



*State's Attorney's Office*  
LAKE COUNTY, IL

Young Ambassadors Board

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# **Lake County State's Attorney's Office; Young Ambassadors Handbook and Overview**

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*The Members of the Lake County State's Attorney's Office's Young Ambassador Board are dedicated to serving and empowering their peers in our community. The Young Ambassadors will lead by example and work together throughout Lake County.*

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# State's Attorney's Office

LAKE COUNTY, IL

## Young Ambassadors Board

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Welcome,

Theodore Roosevelt, the 26<sup>th</sup> President of the United States said: "The most important single ingredient in the formula of success is knowing how to get along with people."

Respecting others while at the same time valuing your own beliefs is an essential characteristic. Thinking independently is important and it helps us to become our own advocate. Be your own person. Respect others and advocate for what you believe in. I learn every day from the youth I encounter. Our differences are our greatest asset. Learn from them.

The opportunity to serve the people of Lake County has been one of my greatest successes. I love going to work every day, and I value the significant role I am able to play in advocating for the citizens of Lake County. I look forward to making you part of the Lake County State's Attorney's Office family.

A handwritten signature in black ink, appearing to read "M. G. Nerheim".

Sincerely,

Michael G. Nerheim





# State's Attorney's Office

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### Role of the Lake County State's Attorney "Seeking Justice"

Thank you for taking the time to learn more about the Lake County State's Attorney's Office. I am humbled every day to be able to serve the people of Lake County and hope you will take the time to learn more about the duties of our office. The Lake County State's Attorney's Office consists of a highly trained and skilled staff dedicated to keeping Lake County a safe place to live, work, and raise a family. I am challenged daily to do the best I can as your State's Attorney, and to empower the staff to represent the fabric of our communities in the best way possible. A summary of our aims and values is defined in our mission statement below:

The Lake County State's Attorney's Office is dedicated to the following principles: to seek justice with integrity by vigorously and ethically prosecuting criminal acts, with empathy and compassion for the victims of crime and unwavering respect for the rights of the accused; to protect the people of Lake County by working with our criminal justice partners to make our communities safe; and to provide exceptional and professional legal representation to Lake County and its elected and appointed officials, thereby promoting responsible and trustworthy government.

Seeking justice—whether it be through prosecuting cases, developing preventive solutions for fighting crime, educating youth in our communities, collecting child support, or fostering government transparency—is something I continue to promise to uphold. As your State's Attorney, and as the primary catalyst for the responsibilities our office holds, I do not take these things for granted.

Growing up in Waukegan, I learned firsthand the importance of hard work, the value of diversity, and the power of community involvement. I bring those values to work with me every day. Collaborating with individuals and organizations in the community is key to our success. When community leaders, social service agencies, and leaders from the public and private sector come together and work towards common missions we maximize our potential for keeping Lake County a safe place to live.

Our partners in our mission to seek justice keep vital channels of communication open to us. Our office is committed to hearing from you, and we take pride in educating the community about our role.

On behalf of the Lake County State's Attorney's Office, I thank you for allowing us to serve you.



A handwritten signature in black ink, appearing to read "M. Nerheim".

Mike Nerheim



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### How it all Began

In the fall of 2017 the Lake County State's Attorney's Office launched a youth group bringing together junior high and high school age children. Notice of this program was distributed to all schools throughout Lake County. Our office received a fantastic response!

"Our objective is to motivate and inspire our young leaders. We look forward to having meaningful engagements with the youth as our equal partners in decision making processes. Adults tend to spend too much time talking at youth, and very little hearing from them. We want to hear their ideas and allow them the opportunity to have input on how we can be more effective" said Mr. Nerheim. The intent is to bring the youth together as partners of the office in developing new programs, while providing feedback on our current prevention programs for the community.

The initial youths who participated in our program attended three training sessions as part of becoming members of the program. The sessions were intended to inspire them to make a change for their community and peers and to serve as a forum for us to seek their input in building the program.

Members are expected to be an active member of the board, participate in the Community Awareness Program (CAP) through projects, provide awareness to their peers and community about prevention programs. As a participant, there will be open dialogue with our office as to how we can better educate and assist our youth.

In turn, the LCSAO will provide community service hours if needed, presentations on key topics, and opportunities for the members to be mentors for their peers within the community. By creating this program and making young people into our partners, with the Lake County State's Attorney's Office, is bridging the generational gap!



