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Template: TGNC Program

Template for TGNC Program includes application forms, job descriptions, welcome packet, surveys, consent forms, mission statement creation, and planning template. Program templates focus on creating leadership and organizing space centered around social justice that provides emotional and mental support along with leadership skills for youth who do not fit neatly within the gender binary.
**Creation of Mission / Vision**

___________________________________    _______________________  ____________________________________________

(Title of group)  (Verb)   (Service/program)

for ______________________________. We center __________________________ because ____________________________.

(Target audience)  (Noun)   (Reason why)

We value __________________________, ______________________________, and ________________________________.
Fall Program Planning for TGNC Program

Official Mission Statement:

(INsert name of program) is a leadership and organizing space centered around social justice that provides emotional and mental support along with leadership skills for youth who do not fit neatly within the gender binary.

We center the black, brown, and indigenous femme experience because this group historically faces the most oppression and is left out when challenging the gender narrative.

To exist authentically in a world that silences us is a true act of resistance. We value education, holistic well being, and radical authenticity.

This is for you if:
- you do not fit neatly in the gender binary
- you understand the struggle of femininity

What are we doing?

- Recruitment/Outreach Plan
- Name and Branding
- Photo Project
- Marketing Materials
- Curriculum Evaluation Development

When and Where?

- (Insert geographical area and date)
- Fellows
  - In person four hours once per month on the weekend
  - Locations TBD together
  - Digital three hours once per month
- Digital one hour closing / review at end of month
- Innovators
  - In person two hours once per month - location TBD
  - Digital one hour at end of month

Who?
- Small team with stipend (circa 5-10)
  - Innovators
  - Fellows
- (INSERT organization name and name of staff members)

Planning team overview
- Month 1: Brand Identity & Focus
  - Who is the program for / target audience discussion
  - Defining Language
  - Branding- logo, title, slogan etc.
- Month 2: Recruitment Plan & Materials
  - Research schools, programs & organizations plus contacts within
  - Begin to design marketing materials content / plan
  - Optional: photoshoot
- Month 3: Goals, Curriculum, & Content
  - Set clear goals for program
  - Design curriculum structure
  - Evaluations
  - Pitch / recruitment presentation
  - Finish: recruitment tools & plan

Why?
- Venn Diagram → Who program for? How to name?
Overlapping and differences of women vs gender binary struggles + needs
</+ recruitments
- Goal Outcomes, clarity in curriculum, meet needs
- Problem + Vision
- Values + Topics
<table>
<thead>
<tr>
<th>(All Youth)</th>
<th>+</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-binary</td>
<td>• Outspoken about identity - demand respect + autonomy to self-identify NT</td>
<td>• People reject non-binary pronouns/ do not get them (self + community) NG</td>
</tr>
<tr>
<td></td>
<td>• Open-minded - open to see and respect differences - solidarity + group identity not based on sameness ALL</td>
<td>• Internal conflict (self + community) ALL</td>
</tr>
<tr>
<td></td>
<td>• Self-work + ability to reject dominant/compulsory social norms ALL</td>
<td>• Forced to label selves → divides NG</td>
</tr>
<tr>
<td></td>
<td>• Able to see complexity in the human experience → nuance + possibility feels natural/logical NG</td>
<td>• Constant misgendering ALL</td>
</tr>
<tr>
<td></td>
<td>• Deep history + solidarity/roots with POC ALL</td>
<td>• Lack of awareness + understanding NG</td>
</tr>
<tr>
<td></td>
<td>• Close to God/spiritual sense</td>
<td>• Stereotypes + expectations ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lack of space → mostly gendered NG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Afterthought / tokenized ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must speak for self → allies don’t speak up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assume phase ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Do not know pre-colonial history → think is new/ millennial/digital ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pressure to be binary trans or cis → choose a side NG</td>
</tr>
<tr>
<td>GNC</td>
<td>• Innovation + redefining gender roles + performances NG</td>
<td>• Difficult to identity/recruit between trans + cis NG</td>
</tr>
<tr>
<td></td>
<td>• Hold nuance/complexity/contradictions NG</td>
<td>• Do not know how to label oppression</td>
</tr>
<tr>
<td></td>
<td>• Able to hold masc/fem</td>
<td>• Bullying + gender policing ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Binary</td>
<td>Binary Trans</td>
<td>Ideal Scenario</td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Grounded in self, flex with performance</td>
<td>Gender is nature not nurture</td>
<td>Deep sense of validation</td>
</tr>
<tr>
<td>Living truth/authentic self → courage</td>
<td>Rebirth + redefine who you are</td>
<td>Flexibility for exploration/without pressure</td>
</tr>
<tr>
<td>Misunderstood/judged/put into boxes</td>
<td>Dysphoria</td>
<td>Not question if “non-binary enough”</td>
</tr>
<tr>
<td>without need to change identity</td>
<td>Pressure to change sex/body to be seen gender identity</td>
<td>Feel connected/part of history/legacy and community/</td>
</tr>
<tr>
<td>Grounded in self, flex with performance</td>
<td>Clothing/HRT depends on support + $</td>
<td>Fully aware + accepting</td>
</tr>
<tr>
<td>Living truth/authentic self → courage</td>
<td>Pressure to change sex/body to be seen gender identity</td>
<td>Successfully use they + NB pronouns</td>
</tr>
<tr>
<td>Misunderstood/judged/put into boxes</td>
<td>Not seen as “real (wo)men” (invalidate self-identity)</td>
<td>No pressure to see side/pick a box</td>
</tr>
<tr>
<td>without need to change identity</td>
<td>Tensions between people who pass + who don’t pass</td>
<td>Able to see/affirm different NB genders</td>
</tr>
<tr>
<td>Grounded in self, flex with performance</td>
<td>Difficulties dating + sex → fetish, outing, violence</td>
<td>Gender neutral options</td>
</tr>
<tr>
<td>Living truth/authentic self → courage</td>
<td>Dysphoria</td>
<td>Bathrooms</td>
</tr>
<tr>
<td>Misunderstood/judged/put into boxes</td>
<td>Clothing/HRT depends on support + $</td>
<td>Clothes</td>
</tr>
<tr>
<td>without need to change identity</td>
<td>Pressure to change sex/body to be seen gender identity</td>
<td>Toys</td>
</tr>
<tr>
<td>Grounded in self, flex with performance</td>
<td>Not seen as “real (wo)men” (invalidate self-identity)</td>
<td></td>
</tr>
<tr>
<td>Culture</td>
<td>Education</td>
<td></td>
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</tbody>
</table>
| • Able to simply exist and always educating  
  • Access to healing spaces around gendered socialization | • Comprehensive queer + gender inclusive sexuality education  
  • Representation/models → no tokenizing  
  • Awareness of history |
| **GNC** | • A way to label + identify oppression  
  • Know identity is valid performance does not have to match role | • Open-minded about what gender looks like  
  • No association / equate gender expression with sexuality  
  • Clothing options that match performance and body/biology |
| **Binary Trans** | • Real man/woman, valid  
  • Ability to be flexible with what part of gender role they would like to adopt  
  • Accept + love pre-transition self | • Ability to live → no violence  
  • No tightening the box/label  
  • Recognize difference between gender + sex  
  • Use correct pronouns + name  
  • Access to healthcare  
  • Access to housing  
  • Put in the right box for gendered stuff  
  • Less focus on the body, privacy |
<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>VISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Biologically determined</td>
<td>• Self-determined</td>
</tr>
<tr>
<td>• compulsory/forced</td>
<td>• Flexible/adaptable</td>
</tr>
<tr>
<td>• Gender binary</td>
<td>• Multitude of genders + gender performances</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topic</th>
<th>Non-Binary Caucus</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>Legacy of TGNC especially POC</td>
</tr>
<tr>
<td>Collectivism/ Interconnect</td>
<td>Women/femmes + TGNC folx all experience gender based violence + oppression. We are stronger together</td>
</tr>
<tr>
<td>Emancipatory Justice</td>
<td>Gendered socialization causes mental, emotional, spiritual trauma. We have the right to heal.</td>
</tr>
<tr>
<td>Hope + Transformation</td>
<td>A world of gender liberation is possible</td>
</tr>
<tr>
<td>Spirituality</td>
<td>Gender exploration can be apart of the spiritual journey</td>
</tr>
<tr>
<td>Personal Agency</td>
<td>Gender is self-determined</td>
</tr>
<tr>
<td>Cultural Awareness</td>
<td>Gender is culturally determined + unique</td>
</tr>
<tr>
<td>Creativity</td>
<td>Gender liberation + non-conformity is creative + visionary</td>
</tr>
</tbody>
</table>
PROGRAM CURRICULUM FLOW
1. Gender 101 / Decolonizing Gender + Shared languages
2. Relationship Building
3. Healing + Selfcare
4. Education + Research
   a. History + legacy
   b. Social justice + systems of violence
   c. Today : cultures, visions innovations
5. Art-based Project OR Social entrepreneurship
6. Advocacy + Culture shift
7. Participatory Evaluation

