



# **Youth Auxiliaries:**

## How To Build Them, And What They Can Do To Help The AMBUCS Mission

Your question and answer guide to organizing a  
teen or college AMBUCS club.

## **What is a Youth Auxiliary Club?**

Youth Auxiliary Clubs are made up of college or high school students that care about the AMBUCS mission. They are designed to allow students to lend a helping hand on various projects as well as design some traditions of their own. Students each pay a \$10 annual member fee to National AMBUCS, which covers their magazine subscription, awards, and other costs. Chapters are more than welcome to pay the membership fees for their Youth Auxiliary Chapters, or find a corporate sponsor to help cover costs.

## **Why are Youth Auxiliaries not regular AMBUCS Chapters?**

They function more like a committee of an AMBUCS Chapter. They can provide service projects, put on fundraisers, and hold social events. There are a few things that make them somewhat different.

- Their financial capabilities - It is unrealistic to think that students will be able to pay active member dues, or consistently contribute the \$40/member to Living Endowment.
- Most schools are out of session during the summer months. Students are graduating and transferring which causes tremendous member turnover. Therefore, they are organized every September and October, with their annual per capita membership fee assessed on November 1.
- Big Hat credit will not apply to students.
- They do not have voting rights like regular active member chapters in national matters
- Youth Auxiliaries remain under the direct supervision of a local active AMBUCS chapter.
- Youth Auxiliary members are welcome to attend AMBUCS conferences.

## **So what benefits can Youth Auxiliaries really bring to our association?**

There is often a great enthusiasm that can be found in young people. They can bring exciting, fun, new ideas to the helm. They are great fundraisers, and can carry out various service projects. They can also be great helping hands, and therefore work in conjunction with active AMBUCS chapters to add to the success of their fundraisers and service projects. It is hoped that this will encourage more youth to volunteer. It is also hoped that these clubs will provide future Ambucs, as these youth begin their careers.

## **Will my chapter benefit by building a Youth Auxiliary?**

Besides the joy of working with youth and helping them see the benefits of volunteerism, your chapter will receive scorecard points every year for keeping a Youth Auxiliary up and running. Sponsoring chapters receive thirty scorecard points if the Youth Auxiliary organizes with twenty or more members or forty points if the Youth Auxiliary organizes with thirty or more members. At the end of every school year, the Youth Auxiliary Advisor must make sure that their annual report is submitted to the AMBUCS Resource Center by May 15. Completing this process successfully will bring you ten scorecard points. If you are successful at renewing the chapter again in the fall, your chapter will also receive twenty scorecard points. District Governors also will receive points for the success of these groups.

## **What is the structure of these chapters and what are the national policies for Youth Auxiliaries?**

Youth Auxiliaries can be structured like any other AMBUCS chapter with one exception. Those clubs whose membership is comprised of students under age 18 will need an adult advisor. Since students under 18 do not have contractual rights, responsible adults must be present within their leadership. However, elected club officers are encouraged.

Youth Auxiliaries must have a minimum of 20 members to organize. An advisor must be appointed in addition to these members.

Youth Auxiliaries will operate on a substance free policy, meaning there will be **NO** drugs or alcohol present at **ANY** function sanctioned by an AMBUCS Youth Auxiliary.

## **What exactly are the duties and responsibilities of the Youth Auxiliary Advisor?**

The Advisor is of great importance. This person must be a responsible adult over the age of 21. They will act as the contact person for the AMBUCS Resource Center. This person should be a member of the sponsoring AMBUCS chapter. A faculty member at the host school, a parent, or a student member who is over 21 years of age may also serve in this capacity. If so, then a co-advisor must be appointed who is a member of the sponsoring chapter.

All supplies will be sent in bulk to the Advisor. For example, students will not separately receive The AMBUCS Magazine in the mail. The advisor will receive the magazine shipment for the whole group and will distribute them thusly.

The advisor will serve as a chaperon to all club events. Once again it is important to remember and enforce the no drugs, no alcohol policy as stated by National AMBUCS.