# State's Attorney's Office

LAKE COUNTY, IL

## Young Ambassadors Board

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### Mission Statement

The members of the Young Ambassador Board of the Lake County State's Attorney's Office are dedicated to serving and empowering their peers in our community. The Young Ambassadors will lead by example and work together throughout Lake County.

### Young Ambassadors

The State's Attorney's Office is looking to motivate and inspire our young leaders. The Young Ambassadors will serve as a forum to effectively deal with issues that especially impact youth in Lake County. Young Ambassadors will be our partners in developing programs and will provide insight on existing efforts to engage the young people of Lake County.

### Membership Benefits

Young Ambassadors will be involved in various projects and activities to bring awareness to their schools and communities. They will also be a voice on issues and trends that affect them and their peers directly. By being a member, the youth will grow in the following areas:

- Leadership
- Gratitude and Good Citizenship
- A Voice to Community Awareness/Prevention Programs
- Service to their Peers and their Community
- Personal Growth and Confidence
- Lake County State's Attorney's Office Experience

We sincerely hope you will take this opportunity to make a difference and become a leader in your community. We look forward to you becoming a Young Ambassador Partner and offering your input to the employees of our Lake County State's Attorney's Office. Please feel free to contact the program's Facilitators: Carrie Wings, 847-377-7824 [cwings@lakecountyil.gov](mailto:cwings@lakecountyil.gov) or Melissa Burke 847-377-3000 [mburke@lakecountyil.gov](mailto:mburke@lakecountyil.gov).

For more information please visit our web-site at: [www.lakecountyil.gov/513/States-Attorneys-Office](http://www.lakecountyil.gov/513/States-Attorneys-Office)

**“Each of us can make a difference. Together we make change.”**  
~ Barbara Mikuiski



# State's Attorney's Office

LAKE COUNTY, IL

## Young Ambassadors Board

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### Requirements to be a Member:

- Resident of Lake County.
- Student in grade 9 through 12.
- Student must complete an application.
  - Previous member must complete the renewal application.
- Student and Parent/Guardian must review all waivers and initial or sign in agreement
- Student will be required to have a gmail account and provide a phone number for GroupMe
  - These two accounts will be the pathway to communication of YAB
- Members will come together as a Board once a month throughout the school year.
  - The first meeting of the year is mandatory.
  - Members are expected to attend meetings.
  - Failure to miss more than 2 meetings continued membership will be under review.
- Members will be encouraged to participate in the Community Awareness Program (CAP) projects.
  - CAP events will take place once a month
  - CAP focus on bringing the members together to create awareness within our community or provide team building
  - CAP meetings will vary as to location, day and time depending on the event taking place.
  - Failure to participate in at least 3 CAP events, continued membership will be under review.
  - Projects will be approved through facilitators before planning.

### Opportunities offered to Members:

- Facilitators will provide opportunities for speakers, trainings, focus groups and other occasions for the youth to become engaged.
- Facilitators will provide an environment to the youth that invites dialogue, ideas, and feedback for the State's Attorney's Office on prevention and programs.
- Members will be given the opportunity to become Chairs of YAB.
  - Chairs will assist the facilitators and peers
  - If interested in becoming a Chair you will express interest in the application
  - There will be 10 Chairs names for the YAB
  - The Chairs of the YAB and CAP will work together to create opportunities for members, utilizing ideas and suggestions from all members of YAB.
- Community Service Hours will be offered to those who need them; hours will be coordinated with the facilitators.
- Members are encouraged to participate in Lake County State's Attorney's Office summer events.



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## Young Ambassadors Board

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### Overview of Monthly Board Meetings

Our monthly YAB meetings will provide an opportunity for open dialogue between members and their peers. Each month a presenter will be provided to begin conversations and educate the members on pressing topics that affect our youth today. Members will also be provided with resources and tools to assist with prevention.

Presentation examples, of what will be the focus, are the community prevention and education programs of the Lake County State's Attorney's Office. The programs are designed to assist schools, our youth, service providers, and our community.

