



Live Well. Health Matters.

### Youth Advisory Council Ground Rules

**1. Respect & Safe Space:**

- Safe space – Be honest with yourself and others.
- Be on time to meetings – arriving late disrupts the group.
- Treat others with respect and try to remain non-judgmental.
- Disagreement in the group can be an opportunity for growth and greater understanding among members.
- If you say something that upsets another group member, please acknowledge their feelings.
- If you are upset by something another group member shares, please acknowledge your feelings appropriately in the group and reach out to staff for support as needed.

**2. One mic, one voice:**

- Be a good listener – one person speaks at a time.
- Be careful not to take a topic of conversation away from another member.
- All conversations should include everyone in the group (no unrelated side conversations).
- Be aware of the amount of the group’s time you are taking.

**3. Pass:** Share as you are comfortable but be willing to participate for personal growth.

**4. Safety is number one:** if there is something shared in the group that concerns the safety of yourself or others, staff will follow up accordingly.

**5. Confidentiality:**

- Keep the group confidential – remember what is shared is personal and it should remain in the group.
- If you are socializing outside the group, make sure you keep the confidence of group members.
- Respect confidentiality of others when you are sharing in the group such as refraining from sharing identifying information or specific examples of other students in schools and communities.

**6. Communication with BCHD Staff:**

- If contacting staff via cellphone (text or phone message) identify yourself as a member of the Youth Advisory Council and staff will respond to you within normal business hours (9 a.m. – 5 p.m. Mon – Fri).
- All communications with staff via cellphone must be related to the Youth Advisory Council, for all other inquiries or concerns contact staff via email.

**7. Zoom Etiquette:**

- Arrive promptly to Zoom meetings even if that means signing in a few minutes early and plan to stay the entire meeting.
- Strive to be on Zoom in a quiet space for meetings, otherwise please utilize the chat feature and mute yourself when not sharing.
- Please use the raise the hand feature to share when someone is sharing, and Staff lead will call on you to share.
- Please do not utilize the private message feature in the Zoom chat to have side conversations.
- Come prepared with updates for Zoom meetings since we are working in a virtual environment, we want to be mindful of everyone’s time.

*I have read and understand the Youth Advisory Council Ground Rules. In joining this group, I have agreed to attend meetings as consistently as possible and communicate schedule conflicts with group facilitator, Shana Martinez, at (310) 374-3426 x161 or shana.martinez@bchd.org.*

Name (First, Last)

Signature of applicant:

Date:

Parent/Guardian Name

Signature of Parent/Guardian:

Date: