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July 8, 2008

Raphael Travis, Dr. PH, LCSW
Texas State University – San Marcos
School of Social Work
601 University Dr.
San Marcos, TX 78666

Dear Dr. Travis:

United Way Capital Area is pleased to offer our support for your proposed Austin Youth Development Project (AYDP) to be conducted as part of the William T. Grant Foundation Scholars Program.

Our mission is to address critical social issues by bringing people and resources together to create opportunities for individuals, families and neighborhoods to prosper. In our Education-Youth focus area, we are working with the Central Texas community to prepare every student to succeed. This led us to partner with the Austin Ready by 21 Coalition. The Coalition strives to support all young people in our community so they can be ready for college, work and life.

We look forward to learning from the study and the impact the Quality Counts Initiative will have on improving the conditions for youth through quality programs. We are committed to facilitating the implementation of assessments and professional development opportunities to ensure quality programming. We believe that by supporting youth service providers, we will improve outcomes for young people.

We will continue to work with the Ready by 21 Coalition to increase the awareness of AYDP, to increase awareness of the relationship of AYDP and optimal youth development and encourage program enrollment in the project.

Please feel free to contact me if you have questions regarding our support for your Austin Youth Development Project. Thank you very much for initiating this study to better understanding youth development quality in Travis County.

Sincerely,



Debbie Bresette
Executive Vice President
United Way Capital Area

THE AUSTIN YOUTH DEVELOPMENT PROJECT

YOUTH WORKER (STAFF) CONSENT TO PARTICIPATE

Location: TBD

Title of Project:

THE AUSTIN YOUTH DEVELOPMENT PROJECT

Principal Investigator:

Raphael Travis, Jr., DrPH, LCSW
Texas State University – San Marcos School of Social Work
601 University Dr.
San Marcos, TX 78666
512-245-3521
E-mail: rtravis@txstate.edu

1. Purpose of the Study:

The AUSTIN YOUTH DEVELOPMENT PROJECT (AYDP) will examine how out-of-school (OST) programs can serve as important positive developmental settings for young people. The study seeks to better understand structural and organizational factors influencing the quality and impact of OST programs.

2. Procedures to be followed:

If you choose to participate in this study, you will be asked to complete a survey. The survey should take about **30 minutes**. We will ask you to tell us about your perceptions of youth in the program and your role in meeting their needs.

3. Discomforts and Risks:

For some of you, you may be a little nervous about talking about your experiences. You may worry about something you say being misinterpreted as negative toward the program. Our goal is simply to hear things from your point of view, but also to ensure confidentiality for anything you say.

4. Benefits:

By participating in this study you can potentially learn more about yourself in terms of your outlook on the population you serve. You also have the potential benefit of sharing both the strengths and challenges of your daily experiences when working with youth. Finally, you have the potential to improve your understanding of how your perceptions of youth may impact how you work. The combination of youth worker perspective can be used to help inform other similar service providers.

The potential benefits to society include having more satisfied youth workers, greater understanding of the functioning of youth programs, and more effective programs. The findings of this study will be another step toward understanding how the perceptions and beliefs of individuals influence the policy and practice of social institutions. Your participation will also help determine what areas of program practice are most important to youth workers, and how strategies can work to help workers to be more confident and effective. Ultimately, more effective and more inviting programs will be more desirable and helpful to teens.

5. Duration/Time:

The survey is expected to take about 30 minutes. In the future there will be follow-up interviews for those that express interest.

THE AUSTIN YOUTH DEVELOPMENT PROJECT

6. Statement of Confidentiality:

Your participation in this research is confidential. Only the person in charge of the study, and his assistants, will know your identity. The data will be stored and secured at Texas State University – San Marcos in a password protected computer file, or a locked-file cabinet in a locked office. All data will be identified only by a numbered code for each participant –not your name. In the event of a publication or presentation resulting from the research, no personally identifiable information will be shared.

7. Right to Ask Questions:

You can ask questions about this research. Contact Raphael Travis at 512-245-3521, or by E-mail at: rtravis@txstate.edu with questions. You can also call this number if you have complaints or concerns about this research.

If you have any questions about your rights as a subject/participant in this research, or if you feel you have been placed at risk, please contact the Chair of the Human Subjects Institutional Review Board, through Becky Northcut, at 512.245.2102 (ref: 2008-54026)

8. Payment for participation:

The study does not have a payment incentive. However, the principal investigator is available in a support capacity to discuss study results and help in capacity-building efforts. No travel is expected,

9. Cost of participating:

There will be no cost for participating.

10. Voluntary Participation:

Your decision to be in this research is voluntary. You can stop at any time. You do not have to answer any questions you do not want to answer. Refusal to take part in or withdrawing from this study will involve no penalty or loss of benefits you would receive otherwise.

You must be 18 years of age or older to consent to take part in this research study. If you agree to take part in this research study and the information outlined above, please sign your name and indicate the date below.

You will be given a copy of this signed and dated consent form for your records.