ISSUE FOCUSES
- Self-esteem + validation
- Gender neutral options
- Representation + models
- Self-determination + recognition (i.e. name + pronouns)
- Housing
- Healthcare
- Being vs Body
- Sex + Gender Education
- History + Roots
- Gender based violence + harassment
- Community building + conflict resolution
- Trauma + Healing Justice
- Dating + Sexuality
- Performance + Expression

RECRUITMENT : WHERE?
Digital :
- FB Groups
- IG +FB posting (+ aligned groups)
- Listserv + partner email out
- Websites + Blogs

IRL :
- Schools + GSA ***
- Word of mouth
- Events
  - Beyond the Binary
  - Trans socials
  - CampOut
  - Pride
  - LGBT Prom
  - Vogue Balls

Presentation at School
+ Student leader groups
+ Handouts to counselors

RECRUITMENT : WHAT?

- Identifiable, shareable image
- Mini “about” zine
  - (INSERT organization name) History + why this program
  - Problem + Vision
  - Values/Philosophy
  - Issues + curriculum
  - Who is it for + simple gender 101
  - Program requirements
  - FUN!/Arts
- Presentation (above + activity)
- 1 page handout

RECRUITMENT : WHO?

- Nonbinary ( + nonbinary trans*)
Non-binary
GNC
Binary Trans
All

- Enby
- Pre-transitioning Trans men(?
1. Secure interview day(s), time(s) and location(s).

2. Email board applicants (see email below).

3. Contact applicant and their parent/guardian (if necessary) to introduce self/program, schedule interview day/time, give directions to location and answer questions about the program. Ask for what reminder works best (text, email or call).

4. Send text/email or call to remind about interview.

5. Conduct interview. Use the interview questions (see below). Be sure to inform applicant of next steps.

6. Debrief with team. Make list of invited Non-Binary Caucus members.

7. Invite elected caucus members to join the caucus via email and mailing; both should include “Non-Binary Caucus Pilot Program Planning Team Welcome Packet” documents.
Invitation for Interview Email:

Dear (Insert Name),

**for young person:** Congratulations on applying to join the Non-Binary Caucus pilot programming planning team! We are excited to meet you and want to give you some more information about the program and set up an interview time.

**for parents (if under 18):** (INSERT name) is a leader! They have applied to join the Non-Binary Caucus pilot program planning team! We are excited to meet them and would like to give you some more information about the program.

