



the society for creative anachronism, inc.



# Youth and Family Achievement (YAFA) Program Handbook March 2018 Edition, Revision 2.4

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## Introduction to the Youth and Family Achievement (Yafa) Program

**Welcome** to the Society for Creative Anachronism's Youth and Family Achievement Program or Yafa. This program was developed to be easy for parents and children to utilize within the structure of a Kingdom's Youth Program. Yafa is administered through the Society Seneschal's Office. All participants must adhere to the rules and guidelines established by the Society's governing documents and the Society Youth Policy. Yafa is designed to support and supplement existing youth programs. Kingdoms are free to integrate and implement Yafa in a manner which suits the needs of individual Kingdoms. By providing an optional common Society-wide system of activities, goals, administration, and training, Yafa will more fully involve, maintain, and extend the participation of youth and their families. Yafa has been created to encourage active participation by families with children in the study of a variety of medieval subjects and activities. This program will guide and encourage young people and their families in seeking opportunities for involvement in the SCA.

**Society Policies affecting youth can be found in the most recent edition and revision of the Seneschal's Handbook**, which is available on the SCA.org website. All parents, guardians, Mentors and SCA members generally are encouraged to review these policies. In terms of the Yafa Program, these requirements include, but are not limited to the following: the mandatory accompaniment of the youth's parent or guardian at all Yafa activities and the adherence to the two-deep rule, where one of the two unrelated individuals has successfully passed an SCA approved Background Check. All Yafa Administrators and Mentors must have successfully passed an SCA approved Background Check.

**Yafa's Mission** is to create opportunities for youth activities while respecting, encouraging, supporting, and fostering the culture of individual Kingdoms. The program is based on a foundation of the arts, chivalry and service to help encourage values important to the Society. Youth participants completing their individually chosen areas of study will be eligible to wear tokens of achievement.

### **Yafa Program Aims and Aspirations include:**

- increased SCA participation by and retention of families and youth (i.e. minors under the age of 18 or 19, depending upon the jurisdiction in which they live)
- positive development of youth based upon chivalric ideals and building social responsibility and interpersonal connections
- increased levels of knowledge of members and their families in areas of medieval studies
- developing the next generation of artisans and craftsmen of the Society

**Yafa's Core Values** are the noble virtues which should be fostered in the youth of our Society. Mentors should promote these ideals when interacting with their students.

- **Courage** – Strength of heart necessary to undertake tasks which are difficult and to graciously accept that these projects require dedication.
- **Honor** – A code of conduct holding oneself to the highest standards of behavior.
- **Temperance** – Moderation in all things, including thoughts or actions as we deal with others.
- **Fortitude** – The importance of holding onto the noble virtues at all times, even when things become difficult.

- **Prudence** – The desire to obtain wisdom and the diligence to learn from others.
- **Justice** – Fairness and balance in all activities.
- **Faith** – In our Society, trust and integrity; one is always faithful to a promise made, no matter how big or small it may be.
- **Hope** – A positive outlook and cheerful demeanor even in the face of difficulties.
- **Charity** – Sharing what is valuable in life including material goods, time, attention, wisdom and energy, i.e. the things that create a strong, rich and diverse community.

**Service to the Society** – YAFA encourages involvement in and participation at SCA events. It is at these events that youth can find positive social interaction, be involved in service to the Society and be recognized for the completion of their projects.

**Achievement with Recognition** – YAFA provides a series of challenges for youths to undertake for educational enrichment. Each youth plans activities and progresses at their own pace to meet the achievement requirements. The youth is recognized for each achievement. The steps in the achievement program also help the youth to grow in self-reliance, self-confidence and obtain understanding of the Medieval period.

**Develop Leadership** - YAFA encourages development of organizational and leadership skills based on the noble virtues, providing youth members an understanding of good judgment, critical thinking and decision-making skills.

