



**Metro Voice
Youth Entrepreneurs Program Inc.**

Chapter Startup Manuel

**Version 1.02
January 30, 2024**

Dear Participant,

It is my sincere pleasure to welcome you as a member of the MetroVoice Youth Entrepreneurs Program Incorporated (MYEPI). YEP, is a unique nonprofit organization that was founded, operated, and services the youth.

As with many organizations, MetroVoice has evolved and has only gotten better. We are excited at Metrovoice that you decided to collaborate with us and start a chapter in your local area. You are doing a GREAT service by providing youth, young adults, and families with not just financial literacy and entrepreneurial principles, but a hands-on working model that not only teaches but puts money in their pockets. We here at Metrovoice are all about the holistic wellness of the individual as this translates to better relationships, families, communities, and so forth.

Review the information in this packet and speak with your MYEPI Life Coach here to aid you EVERY STEP OF THE WAY!

Once again, WELCOME and ENJOY yourself for the reward of HELPING OTHERS ACHIEVE THEIR PERSONAL GREATNESS is invaluable.

Sincerely,

Larry E. & Desmond A. Holeman
Program & Youth Director

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Revision History

Date	Version	Description	Author
	1.0	Chapter manual	Desmond Holeman
7/30/2023	1.1	Chapter manual	Larry Holeman
8/2/2023	1.2	Added agreements	Larry Holeman

MYEP Chapter Introduction

MYEP inc. is focused on the **BIG PICTURE**. MYEPI focuses on personal development and life planning to cultivate people to be highly effective and efficient in life. MYEPI works to bridge the widening gap between businesses and the communities they service.

MYEPI facilitates a series of workshops, discussions, trainings, and hands-on learning models. These sources of information collectively form a “life plan workbook” that outlines goals, objectives, missions, vision, SWOT analysis, etc. This empowers the participant to effectively engage in society and assert the proper influence building upon a foundation of success, service, and Truth.



About MYEP

Mission

MYEP is a nonprofit youth organization that provides personal development and leadership training to youth, young adults, and families through hands-on entrepreneurial learning models to apply the skills learned in the program.

Vision

MYEP is dedicated to encouraging all, specifically youth and young adults, to develop a “Life Marketing Plan” with an overriding residual hands-on business learning model to finance their plan.

Values

MYEP works to promote its mission and vision, guided by values rooted in the Organization's history and culture. Therefore, MYEPI, its members, volunteers, and staff will:

- *Be accountable* to uphold and consistently act in concert with ethical values and principles.
- *Advocate* for organizational decisions driven by the needs of the people it serves.
- *Act with integrity* by communicating openly and honestly, with humility honoring commitments and promoting loyalty in all relationships.
- *Collaborate* with all essential stakeholders by asserting your gifts and talents to better those around you while contributing to the growth of the organization.
- *Provide leadership* in action and truth to transform thinking, structures and processes to address opportunities and challenges.
- *Demonstrate stewardship* through fair and responsible management of resources.
- *Embrace life-long learning*, humility, and spirit of Truth.
- *Commit to quality* and excellence at all levels of the organization, meeting and exceeding standards and expectations.

- *Promote innovation* through creativity and inspiration.
- *Generate genuine commitment* and passion to the organization's causes and work.

Moral Commandment

MYEP's mission, vision, and values are within the Moral Commandments. A Moral Commandment is a system that benefits all in Truth and in the main principle of “*do unto others, as you would have them do unto you.*”

A Moral Commandment respects individual callings, gifts, talents, and relationships within the program guidelines. Essential to a moral commandment is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, & self-control. Within the context of interrelationships of individuals and circumstances, traditional moral principles provide a basis for deliberation and decision-making.

These ethical principles include:

- *Respect for Persons:* a moral obligation to honor others and to treat them as you want to be treated.
- *Beneficence:* a moral obligation to promote righteousness for the prosperity and safety of society and individuals following beliefs, values, and life goals.
- *Justice:* a moral obligation to judge righteousness; to be fair and promote equity, non-discrimination, and the distribution of benefits and burdens based on needs and resources available; to advocate on another's behalf when necessary.

