



Mayoral Best Practices on High School Dropout Prevention, Increasing Graduation Rates and Job Readiness; and Gang Intervention and Gang Violence Prevention

TO: The Mayor

FROM: Tom Cochran, Executive Director

A handwritten signature in black ink that reads "Tom Cochran".

DATE: May 14, 2007

RE: Information on Mayoral Best Practices on High School Dropout Prevention, Increased Graduation Rates and Job Readiness; and Gang Intervention and Gang Violence Prevention (Deadline: July 1, 2007)

On March 22-23, 2007, over 100 mayors, school superintendents, police chiefs, workforce development professionals and human services officials gathered in Miami for the Mayors Summit on At-Risk Youth, presided over by Conference of Mayors President Trenton Mayor Douglas H. Palmer.

The summit focused on positive alternatives to promote high school retention, increase graduation rates, and improve job readiness; as well as successful efforts to proactively prevent gang development and combat gang violence in our cities.

The Summit was sponsored by a grant from the Bill and Melinda Gates Foundation, and the Mayors' Institute for Community Policing, which is supported by the Office of Community Oriented Policing Services (COPS) at the U.S. Department of Justice

The U.S. Conference of Mayors is now developing a publication outlining the innovative practices and programs highlighted during the summit as well other initiatives from around the country designed to target at-risk youth.

Your continuing contributions to our Best Practices Center and its publications have been crucial in gathering up-to-date community information that is vital to the sharing of the exemplary programs you have developed to improve the quality of life across urban America.

We would greatly appreciate your help in our publication efforts this year by sending us information on the exemplary programs that you, along with your school superintendent, police chief, workforce development professional, human services officials and others have developed or are developing to address at-risk youth in your community.

We have provided guidelines below for the format of your submission in order to help make the case studies as readable, quickly absorbed, succinct and readily publishable as possible. Please print the question(s) listed below where applicable to your program, followed by program information, using all of the eight questions provided or fewer as appropriate. Also, please ask your staff to forward your information to us on via email to the following email address: mgrothus@usmayors.org

Please make sure that the submissions are sent as email text rather than as a file attachment. **PLEASE DO NOT SEND A FAX COPY OF YOUR SUBMISSION.** All electronic submissions will receive a confirmation notice upon review.

Please return this information to us by July 1, 2007.

This information will be included in a publication on Mayoral Best Practices on At-Risk Youth and High School Dropout Prevention to be published and distributed by the Conference of Mayors. If you have any questions or wish additional information on our project, please contact Jocelyn Bogen at (202) 861-6727 or Melissa Grothus at (202) 861-6701 on the Conference staff. Thank you very much for your consideration of this request and for your continued leadership in this area.

Guidelines for Providing Information on Your Programs(s)

Prepare a description of up to 1,500 words total of an outstanding or exemplary program(s) that your city government has developed, either recently or in the past, that is successfully addressing positive alternatives to promote high school retention, increase graduation rates, and improve job readiness; as well as successful efforts to proactively prevent gang development and combat gang violence in cities (If you submit more than one program, your description on each program can be up to 1,500 words.)

Please answer the following questions in your program description for inclusion in our Mayoral Best Practices on High School Retention, Increased Graduation Rates, and Job Readiness; and Gang Intervention and Gang Violence Prevention

The deadline for submissions is July 1, 2007.

When preparing your submission, please include the questions provided where applicable as headings for the information you provide and PLEASE EMAIL THE INFORMATION TO mgrothus@usmayors.org.

Copies of this solicitation as well as samples of other Best Practices submissions can also be accessed by logging onto our website at usmayors.org/arys.

THE QUESTIONS ARE:

1. Briefly describe your city's program(s) designed to address at-risk youth.
2. When was the program(s) created and why?
3. How do you measure the program(s) effectiveness?
4. How is the program financed? Please include all public and private funding streams.
5. What other city agencies are involved in the program? How are these agencies involved in the program? How is the community involved in the program?
6. What are major lessons learned from the program that would be helpful for mayors trying to implement a program similar to yours?
7. What specific advice do you have for mayors interested in replicating a program or programs such as yours?
8. Contact person. Please designate a contact person for more information on the program, including name, title, address, telephone number, fax number and e-mail.

It would be very helpful if you would reproduce the above questions as they appear when you provide a response regarding a corresponding area of your program. A general sample page from a published book is attached.

Thank you very much for your help in preparing this important resource manual, which will include the information you provide and will be distributed nationally to mayors, school superintendents, police chiefs, workforce development professionals, human services officials, and others interested in improving outcomes for at-risk youth in this country.