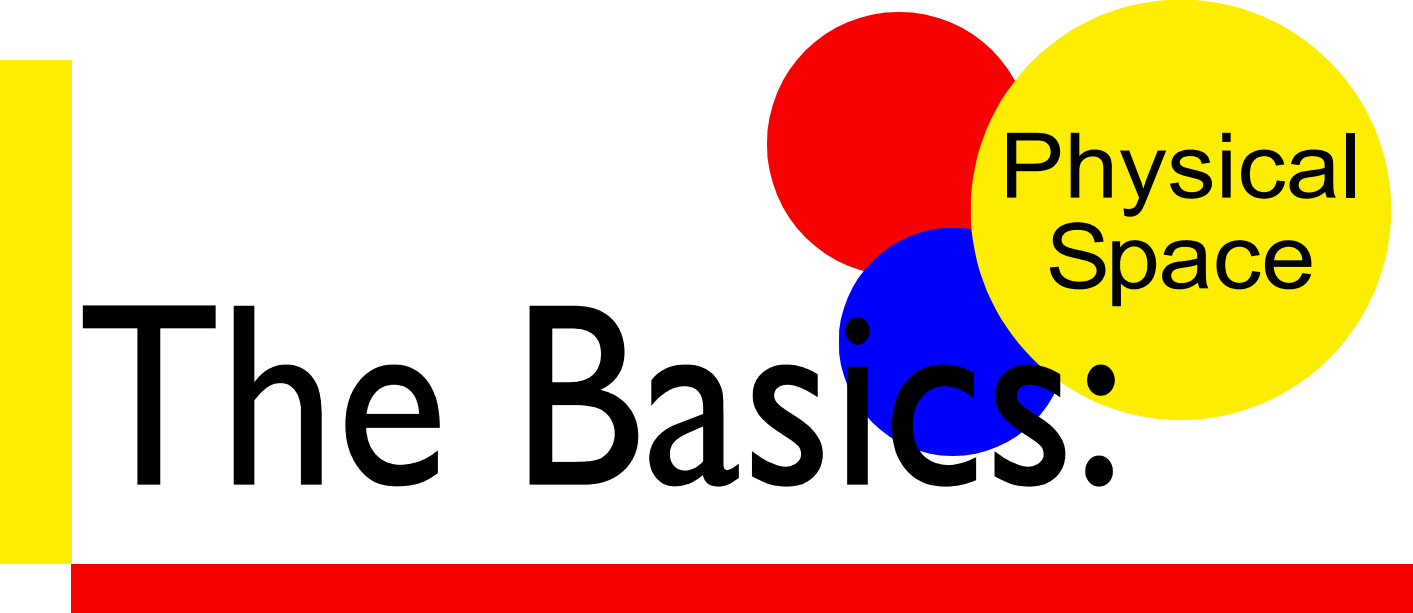


# The Physical Space

of the  
Youth Driven  
Service-Learning Center



The location..the room..the  
place where it all happens.



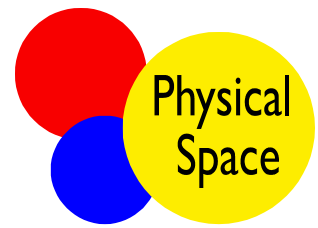
# Physical Space

# The Basics:

- This is a **Youth-Driven** space.  
That means it is designed, utilized and refined by youth, not just adults.
- This is an **Academically-Based** space.  
That means we begin and operate with expected learning outcomes.
- This is a **Community** Space.  
That means it is accessible, welcoming and useable to people outside of the school.
- This is a **Social Action** space.  
The center is about social action. That means we meet authentic community needs.
- This space is a **Microcosm**.  
This is a microcosm of the community. That means diversity is embraced.
- This is a **Safe** space.  
**Safe to say what we think and be who we are** That means we practice Ethical Fitness.
- This is a **Learning** space.  
That means we learn from everything we do in this space.
- This is a **Resource** space.  
That means information stored in the center needs to be readily accessible to *all* people who need it, regardless of location.

