

DEPARTMENT OF THE AIR FORCE



CHILD AND YOUTH
PROGRAMS

2024 DAF Year of CYP Heroes in Action

Honoring our CYP Professionals, Children, Youth, and Families



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I. 2024 DAF Year of CYP Heroes in Action: Honoring our CYP professionals, children, youth, and families - Initiative Overview

The CYP Heroes Campaign is a dedicated initiative that spotlights the invaluable contributions of Child and Youth Programs (CYP) professionals to the overarching mission of the Department of Defense (DoD). Through a series of recognition strategies and leveraging the power of social media, the primary objective is not only to raise awareness but to acknowledge and celebrate the pivotal role played by CYP professionals in supporting the DoD mission.

With a deliberate focus on leveraging social media platforms, the initiative will amplify its presence and outreach. By effectively utilizing digital communication channels, the campaign aims to elevate public awareness and recognition of the CYP profession as a distinguished career field within the broader community. The campaign actively celebrates the dedication and impact of CYP professionals in fulfilling their vital role in the DoD mission while also honoring children, youth, and families. The campaign narrative goes beyond simple appreciation, emphasizing the profound significance of their collective contributions.

Together, we can recognize the remarkable work of CYP professionals and showcase the importance of their role in supporting the DoD mission. Join us in celebrating the CYP Heroes Campaign and the incredible individuals who make it all possible.

A. ROLES AND RESPONSIBILITIES

AFSVC/VCY:

- Facilitates effective engagement and impactful programming for the campaign to include:
 - Establishing and maintaining social media accounts by creating engaging content, maintaining a consistent online presence, and ensuring alignment with the overall goals and messaging of the CYP Heroes Campaign.
 - Selecting recipients of Inspector Accolades coin using the selection tool.
 - Collaborating closely with installation-level CYP programs to highlight CYP Heroes in monthly engagement activities such as *Learning Connections*, *News and Notes*, etc.
 - Overseeing the selection process of recipients for Professional Development opportunities and coordinating with selectee(s) to ensure successful participation.
 - Serving as a liaison with the installation CYP and other stakeholders to support the awareness of the CYP Heroes Campaign through active advocacy, effective communication, and efficient information flow.

UNIT COMMANDERS (CC) AND CIVILIAN LEADERS (CL):

- Supports recognition strategies for CYP Heroes campaign to include:
 - Fostering a culture that recognizes the contributions of CYP professionals.
 - Hosting free or unit-funded installation-level programs to recognize CYP Heroes.

- Sponsoring and encouraging participation in events, sharing campaign messaging, and fostering a sense of community engagement.

INSTALLATION CYP FLIGHT CHIEF:

- Advocates for and supports CYP Heroes campaign goals by actively participating in the campaign to include:
 - Serving as a liaison and working with installation leadership, AFSVC/VCY, and other local partners to support the awareness of the CYP Heroes Campaign through active advocacy, effective communication, and efficient information flow.
 - Supporting the implementation of social media components of the CYP Heroes Campaign by showcasing the achievements and contributions of their CYP Professionals on established social media platforms within the guidelines provided.
 - Supporting the implementation of digital communication components of the CYP Heroes Campaign, by providing information to AFSVC/VCY to be highlighted in monthly engagement activities such as *Learning Connections*, *News and Notes*, etc. as applicable.
 - Providing the information requested by AFSVC/VCYI to support the selection process of Inspector Accolades coin recipients.
 - Working with CYP Program Managers, Training & Curriculum Specialists, and School Liaisons to nominate their CYP Professionals to professional development opportunities hosted by AFSVC/VCY, following the guidelines provided.
 - Working closely with CYP Program Managers to plan and execute local CYP Heroes recognition programs that align with the campaign and meet their specific needs, by understanding the unique contributions of different CYP professionals and tailoring recognition initiatives accordingly.
 - Supporting the implementation of other components of the CYP Heroes Campaign as applicable.
 - Ensuring fiscal responsibility and adherence to all APF & NAF instructions and requirements, if/when central funding is authorized and allocated,
 - Submitting requests for funding through myFSS
 - Tracking the status of a request from submission to approval and after execution.
 - Ensuring proper documentation (receipts, approval email, etc.) is maintained and submitted as outlined.

CYP MANAGERS:

- Advocate and support the CYP Heroes Campaign by actively participating in the campaign to include:
 - Working closely with the installation CYP Flight Chief, Training & Curriculum Specialist(s), and other managers to develop location and program-specific Heroes recognition activities. Assist CYP Flight Chef in planning and executing local CYP Heroes recognition programs that align with the campaign and meet their specific needs of the program

and/or installation by understanding the unique contributions of different CYP professionals and tailoring recognition initiatives accordingly.

- Actively nominating individuals from their programs for recognition in various categories, including Monthly Heroes and Quarterly Heroes, and educational opportunities per guidelines provided within this guide. Work closely with the CYP Flight Chief and Training & Curriculum Specialists during the selection process.
- Providing relevant information to assist in selecting and showcasing Inspector Accolade Coin recipients as applicable.
- Assisting Training & Curriculum Specialists in implementing the “Flat Cyph” activity and submitting entries per the guidelines provided in this guide.
- Obtaining media authorization and release forms for each video submission.
- Supporting the implementation of other components of the CYP Heroes campaign as needed.

CYP TRAINING & CURRICULUM SPECIALISTS:

- Advocate and support the CYP Heroes Campaign by actively participating in the campaign to include:
 - Working closely with the installation CYP Flight Chief and CYP Program Managers to develop location and program-specific Heroes recognition activities. Assist CYP Flight Chief in planning and executing local CYP Heroes recognition programs that align with the campaign and meet their specific needs of the program and/or installation by understanding the unique contributions of different CYP professionals and tailoring recognition initiatives accordingly.
 - Actively nominating individuals from their programs for recognition in various categories, including Monthly Heroes and Quarterly Heroes, and Professional Development Opportunities per guidelines provided within this guide, working closely with CYP Flight Chief and CYP Program Managers during the selection process.
 - Providing relevant information to assist in selecting and showcasing Inspector Accolade Coin recipients, as applicable.
 - Implementing the “Flat Cyph” activity and submitting entries per the guidelines provided in this guide.
 - Supporting the implementation of various other components of the CYP Heroes campaign as needed.