## Youth and Family Achievement Program Age Groups

YAFA is divided into four age groups for youth ages 5-17 and their families. Each group provides opportunities to study the same or similar subjects as adult Society members with age appropriate materials and activities. Each age group will build upon the knowledge and skill set of the prior group, providing a plan to promote greater understanding and higher skill levels. The oldest age group will be encouraged to take a more active role in the SCA and participate at a near adult level. There must always be two adults present, unrelated to one another by blood, marriage, or relationship, i.e. the two-deep rule. One of these adults must have successfully passed an SCA approved Background Check. An adult is defined as being at or above the age of legal majority in the state, province, or country in which the activity occurs. All groups require parent or guardian participation per the society youth policy, i.e. a parent must be present at all sessions with the minor child's mentor and the two-deep rule must be observed and followed without exception. For detailed instructions for families and to use the YAFA website to join and participate in YAFA, please see Appendix I to this Handbook.

- **Division 1: Ages 5 to 8 years old.** This group is home and family centered. Youth participate with the attendance and help of their parents. The requirements should be within the parent or guardian's ability to guide and facilitate completion of the subjects' study. Parents have the authority to approve the completion of achievements for this group. Mentors may be used at the parent or guardian's discretion.
- **Division 2: Ages 9 to 11 years old.** While developing a sense of social independence, this age group is still anchored in the family. Children in this age range will begin developing self-confidence and self-reliance as they work with mentors and enjoy parental support, guidance and attendance. A parent or guardian is required to be present when the youth interacts with mentors. Mentors have approval authority for the completion of achievements for this group and

must be used with this group. Please remember that a parent or guardian must be present when the youth is participating in activities; furthermore, the two-deep rule must be observed and followed without exception.

- **Division 3: Ages 12 to 14 years old.** These participants are beginning to act cooperatively with their contemporaries and with Mentors while still strengthening their ties to their families through parental interaction and feedback. A parent or guardian is responsible for always being present when the youth interacts with Mentors. Youth in this group enjoy continued parental support, guidance and attendance as they show continued growth in self-confidence, self-reliance and independent thought. Mentors have approval authority for the completion of achievements for this group and must be used with this group. The two-deep rule must be observed and followed without exception in this division.
- **Division 4: Ages 15 to 17.** The oldest participants are on the cusp of adult participation in our Society. A parent or guardian is still responsible for being present when the youth interacts with Mentors and when the youth is participating activities. Furthermore, the two-deep rule must be observed and followed without exception.

## Tokens of Achievement



Figure 1 Medieval pilgrim badge of Saint John the Baptist

A participant who has completed the requirements for one of the subjects is eligible to wear a token of this achievement. The token is a metal disc or pin embossed with a symbol identifying the area of interest. It is styled after a medieval pilgrim badge of Saint John the Baptist from the Cathedral at Amiens. It identifies the wearer as someone who has gained specific skills and knowledge in the chosen area. It represents time invested in the Society and knowledge gained. It is not an award and should not be considered as such. Yafa tokens ('Tokens') are not part of Kingdom award structure, unless the Kingdom chooses to make it so. This should make it a clear distinction that receiving a token is proof of effort and learning. Tokens carry no standing; they are not awards and should not be included in a Kingdom Order of Precedence.



Figure 2 Example of a Yafa token.

Three different metals signify three age divisions. The metals are copper for Division 1 (ages 5-8), silver for Division 2 (ages 9-11) and gold for Division 3 (ages 12-14). Tokens for Division 4 (senior teens) were not developed as it was felt they would prefer participation on the adult level. There are many skills and crafts that can be learned through the SCA Yafa program. Families and young people can browse a variety of subject areas and choose those that are interesting to them. Some subjects are in craftwork, some in vocational fields, some in service to the Kingdom, and some are in cultural or life skills areas. Parents or guardians have the ability to select different divisions and activities based on their knowledge of their child's capabilities and interests. Yafa allows participants to move through the subject requirements at their own pace. The purpose is not to compete against others but for participants to challenge themselves to go as far as their perseverance and curiosity will carry them. The rates of achievements depend upon interest, effort, and ability. There

is no time limit except that all required work must be completed before the participant's 18th birthday.

