people the knowledge and experience of community development work as they start to choose their future career paths. They will be trained in the principles of participatory research and community dynamics, and will be tasked with carrying out the assessment work through interview, focus groups, surveys, and photojournalism. A mandatory retreat at the beginning, middle, and end of the year, and intense trainings throughout the year on designated Saturdays and weekdays will prepare them to tackle the assigned tasks while developing leadership skills. The YAT members will



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

receive a stipend of \$2,300 over an 11 month period and receive a \$1,000 educational bonus award upon completion of this leadership program.

- b. The Community Task Force will include 10-12 Vietnamese community leaders who are business owners, religious leaders, and elders in the community. They will guide the participatory action research by using their connections to shape the assessment questions. The CTF will include two YAT members to ensure cohesive communication. The importance of the CTF is twofold: culturally and politically. Culturally, elders are respected in the Vietnamese culture, having history and knowledge of the community, and it is vital include their voices. Politically, projects that concern the community must be approved by elders in order to get buy-in from the rest of the community; projects often do not succeed because planners intentionally or unintentionally fail to approach and include the elders.
 - c. Because we anticipate that many members of the Community Task Force will be unfamiliar with the principles of participatory research, an Advisory Committee will be formed. The Advisory Committee will have 8-12 volunteer community members who will meet regularly (monthly at minimum) to discuss process and progress. The members of the AC will generally have a better understanding of participatory research and planning processes, and will guide the CTF and YAT in their work, helping to coordinate trainings and consultancy as needed. They will also be “eyes and ears” of the project and will act as liaison between the mainstream community and VFA. They AC will actively recruit members of various backgrounds, including those outside the Vietnamese community in order to have diverse representation.
- 3. Providing training and technical assistance to help members of the CTF and YAT develop knowledge and skills in community planning** – The planning process is a new exercise for the Vietnamese community, so most members will not be familiar with the steps of developing a comprehensive community plan. VFA will engage bilingual and bicultural consultants with proven experience and knowledge to provide training and technical assistance to help develop capacity of the CTF and the YAT to actively participate in planning and implementation. The consultants will conduct CTF training sessions as well as provide on-going technical assistance to ensure knowledge and skill transfer on issues such as: the planning process and model(s), how to encourage community engagement, effective communication skills, effective facilitation of group meetings, researching information and mapping, proposal writing and fundraising, managing contracts (e.g. for consultants), and conflict resolution. The YAT and CTF will receive trainings from various organizations to develop their skills on public speaking, leadership, community mapping using the GIS, participatory research and dynamics, etc. Both groups will undergo training on understanding the Vietnamese community dynamics and culture.
- 4. Providing one-on-one technical assistance and support to assist CTF and YAT members in conducting an assessment of the social and economic inequities in terms of poverty, gaps in services, challenges facing youth and families, affordable housing, employment, neighborhood safety, etc.** – Working with the community and the CTF, YAT will employ several key methodologies to identify assets, opportunities, needs and challenges facing the Vietnamese community. These key methodologies involve reviewing existing community studies and reports, community mapping, survey, and interviews.

The CARE Project will research and identify the needs of the low income Vietnamese population in Seattle. Whether the needs be affordable housing, childcare, early education assistance, etc, CARE will be the first step to generate pathways to fulfill these needs and improve the overall living conditions to the Vietnamese community. Because this project is participatory, our overall mission is to unite the Vietnamese people of Seattle and address necessities for the community through one carefully deliberated voice. Upon completion of the project, VFA will have mapped the community, strengthen the leadership of 10-12 youths, improve civic engagement, and build relationships with the youth and elders of the Vietnamese community while garnering support from those outside of the community. We will have an extensive project report to summarize the findings of the research project. Once the Vietnamese community identifies the top 3-5 priorities, we can develop a strategic plan to address the needs. The CARE model can be transferred to other minority communities so that they may also assess and address their needs.



