

Program Basics Implementation Guide



Program Basics Suite Component	Format/Distribution Methods	Target Audience(s)
BLUEprint Executive Summary	Print and online	CEOs; administrative-level operations, program or area directors; board presidents; board program or HR committee members
How Will Our Organization Implement Program Basics? – Discussion Guide	Online	CEOs; administrative-level operations, program or area directors; board presidents; board program or HR committee members
BLUEprint	Print and online	Youth development professionals, site-level program directors, site directors
Playbooks – Assemblies, Gamesroom and Transitions	Print and online	Youth development professionals, site-level program directors, unit directors
Planner	Online	Site-level program directors, site directors
YDToolbox	Mobile app	Youth development professionals and their supervisors
Professional Development Resources	Variety of learning opportunities, from micro-learning videos on the YDToolbox app, to distance learning courses and instructor-led training sessions in Spillett Leadership University (SLU) School of Youth Development	Youth development professionals
Program Basics Posters – Core Beliefs, Essential Daily Youth Development Practices, Elements of a High-Quality Session	Print	All site-level Club professionals

PROGRAM BASICS IMPLEMENTATION GUIDE

Training and Professional Development



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Club Frequently Asked Question	Where It's Covered in the Suite and Other Resources	Page Numbers/Links	Related Tool(s)
How can I use Program Basics to support orientation and onboarding of new staff?	BLUEprint Introduction	pp. 3-4	
	BLUEprint Section Summaries	At beginning of each section	
	BLUEprint Next Steps for Learning	At end of each section	<ul style="list-style-type: none"> • Reflection Questions • Suggested Action Steps and Resources
	Club Experience Management Practice Bulletin 1	BGCA.net/ProgramQuality	
	YDToolbox Mobile App		<ul style="list-style-type: none"> • Micro-learning videos, reflection questions and action items
How can I use Program Basics to support in-service training of existing staff?	BLUEprint Introduction	pp. 3-4	
	BLUEprint Section Summaries	At beginning of each section	
	BLUEprint Next Steps for Learning	At end of each section	<ul style="list-style-type: none"> • Reflection Questions • Suggested Action Steps and Resources
	BLUEprint Section 3 Next Steps for Learning	p. 54	<ul style="list-style-type: none"> • Suggested Action Steps and Resources
	Club Experience Management Practice Bulletin 2	BGCA.net/ProgramQuality	

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Club Frequently Asked Question	Where It's Covered in the Suite and Other Resources	Page Numbers/Links	Related Tool(s)
How can I use Program Basics to strengthen supervision and coaching of individual employees?	BLUEprint Introduction	pp. 3-4	
	BLUEprint Section Summaries	At beginning of each section	
	BLUEprint Next Steps for Learning	At end of each section	<ul style="list-style-type: none"> • Reflection Questions • Suggested Action Steps and Resources
	BLUEprint Section 2 Next Steps for Learning	p. 41	<ul style="list-style-type: none"> • Reflection Questions for Club Directors
	BLUEprint Program Quality Standard 4	p. 18	
	YDToolbox Mobile App		<ul style="list-style-type: none"> • Coaching Tips and Open-Ended Questions
What training resources are available now to support implementation of Program Basics in our Club?	Club Experience Management Practice Bulletin 3	BGCA.net/ProgramQuality	<ul style="list-style-type: none"> • Coaching Tips and Open-Ended Questions
	SLU School of Youth Development Learning Opportunities that Support Program Basics Implementation	BGCA.net/Training	
	YDToolbox Mobile App		<ul style="list-style-type: none"> • Micro-learning videos, reflection questions and action items