PARENT ADVISORY BOARD:

- Supporting the campaign by soliciting monthly Parent’s Choice Award nominations from CYP families by utilizing the nomination template provided by AFSVC.
- Selecting and posting quarterly Parent’s Choice Award selectee to the 2024 DAF Year of CYP Heroes Facebook page per guidance provided in this guide.
- Actively participating in and/or hosting installation-level CYP Professional recognition activities.

B. FUNDING

FUNDS FOR THE END-OF-THE-YEAR CELEBRATION ACTIVITIES (APPROPRIATED MOA FUNDS):

NAF MOA dollars are designated to pay for or offset the cost of End-of-the-Year Celebration Activities. Funds are allocated in a calendar year. The funding amounts will be based on the installation CYP program size and will not increase with the inclusion of dependents.

The funds are intended to fund the actual End of The Year Celebration activities only.

Items purchased **must** adhere to all applicable regulations and guidelines.

Please work with your installation Resource Management Office to ensure adherence to applicable regulations.

C. ELEMENTS OF THE DAF CYP HEROES CAMPAIGN

INSPECTOR ACCOLADES:

The Inspector Accolades go beyond mere commendations, serving as a powerful means to foster a profound sense of professionalism and pride in the daily accomplishments of our dedicated CYP professionals. Inspector Accolades is one element to honor outstanding achievements, reinforcing a culture that values and actively celebrates the remarkable efforts of our CYP professionals.

Inspector Accolades acknowledges and honors exceptional CYP professionals during the Annual Higher Headquarters Unannounced Inspections. Inspectors will select up to five (5) CYP professionals who were identified as high-performing professionals through program observations during the inspection, showcasing the commitment and impact of our heroes. Selected CYP Professional(s) will receive a DAF CYP Heroes Coin, along with a certificate of recognition. The inspection team will utilize the Inspector Accolades Selection Tool to evaluate and select the recipient(s). The tool consists of eight criteria and corresponding Key Performance Indicators (KPI) to provide a framework for selection.

CYP HEROES – MONTHLY AND QUARTERLY RECOGNITION:

The Monthly and Quarterly Heroes Recognition components are an initiative created to acknowledge and highlight the outstanding contributions of DAF CYP professionals. Each installation CYP flight selects its Monthly Hero, and their photos and short bio are uploaded to the DAF CYP Heroes Facebook page.

To simplify the process, AFSVC/VCY provides a user-friendly template that installations may elect to use for selection, reducing the administrative burden for individual programs. This approach encourages a focus on the positive stories and contributions of CYP professionals, emphasizing qualitative aspects rather than mere numbers.

Also, Monthly Heroes are automatically considered for quarterly recognition. The opportunity for Monthly Heroes to be considered for higher-level recognition through selection as Quarterly Hero further enhances the recognition and appreciation of CYP professionals. The essence of the program lies in the monthly Facebook postings, showcasing the nominated heroes and fostering a sense of community and recognition within the broader DAF CYP network.

PARENT’S CHOICE AWARD:

Parent’s Choice Award is a Parent Advisory Board (PAB)-operated, unique initiative where parents play a pivotal role in selecting CYP Heroes, making it a true reflection of the community’s sentiments. Parents can nominate CYP professionals they believe deserve special recognition, and PAB will select the

quarterly Parent's Choice Award winner. The winners are posted to our DAF CYP Heroes Facebook page with a photo and bio for appreciation and recognition.

LEARNING CONNECTIONS HEROES HIGHLIGHTS:

Learning Connections is a monthly web-based training program offered by AFSVC/VCY. During the DAF CYP Heroes campaign, the *Learning Connections* sessions will provide a dynamic platform for recognizing and celebrating best practices across DAF CYP programs. Professionals and programs demonstrating innovation, impact, best practices, etc. will be highlighted in relevant *Learning Connections* throughout the year, providing a valuable opportunity for programs and CYP Professionals to share their best practices with the DAF CYP career field. By spotlighting and sharing these success stories, *Learning Connections* Hero Highlights contributes to continuous improvement and collective learning within the DAF CYP community, fostering a profound sense of professionalism and pride in the daily accomplishments of dedicated professionals.

NEWS AND NOTES HEROES SPOTLIGHT:

Within monthly *News and Notes*, we will spotlight the exceptional contributions of our CYP professionals. Each edition becomes a canvas, painted with stories that celebrate the dedication and impact of these unsung heroes, fostering a community culture that values and recognizes their crucial role within the Department of the Air Force.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES:

Professional development opportunities are an integral part of the DAF CYP Heroes Campaign. These opportunities extend beyond immediate development, delving into career advancement and cultivating future leaders within the CYP profession. The campaign actively supports and promotes these career development opportunities, recognizing their role in growing future leaders who aspire to ascend the ranks or lead effectively from their current positions. By participating in these training opportunities, CYP professionals gain not only the skills necessary for their current roles but also a broader understanding of the bigger picture, empowering them to contribute to the strategic goals of DAF CYP. The campaign's commitment to professional development opportunities is rooted in the belief that investing in the continuous career development of our professionals is pivotal to shaping the future leadership landscape within the DAF CYP community.

Installation CYP programs will nominate candidates to attend in-person professional development opportunities. Selected CYP professionals will have a fantastic opportunity to participate in professional development weeks as a TDY.