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

Community Action Research & Empowerment (CARE) Project

Youth Action Team Application – Page 1

Section I. Personal Profile

PARTICIPANT INFORMATION		
Full Name (First, Middle, Last)	Sex (circle one) M F	Birthdate / /
Address	City	Zip Code
Home #	Cell #	Email
School	Grade	

PARENT/GUARDIAN INFORMATION (Required if under 18 years old)		
Parent/Guardian's Full Name (First, Middle, Last)	Relationship to participant	
Day Phone	Cell Phone	Email
Address (if different from above)	City	Zip Code

EMERGENCY CONTACTS		
Contact 1: Full Name (First & Last)	Relationship to participant	
Day Phone	Cell Phone	Email
Address	City	Zip Code
Contact 2: Full Name (First & Last)	Relationship to participant	
Day Phone	Cell Phone	Email
Address	City	Zip Code



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

CARE YAT Application – Page 2

Section II. Community Activities (if any) List and describe your organizational memberships and youth development/educational experiences. Include school, professional, and any neighborhood projects or programs. *(Attach a separate sheet if necessary)*

Group or Organization	Dates of Participation	Job Title & Duties
Name: Location: Phone:	Start: _____ (mo/yr) End: _____ (mo/yr) Hrs/week: _____	
Name: Location: Phone:	Start: _____ (mo/yr) End: _____ (mo/yr) Hrs/week: _____	
Name: Location: Phone:	Start: _____ (mo/yr) End: _____ (mo/yr) Hrs/week: _____	

Section III. Employment (if any) List and describe your recent positions, starting with the most current/recent. You may attach a resume in lieu of this only if it addresses all the requested information.

Name/Address of Employer	Dates	Job Title & Duties
Name: Address: Phone:	Start: _____ (mo/yr) End: _____ (mo/yr) Hrs/week: _____	Job Title: Duties: Reason for leaving:
Name: Address: Phone:	Start: _____ (mo/yr) End: _____ (mo/yr) Hrs/week: _____	Job Title: Duties: Reason for leaving:



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

CARE YAT Application – Page 3

Section IV. Questionnaire

1. What is your preferred method of contact:

- Work
 Personal

- Phone
 Email

Other (please specify): _____

2. What/when is the preferred day/time to contact you?

Day	Time
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

3. Do you have a valid driver's license? Yes No

4. On a scale of 1 to 10 (with 10 being strongest):

- a. how strong would you rate your ability to speak Vietnamese? _____
b. how strong would you rate your ability to speak English? _____

5. Have you received any relevant awards/honors/achievements that you'd like to mention?

6. Please list a few of your hobbies and/or extracurricular activities.

7. How did you hear about the YAT position or CARE project?



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

CARE YAT Application – Page 4

Section V. Community Agreement - Code of Conduct

Please read and initialize in the appropriate areas.

As a member of the Youth Action Team, I understand that I will be required to:

- a. complete 400 hours of service by November 2010 in order to receive the \$1,000 educational bonus. _____
- b. accurately record my work hours, and consistently turn in my timesheet every other Thursday to ensure that I receive my stipends totaling \$2300. _____
- c. attend the 3 mandatory retreats, 2 community forums and at least 8 trainings. Any unexcused absences may result in my termination of employment. _____
- d. arrive promptly, and actively participate in events, including weekly meetings, trainings, retreats, etc. _____
- e. display mature and professional common sense in attitude, behavior, language and attire. _____
- f. communicate my thoughts and actions in a responsible and respectful manner. _____
- g. use my best judgment to act in the greater interest of VFA and CARE, and its participants. _____
- h. avoid the use of alcohol, tobacco, weapons and other illegal activities while on site. _____
- i. respect other’s physical space and private properties. _____
- j. provide accurate credit and citation when due, and will not plagiarize or falsify data to support field work and research. _____
- k. undergo a thorough background check. _____

By signing this, I acknowledge receipt of this information regarding the CARE Project’s functions and expectations. If any of these terms are violated the VFA CARE staff have the right to take disciplinary actions, or remove from the Project.

Youth Participant’s Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

CARE YAT Application – Page 5

Section VI. General Information and Authorizations

1. I am allergic to the following foods:
2. Other information we should know regarding your health:
3. I have permission to participate in field trips including but not limited to local neighborhoods, businesses, etc, by means of walking, or by bus, van or car where seatbelts will be worn at all time.

Youth Signature: _____

Parent/Guardian Signature (if under 18 years old) _____

4. I understand that I must participate in over-night retreats for this leadership program, where I will be under direct supervision of the CARE Project leaders, and will not have in my possession any weapons, tobacco, alcohol or any controlled illegal substance.

Youth Signature: _____

Parent/Guardian Signature (if under 18 years old) _____

5. My photograph (stills and video) may be used for Vietnamese Friendship Association or its partners' publications.

Youth Signature: _____

Parent/Guardian Signature (if under 18 years old) _____

By signing this, I acknowledge receipt of this information regarding the CARE Project's functions and expectations. If any of these terms are violated, representatives from the VFA CARE Project have the right to take disciplinary actions, or remove me from the Project.