#### **Below are the Lake County State's Attorney's Office prevention programs**

- **Teen Dating Violence/Healthy Relationships:** Teen Dating Violence affects teens from all backgrounds. This presentation will provide education to YAB members and will assist them with their peers and community. YAB members will also be a voice to our office about the danger of dating violence and the importance of a healthy relationship.
- **Bee Safe:** This program is designed to educate our community on our younger youth who witness domestic violence within their home or neighborhood. The program is designed to educate the community/schools on how domestic violence affects children. For our younger community members we hope to provide them safety guidelines and to recognize a safe person to speak to.
- **Anti-Bullying Program:** Bullying is unwanted, aggressive behavior among two or more people that involves a real or perceived imbalance of power. This program is designed to assist our community in the pledge to "Rise-Above" bullying through education, materials, and presentations.



- Cyber Safety: The internet provides a world of opportunities. However, with endless opportunities also come risks. This program educates the youth and community about the dangers of the cyber world and how to protect themselves and be safe.
- Anti-Gang & Drug/Alcohol Prevention: This program will discuss and educate on the risks, harms, and dangers of substance abuse along with discussing, gangs and the dangers they pose.



## Young Ambassadors Board

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### **Community Awareness Program (CAP) Overview**

In addition to our mandatory monthly board meetings we will also have a CAP event for members to participate in. Each month we will engage in an activity within our community or within our membership. These events are meant to encourage our members to make a difference, rise as a leader, team building within YAB and provide opportunities.

The planned CAP events will be listed below. Additional CAP events will be planned by the YAB and CAP Chairs. These spots are purposely left open in order for us to engage all YAB members' interests.

- Members do not have to attend all CAP events, however, we are requiring members to participate in at least 3 events throughout the year.
- CAP days, locations, and times will vary depending on the event taking place. CAP event details will be discussed at each Board meeting.

#### **CAP Events (currently scheduled):**

November: Giving Back Event

January: Real Deal - Learn about life expenses

February: Tim Tiebow "Night to Shine" The Chapel, Libertyville II

- Registration is required for participants to complete

April: Lake County Children's Advocacy Center "Blue Kids" community event

Note: The remaining months to be determined.



## Young Ambassadors Board

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### YAB - Chairs

As a chair member of the Young Ambassadors Board, you will be expected to consistently communicate with your co-chairs and facilitators. Feel free to express concerns and ask questions! It is necessary to meet outside of our scheduled meetings to properly plan upcoming events/meetings. Throughout the year, all of our chair members work together to ensure that YAB is running smoothly and effectively while striving for excellence. At least one of each chair member needs to be present at every meeting. Even though there are defined roles, all chair members work as a team.

#### YAB Chair Responsibilities:

- 3 - YAB members will be chosen.
  - At least 1 will be from a previous year
- Create an agenda for board meetings
- Partner with a CAP Chair to work as a team for assigned monthly meetings
- Run and organize monthly mandatory board meetings
  - Check in with members during the meeting - "Highs and Lows"
  - Assist with speakers for each board meeting

#### CAP Chair Responsibilities:

- 3 - YAB members will be chosen
  - At least 1 will be from a previous year
- Organize monthly events
- Partner with a YAB Chair to work as a team for assigned monthly meetings
- For each event, organize and take note of who is coming, where & when the event takes place.
  - Gauge interest of who'd like to participate in the events at each board meeting
- Communicate who is attending with Carrie, Melissa, & Ediza

### **Secretary Responsibilities:**

- 2 - YAB members will be chosen
  - 1 will be from a previous year
- Keep an updated list of all board member's email/phone number
  - All contact information is confidential and is not to be shared outside of YAB Members
- Receive notifications from members who cannot attend Board meetings, make note, and relay to Carrie, Melissa & Ediza
- Take attendance at each board meeting
- Consistently update and create the meeting minutes on Google Drive
- Update event calendar
- Send 'Remind Me' 4 days prior to each meeting/event

### **YAB Communications Chair Responsibilities:**

- 2 - YAB members will be chosen
  - 1 will be from a previous year
- Promote all Lake County State's Attorney's events to YAB
- Promote all Children's Advocacy Center (CAC) fundraisers & events to YAB
- Take pictures at events
- Create and maintain a monthly newsletter
- Collaborate with Jackie Quinn for State Attorney's Office website/newsletter

The Young Ambassadors Board is a commitment in itself, but those whom are chair members are expected to take time *outside* of the monthly meetings to organize this group. Again, each position has specific jobs, but we are consistently working as a unit. Communication is key!

Once the Chairs are announced, a meeting will be held to review specific chairperson duties with the facilitators.