

August 16, 1999

CC KARIN
ERIC
LEANNE
ANDY

MEMORANDUM

TO: ✓BRUCE REED
LARRY STEIN
STEPHANIE STREETT

FROM: ANN LEWIS

RE: SCHOOL SAFETY CONFERENCE

In our meeting with Democratic leadership staff, they told us about their "Voices Against Violence" Congressional Teen Conference that will be held on October 19th and 20th. They are requesting that we hold the closing ceremony here on October 20th at 4:00pm. We have the Americorps anniversary event on the 20th; could we consider bringing them here on the 19th?



Office of the Democratic Leader
Richard A. Gephardt
H-204, U.S. Capitol
Washington, D.C. 20515

Tel: 202-225-0100

Fax: 202-225-7414

FAX TRANSMISSION

To:	Ann Lewis		
From:	Elizabeth Miller		
Fax:	456-2215		
Date:	8/12	Pages(including cover):	12

Message:

School Safety Conference Information.
We'd love to have "closing ceremony"
at The White House on October 20th
@ 4:00pm. You may reach me at 225-0100
for more information/questions. Thanks!!

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“Voices Against Violence” Congressional Teen Conference
Registered Members as of Thursday, August 5

1. Gary Ackerman	21. Bob Clement	41. Ralph Hall
2. Tom Allen	22. John Conyers	42. Alcee Hastings
3. Brian Baird	23. Joseph Crowley	43. Baron Hill
4. Tammy Baldwin	24. Elijah Cummings	44. Earl Hilliard
5. John Baldacci	25. Peter DeFazio	45. Ruben Hinojosa
6. Xavier Becerra	26. Diana DeGette	46. Joe Hoeffel
7. Ken Bentsen	27. William Delahunt	47. Rush Holt
8. Shelley Berkley	28. Rosa DeLauro	48. Steny Hoyer
9. Marion Berry	29. John Dingell	49. Jay Inslee
10. Sanford Bishop, Jr.	30. Mike Doyle	50. Eddie Bernice Johnson
11. David Bonior	31. Eliot Engel	51. Carolyn Kilpatrick
12. Leonard Boswell	32. Bob Etheridge	52. Ron Kind
13. Robert Brady	33. Sam Farr	53. Ron Klink
14. Sherrod Brown	34. Bob Filner	54. Nick Lampson
15. Corrine Brown	35. Michael Forbes	55. John Larson
16. Lois Capps	36. Harold Ford, Jr.	56. Barbara Lee
17. Michael Capuano	37. Martin Frost	57. Zoe Lofgren
18. Ben Cardin	38. Sam Gejdenson	58. Nita Lowey
19. Julia Carson	39. Richard Gephardt	59. Bill Luther
20. Eva Clayton	40. Charlie Gonzalez	

60. Jim Maloney	82. Nancy Pelosi	104. Tom Udall
61. Carolyn Maloney	83. David Phelps	105. Nydia Velazquez
62. Ed Markey	84. Charles Rangel	106. Bruce Vento
63. Frank Mascara	85. Ciro Rodriguez	107. Pete Visclosky
64. Robert Matsui	86. Tim Roemer	108. Maxine Waters
65. Karen McCarthy	87. Steven Rothman	109. Melvin Watt
66. Marty Meehan	88. Lucille Roybal- Allard	110. Anthony Weiner
67. Robert Menendez	89. Thomas Sawyer	111. Robert Wexler
68. Juanita Millender- McDonald	90. Janice Schakowsky	112. Robert Weygand
69. George Miller	91. Robert Scott	113. Bob Wise
70. Patsy Mink	92. Brad Sherman	114. Lynn Woolsey
71. Dennis Moore	93. Ronnie Shows	115. David Wu
72. Jim Moran	94. Louise Slaughter	116. Albert Wynn
73. Grace Napolitano	95. Adam Smith	
74. Richard Neal	96. Vic Snyder	
75. James Oberstar	97. Debbie Stabenow	
76. John Olver	98. Pete Stark	
77. Solomon Ortiz	99. Ellen Tauscher	
78. Frank Pallone	100. Mike Thompson	
79. Bill Pascrell	101. John Tierney	
80. Ed Pastor	102. James Traficant	
81. Donald Payne	103. Mark Udall	