FLAT CYPH:

Flat Cyph, inspired by the "Flat Stanley" concept, invites programs to take Flat Cyph on day-to-day adventures. Programs are encouraged to capture pictures with Flat Cyph in various settings, accompanied by stories that highlight the involvement of CYP professionals in each picture. These captivating images and stories are shared across social media platforms, creating a dynamic and interactive campaign element. As the initiative progresses, the culmination of these adventures will be compiled into a book, immortalizing Flat Cyph's journey and the incredible contributions of CYP professionals throughout the campaign. Flat Cyph becomes a visual and narrative representation of the diverse experiences and meaningful connections forged by CYP professionals during the DAF CYP Heroes Campaign.

LEADERSHIP ENGAGEMENTS:

Leadership Engagements take on a purposeful role within the campaign, with commanders and civilian

leaders actively championing the cause. Their advocacy goes beyond words, setting the tone for a community that not only values but actively celebrates the impactful contributions of our CYP professionals. Leadership Engagements become the driving force that propels the campaign forward, ensuring that recognition becomes an integral part of our community's ethos. The campaign actively advocates and solicits leadership engagements with the CYP Professionals through both virtual and in-person means of engagement.

END OF YEAR CELEBRATION:

In December 2024, the DAF CYP Heroes Campaign will culminate with an End of Year Celebration. Funded by AFSVC/VCY, each installation will celebrate at their respective programs and share pictures that capture the spirit of local pride and unity. On 9 December 2024, designated as DAF CYP Professional Day, the entire enterprise will come together for a monumental day of recognition, honoring the outstanding contributions of CYP professionals, and showcasing their collective impact. The End of Year Recognition event will symbolize unity, celebration, and acknowledgment, bringing a fitting conclusion to the DAF CYP Heroes Campaign.

II. ONGOING RECOGNITION PROGRAMS GUIDELINES

A. INSPECTOR ACCOLADES SELECTION PROCESS

The Inspection Team will collectively select up to five (5) CYP Professionals during the Unannounced Annual Higher Headquarters Inspection, utilizing the selection tool to ensure equity and consistency.

- I. The inspection team collectively discusses the observed performances of CYP professionals by considering eight criteria and corresponding key performance indicators (KPIs) within the selection tool. [\(Appendix A\)](#)

All CYP professionals, including FCC Providers, SLPs, administrative professionals, food service professionals, specified volunteers, CYP contractors, etc., are eligible to receive Inspector Accolades.

- II. Criteria and KPIs are the following:

1. **Exceptional Care and Attention**

KPI: During the inspection, observed consistent and exceptional care and attention to the well-being of children and youth.

Considerations: Overall attitude and quality of interaction with children and youth; adherence to inspection criteria for fire, health, and safety items to include medication and immunization records; accountability, risk management, quality of kitchen/food programs

2. **Effective Communication**

KPI: During the inspection, observed effective communication with parents, team members, and other stakeholders; demonstrated strong interpersonal skills in building positive relationships with children, families, and others.

Considerations: Overall attitude and quality of interactions with children and youth, with peers, customers, and stakeholders

3. **Curriculum/Activity Implementation**

KPI: During the inspections, observed effective implementation of ELM curriculum and/or principles of positive youth development and high-yield learning activities that are interesting and engaging to children/youth in their care/program.

Considerations: Programming; quality portfolios; quality observations and individualized plans implementation (CDC/FCC) Activity/program development and facilitation, mandatory programs, facilitation of high-quality activity sessions, youth/adult partnership, etc. (SAC/YP)

4. **Team Collaboration**

KPI: During the inspection, observed effective collaboration with other CYP professionals to create a supportive and cohesive team environment

Considerations: Mentoring; tag-teaming during transitions; SLP collaboration with CYPs and others; Collaboration with outside resources (i.e., EDIS, local resources)

5. **Long-Term Dedication**

KPI: During the inspection, observed long-term dedication and commitment to the program

Considerations: Lengths of service with CYP; continuing education in the field.

6. **Leadership**

KPI: During the inspection, observed demonstration of leadership qualities

Considerations: Taking initiative in contributing to program improvement and innovation; taking on added responsibilities (mentoring, morale team, etc.), managers and trainers in the classroom to support direct care staff, etc.

7. **No Negative Indicators**

KPI: No adverse personnel actions are currently underway

Consideration: Speak with the management team about the candidate(s) to ensure there are no ongoing negative indicators currently.

8. **Other***

KPI: Other indicators for being a great CYP Professional that do not fall under 1-7

*Just for the special occasions only. Consider if the indicator would better fit in 1-7 criteria first.

It is important to note that inspections are a “*snapshot in time*,” and the inspectors’ perspective will be based on their observations and interactions during the inspection timeframe. Each performance indicator states “During the inspection” to frame the basis for each KPI. Criteria seven provides a strategy to collaborate with managers and trainers who can provide a more comprehensive insight into the performance levels and any potential adverse factors that would need to be considered prior to selection for this recognition. This recognition also serves to provide an additional perspective to managers and trainers from the lens of an inspector, offering outside, unbiased observation-based feedback on the job performance of CYP professionals.

- III. After finalizing the selections, the inspection team will reach out to the flight chief to arrange the presentation of the coin and the accompanying certificate. Whenever possible, the presentation is conducted during the installation out brief. When it is not possible, the inspection lead will coordinate the best time to present.
- IV. At the time of the presentation, the photo(s) of individual recipients will be taken, and they are asked to complete a short biography and photo/media release consent form.
- V. Photos and accompanying biographies will be uploaded to the DAF CYP Heroes Facebook page.
Note: the photos will not be uploaded unless the photo/media release consent form is signed. A media release form will be kept at the installation for the record.

B. MONTHLY CYP HERO SELECTION PROCESS

The installation CYP selects its own Monthly CYP Hero, utilizing the selection tool. CYP Professionals are nominated by other CYP Professionals and stakeholders using a nomination form. How the nomination form is distributed and collected each month is at the discretion of each installation CYP program.