### YAFA Achievement Topics\*

• Agriculture & Horticulture	• Archery	• Architecture
• Arms & Armor	• Bardic Arts	• Basketry
• Calligraphy & Illumination	• Cooking	• Cordwaning (Shoemaking)
• Costuming & Accessories	• Dance	• Equestrian
• Family Life	• Heavy Armored Fighting	• Games, Toys & Models
• Glasswork	• Hornworking/Bonecarving	• Heraldry
• Herbalism & Medicine	• Leatherworking	• Husbandry
• Jewelry & Lapidary	• Period Rapier	• Metalworking
• Papermaking & Bookbinding	• Textiles (All manners)	• Pottery
• Siege Weaponry	• Woodworking	• Thrown Weapons

\*The requirements for each achievement topic appear in the current SCA achievement worksheet for that topic, which is available [on the YAFA website](#) (Located in the lower left corner of the page). When an individual has chosen an achievement topic, the steps listed in Appendix 1 "YAFA Website Family and Participant Support" should be followed.

### Mentors

**All YAFA activities (except those of Division 1 where Parents have approval authority) will be overseen by a Mentor** that has passed an SCA approved Background Check and has acknowledged expertise in the achievement area. A Mentor is a current member of the SCA who has developed expertise in one or more areas. These areas may be hobbies, such as archery. They may be part of the individual's modern job, such as cabinetry. The individual may or may not have been recognized as a Society Peer.

**Mentors are one of the keys to success in the YAFA program.** Mentors offer their time, experience, and knowledge to help guide families with youth in one or more of the achievement subject areas. The young person who completes an Achievement gains knowledge, skills, confidence or an in-depth understanding of the research.

The Mentor ensures that each individual meets all the requirements for the Achievement. The Mentor instructs, helps, and guides the individual in meeting the challenge of the requirements and in becoming aware of the deeper aspects of the subject area through the Mentor's knowledge and experience. The Mentor, along with the parent or guardian, will assist a young person to plan the assigned projects and activities to meet the

achievement requirements, coach participants through interviews and demonstrations on how to do the required skills in the chosen subject area and certify the individual after determining whether the individual has met the requirements for the achievement. A parent or guardian must be present during all interaction between the Mentor and youth and all contact between a mentor and youth must take place at published SCA events; furthermore, the two-deep rule must be observed and followed without exception.

Mentors will be recruited from the current membership in the SCA in good standing in their Kingdoms based on their professions, interests and service. The Society requires Mentors to successfully complete an SCA approved background check. Affiliates should follow the Society rules related to youth, specifically the two-deep rule. A parent or guardian must always be present during all YAFA activities. Mentors must have approval from their Kingdom to be a Mentor. Mentors will follow the requirements of the achievement to ensure that the standards are fair and uniform for all individuals according to their age grouping; ensure there is always at least one other unrelated adult present at all instructional sessions or interviews (the "two deep" requirement); keep SCA membership current while serving as a Mentor; and forward any suggestions for improvements in the requirements or worksheets to the appropriate Kingdom Youth Officer or YAFA Administrator.

## **Incomplete Achievements and Interrupted Mentoring**

There may be times when a young person's home or family life interferes with completing Achievements. The Mentor should not contact the young person's parents or guardians as the Mentor is there to facilitate the voluntary YAFA family experience. The Mentor can leave the door open for the individual to pick up and continue working through the Achievement requirements at a later date.

## **Meeting the Achievement Requirements**

Except as noted below in "Alternative Achievement Requirements", the youth participant is expected to meet the requirements as stated by the Kingdom. The Mentor cannot require more of an individual than stated by the Kingdom and parents or guardians are held to the same standards. Mentors can give participants guidance in the use of newly-gained or improved Achievement skills. Many Achievement subject areas acquaint an individual with the opportunities for use of the newly gained skill such as entering pentathlon, Baronial arts displays and auctions, making largess, items for presentations/gifts, or eventually becoming a fighter or archer. The Mentor should share how long it took in practice and time to reach expert-skill level, and that even as a Mentor there is always more to learn and skills to perfect.

## **Mentor Sessions Occur at Published SCA Events**

All YAFA activities and mentoring sessions will occur face-to-face and at a published SCA event, either a single event or at re-occurring events, i.e. at SCA venues such as weekend events, day events, guild or craft meetings, group meetings, fighter or archery practices and multi-day wars. All Mentoring will take place with a parent or guardian present; per Society policy, all youth activities must be overseen by at least two non-related adults (known as the "Two-Deep Rule"), one of whom must have passed and

have a current SCA corporate background check. Background checks are required for all Mentors.