How does MetroVoice carry out the MYEP mission in local communities?

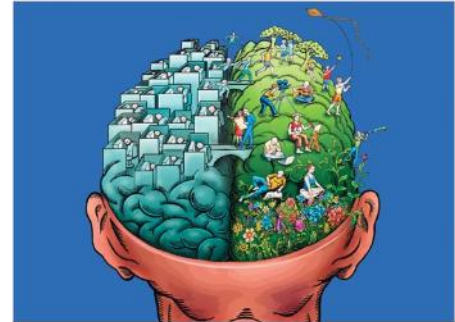
MYEPI has established the “**Innovative Learning Institute**” (ILI) to execute its mission to provide FrameWork for Success training to youth and their families. All training is online, self-paced, family-oriented, team participated, and life coach facilitated. Each team member will:

1. Advance and Promote MYEPI's key initiatives – {health, political, spiritual, economics}
2. Complete their Life Plan Workbook inclusive of surveys, workshop activities, and hands-on-entrepreneurial training models.
3. Provide networking & entrepreneurial opportunities for other youth, families, and communities.
4. PLAN, PROVIDE, AND ENGAGE in community service activities.
5. Promote MYEP's goals and network among other youth and professionals in the community.
6. Provide resources and information to others seeking to align with MetroVoice campaigns and/or those seeking to start chapters.

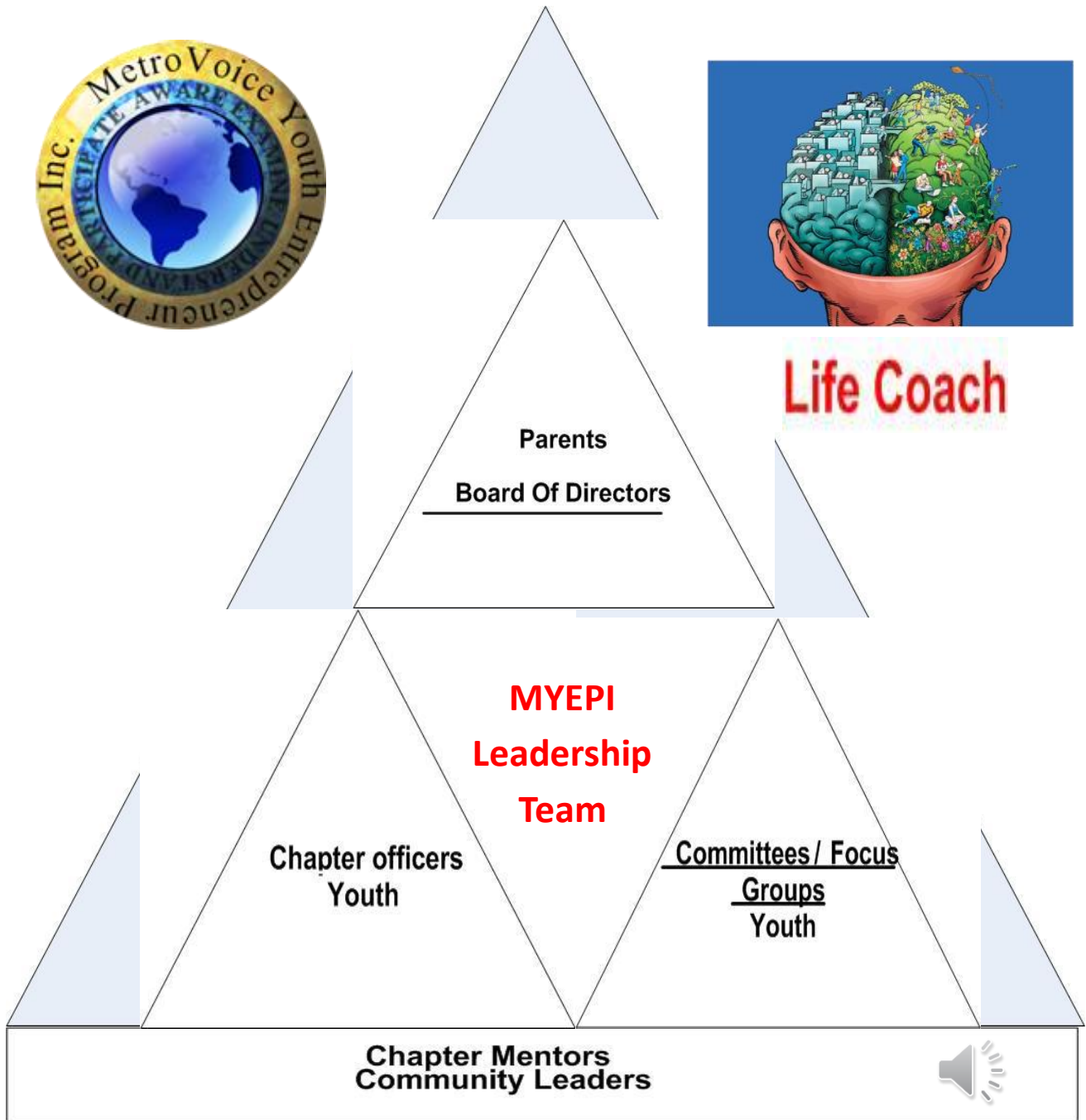
7. Have an increased ability to affect local, national, and international policies and regulations.
8. Provide a base for leadership & personal development.
9. Provide council opportunities.
10. Provide a vehicle for recruiting youth members.

