



**MEMBER  
HANDBOOK**

**TVM**  
**ARE YOU IN VIEW**



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# ABOUT TEENVIEW MAGAZINE

## What is TeenView magazine?

TeenView Magazine (TVM) is an educational tool used by the Youth Educational Empowerment Program (Y.E.E.P.) to help showcase, motivate, and teach teens. TeenView Magazine is designed to be an empowerment tool for teens and young adults to develop skills, build their resumes, explore possible careers through interviews and research, and advance leadership by their involvement in this program. Our ultimate objective is to Teach, Engage, Empower, and Nurture our young people to obtain a great quality of life. (T.E.E.N. Life)

## History of the Company

TeenView Magazine was established in January 2004. It was created by Marquis Murphy when he was attempting to teach financial literacy to teens at the Boys and Girls Club in Wichita, Kansas. The students didn't believe what he was saying was possible so he created the magazine to show them that it was all possible. They spent one year learning and created the magazine in 2005. After gaining more members they produced another magazine in 2006. The magazine took a break for a period of time and went through a revamping process. After this, the magazine started up again in September 2012 with a new look and structure. The company began having meetings in public places like the public library and the lobby in McDonald's. The company has since progressed to having multiple locations and publishing one magazine a month on top of creating multiple TV shows and hosting several events.

## Objectives for the Company

- Turn teens into Top Tier Leaders
- Being a Top Tier Leader means that a teen is trained in multiple areas and is able to do business on TVM's behalf and will be able to receive the best experience from the program.
- Make sure each teen leaves with a scholarship to help pay for their first year of college
- Expand the program in ideas as well as physically

# LIST OF EVENTS AND PROJECTS

## Winners Circle

This is TVM's after party for sporting events (primarily football). We have the competing teams meet up at a sponsoring venue to compete again in multiple activities. Contestants can be team members or just members from the school.

## Open Mic Night

This is TVM's way of letting people come out and test their talents on stage. It's traditionally done in a small setting like a coffee house.

## Hot Shots

This is TVM's halftime show for basketball games. It allows crowd members to randomly select a shot, such as a lay up or half court shot, and the amount of money ranging from \$5 to \$100. Teens Got Talent (TGT) This is TVM's talent show. It's an annual event where the auditions happen at the schools and the finals are held at the Wichita Riverfest.

## Park the Phone

This is TVM's annual campaign against texting and driving. We visit different schools and urge students to pledge not to text and drive.

## TeenView TV Show

This is a TV show that basically brings the magazine to life. It is a set up to have a revolving cast that talks about different subjects on a variety of segments. The main focus is the "Youth Speak Out" segment which allows teens to talk about whatever comes to mind.

## Club TeenView / TVM Class

Club TeenView and TVM Class are TVM's way to directly connect with students in schools. It allows students to give content specifically about their school to the magazine. It also is a way for the students to enter the program.

## Training

Training is one of the core parts of the program. We believe that everyone should have multiple skills to help them in an ever changing world. We mandate that each student gets certified in at least 3 areas before they can become TVM Credentialed. This will allow them to reap the benefits of TVM as well as participate in big activities. The primary source of training will come from yeepttraining.org ,TVM and YEEP summer camps, and workshops sprinkled throughout the year.

Training areas include (but are not limited to):

- Audio
- Video
- Photo
- Design
- Financial Literacy
- Writing
- Business etiquette

# YOUR ROLE IN TVM

## What You'll Be Doing

Your role in TVM is to produce. You are here to build your resume and you cannot build your resume without doing any work. Participants must always be working on a project or contributing to the magazine. The three levels of activity are: Content Production, Event Planning, Training and Development.

## Content Production

This includes developing any content for the magazine such as:

- Research and communication
- Writing and editing articles and blogs
- Recording and editing podcasts
- Recording and editing videos
- Shooting and editing photos

## Event Planning

This includes

- Planning
- Preparation
- Implementation
- Documentation

## Training and Development

If you are not doing one of the other activities it is expected that you are training and developing yourself. If you are already skilled in a subject, you may qualify to help lead training sessions.

# EXPECTATIONS

## As a TVM Member you are expected to:

### **1. Come to each meeting**

If something comes up and you are not able to attend then you are expected to communicate your absence to the staff. An excess amount of absences may result in expulsion from the program.

### **2. Produce content**

There are many ways to produce for the magazine. If you do not produce content for an extended period of time it may lead to expulsion from the program.

### **3. Be credentialed**

You are expected to be certified in 3 different areas to achieve credentialed status. You must maintain your credentialed status through recertification opportunities. Loss of credentials can lead to demotion and loss of privileges.

