

Summer Youth Enrichment Program

Partner Information Session
July 2024



Agenda

Key Dates

- Completed
- Current/
Approaching

Program Updates

- ID Badges
- Incident Reports
- Pictures
- Social Media

SYEP Time Management

- Overview of new time management portal

Q&A

- Question and answer session

Key Dates

Completed

✓ Program Launch

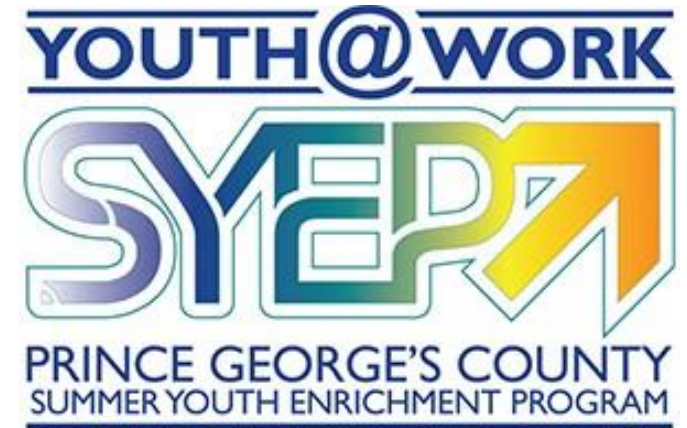
- July 1st – Week 1 Job Readiness Training
- July 8th – Launch, most programs

✓ Participant Onboarding

- I-9 Document Reviews – through Thursday, July 11th
- Thank you for your support!

✓ First timesheet submission

- 1st payday is July 26th
 - Week 1 JRT stipends will be paid
 - Week 2 hours worked will be paid

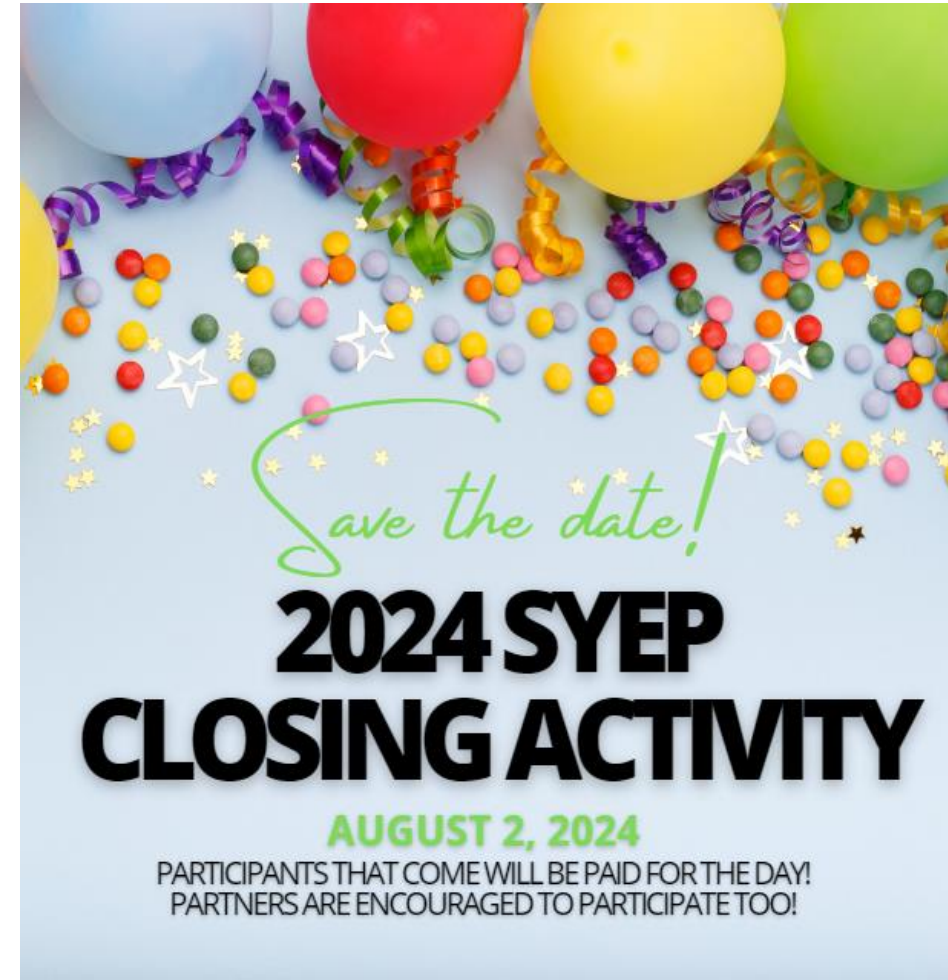


Angela D. Alsobrooks
County Executive

Key Dates

Ongoing/Approaching

- **Future Paydays**
 - August 9 & August 23, 2024
- **Closing Activity**
 - August 2nd
- **Program Ends**
 - August 9th



ID Badges

Available for pickup 9 a.m. – 4:30 p.m. on today!

1801 McCormick Drive, 2nd Floor, Largo, MD 20774

If you can not make it today, please contact us to make other arrangements.

ID Badges are only for youth participants that are enrolled in **HYBRID** and **IN-PERSON** programs.

Incident Report

- Please alert the SYEP Team as soon as possible if something happens to the youth on the job.
- The SYEP Incident Reporting Form is on the SYEP website:
[Host Site Incident Reporting Form](#)

Incident Reporting Form

Today's Date:

PARTICIPANT'S INFORMATION

Participant's Name

(Last Name, First Name, MI)

Participant's ID Number (5-digits)

Participant's Phone Number

WORKSITE'S INFORMATION

Organization's Name

Supervisor's Name

(Last Name, First Name)

Supervisor's Contact Number

Supervisor's Contact Email

INCIDENT (Select One)

<Select Option> ▼

Description of Incident:

Date(s) of Incident:

Resolution Requested:

Supervisor's Signature:

Submit the SYEP Incident Reporting Form and questions regarding this form to SYEPPartners@co.pg.md.us.

Pictures



- Please capture program pictures!

Social Media



PGC Youth at Work Summer Youth Enrichment Program

147 likes • 250 followers



- Spotlight the good work of the SYEP and your youth
- Let the youth create the posts
- Use hashtags - #PrinceGeorgesProud #PGCSYEP #PrinceGeorgesSYEP
- Prince George's SYEP Tags
 - Facebook - @PrinceGeorgesSYEP
 - Instagram & X (formerly Twitter) - @pgcsyep

Follow us

facebook



Instagram



X



SYEP Time Management Portal

You will receive the sign-in link and SOP by July 24th

Reminders:

- SYEP Participants can not get paid unless their time is submitted.
- We have a very short window to process time. It is very important to report time in a timely manner.
- Time is due every Friday by 5 p.m.
- Each organization can have up to 3 timekeepers in the new portal.

Last 2024 Information Session

**August 14,
2024**

10 a.m. – 11 a.m.

- Program wrap-up & evaluations
- Success stories

QUESTIONS

For SYEP Partner related correspondence:

SYEPPartners@co.pg.md.us

For SYEP Youth related correspondence:

SYEP@co.pg.md.us