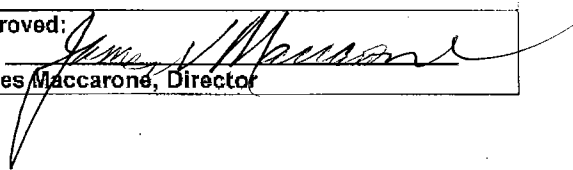


MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: Duke of Edinburgh's Award Program	Policy Number: 20
Number of Pages: 3	Section: XIII
Attachments	Related Standards & References
A. Enrollment Form B. List of approved Community Services C. List of approved Special Skills D. List of approved Physical Activities	US Website: www.usaward.org International Award Handbook (2004)
Effective Date: March 10, 2013	Approved:  James Maccaroné, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), that a program for eligible youth provides opportunities for youth to learn about, understand, and value civic and community involvement. As part of the program, youth will complete a variety of work projects, special skills, recreational activities and an adventurous journey that helps build self esteem and self worth within the individual participant

II. PROCEDURE

The Duke of Edinburgh's Award Program (DofE) is a program which hopes to positively influence the lives of the youth by inspiring them to grow and achieve. This is done by participating in four core tenets of the program, Community Service, Special Skill, Physical Recreation and Adventurous Journey. All activities will be monitored by a member of the Selection Committee and or a Juvenile Care Worker (JCW), member of Recreational Staff, Educational Staff, Volunteers or other persons as determined and authorized by the Director of Institutions.

A. The DofE will provide youth in the program with opportunities to participate in a variety of activities in which they are already familiar. The goal being to improve upon these through weekly participation

1. A committee appointed by the Director of Institutions for the purpose of selecting youth to participate from amongst all eligible youth for the DofE will be made up of the Facility Administrator or designee, the DofE Program's Coordinator and a JCW Supervisor.

i. Participants shall be selected by committee according to the criteria described in the following section.

2. To qualify for the program, youth must meet the following criteria:

- i. Only 1st and 2nd Commitments
- ii. Be 14 years of age
- iii. Be assessed a Risk Level 6 or 7.

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- iv. Be medically able to complete the program.
3. A youth chosen for the DoFE will have the program explained to them by the DoFE Program's Coordinator or other designee as assigned by the Director of Institutions. If the youth chooses to participate, the youth will sign an enrollment Form (*Attachment A*) indicating they are participating in the program voluntarily. A youth will also receive a Record Book which shall be used for the purpose of tracking and verifying all activities have been completed.
 4. Youth may leave the program at any time they no longer wish to participate. A youth may also be suspended from the program by the Director of Institutions if the youth's behavior does not conform to the program's expectations. Reasons for possible suspension include, but are not limited to, the following:
 - i. Refusing to participate in projects or failing to diligently work while on projects.
 - ii. Not attending and/or participating in the program (three refusals without cause is an automatic suspension from the program)
 - iii. Major disciplinary sanctions
- B. Youth in the DoFE will participate in the program during its scheduled time. Times may change with notification.
1. All youth will choose a Community Service Activity from the attached list (*Attachment B*). This activity will be worked on for one hour each week. If a youth has chosen activities other youth are working on they may join that group. Otherwise, the youth will work with the Adult Leader to complete the Service.
 2. All youth will choose a Special Skill from the attached list (*Attachment C*). This Skill is to be developed for one hour each week. If a youth has chosen a Skill other youth are working on, they may join that group. Otherwise, the youth will work with the Adult Leader to complete the Skill.
 3. All youth will choose a Physical Recreation from the attached list (*Attachment D*). This activity will be worked on for one hour from 9 am to 11 am. If a youth has chosen activities other youth are working on they may join that group. Otherwise, the youth will work with the Adult Leader to complete the Recreation.
 4. All youth who have completed the above activities are eligible to participate in the Journey. The youth will spend two 8 hour days, totaling 16 hours, or other hours as determined by the Director of Institutions, touring various museums in the Jackson Metropolitan Area. If the youth are still housed at OYDC, all existing security measures are to be carried out. If a youth has transitioned home and is no longer in the care of OYDC, that youth may

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complete the program in the community under the supervision of the Community Youth Services Counselor.

5. Should a youth not complete the four Tenets during their commitment at OYDC, the DofE Program's Coordinator shall provide all necessary information to the youth's Community Counselor nearest the youth's home address. It shall then be the responsibility of the Community Counselor to work with the youth weekly to ensure the remaining hours are completed.
 - i. The Counselor(s) shall work with the youth a maximum three (3) hours per week to ensure the remaining hours are completed. This shall include 1 hour per week for each of the following:
 - a. Community Service
 - b. Special Skill
 - c. Physical Recreation

All materials needed by the youth to complete any and all projects shall be provided to them by the Community Counselor. All said materials are the property of Mississippi Department of Human Services and are to be used only for DofE projects. Furthermore, all said materials are to be kept under the control of the Community Counselor.
 - ii. Once all hours are completed the youth will participate in an Adventurous Journey. This shall be a 2 day 1 night trip where the is given the opportunity to develop an understanding of the environment. It can be on foot, by bicycle, boat or on horseback by learning preparation, self-sufficiency and self-reliance
6. Once the Record Book has been completed by either the DofE Program's Coordinator and or the Community Counselor, it shall be mailed to the DofE Headquarters in Washington, D.C. Once all data has been collected for a youth, the DofE Headquarters shall send all appropriate medals and certificates to the DofE Program's Coordinator at OYDC.