- I. Installation CYP program distributes the CYP Hero of the Month nomination form and collects the form completed by other CYP professionals and stakeholders.
- II. Installation CYP program selects one (1) CYP Hero per month by utilizing the selection tool and carefully

considering each of the criteria and corresponding Key Performance Indicators (KPIs).

NOTE: It is not a requirement to meet all the criteria listed; rather, focus on the nominated CYP Professional's impact on the program, child/youth, and/or the person who submitted the nomination. The nomination form and selection tool are in [Appendix B](#).

All CYP professionals, including FCC Providers, SLPs, administrative professionals, food service professionals, specified volunteers, CYP contractors, etc., are eligible to be selected as a CYP Hero of the Month.

III. Criteria and KPIs are the following:

1. Exceptional Care and Attention (Max score 5)

KPI: Performs with consistent and exceptional care and attention to the well-being of children and youth

Consideration: Overall attitude and quality of interactions with children and youth; adherence to regulations and guidelines to ensure safety and well-being of children and youth, including medication and immunization records; quality of kitchen/food programs.

2. Professionalism and Effective Communication (Max. score 5)

KPI: Consistently practices effective communication with parents, team members, and other stakeholders; demonstrates strong interpersonal skills in building positive relationships with children, family, and others

Consideration: overall attitude and quality of interactions with youth, peers, customers, and stakeholders.

3. Curriculum/Activity Implementation (Max. score 5)

KPI: Consistently and effectively implement ELM curriculum and/or developmentally appropriate high-yield activities that are interesting and engaging to children and youth in their care

Consideration: Programming; quality portfolio; quality individualized plans and its implementation; facilitating robust 4-H/BGCA programs. Programming; quality portfolios; quality observations and individualized plans implementation (CDC/FCC) Activity/program development and facilitation, mandatory programs, facilitation of high-quality activity sessions, youth/adult partnership, etc. (SAC/YP)

4. Leadership and Team Collaboration (Max. score 5)

KPI: Consistently demonstrates leadership qualities by effectively collaborating with other staff members to create a supportive and cohesive team environment

Consideration: Mentoring; collaboration with CYP professionals and other stakeholders; collaboration with outside resources; taking on additional responsibilities; managers/trainers consistently support staff hands-on.

5. Other (Max. score 5)

In this section, the person who fills out the nomination form will provide their stories/impact statement that provides an account of the nominee's exceptional abilities and qualities that made an impact. Carefully review and score.

IV. Once the selection is made, post a photo and bio of the selectee, along with the reason for the selection, to the DAF CYP Heroes Facebook page, with the hashtag #CYPHEROOFTHEMONTH and #[MONTH] (e.g., #March for March Monthly Hero). Monthly Hero must be selected and uploaded to [the DAF CYP Heroes Facebook page](#) by the last day of each month.

- V. The top ten most “liked” DAF CYP Hero of the Month posts will be automatically nominated for DAF CYP Hero of the Quarter. The posts can be shared to solicit the “likes” from all over the world to make it to the monthly top ten!

NOTE: Ensure to obtain the photo/media release permission. The Photo/media release permission form and the selection tool will be kept at the installation for the record.

C. QUARTERLY CYP HERO SELECTION PROCESS

Monthly Heroes are automatically eligible for consideration in the quarterly recognition. The monthly Hero with the most “likes” will be awarded the DAF CYP Hero of the quarter title.

I. Voting Period

The voting period for DAF CYP Hero of the Quarter will be the following:

1. 1st QT: 1-5 April 2024
2. 2nd QT: 3-7 June 2024
3. 3rd QT: 2-6 September 2024
4. 4th QT: 16-20 December 2024

II. Voting Method

AFSVC/VCY will create a post featuring the top ten most “liked” DAF CYP Hero of the Month posts from each month within the Quarter (a total of 30 CYP Professionals per Quarter), with hashtags #DAFCYPHEROOFTHEQUARTER. The showcased posts will incorporate a hashtag specific to the highlighted Quarter. (e.g., #QT1) Everyone can vote for your selection by clicking or tapping the “Like” icon on the featured Hero of their choice.

Anyone can share the featured post to solicit more “likes” worldwide!

III. Selection

One (1) out of the featured Top 30 Monthly Heroes with the most “likes” will be awarded the DAF CYP Heroes of the Quarter title and announced on [the DAF CYP Heroes Facebook page](#).

D. QUARTERLY PARENT’S CHOICE AWARD SELECTION PROCESS

The Parent’s Choice Award is operated by the installation Parent Advisory Board (PAB).

Nominated by parents and selected by PAB, the Parent’s Choice Award offers another perspective of CYP Professionals’ excellence.

To streamline the process, AFSVC/VCY created a user-friendly template, ensuring a seamless and straightforward nomination and selection process.

- I. Installation PAB distributes the Parent’s Choice of the Quarter nomination form and collects the forms completed by the CYP families.
- II. Installation PAB selects one (1) Parent’s Choice Award recipient per Quarter by utilizing the selection tool and carefully considering each of the criteria and corresponding Key Performance Indicators (KPIs).

NOTE: It is not a requirement to meet all the criteria listed; rather, focus on the impacts the nominee had to earn the nomination. The nomination form and selection tool are in [Appendix C](#).

All CYP professionals, including FCC Providers, SLPs, administrative professionals, food service professionals, specified volunteers, CYP contractors, etc., are eligible to be selected as a CYP Hero of the Quarter.

- III. Criteria and KPIs are the following:

1. **Job Knowledge** (Max. 5pt)
KPI: Consistently demonstrate an understanding of their work and can easily articulate it when asked about their child/youth and the program.
2. **Commitment to Ensuring Quality Standards** (Max. 5pt)
KPI: Demonstrates exceptional skills in the key components of their duties, such as classroom management, activity implementation, front desk operations, kitchen operations, program management, etc.
3. **Professionalism** (Max. 5pt)
KPI: Consistently displays exceptional professionalism, positive interactions, and interpersonal skills with children/youth, peers, parents and families, and other stakeholders.
4. **Other** (Max. 5pt)
 In this section, the person who fills out the nomination form will provide their stories/impact statement that provides an account of the nominee's exceptional abilities and qualities that made an impact. Carefully review and score.