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Program Quality and CQI



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Club Frequently Asked Question	Where It's Covered in the Suite and Other Resources	Page Numbers/Links	Related Tool(s)
What does program quality look like when done well?	Program Quality Standards, BLUEprint Section 1	pp. 7 and 17-18	
	Sample Program Schedules	Throughout the BLUEprint	
How can I use Program Basics to support our continuous quality improvement (CQI) efforts?	Introduction to CQI, BLUEprint Section 1	p. 17	
	Practicing Personal CQI, BLUEprint Section 4	pp. 80-82	<ul style="list-style-type: none"> • Session Planning Template • Elements of a High-Quality Session Checklist
	All content of BLUEprint Section 5	pp. 89-109	<ul style="list-style-type: none"> • Targeted Program Plan Template and Sample Plan • Menu of Goals and Strategies • Club-Wide Goals and Strategies Template and Sample Plan
	NYOI Data	BGCA.net/MyData	<ul style="list-style-type: none"> • My Data Road Map
	To explore CQI in more depth, see the CQI Toolkit	cqitoolkit.org	<ul style="list-style-type: none"> • CQI Readiness Diagnostic • Youth Program Quality Assessment
What content in Program Basics aligns with and supports principles and practices promoted in the Youth Program Quality Assessment?	Program Quality Standards, BLUEprint Section 1	pp. 7 and 17-18	
	All content of BLUEprint Sections 2 and 3	pp. 25-57	
	Elements of a High-Quality Session, BLUEprint Section 4	pp. 70-73	<ul style="list-style-type: none"> • Elements of a High-Quality Session Checklist
	Key Factors for Enhancing Program Quality, BLUEprint Section 4	pp. 73-80	
	Youth Development Institutes (YDI)	BGCA.net/Programs/Pages/YDC	
Where can we find practical guidance for addressing common challenges with certain key aspects of programming?	Program Basics Playbooks – Assemblies, Gamesroom, and Transitions	BGCA.net/ProgramBasics/Playbooks	<ul style="list-style-type: none"> • Self-Assessment Tools • Planning Tips, Templates and Checklists • Supply and Equipment Lists

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Program Quality and CQI



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Club Frequently Asked Question	Where It's Covered in the Suite and Other Resources	Page Numbers/Links	Related Tool(s)
To make increasing program quality a priority in our organization, what should we consider?	Program Quality Standards, BLUEprint Section 1	pp. 7 and 17-18	
	How Will Our Organization Implement Program Basics? – Discussion Guide	BGCA.net/ProgramBasics	
	All content of BLUEprint Section 5 (annual site program planning/CQI)	pp. 89-109	<ul style="list-style-type: none"> • Menu of Goals and Strategies • Club-Wide Goals and Strategies Template and Sample Plan • Next Steps for Learning Reflection Questions
	To explore CQI in more depth, see the CQI Toolkit	cqitoolkit.org	<ul style="list-style-type: none"> • Readiness Diagnostic
	Club Experience Brochure	BGCA.net/ProgramQuality	

PROGRAM BASICS IMPLEMENTATION GUIDE

Youth Development Practice



Club Frequently Asked Question	Where It's Covered in the Suite and Other Resources	Page Numbers/Links	Related Tool(s)
How have we redefined our youth development approach?	Our Perspective: Positive Youth Development, BLUEprint Section 1	pp. 15-16	<ul style="list-style-type: none"> Reference Handout: Practicing Social-Emotional Learning Skills to Develop Character Reference Handout: Inclusion Guidelines
	All content of BLUEprint Section 2	pp. 25-47	<ul style="list-style-type: none"> Next Steps for Learning Reflection Questions for YD Professionals and Club Directors
Where does character development fit in our youth development approach?	Our Perspective: Positive Youth Development, BLUEprint Section 1	pp. 15-16	<ul style="list-style-type: none"> Reference Handout: Practicing Social-Emotional Learning Skills to Develop Character
	Core Program Areas content, BLUEprint Section 2	pp. 64-65	<ul style="list-style-type: none"> Reference Handout: Integrating Character Development Throughout the Club Day
How can I use Program Basics to strengthen our staff's youth development practice?	Our Perspective: Positive Youth Development, BLUEprint Section 1	pp. 15-16	<ul style="list-style-type: none"> Reference Handout: Practicing Social-Emotional Learning Skills to Develop Character Reference Handout: Inclusion Guidelines
	All content of BLUEprint Section 2	pp. 25-47	<ul style="list-style-type: none"> Next Steps for Learning Reflection Questions for YD Professionals and Club Directors and Suggested Training for Youth Development Professionals
	Youth Development Institutes (YDI)	BGCA.net/Programs/Pages/YDC.aspx	
Where can I find guidance about how to make our programming more developmentally appropriate in Program Basics?	All content of BLUEprint, Section 3	pp. 48-57	<ul style="list-style-type: none"> Reference Handout: Developmental Milestones of Children and Teens
	Elements of a High-Quality Session content in BLUEprint Section 4	pp. 70-73	<ul style="list-style-type: none"> Suggestions for developmentally appropriate adaptations of Elements of a High-Quality Session