## **Certifying Completion by Mentors**

When the youth and parent or guardian meets with the mentor, they should bring any required projects in the presence of their parent or guardian. If these cannot be transported, evidence should be presented, such as photographs or adult certification. If there are questions that requirements were met, a mentor may confirm with adults involved. Once satisfied, the mentor signs the worksheet using the date upon which the requirements were completed, or in the case of partials, initials the individual requirements passed. We must know that every youth —actually and personally—completes the requirements, e.g., if a requirement uses words like “show,” “demonstrate,” or “discuss,” then every youth must do so. It is unacceptable to present tokens on the basis of sitting in classes, watching demonstrations or remaining silent during discussions.

## **Group Instruction**

Achievements may be taught to groups in class formats. These classes must occur at published events, i.e., re-occurring events, day events or multi-day events. Interactive group discussions can support learning. This method of utilizing “guest experts” requires the presence of a background checked Mentor as well as the presence of parents or guardians at all times during the entire course of interaction between the youth and the “guest expert”. Slide shows, performances, demonstrations, panels, and various other techniques can also be employed.

## **Partial Completions**

Youths need not pass all requirements with one mentor. The Achievement Worksheet has a place to record what has been finished— a “partial.” A subsequent mentor may choose not to accept partial work, but this should be rare. Partials have no expiration except the 18th birthday. A youth or their parent or guardian may choose to select another mentor without prejudice to the youth.

## **YAFA May Be Modified to Suit Each Individual Kingdom’s Needs**

Requirements may be added at the Kingdom level to respect and protect the Kingdom’s culture. When a Kingdom adds new criteria or changes existing criteria, Society will annotate this item as “required for” the particular kingdom. For changed items, the notation will be “applies to” the particular kingdom. Conversely, for items which do not apply to a Kingdom, the notation would be “not applicable to” the particular kingdom. Society youth policies must be adhered to at all times. The requirement of the two deep rule, the requirement of having a parent or guardian present at all times and the requirement of having all mentors successfully completing an SCA Background Check are mandatory.

## **Alternative Achievement Requirements**

A youth may complete alternative achievement requirements because of physical or

mental disability **OR** because of religious, cultural or moral beliefs. The youth member must also complete as many of the regular requirements as their ability allows. After soliciting parental/guardian input and obtaining parent/guardian approval to submit, the Mentor shall submit, in appropriate detail, the proposed alternative requirements for the achievement to the Local and Kingdom Yafa administrator for approval. Once approval has been given, the specifics of the proposed alternative requirements shall be sent to the Society Yafa administrator for consideration in future revisions of the Achievement worksheets.

## **Alternate Yafa Administrators**

The Yafa program is designed to be administered by Youth Officers or their Deputy (Yafa Administrator) appointed for this purpose at the Kingdom level. The officer that administers Yafa must successfully pass an SCA approved Background Check and be warranted.

### **Local Group Roles and Responsibilities**

- Encouraging family participation.
- Providing verification of Achievement requirement completion before approving the release of Tokens.
- Recruiting Mentors and assisting Mentor candidates as needed in completing and submitting their applications.
- Seeking the Kingdom Yafa administrator's approval of Mentor applications if deemed "suitable to serve" by the local group.
- Reporting Achievement completion to the Kingdom.
- Recommending adjustments to the Yafa program required to help the program fit the local group or Kingdom culture.

### **Kingdom-Level Roles and Responsibilities**

- Determining if Yafa is appropriate for their Kingdom.
- Determining which adjustments to the Yafa program are required to help the program fit Kingdom culture and submitting changes to kingdom-specific criteria or requirements to the Society Yafa Administrator.
- The Kingdom Seneschal will administer the background check process and ensure Mentors are current on background checks. Affiliates should follow the Society corporate policies concerning youth.
- Vetting those individuals who are endorsed by local groups by verifying with the Kingdom Seneschal that the Mentor applicant is currently a member of the SCA and has passed the background check.
- Facilitating and monitoring Mentor training via Moodle and approving Mentors upon completion of their training.
- Determining the style of display of tokens by youth that suits the Kingdom's customs.
- Determining method for obtaining Tokens needed from the Society Stock Clerk.
- Determining method for distributing Tokens to youths.