IV. Once the selection is made, post a photo and bio of the selectee, along with the reason for the selection, to [the DAF CYP Heroes Facebook page](#), with the hashtag #CYPPARENTSCHOICEOFTHEQUARTER and #[Quarter Number] (e.g., #QT1 for quarter 1 Parent's Choice). Quarterly Parent's Choice Award recipients must be selected and uploaded to [the DAF CYP Heroes Facebook page](#) by the last day of each Quarter.

NOTE: Ensure to obtain the photo/media release permission. The Photo/media release permission form and the selection tool will be kept at the installation for the record.

E. PROFESSIONAL DEVELOPMENT OPPORTUNITIES SELECTION PROCESS

Installation CYP programs will nominate candidates to attend in-person professional development opportunities. Selected CYP professionals will have a fantastic opportunity to participate in in-person professional development week as a TDY. Open to all eligible DAF CYP professionals. Eligibility criteria and nomination form are in [Appendix D](#).

- I. AFSVC/VCY will solicit the nomination when the opportunity is available.
- II. Installation CYP programs nominate one (1) DAF CYP Professional outside of the target audience for the particular professional development session being offered (e.g., CYPA or Administrative staff for the Director's Course), utilizing the Professional Development Nomination Form. Submit the completed nomination form to the POC identified within the nomination form, adhering to the timeline provided.
- III. AFSVC/VCY selects up to three (3) recipients of the Professional Development Opportunity using the selection tool.
- IV. Once a selection is finalized, the recipient(s) and the Flight Chief of the recipient(s) will be notified for coordination to attend.

F. LEARNING CONNECTIONS HEROES SPOTLIGHT SELECTION PROCESS

The *Learning Connections* platform will serve as a dynamic platform for recognizing and celebrating the best practices across DAF CYP programs during the campaign.

AFSVC/VCY will contact the installation CYP programs to be spotlighted in applicable *Learning Connections* related to the topic of their specialization, success story, best practice, etc.

G. NEWS AND NOTES HEROES SPOTLIGHT SELECTION PROCESS

AFSVC/VCY will contact the installation CYP programs through emails and the DAF CYP Heroes Facebook page to solicit the spotlight. AFSVC/VCY may utilize already available digital publications, posting made on the DAF CYP Heroes Facebook page, and any other related items that highlight our DAF CYP Heroes each month.

H. FLAT CYPH ACTIVITY PROCESS

Encouraging maximum engagement without increasing workload was a priority consideration in developing the components of the CYP Heroes in Action Campaign. We are excited to introduce you to Flat Cyph (Child and Youth Professional Heroes). Inspired by the “Flat Stanley” concept, this activity invites you to include Flat Cyph in your program’s day-to-day adventures.

Process for Flat Cyph adventures:

- I. Every site will receive a printable Flat Cyph via email. Personalize the Flat Cyph with elements representing your local heritage or a concept unique to your demographics (e.g., dress Cyph in a parka in a cold climate; desert themes for Arizona, etc.). Your decorated Flat Cyph becomes an original representation of your individual program.
- II. Take your Flat Cyph on day-to-day adventures, capturing moments that reflect the spirit of your program – field trips, sports field, MIC3 conference, family-style dining, ELM activities, club meetings – the possibilities are limitless!
Take pictures with your Flat Cyph in these various settings, accompanied by stories that highlight the involvement of CYP professionals in each picture.
- III. As you capture these moments, share the images and stories on our [DAF CYP Heroes Facebook page](#). There are no timelines – you may post throughout the campaign.
Please be sure to include the following:
 1. Photo(s) of your Flat Cyph
Note: Ensure you obtain photo/media release permission if Cyph is taking a picture with others (CYP professionals, children/youth, families, etc.) The Photo/media release permission form will be kept at the installation for the record.
 2. Date of your Flat Cyph’s adventure
 3. Location of the adventure (Base, program)
 4. Brief description of the photo(s) – focusing on the contributions of the CYP professionals
- IV. At the end of the campaign, the compilation of these adventures will be assembled into a book for distribution to the programs.

Let’s be creative and have some fun!!

I. MONTHLY DAF HEROES IDEAS CALENDAR

The DAF Heroes Ideas Calendar (Appendix G) is a tool designed to inspire creativity and engagement within your programs while aligning with national observances. This calendar provides some ideas for incorporating relevant national days into your existing programming, fostering a sense of connection and community both locally and nationally.

Each month, we've identified key national days that your programs already offer opportunities for meaningful activities and reflections within your CYP programs. From celebrating kindness on National Random Acts of Kindness Day to promoting STEAM on National STEM/STEAM Day, your programs already conduct activities and have fun programming, whether you realize it or not.

The goal of the DAF Heroes Ideas Calendar is twofold: to show how our programs constantly enrich the

experiences of children, youth, and families by offering diverse and engaging activities, and to amplify your impact by sharing these experiences on our collective Facebook page. By posting photos and descriptions of your activities, you'll showcase your team's creativity and dedication and inspire others across the DAF CYP network and beyond.

While participating is not mandatory, we encourage you to use this calendar as a springboard for creativity and collaboration within your programs. Feel free to adapt the suggested activities to best suit the needs and interests of your community. Snap a photo – maybe even with Flat Cyph – and share what you already do every day!

Together, let's honor the everyday heroes in our midst and spread joy, kindness, and inspiration far and wide. We look forward to seeing your participation in the DAF Heroes Ideas Calendar!