(INSERT Organization or collective name) is a non-profit organization (INSERT mission) focused on young women, girls, trans*, and non-binary leadership development. We want non-binary and trans* leaders to join the executive team at this stage in our development and help us develop our Non-Binary Caucus. We are looking to bring on board 10 members from the (INSERT community and/or geographical area) area for this exciting opportunity.

We will meet twice per month, starting in (INSERT date). Meetings will last approximately 2 hours. Meeting locations are to be determined based on needs and accessibility of the planning team.

We are currently scheduling interviews for (INSERT date).

Should you be offered an invitation to join our pilot program planning team, you can expect the following:

**What do pilot programming team members do?**

- Design key foundational aspects of Non-Binary Caucus program. This includes, but is not limited to; branding, curricula development, determining fixed target audience, strategic networking, and more!
- Help conduct participatory action research (survey your friends using Twitter, Instagram and other social media!) about issues non-binary and trans* leaders today care about;
- Design the promotional materials for the program, i.e. the logo, flyers, videos, etc.;
What is expected of the program planning team members?

- Attend each scheduled meeting (one absence accepted);
- Complete assigned tasks by the assigned deadline;
- Communicate respectfully and in a timely fashion with other pilot programming team members and staff;
- Be open to loving feedback for growth;
- Bring the funny!

What are the benefits to joining the program planning team?

- Great activity for resume;
- Job experience;
- Gift cards and stipend;
- Get to know other non-binary and trans* leaders

Please also refer to our (INSERT website) for more information, and do not hesitate to reach out to us with any (ANY!) questions.

Thanks again and talk soon!

In Solidarity,

(INSERT name and contact information)

Follow Us on Social Media
Facebook: (INSERT social media handles)
Instagram and Twitter: (INSERT social media handles)
<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of Interview:</td>
</tr>
<tr>
<td>Applicant Name:</td>
</tr>
<tr>
<td>Did they arrive on time?</td>
</tr>
<tr>
<td>Interviewer Name:</td>
</tr>
</tbody>
</table>

**NON-BINARY CAUCUS PILOT PROGRAM PLANNING TEAM**

**INTERVIEW QUESTIONS**

1. Update contact information.

2. What values do you live by? What shapes how you show up in the world?
3. What about \textit{(INSERT organization name)} makes you want to work with us?

4. What do you think a program for non-binary young leaders should cover and/or include? Who do you think this program should be for?

5. What comes to mind when you hear Safe Space vs. Brave Space? What is the difference to you? What behaviors contribute to each space? Are these spaces helpful or harmful to growth?

6. It is very clear that our community is hurting. We are very intentional about creating spaces in which we can heal and thrive as our most authentic selves. What is your level of involvement with the \textit{(INSERT community or geographical area)} queer community? What seems to be the problem with existing spaces?
7. Do you have any prior experience that can be an asset to the pilot program planning team? If so, tell us more.

8. What is your level of comfort with program/workshop development? Do you have prior experience? This includes, but is not limited to; branding, curricula development, determining fixed target audience, strategic networking, etc.

9. It has been difficult for our community to have seat or strong political presence in the US Government. Why do you think that is?
10. (a) How do you feel about being all non-binary and/or trans* spaces? Have you ever been in one before? Conflict may arise when there are differences of opinion. (b) How would you handle a conflict with another person? Be honest.

11. What forms of art do you like and/or practice?

12. Talk about something you were really committed to. What sort of obstacles may have prevented you from completing this goal? How did you see it through? Would you have done something differently?

13. Tell us about the things that could prevent you from coming to programming. Do you have other commitments?
14. Do you have any questions for us?

**Attendance Expectation:** You are permitted one excused absence. Any other absences will result in a decrease in your stipend. You can, however, make up the hours. Please check in with *(INSERT staff name and contact)* if you are running late for any meeting or have missed.

**What is expected of pilot program members?**

- Attend each scheduled meeting (one absence accepted);
- Complete assigned tasks by assigned deadline;
- Communicate respectfully and in a timely fashion with other pilot members and staff;
- Be open to loving feedback for growth;
- Bring the funny!

*Notify applicant that we will notify them of our decision the week of (INSERT date).*
NON BINARY CAUCUS PILOT PROGRAM PLANNING TEAM
SELECTION CRITERIA

❑ Non-binary and trans* leaders ages 14 - 25.

❑ Interested in artistic expression, creating programming and logistics, demonstrating leadership abilities, and showcasing over diligence.

❑ Dedicated to building programming for the non-binary and trans* community, mainly for folks of color in these communities.

❑ Interested in building community and getting to know other non-binary and trans* activist.

❑ Contributes to the diversity and creativity of the group.

❑ Able to commit to this project and its time implications.

❑ Posses personal and/or professional experience that will add to the planning process.
Sample Position Description

TGNC Program Fellow Coordinator (INSERT year)

About (INSERT organization name)
(INSERT mission and vision)

Summary
(INSERT organization name) seeks a dynamic, enthusiastic, and determined person for an immediate fall opportunity as a TGNC Program Fellow Coordinator. Ideal coordinators will demonstrate creative thinking, critical analysis on the nuances of sex and gender, strong problem solving skills, operate from a trauma informed lens, exercise emotional intelligence, and experience with participatory youth program development.