As we mentioned before, this is a team. A successful team has 10 youths, a coach/facilitator and mentors serving as subject matter experts (SMEs). We view each success team as a corporation. The goal is to get our youth to think like entrepreneurs. SMEs are a source of information for our youth and family members. The parents' involvement is serving as their board of directors. Committees of interest are a strategy to connect the success team. The MetroVoice Youth Program is more of a system of processes, youth and community leaders.

What is a MYEPI Chapter



Life Coach



Getting Started

STEP 1: Becoming a Community Life Coach

All MYEPI Life Coaches (LC) are required to attend the Life Coaching Training program. This training will assist them in various aspects such as planning, member recruitment, fundraising, community service, and more.

To launch a chapter and lead a team successfully, the Community Life Coach must schedule an orientation and training session with the management team.

STEP 2: How to Start a Chapter in My Area?

MINIMUM CHAPTER PERSONNEL REQUIREMENTS:

1. 10 YOUTH (youth, young adults, parents)
2. 1 Life Coach (Young Adults, Parents, Sponsors, Qualified Applicant(s) meeting program requirements)
3. 10 SPONSORS (Mentors: Professional{academic/government/corporate}, Entrepreneurs & Businesses)

STEP 3: Review the Memorandum of Agreement, MYEPI Bylaws, & Meeting Etiquette

YOUR 1st 30-DAY HEADSTART

Onboarding supplies useful Chapter information and policy & procedure review to ensure that all participants uphold personal integrity and the integrity of the organization while promoting MYEPI's mission, vision, and goals.

The purpose of the 30-day onboarding process is to properly train all participants in program components to ensure success!

Chapter members work by developing goals and outcomes. Members formulate long-range outcomes and intermediate strategies to meet the Mission, Vision, and Values they have established. These outcomes and strategies provide the focus for the efforts to meet the needs of the youth, life coaches, and sponsors. In developing a strategy and a strategic plan, your discussion must include the following:

- Reason(s) for existing as a chapter.
- What do you hope to carry out as a chapter?
- How you plan to carry out your goals.
- The needs for personal development, leadership, and entrepreneurship.
- Opportunities and threats that exist in your area.