III. ONLINE PLATFORM SUBMISSION GUIDELINES

A. Introduction

Facebook has become a vital platform for the Department of the Air Force Public Affairs community to engage with the public, disseminate information, and uphold transparency. As administrators entrusted with managing the official Department of the Air Force Child & Youth Programs (CYP) Heroes in Action Campaign Facebook page, it is imperative to adhere to established guidelines outlined in the Doctrine for Public Affairs in Joint Operations, AFI 33-129, Transmission of Information via the Internet, and AFI 35-107, Public Web Communications. The following guidelines aim to ensure responsible and effective use of Facebook as a communication tool while upholding the principles of operational security, accuracy, and professionalism.

B. GUIDELINES FOR ADMINS AND POSTERS

While many of the guidelines below address Admins of the CYP DAF Heroes in Action Facebook page, it is imperative that all CYP Professionals and Parent Advisory Board members who post quarterly Hero, quarterly Parent's Choice, "Flat Cyph" adventures, and other campaign-related postings abide by the standards for participation.

I. Adherence to Doctrine and AFI:

1. Admins must familiarize themselves with the Doctrine for Public Affairs in Joint Operations, AFI 33-129, Transmission of Information via the Internet, and AFI 35-107, Public Web Communications to ensure compliance with overarching Air Force guidelines on social media use.

II. Operational Security (OPSEC):

1. Avoid sharing sensitive or classified information on official Facebook pages.
2. Exercise caution when discussing troop movements, deployment details, or any information that could compromise the safety of Department of the Air Force personnel.

III. Accuracy and Credibility:

1. Verify information before posting to ensure accuracy.
2. Clearly distinguish between official information, opinions, and personal commentary.
3. Provide attribution for sources when applicable.

IV. Professionalism:

1. Maintain a professional tone and demeanor in all interactions.
2. Refrain from engaging in personal disputes, offensive language, or any behavior that reflects poorly on the Air Force.
3. Avoid endorsing or promoting products, services, or political views.

V. Frequency and Timing:

1. Post regularly to maintain audience engagement but avoid excessive posting.
2. Consider the global nature of the Air Force audience when scheduling posts to accommodate various time zone.

VI. Engagement and Moderation:

1. Respond promptly to comments, messages, and inquiries from the public within the bounds of security and privacy.
2. Moderate comments to ensure a respectful and constructive online environment.

VII. Prior Consent:

1. Obtain some type of consent from family/employees featured in pictures taken during an official CYP event before posting on social media platforms. Adhere to AFI 33-129 guidelines to ensure compliance with privacy regulations and respect for individuals' rights to control their own images.

VIII. Privacy Protection:

1. Exercise discretion and respect privacy when capturing and sharing images of the CYP employees and their families. Avoid capturing or posting images that may compromise operational security, personal safety, or violate individuals' privacy rights.

IX. Official Context:

1. Clearly contextualize the posting of pictures on social media platforms, emphasizing the official nature of the CYP event. Ensure that any posted images align with the Child and Youth Programs mission, values, and standards, and avoid the dissemination of content that could be misconstrued or used inappropriately.

X. Multimedia Usage:

1. Prioritize the use of the official CYP multimedia content.
2. Ensure that all multimedia content aligns with CYP values and does not compromise security.

XI. Accessibility:

1. Ensure the content is accessible to individuals with disabilities, in accordance with AFI 33-129.

XII. Monitoring and Reporting:

1. Regularly monitor the page for inappropriate content or security concerns.
2. Report any suspicious activity or potential security breaches to higher authorities promptly.

XIII. Continuous Training:

1. Stay updated on social media trends, best practices, and changes in policies through continuous training and professional development.

By adhering to these guidelines, Facebook admins and CYP professionals play a crucial role in maintaining the positive online presence of DAF CYP, fostering public trust, and contributing to the success of the mission. Your dedication to these principles ensures that DAF CYP communication efforts on Facebook reflect the highest standards of professionalism and integrity.

IV. REFERENCES

DoDI 1015.10, Military Morale, Welfare, and Recreation (MWR) Programs

D.D. Form 1348-1A, Issue Release/Receipt Document

AFI 33-129, Transmission of Information via the Internet

AFI 34-101, Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility

AFI 35-107, Public Web Communications

AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-Appropriated Fund Instrumentalities (NAFIs)

AFI 65-601 V1, Budget Guidance and Procedures

AFMAN 34-201, Use of Non-Appropriated Funds (NAF)

AFMAN 34-202, Procedures for Protecting Non-Appropriated Funds Assets

AFMAN 34-209, Non-Appropriated Fund (NAF) Financial Management and Accounting

AFMAN 34-214, Procedures for Non-Appropriated Funds (NAF) Financial Management and Accounting

AFMAN 64-302, Non-Appropriated Fund (NAF) Contracting Procedure

AFI 38-101, Manpower and Organization

Joint Pub 3-61, Doctrine for Public Affairs in Joint Operations

V. APPENDIX

Appendix A. Inspector’s Accolades Coin Recipient Selection Tool



CYP HEROES IN ACTION:

Inspector Accolades Coin Recipient Selection Tool

During the inspection, any CYP personnel, including FCC Providers and SLPMs who were observed demonstrating quality, may be identified to receive a CYP Heroes Coin and a certificate of recognition. We rely on your professional skills and knowledge to select up to five (5) CYP professionals per installation.

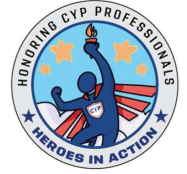
Please consider the criteria below and the corresponding key performance indicators and considerations listed below when identifying potential recipients. This is not an all-inclusive list of items for consideration; however, it is vital for all inspection teams to be consistent in selecting recipients. If your team has more than five (5) CYP professionals per installation to consider, you can score them for each candidate (Optional).