Responsibilities/Expectations:
- Act as the point person for the Fellows
- Attending all scheduled working meetings (× excused absences permitted in the term. All other absences will result in deduction of final stipend)
- Creating all foundational work prior to the onboarding of Fellows and Pioneers
- Effectively onboarding Fellows and Pioneers
- Effectively scheduling all meetings and events to provide a calendar for the term
- Maintaining regular communication with Fellows and Pioneers
- Continuing regular check in’s with Fellows and Pioneers to ensure they are on track with their professional and personal goals
- Maintaining regular communication with the (INSERT organization name) Social Worker about the wellness of Fellows and Pioneers
- Maintaining regular communication with Youth Leaders Board coordinators
- Adhering to all work deadlines in a timely manner
- Attendance and timely arrival to program excursions, field trip destinations, off-site meetings, supervision meetings and any other meetings or events related to contract
- Respectful and compassionate interactions with all staff members and youth program participants in alignment with the (INSERT organization principles and values);
- Timely and professional communication with all staff and other partner organization staff
- Other duties as assigned

Goals:
- To properly assess the emotional needs of the non binary and trans* community in (INSERT geographical area)
To determine the target audience for the TGNC Program
To create language to fully define who *(INSERT organization name)* serves in relation to gender expression/identity
To create sustainable curriculum along with reusable templates for future use
To establish relationships with other LGBT organizations that have a shared mission
To establish relationships with safe space sponsors, and trust counselors in schools
To rebrand the TGNC Program as unique to *(INSERT organization name)*
Develop (or use) the Community Project Design Manual

**Fellowship Term:**
*(INSERT date)*

**Time Commitment:**
- One prep meeting (approximately 1 hour) in the beginning of the month
- One in person meeting (Approximately 4 hours) per month (location TBD by the group)
- One digital meeting (Approximately 3 hours) via ZOOM per month
- One closing meeting before the catch up day to review goals and next steps (approximately 1 hour)
- One regroup/catch up day via ZOOM per month
- Additional meetings as needed

**Pay Rate:**
*(INSERT pay rate)*

*(INSERT organization name)* is an equal opportunity employer; we are committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability. Women (trans or cis) and people of color are encouraged to apply.
Sample Position Description

TGNC Program Innovator Coordinator (INSERT year)

About (INSERT organization name)
(INSERT mission and vision)

Summary
(INSERT organization name) seeks a dynamic, enthusiastic, and determined person for an immediate fall opportunity as a TGNC Program Innovator Coordinator. They will be tasked with guiding the TGNC Program Fellows and Pioneers through the creation process during this time.

Ideal coordinators will demonstrate creative thinking, critical analysis on the nuances of sex and gender, strong problem solving skills, operate from a trauma informed lens, exercise emotional intelligence, and experience with participatory youth program development.

Responsibilities/Expectations:
- Act as the point person for the Innovators
- Attending all scheduled working meetings (× excused absences permitted in the term. All other absences will result in deduction of final stipend)
- Creating all foundational work prior to the onboarding of Fellows and Innovators
- Effectively onboarding Fellows and Innovators
- Effectively scheduling all meetings and events to provide a calendar for the term
- Maintaining regular communication with Fellows and Innovators
- Continuing regular check in’s with Fellows and Innovators to ensure they are on track with their professional and personal goals
- Maintaining regular communication with the (INSERT organization name) Social Worker about the wellness of Fellows and Innovators
- Maintaining regular communication with coordinators
- Adhering to all work deadlines in a timely manner
- Attendance and timely arrival to program excursions, field trip destinations, off-site meetings, supervision meetings and any other meetings or events related to contract
- Respectful and compassionate interactions with all staff members and youth program participants in alignment with the (INSERT organization principles and values);
- Timely and professional communication with all (INSERT organization name) staff and other partner organization staff
- Other duties as assigned
Goals:
- To create TGNC Program leadership program unique to the (INSERT geographical area) community
- To properly assess the emotional needs of the non binary and trans* community in (INSERT geographical area)
- To determine the target audience for the TGNC Program
- To create language to fully define who (INSERT organization name) serves in relation to gender expression/identity
- To create sustainable curriculum along with reusable templates for future use
- To establish relationships with other LGBT organizations that have a shared mission
- To establish relationships with safe space sponsors, and trust counselors in schools
- To rebrand the TGNC Program as unique to (INSERT organization name)

Fellowship Term:
(INSERT date term)

Time Commitment:
- One in person meeting (Approximately 4 hours) per month (location TBD by the group)
- One digital meeting (Approximately 3 hours) via ZOOM per month
- One check in meeting / email exchange with each innovator or collectively on progress on assignments
- One closing meeting before the catch up day to review goals and next steps (approximately 1 hour)
- One regroup/catch up day via ZOOM per month
- Additional meetings as needed

Pay Rate:
(INSERT pay rate)

(INSERT organization name) is an equal opportunity employer; we are committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability. Women (trans or cis) and people of color are encouraged to apply.
Sample Position Description

TGNC Program Innovator  (INSERT year)

About  (INSERT organization name)
(INSERT mission and vision)

Summary
(INSERT organization name) seeks a dynamic, enthusiastic, and determined young person for an immediate fall opportunity as an TGNC Program Innovator. Ideal innovators will demonstrate creative thinking, critical analysis on the nuances of sex and gender, and dedication to serving and empowering young nonbinary leaders of color.

Responsibilities/Expectations:
- Attending all scheduled working meetings ( × excused absences permitted in the term. All other absences will result in deduction of final stipend)
- Adhering to all work deadlines in a timely manner
- Attendance and timely arrival to program excursions, field trip destinations, off-site meetings, supervision meetings and any other meetings or events related to contract
- Respectful and compassionate interactions with all staff members and youth program participants in alignment with the (INSERT organization principles and values);
- Timely and professional communication with all staff and other partner organization staff
- Other duties as assigned

Goals:
- To properly assess the emotional needs of non binary and trans* community in (INSERT geographical area)
- To assist with determining the target audience for the TGNC Program
- To assist with creating language to fully define who (INSERT organization name) serves in relation to gender expression/identity
- To establish relationships with other LGBT organizations that have a shared mission
- To establish relationships with safe space sponsors, and trust counselors in schools
- To assist with rebranding the TGNC Program as unique to (INSERT organization name)