### **Society-Level Roles and Responsibilities**

- For all Kingdoms in North America, providing background checks for Yafa Mentors at no cost to the Kingdoms as directed by the Board of Directors. Affiliates should follow Corpora and Society Handbooks which determine youth activities.

- The Society YAFA Administrator (Deputy Seneschal) will approve Kingdom-level administrators.
- At the Kingdom's request adding new local groups to YAFA programs and removing those that are no longer relevant.
- Maintaining Achievement worksheets and making changes to worksheets as requested by Kingdoms and report completion of changes to the Kingdoms.
- Providing introductory and continuing-training courses for program administrators and Mentors.
- Maintaining Society information so that the links from the YAFA website are current and compliant.
- Approving new Achievements to be added to the YAFA program as interest expands.

## Youth Enrollment Administration

- **To enroll a youth**, parents/guardians should go to the website and enter the following information for the minor participant: SCA name, gender, year of birth. For parents the following information will be requested: SCA and modern names, membership number, phone number, e-mail address, residential zip code or postal code, Kingdom and local branch names.
- **After enrolling**, parents/guardians will be directed to **download "How to Protect Your Children"**. Clicking on "Yes, I've downloaded the file" will generate an e-mail to the Kingdom youth officer for file keeping. This will enable them to log onto the full YAFA website.
- Parents/guardians should then **logon to the YAFA website**. Once they are on the YAFA Home Page, families can see their children's information and browse available Achievement information for download. By entering the youth's birth year at enrollment, the website will automatically generate age-appropriate YAFA Achievement worksheets. Parents/guardians have the ability to select different Divisions based on knowledge of their youth's capabilities.
- **First contact**: Most Mentors will contact the parents or guardians, probably by phone or email. In Division 1 where Parents request the services of a Mentor, the same process applies. The Mentor will explain what is expected of both parents or guardians and the young person and **make an appointment** to meet with the individual participant and their parents or guardians face-to-face at a published SCA event. YAFA is not intended as a correspondence or distance education program. The young person must always be accompanied by a parent or guardian for all meetings with the Mentor and there must be two adults present, unrelated to one another by blood, marriage, or relationship, i.e. the two-deep rule. The Mentor must have successfully passed an SCA Corporate Background Check.
- **First meeting**: the individual participant must bring an Achievement worksheet signed by their parent or guardian. The Mentor will enter their name, membership number, their Kingdom and start date on the participant's worksheet. The Mentor should discuss what is expected to complete the chosen Achievement, taking time to find out what the individual participant already knows. The Mentor will spend some time helping the individual learn the Achievement requirements. The youth's parent or guardian must be present at this meeting.
- **Additional meetings** should be set up as needed, not only for ensuring that the individual participant is meeting the standards for each requirement, but also to help the participant understand the subject. The youth's parent or guardian must be present at all of these meetings.

- **Review sessions** can be used as a helpful tool to integrate and reaffirm the various requirements for an Achievement. The Mentor's responsibility is to ensure that the requirements for the Achievement have been met. Once the Mentor is satisfied that the individual has met the requirements, the Mentor signs the Achievement Worksheet. The youth's parent or guardian must be present at all Review Sessions.
- **Achievement Worksheets** must be completed by the Mentor and submitted for review as set forth below and depending on the Division in which the Achievement is earned.
- **For Division 1, 2 and 3:** Once the Mentor is satisfied that the individual participant has met all the requirements, the Mentor (or parent/guardian in Division 1) will certify this by signing the Achievement worksheet. The Mentor (or parent/guardian in Division 1) will enter the completion date on the first page of the worksheet and send it to the Kingdom representative. Scanned PDFs are acceptable. The Kingdom's youth officer or Kingdom YAFA Administrator will retain the completed worksheet or PDFs for record-keeping purposes.
- **Distribution of the Achievement Tokens** is left to each Kingdom to decide which best suits its own culture and policies.
- As the Kingdom Youth Officer or YAFA Administrator receives the completed worksheets, they order the appropriate token from the SCA Stock Clerk in accordance with its Kingdom Financial Policy. The Kingdom Youth Officer or YAFA Administrator will update the completed worksheets and e-mail the parent or guardian to inform them that the appropriate Token has been purchased from the SCA Stock Clerk.
- The **Cost of Tokens** - will be paid by either the parent or guardian or the Kingdom depending upon the practice selected by the Kingdom.
- **Tokens will be forwarded for presentation** in accordance with the parent or guardian's preferences and custom of the Kingdom.