The sponsoring active chapter may choose to open a separate bank account for their Youth Auxiliary Club, or opt to handle all financial arrangements within their chapter's accounts. The advisor is expected to help with opening a bank account, and should operate or supervise the writing of checks and keeping up with the account. Because the Youth Auxiliary is a subsidiary of an active chapter of AMBUCS, no extra filing of annual reports or registering need be done with the IRS.

## **What services can we expect from the AMBUCS Resource Center?**

The AMBUCS Resource Center is always available to answer any questions or concerns you have about a Youth Auxiliary. The Resource Center will provide you with magazines, the member pins, awards, and other literature. The advisor will receive mailings that will help to keep the group up to date on what's going on with National AMBUCS. Please feel free to get in contact with the AMBUCS Resource Center Monday - Friday from 8:30am-5:00pm Eastern Time:

Phone: (336) 852-0052

Mailing: PO Box 5127

Fax: (336) 852-6830

High Point, NC 27262

E-mail: [ambucs@ambucs.org](mailto:ambucs@ambucs.org)

Web Page: [www.ambucs.org](http://www.ambucs.org)

## **How will Youth Auxiliaries compete for awards?**

Youth Auxiliaries will compete in their own awards program, not the AMBUCS merit and achievement awards system.

- It's recommended that the Youth Auxiliary work on two fundraisers and three service projects. These may be in conjunction with the sponsoring chapter or as stand-alone projects.
- The Top Three Youth Auxiliaries are recognized at the National Convention, based on their annual reports.

In order to compete they are required to be current on dues for all members, as well as turning in an annual report to the AMBUCS Resource Center that will detail their progress and activities for the year by May 15.

## **Are Youth Auxiliary AMBUCS covered by insurance during AMBUCS Outings?**

Yes, as long as they are official AMBUCS in the system, they will be covered under our liability policy. This applies as long as these members are abiding by AMBUCS Policies as a bona fide auxiliary of an active AMBUCS chapter.

## **Youth Auxiliary Chapter Check List**

- Make sure that your New Club Building Chairman has read through the policies and ideas for the Youth Auxiliary Chapters.
- Develop a timeline for building your new Youth Auxiliary.
- Select a school in which you would like to establish a Youth Auxiliary. Talk to the Student Council to build support. You may also wish to form an Auxiliary that mixes students from several schools. You'll have to decide what makes sense for your community.
- Find a small core group of students with which to network.
- Try to come up with a prospect list of about 50 students or more. Remember that you will need a minimum of 20 members to charter.
- Determine who will be an advisor for the group.
- Come up with a consistent meeting time and place that will allow for the biggest majority of students to be present.

- Have a pre-charter meeting that will set ground rules and get prospective members excited and enthusiastic about AMBUCS.
  
- Try to gather ideas about what your youth membership is interested in and what they want to accomplish.
  
- Set some goals for your first year. Make sure that you keep them realistic because your first year is a time to see just what your group is capable of accomplishing. Keep in mind that since you will be starting every fall, and ending in the late spring, you will be starting fresh every year.
  
- Once you have your charter member group of 20 or more secure, organize a charter celebration. This could be a theme party, a dinner, or a social of some sort. After this you will be on your feet as a new AMBUCS Youth Auxiliary Club.
  
- Remember to plan a year end celebration. The Youth Auxiliary should enjoy a fun activity to celebrate their accomplishments.

# Youth Auxiliary Organizing Kit

## Contents

Quantity	Item
1	Prospect List (copy as needed)
1	Youth Auxiliary Applications (copy as needed)
50	Get to Know AMBUCS Brochures
2	75 <sup>th</sup> Anniversary Commemoratives
1	Bulletin Information Sheet (copy as needed)
1	Annual Member Report Form
10	AMBUCS Magazines (assorted)

Please send the Youth Auxiliary Organizing Kit to:

Name \_\_\_\_\_ Date \_\_\_\_\_

Chapter \_\_\_\_\_

Street Address (we can't ship to PO Box) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