# Identify

What you have and what you need.



1. Identify the tasks your center is involved in:

- Hosting meetings
- Offering resources
- Providing training
- Providing technical support
- Acting as a school-based volunteer center
- Maintaining electronic records/web site
- Developing public relations materials including newsletters, press releases, etc.
- Others specific to your YDSLCL:
  - 
  - 
  -

2. Identify how much space you need to do what you've planned:

3. Identify how many students you need to accommodate on a daily basis:

4. Identify how many teachers you need to accommodate on a daily basis:

5. Identify how many community members you need to accommodate on a daily basis:

6. What are the legal issues related to using the space you've identified:

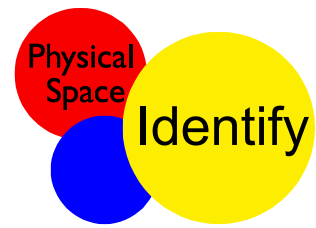
- Are outside community members allowed in this area?
- What are the procedures that must be followed for guest entrance?
- Are students allowed in this space during the school day?
- Is this space accessible to all individuals?
- Are there other legal issues specific to your center?

*"We have a huge sign above the door. Students often stop by just to see what the center is. It also helps community members know they are in the right place when they come in for meetings"*

*-Jan Steinburg,  
Director, Simon Gratz  
Youth Driven Service-  
Learning Center*

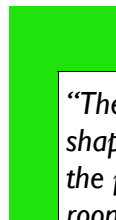


- 7. Is there an adequate power source for computers, etc.:
- 8. Identify financial resources needed to meet requirements of space and furnishings:
- 9. Identify two or more existing sites which would suit your needs or could be modified in an economically and timely manner to suit your needs.



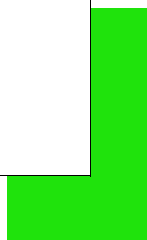
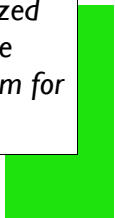
*What equipment and materials will you need to allow space for?*

	Quantity Needed	Currently Available
Office supplies	_____	_____
Project supplies	_____	_____
Hospitality supplies	_____	_____
Training materials	_____	_____
Desks and Chairs	_____	_____
Bulletin/Display Boards	_____	_____
Message Board	_____	_____
Telephone	_____	_____
Magazine Racks	_____	_____
Mail Boxes	_____	_____
File Cabinets	_____	_____
Computers	_____	_____
LCD Projector	_____	_____
Overhead Projector	_____	_____
Copy and Fax Machine	_____	_____
Scanner	_____	_____
Camcorder	_____	_____
Digital or Analog camera	_____	_____
TV/VCR	_____	_____
Project specific Lab	_____	_____
Storage systems	_____	_____



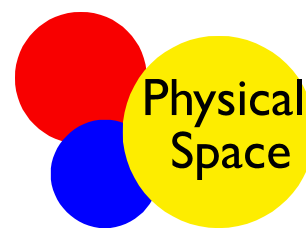
*“There are 6 “L” shaped desks around the perimeter of the room, each area has a computer. We share two phone lines for the office area...we have filing cabinets for each division with necessary office supplies”  
-Ron Beers, SSLC Director Quaker Valley High school.*

*Quaker Valley also has a medium sized round table in the center of the room for meeting space*



# Collaborate

Who will you work with to set up and sustain the space?



1. Who has the authority to let you use the space for the YDSLCL? e.g. principal, director of grounds and maintenance, school board etc.