## **Mentors Process**

- The applicant for Mentor will fill out the "**YAFA Mentors Info Form**" on the YAFA website and submit the form electronically. When registering as an Achievement Mentor, a Mentor may choose to work only with a specific age group or with all age groups.
- Submitting the Mentor application form electronically sends an email to the Kingdom YAFA Administrator or Kingdom Youth Officer.
- The **Kingdom YAFA Administrator or Youth Officer will review** the applicant's data online. The Kingdom administrator will provide information allowing the Mentor candidate to self-enroll in Mentor Certification Training and then **change the Mentor candidate's status from "in-training"**. The Kingdom YAFA Administrator or Kingdom Youth Officer will then request that the mentor seek a background check from the Kingdom Seneschal with their approval. The results of the SCA approved background check will determine if the candidate moves forward to the next step.
- Once the applicant successfully completes the course, passes the test and e-mails the results to the Kingdom administrator, the Kingdom administrator will change the candidate's status from "in-training" to "approved". This will generate a welcome email to the approved Mentor and the local group administrator.  
**Names of new Mentors are added to the YAFA Mentor Website.**

## **Introductory and Continuing-Training Courses**

The YAFA Program provides two methods of disseminating training and other information about the program to the diverse parties involved in its use, delivery and administration.

- **On-line training for Mentors** – Each Mentor should be familiar with the basic principles and goals of the YAFA program, the YAFA Handbook, and Society requirements for safety as applies to adult-youth interaction during activities sanctioned by the Society. To this end, and to make sure this training is uniform, the Society has provided an online [YAFA Mentor Training & Certification course](#) and requires it's use. (The YAFA Mentor Training and Certification Course must be approved by the President and Society Seneschal each and every time it is modified.) It must be successfully completed as part of the Kingdom's mentor approval process. On-line training for Mentors consists of a thorough presentation of knowledge and understanding of the YAFA mentoring principles as listed under the topics in the Handbook. The course is designed to ensure the Mentor fully understands the scope and limitations of the YAFA program. The course covers what the Mentor can and cannot do as well as some of the possible difficulties any Mentor might encounter. These topics and principles will be divided into sections to enable the Mentor or administrator to go through the training all at one time or spread it out as fits their personal schedule. Each section will require reference to topics as presented in the Handbook, online readings of short scenarios to illustrate the principles, and a brief computer-corrected quiz. A passing grade of 90% with a review of the missed questions is required to complete the course. Mentors must contact their Kingdom Youth Officers with the results of the quiz.
- **Components of On-line training** include on-line video segments ("Screencasts") for Mentor Training. Screencasts will be developed and updated throughout the utilization of YAFA.

## Appendix: YAFA Website Family and Participant Support

**To create an account**, go to the YAFA webpage. Across the top of the page there are a series of buttons (Home, Sign Up Your Family, Society Policies Affecting Youth, Mentors, Mentor Application, Login, and Resources). Find the button labelled "Society Policies Affecting Youth". Click on it. Now read the SCAs Policies regarding youth. At the top of the page there are a series of buttons. Find the button labelled "Sign Up Your Family". Click on it. This opens the "YAFA FAMILY SIGN UP" form. Provide the following requested information: Legal Name, Email Address, SCA Name, Telephone Number, and SCA Membership #, and Zip or Postal Code. Select your local group from the pull-down menu. Click on the Yes "Bulls-eye" signifying that "I am the parent or legal guardian of the minor whose name(s) appear(s) below. They have my permission to participate in this program. I have read and understand the SCAs Policies affecting Youth", after reading these policies.