New Youth Auxiliary Location \_\_\_\_\_

Chapter President's Signature \_\_\_\_\_

## IDEAS FOR BUILDING AN AMBUCS YOUTH AUXILIARY CHAPTER

1. Develop a prospect list from your chapter members. You may wish to start with their children. Talk with youth in your neighborhood or friends of your children.
2. Talk to counselors at local high schools about wanting to build a youth auxiliary chapter. Tell them what AMBUCS is all about. Why not show them the "Kids Need a Bike" video?!
3. Develop a list of 50 to 70 prospects. Send them an invitation letter and application form. Send the news release to the school(s) newspaper. (See attached.)
4. In a week or so call all the youth that have not responded to your letter. Answer any questions they might have and encourage them to return the application.
5. Establish a location, time, and date to hold your first meeting. (Try to meet when there isn't a major happening at the school.) Contact those who are interested and encourage them to bring their parents to your meeting. Keep the meeting to an hour as the students need study time.
6. At the meeting provide a snack and show the "Kids Need a Bike" video. Have one or two of your chapter members speak to the prospects about what it has meant for them to be involved in community projects. These members can also visit with the parents and answer their questions.
7. Explain to them about the annual membership fee, \$10. Note: there are no other national, regional, big hats, or district fees.
8. Ask if there is anyone who would like to join. If possible have your president at the meeting to swear in the new members.
9. Call all those who attended your first meeting and encourage them to bring a guest to the next one. Don't use hard sell.
10. At the fourth meeting have members from your chapter as the program. They could talk about what business they're in and what it took to get to where they are.

11. Get them involved in a project or ask them to help your chapter with its fund raisers.
12. Invite them and their parents to your chapter meetings.
13. Mail out a periodic newsletter to every teen attending meetings. They like to see their name in print.

Note: Call AMBUCS Resource Center if you have questions. They can put you in touch with other Youth Auxiliary builders.

## SAMPLE INVITATION LETTER

Date \_\_\_\_\_

Dear \_\_\_\_\_:

The (your chapter's name) of AMBUCS is chartering a Youth Auxiliary AMBUCS club to be known as (name of auxiliary). The (name of auxiliary) will give its members an opportunity to help the people in your community, to meet and work with other young people and meet (your town) business and community leaders.

This will be a group of students from (name area, or area schools). (Name of auxiliary chapter) will be an exciting, informative and an educational opportunity for its members.

Your name has been given to the sponsor committee as a proposed member. I have enclosed an application to be filled out and returned at the address shown above. If you are interested in this opportunity, please note same below and then complete the application and return it as soon as possible. If you are not interested, please note such on the bottom of this letter and return it.

Feel free to call me with any questions you may have.

Thanks for wanting to make your community a better place to live.

Sincerely,

Name  
Youth Auxiliary Committee

I'm interested and will forward my application as soon as possible.

I am not interested.

Signature \_\_\_\_\_

Parent's signature \_\_\_\_\_

Phone Number \_\_\_\_\_

# AMBUCS YOUTH AUXILIARY MEMBERSHIP APPLICATION

(Please print or type)

First Name \_\_\_\_\_ MI \_\_\_\_\_

Last Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Parent(s) Names \_\_\_\_\_

Parent(s) Address (if different) \_\_\_\_\_

\_\_\_\_\_

Parent(s) Day Time Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

Current GPA \_\_\_\_\_

Sponsor \_\_\_\_\_

(Be sure to fill out back page)

(Give this completed form to the Youth Auxiliary Advisor)



## Participation

School (extracurricular activities, clubs, etc.)

Church

Community

Please write a brief statement describing why you want to be a member of AMBUCS Youth Auxiliary





# AMBUCS Youth Auxiliary Bulletin Worksheet



Youth Auxiliary \_\_\_\_\_

Sponsoring Chapter \_\_\_\_\_

Date \_\_\_\_\_

Total Membership: Now we are

Team Standings (if you're running a recruitment contest)

Welcome to newest members (name, school, grade, interests, & sponsor)

Other guests & sponsors

Other announcements

Next meeting

Jokes (use good taste)

Make it FUN!

(Be sure to include a roster of members and phone numbers)

# AMBUCS Youth Auxiliary Annual Member Report Form



Youth Auxiliary \_\_\_\_\_  
 Sponsoring Chapter \_\_\_\_\_  
 Date \_\_\_\_\_ Form Completed by \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_  
 Meeting Place \_\_\_\_\_  
 Meeting Day & Time \_\_\_\_\_

\*Advisor Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

\*Advisor can be a member of the sponsoring AMBUCS chapter, a faculty member at the host school, a parent, or a student member who is over 21 years of age.