Note: Inspection is a “*snapshot in time*”; inspectors cannot know any employee’s comprehensive performance during that time. Each performance indicator starts with “During the inspection” to keep this nature of inspection in mind. Criteria 7 is there also to respect that fact.

Criteria		Key Performance Indicator	Additional Considerations	1 - 5 (optional)
1	Exceptional Care and Attention	During the inspection, observed consistent and exceptional care and attention to the well-being of children and youth	Overall attitude and quality of interaction with children and youth; adherence to inspection criteria for fire, health, and safety items to include medication and immunization records; quality of kitchen/food programs.	
2	Effective Communication	During the inspection, observed effective communication with parents, team members, and other stakeholders; demonstrated strong interpersonal skills in building positive relationships with children, families, and others	Overall attitude and quality of interactions with children and youth, with peers, customers, and stakeholders.	
3	Curriculum/Activity Implementation	During the inspections, observed effective implementation of ELM curriculum and/or developmentally appropriate high-yield activities that are interesting and engaging to children in their care	Programming; quality portfolios; quality observations and individualized plans implementation. Programming; quality portfolios; quality observations and individualized plans implementation (CDC/FCC) Activity/program development and facilitation, mandatory programs, facilitation of high-quality activity sessions, youth/adult partnership, etc. (SAC/YP)	
4	Team Collaboration	During the inspection, observed effective collaboration with other staff members to create a supportive and cohesive team environment	Mentoring; tag-teaming during transitions; SLPM collaboration with CYPs and others; Collaboration with outside resources (i.e. EDIS, local resources)	
5	Long-term dedication	During the inspection, observed long-term dedication and commitment to the program	Lengths of service with CYP; continuing education in the field.	
6	Leadership	During the inspection, observed demonstration of leadership qualities	Taking initiatives in contributing to the improvement; taking on added responsibilities (mentoring, morale team, etc.) Managers and trainers in the classroom to support direct care staff, etc.	
7	No Negative indicators	No adverse personnel actions currently underway	Speak with management team about candidate(s) to ensure there is no ongoing negative indicators currently.	
8	Other	Other indicators for being great that does not fall under 1 - 7	*Just for the special occasions only. Consider if the indicator would better fit in 1-7 criteria first.	

NOTES:

Appendix B. Monthly CYP Heroes Nomination Form and Selection Tool



CYP HEROES IN ACTION:

Monthly CYP Heroes Nomination Form

Please help us recognize an outstanding member of Child and Youth Programs as a DAF CYP Hero! All DAF CYP Professionals are eligible for nomination. (CYPA, Admin, Kitchen staff, FCC provider, manager, trainer, coordinator, SLPMs, etc.)

Staff Name:			
Program/Classroom:			
Job Title:			
Submitted By:			
Please explain what makes your nominee extraordinary.			
Exceptional Care and Attention	Please describe how this CYP professional provides exceptional care and attention in their work.		
Professionalism and Effective Communication	Please describe how CYP Professional displays professionalism through effective communication to build positive relationships.		
Curriculum/Activity Implementation	Please describe how this CYP Professional displays knowledge and effectively implements ELM and/or developmentally appropriate high-yield activities that are interesting and engaging to children/youth.		
Leadership and Team Collaboration	Please describe how this CYP Professional demonstrates leadership qualities through mentoring, collaboration, taking on additional responsibility, etc.		
Other			
Signature:		Date:	
Thank you for supporting our CYP Professionals!			



CYP HEROES IN ACTION: Monthly CYP Heroes Selection Tool

During the 2024 DAF Year of CYP Heroes in Action Campaign, installation the installation CYP selects one (1) Monthly CYP Hero each month, utilizing the selection tool. CYP Professionals are nominated by other CYP Professionals and stakeholders, using a nomination form. How the nomination form is distributed and collected each month is a discretion of each installation CYP program.

Please consider the criteria below and the corresponding key performance indicators when selecting. We've also provided additional considerations to each criterion listed. All CYP professionals, including FCC providers, SLPs, admin clerks, kitchen staff, etc. are eligible to be selected as a CYP Hero of the Month.

Note: It is not a requirement to meet all the criteria listed; rather, focus on the nominated CYP Professional's impact on the program, child/youth.

Once the selection is made, post a photo and bio of the selectee, along with the reason for the selection to the DAF CYP Heroes Facebook page, with the hashtag #CYPHEROFTHEMONTH and #[MONTH] (e.g., #March for March Monthly Hero). Monthly Hero must be selected and uploaded to the DAF CYP Heroes Facebook page by the last day of each month.

Note: Please ensure to obtain media release/permission prior to uploading the photos of your selected monthly HERO. You are not required to submit the release form, nomination form, or the selection tool. Please keep it for your record.

Name of the Nominee:				
Criteria		Key Performance Indicator	Additional Considerations	Score 1 - 5
1	Exceptional Care and Attention	Performs with consistent and exceptional care and attention to the well-being of children and youth	Overall attitude and quality of interactions with children and youth; adherence to regulations and guidelines to ensure safety and well-being of children and youth, including medication and immunization records; quality of kitchen/food programs.	
2	Professionalism and Effective Communication	Consistently practices effective communication with parents, team members, and other stakeholders; demonstrates strong interpersonal skills in building positive relationships with children, family, and others	Overall attitude and quality of interactions with children and youth, with peers, customers, and stakeholders.	
3	Curriculum/Activity Implementation	Consistently and effectively implement ELM curriculum and/or developmentally appropriate high-yield activities that are interesting and engaging to children and youth in their care	Programming; quality portfolio; quality individualized plans and its implementation; facilitating robust 4-H/BGCA programs.	
4	Leadership and Team Collaboration	Consistently demonstrates leadership qualities by effectively collaborating with other staff members to create a supportive and cohesive team environment	Mentoring; collaboration with CYP professionals and other stakeholders; collaboration with outside resources; taking on additional responsibilities; managers/trainers consistently support staff hands-on.	
5	Other *	Other indicators for being great that does not fall under 1 - 5	In this section, the person who fills out the nomination form will provide their stories/impact statement that provides an account of the nominee's exceptional abilities and qualities that made an impact. Carefully review and grade.	