Enter the child's SCA Name. Select the year of the child's birth from the pull-down menu. Select their gender from the pull-down menu. For Parent & Guardians with "gender-neutrality" issues, it is permissible to select "none". Review the form for completeness and accuracy. Please jot down the "SCA Name" and "Zip or Postal Code" exactly as you entered them on this form. They will become the "Username" and "password" the Parent or Guardian will use to access the system. When the form is submitted, you will get an email at the address you submitted on the form. The administrator assigned to that region will get an email notifying them that there is a new family signed up. **No personal identifying information of the youth or their parents or guardians will be available to anyone other than the Kingdom YAFA Administrator and Kingdom**

**Youth Officer. Failure to protect this information or sharing of this information can result in termination or the suspension of the YAFA Program within the Kingdom.**

### **Selecting and starting Achievements**

Login to the YAFA website “Home” page using the SCA Name and your zip or postal code you entered on the form when you enrolled your family in the YAFA program. Selecting the small box just to the right of the phrase "Remember me" allows your account info to be stored for easy retrieval.

### **Find Achievements for a child**

After logging in, you will first be directed to read the "How to Protect Your Child from Child Abuse" pamphlet and verify that you have read it. Once you've done that you'll see a list of all of the children you registered and their current Achievements. Click on "Find More Achievements" under a child's information you'll be taken to a list of Achievements that meets their age range. Choose an Achievement and click "Start this Achievement". You'll be returned to your home page and you should see the Achievement listed next to the child. If you click on "Find More Achievements" under a child's information, you'll be taken to a list of Achievements that meets their age range. Worksheets are available for previewing by selecting "View Worksheet". Choose an Achievement and click "Start this Achievement". You'll be returned to your home page and you should see the Achievement listed next to the child.

### **View and Download Individual YAFA Workbooks**

Login to the YAFA website “Home” page using the SCA Name and your zip or postal code you entered on the form when you enrolled your family in the YAFA program. Selecting the small box just to the right of the phrase "Remember me" allows your account info to be stored for easy retrieval. Find individual achievement worksheets and download or print them: After logging in, you'll see a list of all of the children you registered and their current Achievements. Find the button labeled “Find More Subjects”. Click on it. You are now taken to a list of "Available Subjects". These are Achievements that meet the age range of this participant. Worksheets are available for previewing and downloading by selecting "View Worksheet". Click on it. This opens a pdf formatted file of the selected YAFA workbook in a new window. Moving the cursor to the lower right-hand corner of the screen reveals the icon bar where the document can be saved to your personal electronic device or printed out by your local printer.

### **Finding Mentors**

The number of Mentors for any particular Achievement/area of interest is determined by the popularity of the Achievement to ensure no Mentor is over burdened with individuals. Mentors schedule appointments at their convenience. For Division 1, parents requesting the aid of a Mentor should contact their local administrator for assistance in identifying Mentors.

### **Find a Mentor for your Achievement**

Login to the YAFA website “Home” page using the SCA Name and your zip or postal code you entered on the form when you enrolled your family in the YAFA program. Selecting the small box just to the right of the phrase "Remember me" allows your account info to be stored for easy retrieval. After logging in, you'll see a list of all of the children you registered

and their current Achievements, along with their status. Those achievements whose status is "Looking for Mentor", will have a button labeled "Find Mentor" in the Options column. Click on it. This will take you to the "Mentors Available" page. It shows you the mentors in your area approved to mentor the chosen Achievement. The mentor list is ordered and displayed by region, in order of proximity by zip code. Select a mentor by clicking on the "Request Meeting with Mentor". This will take you to the "YAFA Home" page. Here we see that achievement's status changed from "Looking for Mentor" to "Meeting with Mentor". You'll also see the Option changed to "None. Your requested Mentor should be contacting you soon to arrange an introductory meeting." An email will be sent to the mentor informing them that a parent would like a meeting about a mentorship.