\*\*Co-advisor Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

\*\* The co-advisor must be a member of the sponsoring AMBUCS chapter.

No. of Members \_\_\_\_\_ times \$10 = \$ \_\_\_\_\_ Ck. No. \_\_\_\_\_

(please include a check for the full amount of annual member fees)

(Youth Auxiliary Advisor: Please print or type each student's name on the lines below.  
 Report is due on or before November 1.)

	Student's First Name	M	Last Name	Sponsor
1				
2				
3				
4				
5				
6				
7				
8				

	Student's First Name	M	Last Name	Sponsor
9				
10				
11				
12				
13				
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38				
39				
40				

This report is due on or before November 1, each year. Multiply the number of members times \$10 and include a check for the full amount of member fees to AMBUCS Resource Center.

AMBUCS Resource Center  
 PO Box 5127, High Point, NC 27262  
 336-852-0052, Fax 336-852-6830  
 ambucs@ambucs.org

# NEWS RELEASE

For Immediate Release

Contact: John Smith  
835-4610

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## **(City Name) Teenagers Needed Immediately**

High school students: *Who like to have fun; Who like to make new friends; Who like to help family, peers and neighbors; Who like to join group activities;* are wanted.

Teens who like to do the above activities are invited to come to a teen auxiliary meeting sponsored by (\*XYZ Chapter of AMBUCS). It will be held on (date and time) at (place). Call (name of Ambuc) at (phone number) to confirm attendance or for more information. (If you have a teacher or principal interested, you might make her the contact.) You can bring your dad or mom too.

At the meeting they'll learn how much they are needed and wanted. They will find out how they can have fun while helping kids and adults with disabilities in (your town).

\*AMBUCS is an organization of concerned, caring men and women who are dedicated to creating mobility and independence for people with disabilities. They have (list two or three activities you have down in your town.)

(Note: This would be great to submit to private and public high school newspapers as well as the local town paper. If you have a web page, you could add a section that would appeal to kids and include that in your news release.)

# NEWS RELEASE

For Immediate Release

Contact: John Smith  
835-4610

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## **(City Name) College Students Needed Immediately**

*Students: Who like to have fun; Who like to make new friends; Who like to help family, peers and neighbors; Who like to join group activities; are wanted.*

Young adults that like to do the above activities are invited to come to a college auxiliary meeting sponsored by (\*XYZ Chapter of AMBUCS). It will be held on (date and time) at (place). Call (name of Ambuc) at (phone number) to confirm attendance or for more information. (If you have a teacher or principal interested, you might make her the contact.)

At the meeting they'll learn how much they are needed and wanted. They will find out how they can have fun while helping kids and adults with disabilities in (your town).

\*AMBUCS is an organization of concerned, caring men and women who are dedicated to creating mobility and independence for people with disabilities. They have (list two or three activities you have down in your town.)

(Note: This would be great to submit to private and public college newspapers as well as the local town paper. If you have a web page, you could add a section that would appeal to college students and include that in your news release.)

# Youth Auxiliary Annual Report Form

Youth Auxiliary Club Name \_\_\_\_\_

Sponsoring AMBUCS Chapter \_\_\_\_\_

Advisor Name \_\_\_\_\_

Please answer the following questions. It is okay to type your responses and attach separate pages to this form. Deadline May 15 in AMBUCS Resource Center.

1. **Do Good!** Please give a description of each of your community service projects, include the number of members involved, number of people served, and number of other volunteers involved. Please give an account of the outcome your project achieved.
2. **Do Good!** Describe your clubs fund raising activities. Give a description of your project(s), monies raised, and how many members and other volunteers you involved.
3. **Have Fun!** Explain why your club is a great, fun place for students to serve at your school. Tell about any special socials or activities that your club conducted this year.
4. **Make Friends!** Tell about your clubs activities to build friendships with members and other students, faculty, or community members.

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