“Voices Against Violence” Congressional Teen Conference

Conference Information

Travel & Lodging

Under House Rules, Members of Congress may not use official or campaign funds to cover the students transportation and lodging expenses of the students. *There is no registration cost for the conference.*

- These expenses must be covered by the attending youth with the help of local schools, community organizations, or businesses.
- Under the House Rules, Members may not solicit donations for the youth attending the conference.
- The Office of the Democratic Leader will sponsor breakfast and lunch on each day of the conference and will cover the cost of all educational and informational packets.
- Members may use their frequent flier miles to provide for the attendees' airfare.
- The Office of the Democratic Leader has blocked off 60 rooms at the Holiday Inn-Capitol on 550 C Street, S.W., (202) 554-2780. All rooms have two double beds and are \$149+tax/night. It is within walking distance of the Capital and is one Metro stop from the Capital South Metro Station. When making reservations, **mention that the room is for the Congressional Conference on Youth Violence sponsored by Congressman Gephardt** in order to take advantage of this special rate.
- Staffers may also voluntarily host the teens in their homes to reduce cost to the youth.

Chaperones

- Teens staying in a hotel must be accompanied by a chaperone (one per group).
- Ideally, this person will have an ongoing relationship with the attending students in the district.
- The chaperone may be a district staffer, parent, or other member of the community.

Permission Slips/Release Forms

- Each attendee must complete permission slips and medical release forms that will be provided by the Office of the Democratic Leader prior to the conference.

SELECTION PROCESS

for the Congressional Conference on Teen Violence

Deadline: Members who have signed on to participate will begin outreach to teens immediately to ensure that children are identified by **September 17th, 1999.**

Sample Applications: Members can develop their own selection processes but are encouraged to use the enclosed sample application.

STEP 1: DISTRIBUTION

August 1st - September 15th

The selection process should take into account all of the different organizations that deal with youth in your district. Applications can be sent to community centers, intramural athletic organizations, malls, alternative schools, youth detention centers, libraries, etc. Looking all across your community for participants will ensure a frank discussion about possible solutions to youth violence in our communities nationwide. We want the delegation of youth selected to participate in the conference to reflect America's diversity in gender, ethnicity, age, and socio-economic status.

Post the application on your Website!!

Alert your local school official, religious leaders, law enforcement agencies, community groups, social organizations, etc. These groups will be responsible for forwarding applications to neighborhood teenagers, ages 13-19, and returning them to your office.

A student's submission is not restricted to an essay. They can forward artwork, poetry, songs, videos, etc. to portray their feelings about youth violence.

STEP 2: COLLECTION OF APPLICATIONS**Deadline September 10th**

Members will identify two (2) staff people, someone in the D.C. office and someone in the District Office, preferably the District Director, to manage the overall outreach process. Potential applicants will send completed applications to the District Office.

Members need to identify an intermediate deadline to have all applications received by the District Office.

STEP 3: SELECTION PROCESS**September 11th - 16th**

Members forward completed pool of applications to the selection committee which could be the Member's existing Academy Selection Committee. The Member and his/her selection committee has full discretion in outlining a criterion for participation; however, we encourage consideration of the diversity of experiences of each child in addition to our base criteria:

- 13-19 years of age
- Interest/Concern with youth violence
- Interest in leadership opportunities
- Good communication skills

All kids must be selected by September 17

**STEP 4: MEMBER SUBMITS NAMES OF DISTRICT
YOUTH PARTICIPANTS****September 20th**

Once the Selection Committee identifies the final participants, the Member should forward the names to the Office of the Democratic Leader. Notify Maura Policelli at (202) 226-0814 with contact information for the finalists.