Fellowship Period:
(INSERT date)
Time Commitment:
- One in person meeting (Approximately 2 hours) per month (location TBD by the group)
- One digital meeting (Approximately 1 hour) via ZOOM per month
- One check in with pioneer coordinator via email or meeting on progress of assignment
- Approximately 5 hours per month in project assignments
- One regroup/catch up day via ZOOM per month

Stipend:
(INSERT stipend amount)

(INSERT organization name) is an equal opportunity employer; we are committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability. Women (trans or cis) and people of color are encouraged to apply.
Sample Position Description

TGNC Program Fellow (INSERT year)

About (INSERT organization name)
(INSERT mission and vision)

Summary
(INSERT organization name) seeks a dynamic, enthusiastic, and determined young person for an immediate fall opportunity as an TGNC Program Fellow. Ideal fellows will demonstrate creative thinking, critical analysis on the nuances of sex and gender, strong problem solving skills, and dedication to serving and empowering young nonbinary leaders of color.

Responsibilities/Expectations:

- Attending all scheduled working meetings (× excused absences permitted in the term. All other absences will result in deduction of final stipend)
- Adhering to all work deadlines in a timely manner
- Attendance and timely arrival to program excursions, field trip destinations, off-site meetings, supervision meetings and any other meetings or events related to contract
- Respectful and compassionate interactions with all staff members and youth program participants in alignment with the (INSERT organization principles and values)
- Timely and professional communication with all staff and other partner organization staff
- Other duties as assigned

Goals:

- To properly assess the emotional needs of the non binary and trans* community in (INSERT geographical area)
- To determine the target audience for the TGNC Program
- To create language to fully define who (INSERT organization name) serves in relation to gender expression/identity
- To create sustainable curriculum along with reusable templates for future use
- To establish relationships with other LGBT organizations that have a shared mission
- To establish relationships with safe space sponsors, and trust counselors in schools
- To rebrand the TGNC Program as unique to (INSERT organization name)
Fellowship Term:
   ● (INSERT date)

Time Commitment:
   ● One in person meeting (Approximately 4 hours) per month (location TBD by the group)
   ● One digital meeting (Approximately 3 hours) via ZOOM per month
   ● One regroup/catch up day via ZOOM per month

Stipend:
(INSERT stipend amount)

(INSERT organization name) is an equal opportunity employer; we are committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability. Women (trans or cis) and people of color are encouraged to apply.
Sample Blurb:
Welcome, Powerful Leader! We'd like to begin to get to know you and gather some basic information. Please thoroughly complete the form below and do your best. Sometimes asking a friend, mentor or parent to look it over before you click send can help ensure that you've done your very best work.

(INSERT name of program and program description) is a leadership development specifically for those who do not fit neatly into the gender binary (ages 14-24). There, folks will gain detailed knowledge around but not limited to: healing, trauma-informed lenses, restorative/transformative justice and practices, direct action, socio-political education, financial literacy, language around gender, history of gender, identity and socialization, and so much more! You will be helping with local community organizing, building a stronger, more inclusive, and intentional space for trans and non binary/gender non conforming folks, etc.!

This program is free for all who are accepted. In fact, those who complete the term will be given a stipend for their hard work and dedication!

(INSERT organization name) supports new leaders that have “lived and breathed” the inequalities of our justice, educational, and economic systems. As we move towards the alleviation of violence and poverty, it is crucial that we develop girls and non-binary community leaders who have the social awareness to change how vulnerable communities interact with systems. When provided with opportunities and support, these women, girls, and non-binary folks will help lead community transformation. First, they must be afforded the right to heal.

We can't wait to meet you!
SAMPLE APPLICATION QUESTIONS

Contact Information:
- Email
- Phone Number
- Street Address
- Apartment Number
- City
- Zip Code
- Date of Birth (MM/DD/YYYY)

Name
- Preferred First Name
- Preferred Last Name
- Legal First Name (This is required in case there are any opportunities such as out of state conferences that would require your legal name to be on documents)
- Legal Last Name (This is required in case there are any opportunities such as out of state conferences that would require your legal name to be on documents)

Background:
- Fluent Languages (short answer response)
- Ethnic Background (short answer response)

Gender (short answer response)
Gender Pronouns (Please check all that Applies)
- They/Them/Theirs
- She/Hers/Hers
- He/Him/His
- Xe/Xer/Xem
- Other

Sexual Identity
- Gay
- Lesbian
- Bisexual/Pansexual
- Questioning
- No label
- Queer
- Heterosexual
- Rather not answer/Prefer not to say

School Information
- School Name (if currently enrolled. If in GED or other educational programs, please note it here)
- School Full Address (street name, city, state, zip code)
- School Phone Number
- School Contact Person (anyone who you receive any support from at your school/educational program who you trust)

Parent/Guardian Information
- Parent/Guardian Full Name (if under 18)
- Parent/Guardian Phone Number (if under 18)
- Parent/Guardian Email Address (if under 18)

How did you hear about the program? (check all that apply)
- Event
- Program Staff
- School Staff/Teacher
- Parent/ Legal Guardian
- Other

This is safe space that would never do anything to jeopardize your safety. If the need arises to speak to a parent/legal guardian, is there anything we need to know before we contact them? (This could include not using preferred first name, speaks a certain language, etc.)

Any questions or feedback for us?
Hello, hope this message finds you doing well!

We are super thrilled at your expressed interest in becoming part of (INSERT organization name) Non-Binary pilot program planning team!

The next step is scheduling an interview so we can officially meet in person.

Use this (INSERT link) to schedule your interview. There is also an available slot from (INSERT time slots). Email me if you would like to use this time slot, it is first come first served.