### **Accepting (or declining) a Mentorship request**

Mentors are free to either accept or decline requests for mentor services. A Mentor who is overloaded with family or work-related issues may decline the request to mentor. A Mentor may feel he or she can only handle the number of current youth participants. If a request is declined, parents should search for another Mentor or ask again after a few months' wait. A Mentor who is logged into their Mentor account, will see a list of mentorship requests. It currently shows what Achievement the parent would like a mentorship and information for how to contact the parent. No information is displayed about the child at this point. After meeting with the parent, the mentor can click "Accept Mentor Request" or "Decline Mentor Request". Either option that is clicked will send an email to the parent informing them of the Mentor's response. If the Mentor accepts the Mentor request, the Mentor contacts the parent or guardian. An appointment is made for a first meeting.

### **Further Mentoring Meetings**

Once the Mentor, parent or guardian, and participant have agreed upon an Achievement, set expectations, and reviewed the Achievement process, mentoring meetings may occur as needed to help the youth learn more about the topic and to reach set goals. This process and the length of mentoring time will vary from participant to participant. The parents or guardians of the youth must be present at all meetings with the youth's Mentor.

### **Completion of Achievement Requirements**

Once the Mentor feels the participant has completed their goals and tasks, an interview will occur, with the Mentor assuring that all steps for the Achievement have been completed and knowledge can be demonstrated. Successful participants will be eligible to wear tokens of achievement at this point. To notify an officer that an Achievement is complete; once a mentor has accepted a mentorship, the parent will see a button "Submit as Complete" next to the Achievement on the family's home page. Clicking on that button will send an email to the YAFA administrator assigned to that region to notify them that an Achievement has been completed. The parent (for Division 1 participants) sends the completed worksheet to the administrator and the mentor (for Divisions 2 & 3 participants) sends the completed worksheet to the administrator assigned to that region.

### **Resetting Lost or Forgotten Passwords**

When families enroll in the YAFA program, their password is set to the postal or zip code they entered on the enrollment screen. If this information becomes lost or forgotten, the password can be reset. Go to the YAFA webpage. Across the top of the page are 7 buttons. Find the button labeled "Login". Click on it. Below the button labeled "Log In" there is 3 hyperlinks: "Forgot your password", "Forgot your username" and "Don't have an

account". If you know your username, but have forgotten your password, click on the first link. The one labeled: "Forgot your password". This opens a new screen where you are asked to "Please enter the email address for your account. A verification code will be sent to you.

**Once you have received the verification code, you will be able to choose a new password for your account.** Enter the email address for your account. Click on the "Submit" button. This opens a new screen where you are informed that "An email has been sent to your email address. The email contains a verification code, please paste the verification code in the field below to prove that you are the owner of this account." Open your email account. Look in your inbox or new mail folder for a new email with the subject of "Your YAFA password reset request". Block and copy the verification code from the second paragraph in this email to the block labeled "Verification Code\*\*" using the link provided in this email. In the block labeled "Username \*\*", enter the SCA Name you used to sign up your family. This has become your Username for your YAFA family account. Click on the "Submit" button. This opens the **password reset page**. The password assigned you when you enrolled your family in the YAFA Program was your postal or ZIP code. Enter your new password in the block labeled "Password\*" Enter it a second time in the block below to confirm it. Click on the "Submit" button. This takes you to YAFA Login page. Here you should see a message in blue telling you "Reset password successful. You may now login to the site." Login using your username and new password. Click on the Log in button. This takes you to your YAFA Home Page.

### **Recovering Forgotten Usernames**

When families enroll in the YAFA program, their username is set to the SCA Name the parent or guardian entered on the enrollment screen. If this information becomes lost or forgotten, the username can be recovered. Go to the YAFA webpage. Across the top of the page are 7 buttons. Find the button labeled "Login". Click on it. This opens the "Login" page. Below the button labeled "Log In" there is 3 hyperlinks: "Forgot your password", "Forgot your username" and "Don't have an account". If you know your password, but have forgotten your username, click on the second link. The one labeled: "Forgot your username". This opens a new screen where you are asked to "Please enter the email address associated with your account. Your username will be emailed to the email address on file. Enter the email address for your account. Click on the "Submit" button. This opens a new Login screen where you are informed that "Reminder successfully sent. Please check your mail." Open your email account. Look in your inbox or new mail folder for a new email with the subject of "Your YAFA username". Block and copy the username from the second paragraph in this email to the block labeled "User Name" using the link provided in this email. That's all there is to resetting your password or recovering a forgotten username.