Conference details will be sent to each participant, as information becomes available.

Sample Letter from Member to Community or Education Leaders

Dear :

In an effort to better address the issue of youth violence in our community, I will be joining with other members of Congress in sponsoring "Voices Against Violence: A Congressional Teen Conference," in Washington, DC on October 19th and 20th. We anticipate over 500 teenagers to be in attendance for this important event.

The primary objective of this summit is to involve youth in the development of substantive solutions to problems related to youth violence. The reason we are holding this in Washington, DC is to provide teenagers with the unique opportunity to share their ideas to federal law enforcement and education officials, national legislators, and leaders of the entertainment industry regarding possible solutions to the problems of youth violence.

The goals of the summit are to involve teens in the Congressional debate on youth violence. The national media coverage will enable the participants of the conference to create a national anti-violence message that may be viewed by their peers. Most importantly the teens that attend this exciting event will be able to return to their schools and communities to convey the message of the Youth Violence Summit.

In order to expedite the selection process, I am asking for your help in selecting teens to attend the summit. Enclosed are application forms that I encourage you to distribute to *students/teens* in your *school(s)/organization/community*. Also, if you could provide recommendations for youth who participate in your organization that you think will contribute to this cause. The participants must be 13-19 years of age, show an interest or concern with youth violence, have an interest in leadership opportunities, and good communication and expression abilities with other students.

My office is anticipating sending _____ teens to Washington. Under House Rules, members of Congress may not use official or campaign funds for the students travel and lodging. Your assistance in identifying sponsors who can help send students from our region to this national conference would be greatly appreciated.

Thank you for your assistance in involving teenagers in this conference; your help is greatly appreciated. I feel that for this to be the most rewarding experience as possible we must have a diverse attendance of students. I welcome and encourage everyone to apply. Should you have any questions, please don't hesitate to call (*insert your contact information*).

Sincerely,

Member

"Voices Against Violence" A Congressional Teen Conference

October 19th & 20th, 1999
WASHINGTON, DC

Criteria for participation

- 13-19 years of age
- interest/concern with youth violence
- interest in leadership opportunities
- good communication skills

NAME _____ ADDRESS _____ Street Apt. City State Zip PHONE () _____	DATE OF BIRTH _____ HIGH SCHOOL _____ If Applicable YEAR IN SCHOOL _____ If Applicable E-MAIL _____ If Applicable
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Please answer the following questions. You may respond to the application on separate typed paper, with a maximum of 2 sheets. If you do this, please attach the application as a cover letter. For record-keeping purposes, be sure to include your personal information on each sheet of paper. Question 4 may not exceed 500 words. You may also submit a letter of recommendation from your reference.

1. In the past year, have you or anyone you know been involved in an incident of youth violence?
Yes _____ No _____ If yes please describe your experience.

2. On a scale of 1 - 10, how big of an issue is school safety in your community?
Least 1-----2-----3-----4-----5-----6-----7-----8-----9-----10 Most

3. How do you think the government should address the problems of youth violence in America?

4. What do you feel are the causes of violence among American teenagers today? Please answer the question in essay form (maximum of 500 words). Feel free to describe you own experiences that relate to this question. You may also submit personal artwork that expresses your feelings about youth violence in your life, community, or school.

I certify that the above answers are the truth and my own thoughts. _____

Please submit one personal reference (no family members)

Name _____

Relationship _____

Phone Number () _____

Signature

Date

Please return applications to the following address

Insert Your Return Address Here

“Voices Against Violence” Congressional Teen Conference

October 19th & 20th

Washington, DC

Tentative Outline and Agenda

Conference Goals

1. Create opportunities for teens to voice their opinions and ideas on juvenile violence via small discussion groups, panels, and the drafting of a House Resolution.
2. Provide young people with information, skills, and resources to prevent juvenile violence in their communities.
3. Begin ongoing dialogue and partnerships between young people and their Members of the House by laying the ground work for Youth Advisory Councils and organizing support for existing programs that successfully tackle problems related to youth violence.