# EXPECTATIONS

## Core

- Produce one set a month
- One article
- One blog
- One video or multimedia piece
- Attend each core meeting on Thursdays
- Participate in club level activities
- Attend at least one club event and core event per quarter
- Maintain a GPA of at least \_\_\_\_

## Club

- Attend meetings regularly
- Attend at least one club event per quarter
- Maintain a GPA of at least \_\_\_\_

## Class

- Participate in class lecture and activities
- Turn in class assignments
- Produce at least one blog a \_\_\_\_
- Maintain a GPA of at least \_\_\_\_

## Homeschool

- Attend at least one event per quarter
- Produce one set a month
- One article
- One blog
- One video or multimedia piece
- Maintain a GPA of at least \_\_\_\_

# HOW TO BE SUCCESSFUL

Success in this program depends on your input. The more you put in, the more successful you will be. This is a resume builder so if you choose to learn a lot of skills, do a lot of activities, organize a lot of events, etc. then you will benefit more. If you choose to just show up to the meetings and not participate in activities or produce content you will not benefit. Your success is fully dependent on you.

<b>DO</b>	<b>DON'T</b>
<ul style="list-style-type: none"><li>• Show up to meetings on time</li><li>• Generate content</li><li>• Try to get others to join</li><li>• Try to start new parts of the program</li><li>• Try to network with in the program and by using the program</li><li>• Bring your badge to every TVM meeting, function, or event</li></ul>	<ul style="list-style-type: none"><li>• Represent TVM in a bad way</li><li>• Do not act inappropriately while wearing the uniform</li><li>• Do not abuse the equipment or facilities</li><li>• Do not plagiarize</li></ul>

The program is designed to be free flowing, pretty much anything you want to do you can do. If you want to create an event just write up a plan, run it through management, set up the event, and TVM will fund the event. The same process goes for things like going to concerts, making videos, etc. it is designed to be your magazine.

# PENALTIES AND PUNISHMENTS

Our rules are put in place to not only protect you but also protect the company. The company helps a lot of people and it is not fair if one individual ruins everything for everyone.

- Any time you are seen doing “bad” or “inappropriate” things while wearing the TVM name you can either be written up or expelled depending on the severity of the act.
- If any items are stolen, broken, or damaged TVM reserves the right to subtract funds from the amount you have accumulated or bill you directly for the amount it costs to get a new item. IF you lose your badge TVM reserves the right to subtract funds from the amount you have accumulated or bill you directly for the amount it costs to print another one.
- Plagiarization of work will not be tolerated; it will result in the automatic removal of your badge and possibly automatic expulsion.

Attendance is important. You need to be present to be able to learn and grow.

- 2 Tardies = 1 absence
- 3 Absences = 1 Write up
- 3 Write ups = disciplinary hearing

If you leave the program before graduation TeenView Magazine reserves the right to send all funds accumulated on your behalf back to the Youth Educational Empowerment Program where they will go to another active member or toward funding a TVM related project.

For more information regarding penalties and punishments talk to a TVM Staff member.

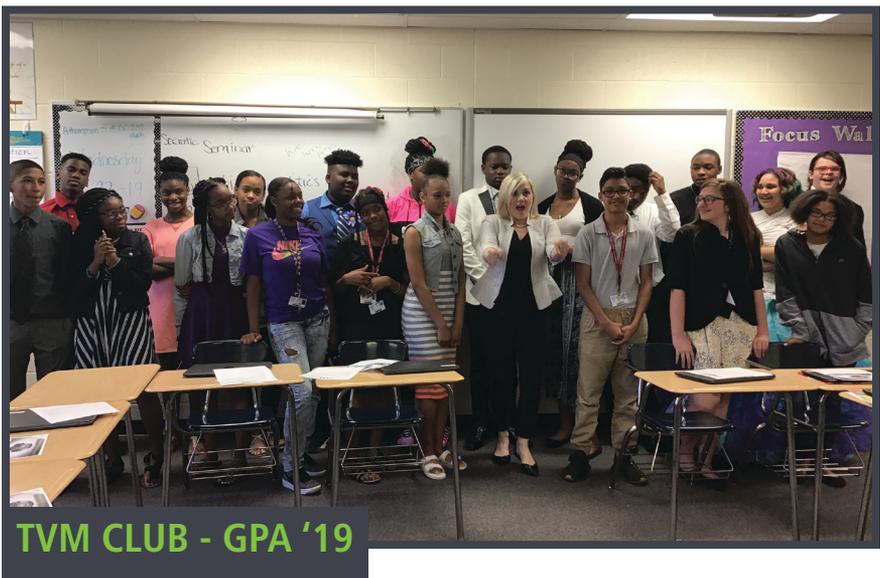
# HOW TO START A CLUB

One of the key features of our program is the clubs stationed at schools. To start a club you need a host faculty member and a main student. Each school has its own rules so make sure to check with your administration to see how it works at your school. This is the general process you have to go through to get one started:

- Get a host teacher / faculty member
- Get a room to host your meetings in
- Pick a date to have the meetings
- Talk to administration and sign the necessary paperwork

Participants are expected to participate on the club level for an opportunity to advance. In the case of a startup, the starting committee will assume leadership positions.

For more help and more information on starting a club talk to a TVM Staff member.



# CORE MEETINGS

TVM Meetings are designed to be a place for students to hang out and do work. It is not supposed to be the only time that students do work for the company, if assignments require more work it is expected that participants will do so on their own time as well.

Please come prepared to the meetings. This includes bringing your badge, any assignments you need to work on, any equipment you have checked out, etc. It is a time to work, not just a time to hang out.

## MEETING SCHEDULE

Time	Event
5:00-6:00	Food
6:30-7:00	Introductions, reminders, and current events
7:00-8:00	Production time
8:00-8:30	Wrap up, Summaries, and assignments
9:00	Final pick up time

# THE POINT SYSTEM

The point system is how members track progression toward achieving their program goals. Points can be gained by completing projects, training, and attending events and meetings.

## Club Level

Points earned at clubs do not transfer to the core member level. Points earned at clubs are used only for club level rewards.

## Core member level

Core Member level points do not transfer to the club level. Points earned at core member level are used only for core member rewards.

## Non-credentialed Core Member

You will not qualify for any of the rewards on any level. Your points accumulated can be spent to participate in TVM Events.

## The Point Chart

Point Opportunity	Submission	Posted
Blogs*	10 pts	50 pts
Articles*	25 pts	75 pts
Social Media Post*	5 pts	5 pts
Photos*	5pts (set of 10)	20 pts
Layout design*	50 pts	50 pts
Research/ Interview*	25 pts	75 pts
Edits	25	75
Video *	50 - 150 pts(Varies based on roll in project)	
Podcast*	50 - 150 pts(Varies based on roll in project)	
Events*	25 - 100 pts(Varies based on event)	
Training	50 - 500 pts(Varies based on training)	
Meetings	25 pts	

\*= Limits to amount of submissions will apply

### Training

Completing TVM Basics training = 100pts

Certification: 500 pts

Credentialed Status ( 3 certifications) : Bonus 500 pts

# OTHERS JOINING THE PROGRAM

We would love it if you would ask your friends to join. We believe that if you work with people you like you are more likely to stay motivated and have fun. We want new members to start at the club level so they can get a taste of the program before they actually join.

There are multiple ways that one can join the program:  
Summer camps : from May to July TVM runs a summer camp. The summer camp goes over all the possible certifications and offers them at a discounted rate.

Online Training: TVM also offers their training online at [yeepttraining.org](http://yeepttraining.org). There you can take it at your own convenience.

If you cannot afford the training you can apply for financial assistance.

# COMMUNICATION

## TVM Weekly

TVM Weekly is the program created to allow TVM to remotely communicate with its students. It also provides a place for training and forms.

Forms include (but are not limited to) :

- Activity request forms
- Content request forms
- Q and A Form

Check into the site often to see updates with the company

## Social Media

Teenview has multiple forms of social media. We recommend that you interact with them frequently because they are one way we communicate with the world and showcase your work. Liking and sharing help build up the name of our company and spreads the word about your work.

Facebook : @TeenViewMagazine

Twitter: @TeenViewMag

Instagram: teenview\_magazine

# THE SUBMISSION PROCESS

This is how you will be submitting any type of content to TeenView Magazine.

Please make sure that all content include the following:

- Student name
- School
- Grade level
- Section
- Title/Topic

If you are submitting content to the magazine through email, send it to [wichitaarticles@teenviewmagazine.com](mailto:wichitaarticles@teenviewmagazine.com)

With the subject line:

Section - title of content - your name

When you are submitting multiple items please make sure to put them in a zipped/compressed folder.

Your content will be posted and published based on relevancy and quality.

If you have something that is more time sensitive it will most likely be posted on the TVM social media or the website. If you have something that is less time sensitive it will either go to the website or in the actual magazine. We do this to make sure that things stay relevant and are not out of date.