Leadership Team

Registration and Team Formation
 Select chapter leaders – elect officers
 Determine chapter interest/focus
 Understanding & Signing MOA
 Chapter bylaws
 Fundraising (Goal = \$2000.00)

MYEPI Management

Overview of program
 Conduct the Leadership Assessment workshop
 Conduct interest/focus workshop
 Conduct the review of MOA witness signing
 Conduct the review of bylaws
 Fundraising (Goal \$2000.00)

Fundraising (Goals)

Each new ILI chapter is encouraged to set a fundraising goal of \$2000.00 to support the implementation of the Leadership Assessment Survey. These funds will be used to cover the costs associated with survey administration, analysis, and individualized feedback for youth participants.

Join the Cause:

We invite all ILI chapters to join us in this worthy endeavor. By raising awareness about the Leadership Assessment Survey and contributing to the fundraising goal, you become a driving force behind the transformation of our youth into confident, capable leaders.

Together, we can inspire, lead, and impact the lives of countless young individuals, nurturing a generation that will shape a brighter future for us all. Let's make a difference, one leadership assessment at a time.

STEP 4: Chapter Leadership Assessment Cost (Beginning of Program)

<i>Charged Items</i>	<i>Charge</i>	<i>Cost Breakdown</i>
1 <i>Total Cost for Chapter Leadership Assessment</i>	<i>Total needed for the event</i>	<i>\$1000.00</i>
2 <i>Stipend per family for participating</i>	<i>\$25.00</i>	<i>-250.00</i>
3 <i>Conduct Assessment workshop (2 facilitators)</i>	<i>\$200.00ea + \$50 for refreshments</i>	<i>-450.00</i>
4 <i>Stipend for community coach</i>	<i>\$50.00</i>	<i>-50.00</i>
5 <i>Processing Fee</i>	<i>\$250</i>	<i>-250.00</i>

Chapter Leadership Assessment Cost (End of Program)

<i>Charged Items</i>	<i>Charge</i>	<i>Cost Breakdown</i>
1 <i>Total Cost for Chapter Leadership Assessment</i>	<i>Total needed for the event</i>	<i>\$1000.00</i>
2 <i>Stipend per family for participating</i>	<i>\$25.00</i>	<i>-250.00</i>
3 <i>Conduct Assessment workshop (2 facilitators)</i>	<i>\$200.00ea + \$50 for refreshments</i>	<i>-450.00</i>
4 <i>Stipend for community coach</i>	<i>\$50.00</i>	<i>-50.00</i>
5 <i>Processing Fee</i>	<i>\$250</i>	<i>-250.00</i>

STEP 5: Elect Your Officers & Name Your Team

The chapter structure reviewed during the 30-day onboarding process and chapter offices are discussed in detail.

Take bids for offices and record them on a proper logging sheet. Give the guidelines for the campaign process. This process allows the youth to competitively compete for the chapter offices by delivering the most influential speeches among which a group of their peers will decide on the recipient.

Hold Campaign for Office.
Elect Officers.

- The five essential chapter officers are the president, president-elect, secretary, treasurer, and treasurer elect.
(Chapter Officer's Roles and Responsibilities are attached in this document.)

STEP 6: Define Your Committees & Responsibilities

- Committee formation is an important part of the chapter. Committees are charged with doing the ongoing work of the chapter. Through committees, the chapter carries out its outcomes. There are two types of committees: the standing committee and the task force. You might want to form a task force to carry out a specific project.
- The life of a task force is limited, as it is dissolved once it has carried out the task it was formed to complete. A standing committee would be an ongoing committee such as the Education Committee, Membership Committee, Nominating Committee, etc.

STEP 7: What happens after registration into the Innovative Learning Institute (ILI)?