Youth Participant's Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

YAT Application – Page 6

Section VI. Essay Questions

Please respond to Question #1. Then choose either #2 or #3 to answer. Each response should be between 300-400 words long, typed on 8 ½ x 11 paper.

1. What motivated you to apply to the YAT? What strengths and talents can you bring to the CARE project (reliability, interest in community, etc)?
2. What is one accomplishment in your life that you are proud of, and why?
3. What do you see as characteristics of effective leadership? Give one example where you've demonstrated effective leadership?



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

CALENDAR OF YAT Training and CARE Events

****Dates and topics are subject to change.**** The following training dates set for Saturday mornings, but depending on the majority of the YAT members' availability, the date, time and topics may change.

DATE & TIME	EVENT	TOPICS
November 2009		
Start: Fri. 11/6/09 @ 5pm End: Sat. 11/7/09 @ 5pm	YAT Overnight Retreat A	<i>Building a Foundation: End Goals & How We'll Get There</i> <ul style="list-style-type: none"> • PAR Model, Introduction to Community • Leadership Styles & Team Building
Thurs. 11/19/09 6-8pm	CARE Launch Party	
December 2009		
Sat. 12/5/09 9:30-1:30pm	Training #1	<i>Researching with the Community Out Front</i> <ul style="list-style-type: none"> • PAR Model, Research Process • Publishing Vietnamese community research
Sat. 12/12/09 9:30-1:30pm	Training #2	<i>Getting Familiar with the Tools</i> <ul style="list-style-type: none"> • Research Methods
January 2010		
Sat. 1/16/2010 9:30-1:30pm	Training #3	<i>Building a Gameplan for the Year</i> <ul style="list-style-type: none"> • Envisioning outcomes • Crafting a Workplan • Interviewing – Part 1
Sat. 1/30/10 9:30-1:30pm	Training #4	<i>Interviewing -- Part 2</i>
February 2010		
Sat. 2/6/10 9:30-1:30pm	Training #5	<i>Getting Ready to Launch Research</i> <ul style="list-style-type: none"> • Develop interview tools • Formalize interview questions
Sat. 2/27/10 9:30-1:30pm	Training #6	<i>Capturing the Community in Images & Maps</i> <ul style="list-style-type: none"> • GIS Mapping



VIETNAMESE FRIENDSHIP ASSOCIATION

7101 S. MLK Jr. Way Suite 212A, SEATTLE, WA 98118 Tel: (206) 760-1573 vfaseattle.org

CALENDAR OF YAT Training and CARE Events

DATE & TIME	EVENT	TOPICS
March 2010		
Early March - TBD	Community Forum #1	<i>Introducing the Project, Data Collection Begins!</i>
Sat. 3/20/10 9:30-1:30pm	Training #7	<i>How Does Our Community Work?</i> <ul style="list-style-type: none"> • <i>Social Networking, Power Analysis/Dynamics</i> • <i>GIS Mapping #2</i>
Sat. 3/27/10 9:30-1:30pm	Training #8	<i>What to Do with All this Data?</i> <ul style="list-style-type: none"> • <i>Compile & Analyzing Data</i> • <i>Quantitative Data Collection & Analysis</i>
April 2010		
Sat. 4/17/10 9:30-1:30pm	Training #9	<i>Getting Ready for the Community Forum</i> <ul style="list-style-type: none"> • <i>Compile & Analyzing Data Part 2</i> • <i>Prepare for Community Forum #2</i>
Late April - TBD	Community Forum #2	<i>Here's What We Learned – Did we get it right?</i>
May 2010		
Start: Fri. 5/14/10 5pm End: Sat. 5/15/10 5pm	YAT Overnight Retreat B	<i>Crafting the Community Plan and How are We Doing as a Team?</i>
June 2010		
Sat. 6/5/10 9:30-1:30pm	Training #10	<i>Pulling It All Together – Part 1</i>
Sat. 6/26/10 9:30-1:30pm	Training #11	<i>Pulling It All Together – Part 2</i>
June 2010– September 2010		
Late September - TBD	Presentation of Final Report & Photo Exhibit	<i>Reception & Celebration</i>
October 2010 – TBD	YAT Retreat C	<i>Where do We Go from Here?</i> <ul style="list-style-type: none"> • <i>Civic Participation & Implementation</i> • <i>Transference, Reflection & Closure</i>