Pre-conference Questionnaire

Each office will give the selected students a short questionnaire (page 12) on youth violence issues. The Office of the Democratic Leader will compile these results prior to the conference.

The questionnaire will ask young people to select from several options in identifying the:

1. **primary causes of youth violence**
2. **the fundamental needs for reducing youth violence**
3. **the best solutions to problems related to youth violence**
4. **the types of violence that youth may have experienced in their school/community**

The top responses from each category will create the structure of the conference in terms of break out sessions as well as the substance of the Youth House Resolution that the students will be crafting and presenting to Members of Congress at the concluding ceremony.

October 19th

8:00 - 9:00 **Continental Breakfast
Registration**

9:00 - 10:30 **Kick-off Event - Cannon Caucus Room**

10:45 - 12:15 **Morning Break Out Sessions on *Defining the Issues***

Objective: *Youth will explore the top five primary causes of youth violence that emerged from their collective responses to the pre-conference questionnaire.*

Groupings: *Youth will be divided into 20 groups of approximately 20 students -- five sets of four groups per issue.*

12:15 - 1:30 **Lunch**

1:45 - 3:30 **Afternoon Break Out Sessions on *Solving the Problems***

Objective: *Youth will learn about existing programs that address the top five issues that they selected as primary causes of youth violence, chose the programs that they decide are the most effective and develop recommendations for the solutions section of the House Resolution.*

Groupings: *Youth will remain in the same groups as in the morning break out sessions.*

3:45 - 4:30 **Resolution Drafting Committee**
Selected youth and adult facilitators from each of the five groups (per issue) will synthesize the Group Reports from Break Out Sessions #1 & #2 into one document.

Celebrity Speaker

While the facilitators compile the information, the young people will attend a discussion session led by a celebrity speaker/presenter.

4:45 - 6:00 **Break Out Session #3: *Media Projects***
Students will be divided up regionally to work on public service announcements and/or video town hall meeting that promote an anti-violence message

Diagram of Tuesday, October 19th

*Top Five Primary Causes of Youth Violence
according to conference attendees*

(Results of the Pre-Conference Questionnaire)

Issue #1

Issue #2

Issue #3

Issue #4

Issue #5

4 Groups

4 Groups

4 Groups

4 Groups

4 Groups

*Morning Break Out Sessions
Defining the Issues*

*Afternoon Break Out Session
Identifying Best Solutions*

*Resolution Drafting Committee
(consolidates the reports from each of the sets of issue groups)*

Youth House Resolution

October 20th

8:30 - 9:30 Breakfast, Announcements & Keynote Speaker

Resolution Drafting Committee Presents the Compiled Report from the Break Out Groups to the whole body of students for a vote.

9:30 - 11:30 Skills Training Sessions (approximately 20 small groups)

By the end of these sessions, participants will have learned 3 mechanisms of ongoing outreach to young people in the district that will ultimately be used to form Youth Advisory Councils or other grassroots initiatives.

Qualified youth and adult trainers will instruct the participants on how to:

1. conduct community youth forums
2. facilitate classroom-based focus groups
3. administer surveys and community-wide focus groups

Fact sheets will be distributed discussing each activity/skill. In addition, the trainers will instruct participants on specific steps on how to start Youth Advisory Councils.

12:00 - 1:45 Lunch & Capitol Building/Office Tour

2:00 - 3:30 Regional Meetings with members of Congress: *Action plan for district-wide outreach and Youth Advisory Council development*

3:30 - 5:00 Media Projects

5:00 - 5:30 Snack Break

5:30 - 7:30 Closing Ceremony & Press Opportunities