1. Your chapter name is registered as a MYEPI Leadership Team.
2. For each team, eleven accounts are assigned.
3. Schedule your leadership team onboarding

NOW THAT YOU'RE A CHAPTER: Resources & Future Planning

Once you have elected your officers, established yourself as a Chapter, and begun regular meetings, it is time to develop your strategic plans for the future. *The Chapter Governance Manual* (when available) will contain Strategic Planning information. Until then, visit www.metrovoice.com to access the learning resources available there. You can begin planning the chapter's future by:

- Communicating with your Life Coach, who offers chapter leaders an opportunity to obtain up-to-date information on chapter management and operations, as well as identify resources for you as a chapter leader.
- Hold a meeting to develop your strategic plan or outcomes for the year.
- Discuss goals and how to accomplish those goals.
- Formulate plans for the next year.
- Communicate with other chapters in your area.

CONGRATULATIONS again on starting a MYEP chapter! We look forward to working with you. If you have any questions along the way, please contact us at metrovoice_youth@Metrovoice.com. We wish you much success.

Chapter Charter Agreement

The Chapter Charter Agreement (MOA) is a document that needs to be reviewed and signed by the new members of your chapter. It is a required piece of the charter packet. Please contact the Chapters Department, at National MYEP, for an updated copy: 202-246 1556.

Thank you!

Youth & Family Agreement

This is a coaching agreement between MYEP-I and (Youth) _____.

Coaching Agreement

Permission

I, _____, choose to work in a collaborative coaching relationship to pursue and accomplish specific goals and a desired outcome. I, therefore, choose to contribute to and be coached in the areas I want growth within:

- a. Economic & Entrepreneurship
- b. Health & Wellness
- c. Political & Community Engagement
- d. Internalization & Transformation

What is Professional Leader-Coach Ethics?

Mark Twain said, "Always do what is right: This will gratify Some people and astonish the rest."

So, in our approach to *Leader-Coaching*, we intend to *astonish* by advocating raising the bar for organizational leaders by encouraging them to "take on" and live a principle-centered and ethically derived approach to coaching their people.

When discussing our 'principle-centered and ethically based approach to leadership, we again return to these core principles as a context for understanding our approach to grounding *who you are* and *what your purpose* (Factor II: Identity and Purpose) in life and work is within an ethical foundation that is clear, proactive and solution-oriented.

"The Principles of Leader-Coaching"

The principles are guided by several basic assumptions that give rise to an ethical conscience, whether that be in the role of an organizational leader or in directing the outcome of one's life. The *guiding assumptions* include the following:

Guiding Assumptions of the Principles

- Who I am as a *Leader-Coach* is a direct byproduct of what I am willing to take *responsibility* for.
- The practice of *self-responsibility* is determined by the recognition that I am ultimately accountable for my own existence and, therefore responsible for producing any desired results that I choose.

- This requires a willingness to generate the causes of the effects I want, through enrolling those I lead in meaningful goals consistent with their interests and needs.
- I have the choice to operate with conscious and intentional awareness and am, therefore, accountable for the choices I exercise in pursuit of a desired outcome.
- Self-responsibility requires my willingness to be completely accountable for all my choices, thoughts, decisions, and actions in the execution of my role as a *leader coach*.

The Principles of Leader-Coaching

Principle 1: Identity and Purpose

- The choice to lead from a clear and compelling Identity (Who I am) and Purpose (What my life is for) that is a source of inspiration to those you lead by the model you exhibit in your interactions, decisions, coaching, guidance, and management of the people, resources, and tasks responsible for.
- This principle is generated from the core values you espouse and the *aspirations, goals, and commitments* you take responsibility for in executing your organizational vision.

Principle 2: Self-Responsibility

- The lead responsibly and "at cause" for all aspects of your work life based on the acceptance of complete ownership of any desired result you choose to generate in your organization and within the people you lead.
- This principle is generated by approaching your daily role as a leader "choice-fully" (present to who you are and what your life is for each day) by a willingness to be accountable for your choices, thoughts, emotional reactions, and actions regardless of situational circumstances.

Principle 3: Freedom of Choice

The choice to live from choices congruent and consistent with your stated identity and purpose Statements (I-P) that will be grounded in a vision made up of a desired future you are committed to generating, due to its inherent value to you and your organization.