2. Who can you collaborate with to have use of the best space to meet your needs?

3. How long will it take to gain access the space you need? Who can collaborate with you to help speed up this process?

4. If non-school hour activity is planned, who will help you secure this space for those times?

5. Who can you collaborate with to help secure the equipment and supplies you will need in the YDSLCL?

*What you will ask from each partner:*

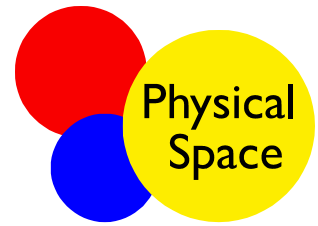
- Agencies:
- Businesses:
- Colleges and Universities:
- Community members:
- Others:

6. Who is responsible for repair, maintenance and cleaning of the YDSLCL?

*How can you collaborate with these individuals to ensure the space operates with their input?*

# Act

Establish and sustain your space.



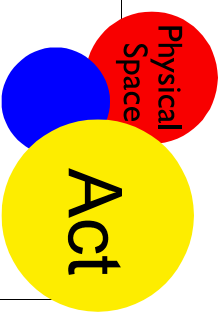
1. Who is responsible for making the space functional?
2. Who is responsible for maintenance and cleaning of the center?
3. Who will set the policies/procedures regarding space for your center? Who will enforce the procedures?

#### 4. Who will design the center? Who will set up the center?

	Design	Set-Up
YDSL student staff	<input type="checkbox"/>	<input type="checkbox"/>
Classes (industrial arts, CAD)	<input type="checkbox"/>	<input type="checkbox"/>
Students from other schools	<input type="checkbox"/>	<input type="checkbox"/>
Faculty	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input type="checkbox"/>
School staff	<input type="checkbox"/>	<input type="checkbox"/>
Building Engineer	<input type="checkbox"/>	<input type="checkbox"/>
Colleges/Universities	<input type="checkbox"/>	<input type="checkbox"/>
Concerned citizens	<input type="checkbox"/>	<input type="checkbox"/>
Businesses	<input type="checkbox"/>	<input type="checkbox"/>
Nonprofits/Agencies	<input type="checkbox"/>	<input type="checkbox"/>

*"It's their [the students] space, they leave crayons out, lounge in comfortable chairs to do work, sometimes it looks like someone's messy bedroom... It's how they like it."*

*-Ruth Fisher  
SSLC Director  
SOLANCO High School*

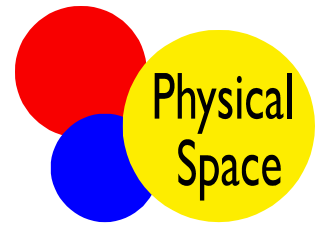


*Create a timeline of tasks for the development of your space.*

Task	Who will be responsible	Start Date	End Date

# Reflect

Is this space working? How can it be improved?

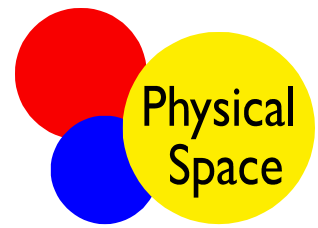


1. Are you satisfied with the YDSLCL set-up? Why or why not?
2. What modifications, if any, do you need to make for next year?
3. How will you finance these changes?
4. Does the YDSLCL meet the school and district requirements?
5. Does the YDSLCL meet the grant requirements?
6. Is your space big enough?
7. Is your space being used to its fullest potential?
8. Is it easy for visitors to find their way to the center?
9. Who has been using the center?

*“Next year we are going to try to get an apartment size refrigerator donated, we can only meet as a whole group during lunch so that way everyone can bring what they want to eat and have somewhere to put it. Unlike this year where we had to fight for space”*  
-Sophomore Student

# Encourage

## Celebrate your space



1. How does the word get out about your Center?
2. Have you had an open house? Be sure to invite local government, school officials, and the media.
3. Have you created a pamphlet, flyer, or press release to promote your Center?
4. Have you sent “thank you” notes to everyone who helped you?
5. Do you host activities or meetings in your center so people learn about it?

*“Our ribbon cutting party was great, it pulled everyone in to get free food and we made them stay to hear about what we did already and were going to do. We made them sign in so we could call them later to help us.”*  
- Freshman Student