Interviews will be scheduled on (INSERT date). We will be holding interviews at (INSERT address). Please try to arrive 10 minutes early. If you are more than 10 minutes late, we may need to reschedule your interview.

All interviews must be scheduled by (INSERT date). If none of these interview dates work for you due to work, please let us know so we can arrange an interview via ZOOM.

Feel free to dress in the way that makes you feel the most empowered.

Prior to the interview, please journal and reflect on the follow questions:

1. What values do you live by? What shapes how you show up in the world?
2. When you were coming into your gender identity, what did you need?
3. What are the biggest challenges you think our community is facing?
4. What skills and experience can you bring to this planning team?
5. Where do you see this program fitting in your schedule? What is your current transportation system? Do you have any blackout days where you will not be available? What obstacles could potentially prevent your attendance?

If you are under 18, we have attached a document to be shared with your parent/guardian. Please bring a signed copy to the interview.

We can't wait to see you at your interview!

Thank you!
Invitation RE:  *(INSERT organization name)* Non-Binary/Trans* Program

Hello, hope this message finds you doing well!

You have been nominated as a nonbinary or trans* leader in *(INSERT geographic area)*. I’m sending you this email to officially invite you to interview for *(INSERT organization name)* Non-Binary pilot program planning team!

More information about this program and what participating would entail is attached below.

Please contact *(INSERT staff name and contact information)* by *(INSERT organization date)* whether you are interested in interviewing or not.

Thank you!
TGNC Program - Parent/Guardian (If Under 18)

Hello, hope this message finds you doing well!

Your child is a leader! They have applied to join the (INSERT date) TGNC Program planning team! We are excited to meet them and would like to give you some more information about the program.

(INSERT organization name, mission, and goals of program)

We will meet twice per month, starting in (INSERT date). Meetings will last approximately 2 hours. Meeting locations are to be determined based on needs and accessibility of the planning team.

We are currently scheduling interviews for (INSERT date).

Should they be offered an invitation to join our pilot program planning team, they can expect the following:

What do pilot programming team members do?
- Design key foundational aspects of TGNC Program. This includes, but is not limited to: branding, curricula development, determining fixed target audience, strategic networking, and more!
- Help conduct participatory action research (survey your friends using Twitter, Instagram and other social media!) about issues non-binary and trans* leaders today care about;
- Design the promotional materials for the program, i.e. the logo, flyers, videos, etc.;

What is expected of the program planning team members?
- Attend each scheduled meeting (one absence accepted);
- Complete assigned tasks by the assigned deadline;
- Communicate respectfully and in a timely fashion with other pilot programming team members and staff;
- Be open to loving feedback for growth;
- Bring the funny!

What are the benefits to joining the program planning team?
- Great activity for resume;
- Job experience;
- Gift cards and stipend;
- Get to know other non-binary and trans* leaders

Please also refer to our (INSERT website) for more information, and do not hesitate to reach out to us with any (ANY!) questions.
Thanks again and talk soon!

In Solidarity,

(INSERT name and contact information)

Follow Us on Social Media
Facebook: (INSERT social media handles)
Instagram and Twitter: (INSERT social media handles)
Innovator Welcome Letter

(INSERT date)

Congratulations!

You have been accepted into the (INSERT date) TGNC Program for the (INSERT date) planning term. We were extremely impressed with your strength of character, clear leadership capabilities, strong sense of self and interest in the world.

You should be honored: you have stood out as a leader. You are one of the young leaders who was chosen out of a group of outstanding applicants. If you choose to accept this position, we will send you the complete schedule and complete welcome packet, which would need to be filled out and brought to the orientation meeting.

PLEASE FILL OUT THIS SURVEY BY (INSERT date) SO WE CAN PLAN THE LOGISTICS FOR OUR NEXT MEETING AND OUR GENERAL CALENDAR.

Summary

(INSERT organization name) seeks a dynamic, enthusiastic, and determined young person for an immediate fall opportunity as an TGNC Program Innovator. Ideal innovators will demonstrate creative thinking, critical analysis on the nuances of sex and gender, and dedication to serving and empowering young nonbinary leaders of color.

Responsibilities/Expectations:

● Attending all scheduled working meetings (1 excused absence permitted in the term. All other absences will result in deduction of final stipend)
● Adhering to all work deadlines in a timely manner
● Attendance and timely arrival to program excursions, field trip destinations, off-site meetings, supervision meetings and any other meetings or events related to contract
● Respectful and compassionate interactions with all staff members and youth program participants in alignment with the (INSERT values and personality)
● Timely and professional communication with all (INSERT organization name) staff and other partner organization staff
● Other duties as assigned

Goals:

● To properly assess the emotional needs of non binary and trans* community in (INSERT geographical area)
● To assist with determining the target audience for the TGNC Program
To assist with creating language to fully define who (INSERT organization name) serves in relation to gender expression/identity
To establish relationships with other LGBT organizations that have a shared mission
To establish relationships with safe space sponsors, and trust counselors in schools

Fellowship Period:
(INSERT date)

Time Commitment:
- One in person meeting (Approximately 2 hours) per month (location TBD by the group)
- One digital meeting (Approximately 1 hour) via ZOOM per month
- One check in with pioneer coordinator via email or meeting on progress of assignment
- Approximately 5 hours per month in project assignments
- One regroup/catch up day via ZOOM per month

Stipend:
(INSERT stipend amount)

If you decide not to accept your place in the (INSERT organization name) please notify us immediately, so that we can offer the space to another leader.

Please feel free to contact us (INSERT contact information) if you have any questions, comments or concerns, and once again: Congratulations! It is going to be a great year!
Fellow Welcome Letter

(INSERT date)

Congratulations!

You have been selected as a Fellow for the (INSERT organization name) TGNC Program for the (INSERT date) term. We were extremely impressed with your strength of character, clear leadership capabilities, strong sense of self and interest in the world.