Principle 4: Purposeful intentionality

The choice to approach your leadership role and organizational responsibilities with a high degree of intentionality, motivation and goal directed passion by being consciously aware, present and responsive to who you are and what is important to you as a leader in the pursuit of achieving desired results.

- This principle is generated by a commitment to a team that shares these values, is willing to hold one another accountable for chosen outcomes and supports one another toward the completion of goals and objectives.

Principle 5: Integrous Accountability

- The choice to be your word (by doing what you say you will and not doing what you say you will not) in all matters and giving others permission to hold you accountable to your I-P Statement and intended outcomes.
- This principle is generated by being accountable to your word in all matters that you give it, embodying what you say with consistent behaviors that demonstrate to those you lead a congruency between word and deed.

Taken together and adopted as a leadership philosophy and methodology, the *Guiding Assumption and The Principles of Leader-Coaching* provide the *Leader-Coach* with practical and hands-on ideas that you can begin using on your next interaction within your team.

Here is a summary of what the Principles and the *Leader-Coach* methodology allow for you to accomplish in your role as an organizational leader, they allow you to have a language and a structure for addressing such issues as:

- Personal values, beliefs, and governing moral principles that guide behavior.
- Personal ethics regarding what is right and wrong and the value-based rationale behind such convictions.
- Personal and professional identity and purpose that gives rise to a vision and direction for one's actions.
- Personal motivation and meaning allow people to identify what is important to them and why it is so.
- Interpersonal expectations and allowances around accountability and contribution to the personal and professional development of those you lead.

The Coaching Dialogue and The Five Factor Leader-Coach Approach

Factor I: Buy-In/Enrollment

The possibility I am enrolling myself in by participating in coaching is Effectiveness in my leadership leading to results, personal satisfaction, and fun. My STAND in the matter of my work life is: (I will be an effective leader who is visible, inspiring to others, and influential to my team.)

Factor II: Identity-Purpose

Identity Statement: (I am who I say that I am and who I am is ... (Passion driven by a commitment to positively influence all those I lead. The roles I choose to be in support of this are to be a manager, coach, and teacher.)

Purpose Statement: (The purpose of my life work is to enhance life through the quality production of a product that allows people and communities to prosper.)

Factor III: Choice

The goals I choose to work with my coach on are :

1. *To increase my capacity to communicate with a wide range of people.*
2. *To improve my knowledge base for prosperous living.*
3. *To design and implement a marketing and promotion strategy for my internal and external existence.*

Factor IV: Commitment

I choose to live from the following commitments :

1. *I am committed to asking for support whenever I know I can benefit from it.*
2. *I am committed to using feedback without resorting to defensiveness.*
3. *I am committed to saying directly what I see in respectful ways.*

Factor V: Accountability

I am willing to be accountable for the following specific results:

1. *The design and implementation of a new life plan (my Winning Life Game Plan).*

Specific Steps to Accomplish:

To Be Completed By: a living document

- a) Develop habits of healthy living
- b) Acquiring the entrepreneurial spirit
- c) Giving back through community services
- d) Learn from the industry leaders on personal development and leadership.
- e) How to filter the noise of the day to stay focused
- f) Develop a system of success.

2. *To establish daily habits that integrate internal thoughts with my behavior. (My Framework for Success)*

Specific Steps to Accomplish:

To Be Completed By: 4 months

- a) Ensure awareness and engagement in nutrition and exercise for health and wellness.
- b) Enhance youth self-esteem through public speaking, presentation, and sales.
- c) Increase youth awareness and engagement in personal financing and long-term estate planning.
- d) Develop a life mission and 5-10-15 year plan.
- e) Acquire the skills for effective thinking.
- f) Be open and receptive to quality information.
- g) Create a strategic alliance with role models & mentors.
- h) Become aware, understand, examine, and participate in the socio-economic and community issues of concern.