Participant Signature

Date

Person Obtaining Consent

Date

THE AUSTIN YOUTH DEVELOPMENT PROJECT

ASSENT FOR PROGRAM TEENS TO PARTICIPATE IN RESEARCH

1. Dr. Raphael Travis is a researcher from Texas State University School of Social Work interested in your participation in a research study about out-of-school (OST) time programs.
2. You are being asked to take part in this project because, we **seek to better understand** the impact of out-of-school (OST) time youth programs on the lives of young people.
3. If you agree to be in this study you will be asked to complete a short questionnaire that will ask you questions about yourself, your thoughts on Hip-hop music, and your perceptions of how music may influence both you and others.
4. For some of you, you may be a little nervous about sharing your opinions. Our goal is simply to hear things from your point of view and not to pass judgment.
5. By participating you may get the chance to learn a little more about yourself, and better understand the role you believe music plays in your life.
6. Please talk this over with your parent/guardian before you decide whether or not to participate. We will also ask your parent/guardian to give permission for you to take part in this study. But, even if your parent/guardian says “yes” you can still decide not to participate.
7. **If you do not want to be in this study then you do not have to be.** Remember, being in this study is up to you and no one will be upset if you don’t want to participate or even if you change your mind later and want to stop. There will be no penalty for choosing not to participate
8. You can ask any questions that you have about the study. If you have a question later you can call Dr. Travis at 512.245.3521. You can also e-mail Dr. Travis at: rtravis@txstate.edu, or ask the survey facilitator.
9. Signing your name at the bottom means that you agree to be in this study. You and your parent/guardian will be given a copy of this form after you have signed it.

Name of Child (please print)

Signature of Child

Date

Signature of Investigator or Designee

Date

IRB#:

Expiration Date:

CONSENT FORM

Dear Parent or Guardian,

We are writing to ask you to allow your teenager to participate in The AUSTIN YOUTH DEVELOPMENT PROJECT (AYDP), a research project that aims to tell the story of the current state of out-of-school programming and their impact on program participants in and around Travis County. We are asking your teenager to share his or her experiences in the program but also life experiences in general. The research will consist of a short survey questionnaire made up of multiple choice questions conducted by Raphael Travis, DrPH – a Texas State University Assistant Professor. Dr. Travis can be reached anytime at: 512.245.3521.

The AUSTIN YOUTH DEVELOPMENT PROJECT (AYDP) will examine how out-of-school (OST) programs can serve as important positive developmental settings for young people. The study seeks to better understand structural and organizational factors influencing the quality and impact of OST programs.

_____, the Director at _____ has given me permission to recruit potential participants and to conduct surveys on site at the program. Since your child is participating in this organization that has agreed to be part of the study, we believe that he or she is an ideal participant for this research. Even though we are working with the Director, it is possible that the Director may not be present at the time of the interview.

We would like to include your teenager in our research study, but we need your written permission for your child to participate. Your child will also have to provide his or her own permission, *or assent*, to participate. *Your child's participation in and throughout this study is voluntary.* If they choose not to participate or to withdraw from this research at any time, there will be no penalty. Withdrawing or refusal to participate in the study will not impact their status in any program or organization in which they are a participant, or in any future affiliation with Texas State University.

Although there is a possibility that there may be no direct benefit to your child, the larger benefit of your participation is the potential contribution to better understanding the network of out-of-school time programs in the region and their quality. There are no foreseeable risks, neither physical nor emotional, for your child in this research project.

Participation

Your child will be asked to complete a survey of about 60 short questions (circling a letter to answer) that lasts about **10-15 minutes**. We will ask all participating young people to tell us about their lives according to how they define a: (a) safe environment, (b) supportive environment, (c) interaction with staff and (d) engagement in the program.

To protect the confidentiality of your son/daughter, nobody at the program will be allowed to see our notes or the questionnaire responses. In addition, the research data collection process will include reassigning your child's name with an identifying number that will be stored in a "password protected" file that will only be accessible by Dr. Travis. The analysis of the data will be completed in another "password protected" computer program that is solely accessed by the research team. Neither the computer program nor our final reports will provide any information that will allow the linking of names to specific

TEXAS STATE IRB#:

comments. The survey data will be maintained for a period of ten years following the completion of the initial data analysis, at which time the data will be destroyed.

The interviews will take place **shortly after regular school hours at _____**. The surveys will be administered in a private room to allow for personal privacy from non-participants and for limited distractions. If you agree to allow your child to participate in the interview, please sign the attached permission slip and have your child return it to the program. If you do not provide written permission through this form, your child will not be able to participate.

Finally, although we will be unable to provide you with specific responses from your child, we will be able to provide a summary of study findings to both you and your child at your request. If you consent to your child's participation, please keep this letter and return the attached consent form with your signature and your child's name and age.

We appreciate your help. If you have any questions about the research or the interviews, please feel free to contact Raphael Travis at: 512.245.3521

Respectfully,

Raphael Travis, Jr., DrPH, LCSW
rtravis@txstate.edu

If you have any questions about your rights as a subject/participant in this research, or if you feel you have been placed at risk, please contact the Chair of the Human Subjects Institutional Review Board, through Becky Northcut, at 512.245.2102 (ref: XXXXX)

TEXAS STATE IRB#:

PARENT CONSENT FORM (TO BE RETURNED TO DR. TRAVIS)

YES, my son or daughter can take part in the survey questionnaire for The AUSTIN YOUTH DEVELOPMENT PROJECT (AYDP).

I understand that my child's participation in this research project may involve answering questions about their experiences in the program, community and home. The questions will also ask about youth self-perceptions. The surveys will be administered at the program site between the hours of 4pm and 9pm.

Parent's Name (print)

Parent's Signature

Student's Name (print full name)

Date

Student's Age:

Please give this permission form to your son or daughter to take to _____.
Permission forms must be returned before interviews can take place.

If you choose to provide an email address below, we will provide you a confirmation of the receipt of this parent consent form.

Email address

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