You should be honored: you have stood out as a leader. You are one of the young leaders who was chosen out of a group of outstanding applicants. If you choose to accept this position, we will send you the complete schedule and complete welcome packet, which would need to be filled out and brought to the orientation meeting.

PLEASE FILL OUT THIS SURVEY BY (INSERT date) SO WE CAN PLAN THE LOGISTICS FOR OUR NEXT MEETING AND OUR GENERAL CALENDAR.

Summary

(INSERT organization name) seeks a dynamic, enthusiastic, and determined young person for an immediate fall opportunity as a TGNC Program Fellow. Ideal fellows will demonstrate creative thinking, critical analysis on the nuances of sex and gender, strong problem solving skills, and dedication to serving and empowering young nonbinary leaders of color.

Responsibilities/Expectations:

● Attending all scheduled working meetings (1 excused absence permitted in the term. All other absences will result in deduction of final stipend)
● Adhering to all work deadlines in a timely manner
● Attendance and timely arrival to program excursions, field trip destinations, off-site meetings, supervision meetings and any other meetings or events related to contract
● Respectful and compassionate interactions with all staff members and youth program participants in alignment with the (INSERT values and personality);
● Timely and professional communication with all staff and other partner organization staff
● Other duties as assigned

Goals:

● To create TGNC Program unique to the (INSERT geographical area) community
• To properly assess the emotional needs of the non binary and trans* community in (INSERT geographical area)
• To determine the target audience for the TGNC Program
• To create language to fully define who (INSERT organization name) serves in relation to gender expression/identity
• To create sustainable curriculum along with reusable templates for future use
• To establish relationships with other LGBT organizations that have a shared mission
• To establish relationships with safe space sponsors, and trust counselors in schools

Fellowship Term:
(INSERT date)

Time Commitment:
• One in person meeting (Approximately 4 hours) per month (location TBD by the group)
• One digital meeting (Approximately 3 hours) via ZOOM per month
• One regroup/catch up day via ZOOM per month

Stipend:
(INSERT stipend amount)

If you decide not to accept your place in the (INSERT organization name) please notify us immediately, so that we can offer the space to another leader.

Please feel free to contact us (INSERT contact information) if you have any questions, comments or concerns, and once again: Congratulations! It is going to be a great year!
COMMITMENT FORM

I, _______________________________, commit to participating in the (INSERT organization name) TGNC Program. I understand that if, at any time, I am no longer able to participate, I will immediately contact (INSERT staff name) in order to discuss my situation. I understand that in order to gain the full experience of this program and the full stipend, I must attend every session. Please note that you are not allowed more than 1 absence from the monthly meetings.

_____________________________________________________________
Signature of Participant

Date

FOR PARENT/GUARDIAN:

I have read the information about the (INSERT organization name) TGNC Program and fully understand the participant’s commitment to and participation in this leadership program. I give permission for the participant above to participate in the TGNC Program, a program of (INSERT organization name) and all related field trips.

I give (INSERT organization name) my permission to take photographs and/or video of my child during (INSERT organization name) meetings, classes, workshops and/or activities. The photographs and/or video will be used solely for the purposes of educating others about the (INSERT organization name).

________________________________________________________________________
Printed Name of Parent/Guardian

________________________________________________________________________
Signature of Parent/Guardian

Date
The information requested below is for statistical purposes and used ONLY to help us obtain funding for our programs. This is strictly confidential. Please note: income level does not determine eligibility for (INSERT organization name) programs. Please answer ALL questions completely.

Name of person filling out form: ________________________________________________

Relationship to participant: ____________________________________________________

1. How many people are in your household (including you and the program participant)?
   _______

2. What is your approximate household income (not the income of just the participant, but your entire household)? (check one)
   $0 - $10,000____  $10,001 - $15,000____  $15,001 - $20,000____
   $20,001 - $25,000____  $25,001 - $30,000____  $30,001 - $40,000____
   $50,001 and up _____

3. Is your child eligible for free/reduced school lunch? (This does not mean that you necessarily participate in the program, only that you are eligible) (check one) YES ____
   NO _____  I DON'T KNOW _____

Signature of the Person Filling Out this Form:
__________________________________________________________________________

Date: __________________________

PARENTS/GUARDIANS, PLEASE STAY IN TOUCH WITH US!
Sign up for our e-newsletters and learn about opportunities and events with (INSERT organization name)

Parent/Guardian Email address: ________________________________________________
(INSERT organization name) Sample Principles

Our principles are ideas and concepts that guide all aspects of our program and our way of interacting with one another.

Sankofa
Our past informs our future.
(Akan word from Ghana meaning "go back & fetch it")

Collectivism & Interconnectedness
We are more powerful when we do things together.

Emotional Justice
Everyone has the right to heal.

Hope & Transformation
Change is possible.

Spirituality
We are all connected to something greater than ourselves.
((INSERT organization name) doesn’t advocate or promote a specific religion. All are welcome.)

Personal agency
Individuals have power to control their circumstances.

Cultural awareness
Deep knowledge of our cultural backgrounds supports our growth and healing.

Creativity
The arts are powerful. Let’s make something beautiful!

__________________________________  __________________________________
Signature  Date
(INSERT organization name) Sample Personality

Our personality describes the way we expect each member of the (INSERT organization name) community to be with one another.

See & have compassion for the shadow and light within.

Value the voice of all.

Use skillful communication.

Keep ourselves clean in mind, body and spirit.

Practice authenticity.

Refrain from petty arguments.

Step up when shutting down and step back when over-talking.

Speak up when hurt.

Practice discipline.

Address stress.

Honor yourself by reaching out for support.

Engage intellectual curiosity.

Accept constructive feedback.

Be accountable for actions and words.