Larry E. Holeman

(Youth) _____

Signature

Date

Signature

Date

Mentor's Agreement

Between

_____MYEPI_____ *[insert name of Party A]*

And

_____ *[insert name of Party B]*

This is an agreement between "Party A", hereinafter called __MYEPI__ and "Party B", hereinafter called

_____.

I. **PURPOSE & SCOPE**

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to the implementation of the MYEPI wealth building and "Winning Life Game Plan". Those agreeing to become a mentor will be assigned to mentor according to their availability, demonstrated skills/interests, and the youth needs. Exceptionally important to the M-YEPI is engaging the youth participants in a unique mentoring program by which the leaders of today train the youth to be the successors of tomorrow. The youth gain experience in being an entrepreneur, which involves drafting an extensive proposal and budget along with other key components by which the infrastructure and foundation of a successful business is built.

Working as a team, M-YEPI participants strengthen their ability to deal with people including good and bad behavior and it will hone their diplomacy skills as well. When they learn to peacefully coexist with people whom they must work with, their chances of successfully dealing with others will improve. This is an important side benefit of being an M-YEPI member.

The use of business mentors allows participants to realize actual experiences from currently practicing entrepreneurship or owning their businesses. The business mentors will use whatever they need within a full range of motivational artillery to advance the skill set of the youth as well as the entire team.

In particular, this MOU is intended to:

- Enhance the interactions between community leaders and our youth.
- Increase the visibility of local successful people.
- Reduce costs of operation through collaboration and collective support
- Establish an information resource network to support our youth.

BACKGROUND

Brief description of business organization/Leader involved in the MOU with mention of any current/historical ties to MYEPI.

[MYEPI] RESPONSIBILITIES UNDER THIS MOU

[MYEPI] shall undertake the following activities:

- Develop and maintain the program structure.
- Identify and organize a Chapter Team with 10 YFUs
- Share information required to mentor.
- Promote the mission of MYEPI in schools, churches, etc.
- Refer businesses within the MYEPI mentor's network.
- Train community leader on MYEPI style of mentoring
- Maintain records of all donations and contributions
- Evaluate the growth of the team and team members quarterly.

IV. [PARTY B] RESPONSIBILITIES UNDER THIS MOU

[Party B] shall undertake the following activities:

- Develop a relationship with the team and members.
Interact with a team at least 4 hours per month.
- Interact with a team as a group at least 4 hours per month.
- Share life and business lessons with team and members.
Prepare and conduct workshops & seminars on a specified topic.
- Support the team events and business activities.
- Provide moral & spiritual support as needed.
- Promote MYEPI's mission and goals.

- Refer other business and community leaders to MYEPI.
- Review the growth of their team.
- Comply with the laws of the land.
- Maintain records of contact and interaction with the team
- Sponsor a team member financially.
- Evaluate the relationship between the mentoring group and the Chapter team.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

Mentoring Guidelines

Level II Business to Youth Sponsorship

MYPI seeks mentors to spend at least 36 hours to coincide with the youth 120-day orientation training.

	Description of Responsibilities	Allocated Time	Total Hours
1	This session may be one-on-one with a youth family or a session with the entire youth team.	4 sessions 4 hours each	16 hours
2	This session is conducted by the mentoring group to their youth group.	4 group sessions 4 hours each	16 hours
3	A contact phone call once a week over a 16-week period. A stay in touch call.	16 phone calls (15min)	4 hours
4	The mentoring group will coordinate their mentoring activities among themselves. There are 10 mentors and 10 YFU in each group.	The sessions should be informative and can be applied to defining their life plan.	36 hours

FUNDING

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

A percentage of the funds will provide a scholarship for business startups.

The collaborating/partnering organization will provide all funds required by their mentoring efforts.

The collaborating/partnering organization will provide a donation to match one of the MYEPI pledge levels.

Record Retention

All records must be retained for three years from fiscal closure. This requirement applies to fiscal records, reports and client information. Supporting documentation may be kept by MYEPI and will be available for review for three years.

EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from _____ to _____.

Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

[insert name of Party A]

[insert name of Party B]

Date

Date