PROGRAM BASICS IMPLEMENTATION GUIDE

Program Planning and Delivery – Individual Contributor Level



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Club Frequently Asked Question	Where It's Covered in the Suite and Other Resources	Page Numbers/Links	Related Tool(s)
Why is it so important to provide youth development staff with more planning time?	Practicing Personal CQI, BLUEprint Section 4	pp. 80-81	<ul style="list-style-type: none"> Next Steps for Learning Reflection Questions
	Planning Your Own Programs and Activities, BLUEprint Section 4	pp. 81-82	<ul style="list-style-type: none"> Session Planning Template Elements of a High-Quality Session
	Create Your Site's Overall Program (Plan phase of CQI), BLUEprint Section 5	pp. 98-100	<ul style="list-style-type: none"> Targeted Program Plan Template and Sample Plan Next Steps for Learning Reflection Questions
How can I use Program Basics to strengthen how our staff plan daily sessions and targeted programs?	Practicing Personal CQI, BLUEprint Section 4	pp. 80-81	<ul style="list-style-type: none"> Next Steps for Learning Reflection Questions
	Planning Your Own Programs and Activities, BLUEprint Section 4	pp. 81-82	<ul style="list-style-type: none"> Session Planning Template Elements of a High-Quality Session
	Create Your Site's Overall Program (Plan phase of CQI), BLUEprint Section 5	pp. 98-100	<ul style="list-style-type: none"> Targeted Program Plan Template and Sample Plan
What guidance does Program Basics provide on how to use different types of interactions to more deeply engage members in programming?	High-Yield Activities, BLUEprint Section 4	p. 69	
	Elements of a High-Quality Session, BLUEprint Section 4	pp. 70-73	<ul style="list-style-type: none"> Elements of a High-Quality Session Checklist
	Types of Interactions with Youth, BLUEprint Section 4	pp. 79-80	
Where can I find information about the new Core Program Areas in Program Basics?	Core Program Areas, BLUEprint Section 4	pp. 64-68	
What key skills do programs in the new Core Program Areas help to develop?	Core Program Areas, BLUEprint Section 4	pp. 64-68	
How do BGCA's existing national programs and initiatives align with the new Core Program Areas?	Youth Development Resource Catalog (available in fall 2019)	BGCA.net/ProgramBasics	

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Program Planning and Structure – Site Level



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Club Frequently Asked Question	Where It's Covered in the Suite and Other Resources	Page Numbers/Links	Related Tool(s)
How can we use Program Basics to strengthen our Club seasonal and annual planning?	Create Your Site's Overall Program (Plan phase of CQI), BLUEprint Section 5	pp. 98-100	<ul style="list-style-type: none"> • Menu of Goals and Strategies • Club-Wide Goals and Strategies Template and Sample Plan
	Program Basics Planner, Annual and Seasonal Planning	ProgramBasicsPlanner.com	<ul style="list-style-type: none"> • Club-Wide Goals and Strategies Online Form • Sample of Annual Calendar • Large Group Staff-to-Youth Ratio Calculator • Targeted Program Plan Online Form • Seasonal Schedule Template Generator
What guidance does Program Basics provide on balancing interest-based and needs-based programming?	Interest-Based and Needs-Based Programming, BLUEprint Section 4	pp. 73-75	<ul style="list-style-type: none"> • Snippets of sample program schedules are provided to illustrate concepts
What guidance does Program Basics provide on balancing free choice (voluntary) vs. fixed (mandatory) program schedules?	Free Choice (Voluntary) Versus Fixed (Mandatory) Program Schedules, BLUEprint Section 4	pp. 73-76	<ul style="list-style-type: none"> • Snippets of sample program schedules are provided to illustrate concepts
What guidance does Program Basics provide about optimal staff-to-youth ratios?	Recommended Staff-to-Youth Ratios, BLUEprint Section 4	pp. 77-78	
	Program Basics Planner, Seasonal Planning	ProgramBasicsPlanner.com	<ul style="list-style-type: none"> • Large Group Staff-to-Youth Ratio Calculator