Understand that your intent may not match your impact.

Practice love.

Cultivate joy.

___________________________________________  ______________________________________
Signature                                      Date
Dear Parent/Guardian:

This is a blanket permission slip stating that your child is eligible to participate in trips coordinated by the (INSERT organization name). These activities will take place under the guidance and supervision of employees of the (INSERT organization name).

For events taking place within various neighborhoods and boroughs, a parent notification letter will be given to each child prior to the scheduled trip or delivered to parent/guardian via email. The notification letter will provide the location of the trip, date and time. Staff will also call each youth’s parent to leave a message regarding the scheduled trip at least 48 hours in advance of the trip.

For events taking place outside of (INSERT geographical area), a separate permission slip will be provided for your signature. This blanket permission form covers only activities taking place within (INSERT geographical area). The methods of transportation that will be used to transport youth are private contract bus, public bus, railroad, subway, vans and walking.

The activities that will be planned include artistic activities, enrichment activities, educational activities and recreational activities that include, but are not limited to the following:

- Outings to the park
- Basketball games
- Baseball games
- Other recreational activities
- Movies
- Museum Exhibits
- Concerts
- Parades
- Vocational Fairs
- Bowling
- Tours

If you do not desire for your child to participate in the activity planned, you must contact the (INSERT staff name and contact) to express your objection to the planned activity.
RETURN THIS FORM TO STAFF!!!

PARENT CONSENT

I, __________________, consent to my child’s participation in all trips as described above. I understand that trips will take place away from (INSERT organization name) program grounds and that my child will be under the supervision of (INSERT organization name) staff. I further consent to the conditions stated above for participation, including the methods of transportation. By consenting to my child’s participation, I acknowledge my understanding that (INSERT organization name) cannot be held responsible for events over which it has no control, such as acts of God and war, including terrorist activity, or for acts or omissions of persons or agencies including hotels, restaurants, airlines, and sea and land transportation companies which it does not control directly and agree to release and hold blameless for such acts. I hereby release (INSERT organization name) from all liability it might incur as a result of such outings.

Print Name of Parent/Guardian   Signature of Parent/Guardian

Home Phone #                        Work/Emergency Phone #            Date

AUTHORIZATION for MEDICAL TREATMENT of MINORS

I, being the parent/guardian of the above named minor DO / DO NOT (circle one) hereby appoint the current staff of: (INSERT organization name), to act in my behalf in authorizing unexpected medical, dental, surgical care and hospitalization for the above named minor(s) during my absence. This document shall be presented to a physician, dentist, or appropriate hospital representative at such time as unexpected, medical, dental, surgical care or hospitalization may be required.

Print Name of Parent/Guardian   Signature of Parent/Guardian

Home Phone #                        Work/Emergency Phone #            Date
CONFIDENTIAL PARTICIPANT INFORMATION FORM

(TO BE FILLED OUT BY A PARENT OR GUARDIAN IF UNDER 18)

Name: __________________________________________________________________________

Birth date: _____________ Age: _______ Home Phone Number: (_____)____________

Home Address: _______________________________________________________________________________________

Street Apt. City Zip Code

Health Insurance (if available):

Company:__________________________________________ Policy #: ____________________________________________

1. Does the person have any allergies (medications, foods, environment, etc.)? □Yes □ No

If yes, please explain:
_____________________________________________________________________________________
_____________________________________________________________________________________

What occurs if the person is exposed to the above?
_____________________________________________________________________________________
_____________________________________________________________________________________

2. Does the person take any medications regularly? □Yes □ No

If yes, please explain:
_____________________________________________________________________________________
_____________________________________________________________________________________

3. Does the person have any medical conditions or disabilities? □Yes □ No

If yes, please explain:
_____________________________________________________________________________________
_____________________________________________________________________________________

Does the person need any special accommodations due the condition/disability?
_____________________________________________________________________________________
_____________________________________________________________________________________

4. Has the person had any serious mental or physical illnesses or injuries recently? □Yes □ No

If yes, please explain:
_____________________________________________________________________________________
**EMERGENCY CONTACT FORM**

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Date of Birth</th>
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<tbody>
<tr>
<td>Parent’s/Guardian’s Name (If under 18)</td>
<td>Parent’s/Guardian’s Name (If under 18)</td>
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<td>Cell/Home Phone</td>
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<td>Cell/Home Phone</td>
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<td>ZIP Code</td>
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<td>City, ST</td>
<td>ZIP Code</td>
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**In Case of Emergency Please Contact**

<table>
<thead>
<tr>
<th>Primary Emergency Contact</th>
<th>(Relationship)</th>
<th>Secondary Emergency Contact</th>
<th>(Relationship)</th>
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<tbody>
<tr>
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**Medical Information**

<table>
<thead>
<tr>
<th>Hospital/Clinic Preference</th>
<th>Physician’s Name</th>
<th>Phone Number</th>
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<td>Insurance Company</td>
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Important medical information (allergies, medicines, conditions, etc.)

Print Name of Parent/Guardian: __________________________________________________________
Signature of Parent/Guardian (If under 18): ___________________________________________
Signature of Student: _______________________________________________________________
Sample Blurb:
We would like to THANK YOU for your time, dedication, and effort you single-handedly put into the development of this program and the subsequent action projects. Please fill out this quick and easy survey. Be honest as you can be.

FORM QUESTIONS:

Email

How was your experience during pilot term?
(Terrible 1 2 3 4 5 Fantastic)

Please name 3 (three) aspects of the program you enjoyed.

Please name 3 (three) aspects you would like to see improved.

Would you recommend the official program to those who fit the criteria for it?
(Yes, No, Maybe)

Would you like to stay connected with (INSERT organization name)?
(Yes, No, Maybe)

How would you like to receive your stipend?
(In-person, Mail)