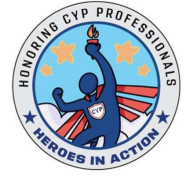
NOTES:

Appendix C: Quarterly Parents' Choice Award Nomination Form and Selection Tool



CYP HEROES IN ACTION: Parents' Choice Award Nomination Form

CYP Professional Name:			
Program/Classroom:			
Job Title:			
Submitted By:			
Parents, help us recognize outstanding service your family receives from Child and Youth Programs in 2024 - The Year of the CYP Professional.			
Please explain what makes your nominee extraordinary.			
Job Knowledge	Please provide details about specific skills and understanding of their work.		
Commitment to ensuring high quality standards	Please provide examples of classroom, front desk, or kitchen, program, and home management skills.		
Professionalism	Please provide examples of positive interactions, behaviors, and communication skills.		
Other	Please provide examples of creative thinking, compassion, empathy, organizational, and leadership skills. Take your time; this is the area to showcase your nominee.		
Signature:		Date:	
Thank you for supporting our CYP Professionals!			



**CYP HEROES IN ACTION:
Parents' Choice Award PAB Selection Panel Tool**

The PAB Selection Panel Tool has been designed to provide a dependable and uniform method to comprehensively measure and evaluate your nominees. By utilizing a range of indicators, including performance history, skills, and experience, this tool provides a reliable and consistent way to assess your nominees. Ultimately, the PAB Selection Panel Tool helps you identify the most extraordinary Child and Youth Professional. Please consider the criteria below and the corresponding key performance indicators when selecting. We've also provided additional considerations to each criterion listed. This is not an "end-all, be-all" consideration. Note: Ensure you have the CYP nomination form to determine the scoring results for each nominee.

Name of nominee:

Program:

Criteria		Key Performance Indicator	Additional Considerations	1 - 5
1	Job Knowledge	During your review of CYP nomination form, parent provide precise details and examples of how the nominee understands their work and can easily articulate it when asked questions relating to their child and the program.	Described how the nominee's skills and expertise benefit their child and how the nominee articulated it to the family. Highlights contributions to the overall well-being of the entire family unit. Provided examples of how their nominee has gone above and beyond to support the family in different ways, including providing safe, healthy, emotional and practical support, offering guidance and resources, and actively participating in the child's development and growth. They describe how these contributions have positively impacted the family's cohesion and harmony, and the nominee is a valuable member of the family's support network.	
	Commitment Ensuring Quality Standards	During your review of the CYP nomination form, the parent has provided several examples of the nominee's exceptional skills in classroom management, front desk operations, kitchen management, program management, or home management. The parent has furnished details of the nominee's positive accomplishments, which have significantly impacted child and youth programs, families, and children.	Described the nominee's exceptional achievements, such as implementing innovative teaching techniques, creating a welcoming environment for children and families, ensuring high standards of cleanliness and hygiene in the kitchen, efficiently organizing, and executing various programs, and providing a safe and nurturing home-like setting/experience for children. Highlighted the positive impact on child and youth programs, families, and children, emphasizing how their contributions have enriched the lives of those around them.	
3	Professionalism	During your review of the CYP nomination form, the parent described professionalism and positive interactions, behavior, and communication skills between the nominee and self, other adults, children, and coworkers.	Described the nominee's exemplary behavior and exceptional communication skills, which they believed played a significant role in creating a pleasant and harmonious environment. The parent also explained how the nominee's interactions were consistently positive and respectful, regardless of the situation. Their remarkable leadership style has been a source of great inspiration for everyone around them, and they have consistently displayed a high level of professionalism and dedication to their work.	
4	Other	In this section, the parent has provided a comprehensive account of the nominee's exceptional abilities and qualities, including outstanding creative thinking, compassion, empathy, organizational skills, and leadership abilities.	The nomination form described how the nominee has demonstrated an extraordinary ability to lead by example, inspiring and motivating their co-workers, families, and children they encounter. The nominee's creativity and innovative ideas have been instrumental in solving complex challenges, and their empathetic and compassionate approach has earned them the respect and admiration of their colleagues and peers. Overall, the nominee's exceptional skills, remarkable qualities, and exemplary leadership have significantly impacted those around them and made them deserving candidates for recognition.	

Appendix D. Professional Development Opportunities Nomination Guidelines and Form



CYP HEROES IN ACTION:

Nomination Guidelines

Installation CYP programs will nominate candidates to attend in-person professional development opportunities. Selected CYP professionals will have a fantastic opportunity to participate in in-person professional development week as a TDY in San Antonio, TX (dates to be announced soon).

Regardless of their professional goals, the experience will provide an excellent opportunity to broaden knowledge of the larger CYP mission and where their day-to-day contributions fit into a bigger picture of the DoD mission.

AWARD ELIGIBILITY: Open to all DAF CYP Professionals outside of the target audience or participation in the particular professional development session being offered. (e.g., CYPA for Director's Professional Development Week).

Employees should possess or be able to obtain a Government Travel Card before traveling.

The campaign winner must be prepared to submit a biography for publication upon announcement, if not previously submitted.

AWARD PERIOD: To be determined and announced once final dates of training are approved. Submission suspense dates will be provided at the time of announcement.

NOMINATION PROCEDURES: Submit each nomination utilizing the nomination form. Choose one or more focal points. A minimum of two narrative statements per focal point are required, and additional lines may be added if needed.

HIGH-QUALITY STANDARDS: Describe two (2) significant contributions the nominee demonstrated in the child and youth field and how the nominee's unique performance or achievements led to their nomination. Define the scope and level of responsibilities and their impact on the children/youth. Consider timeliness, accuracy, and program compliance. Describe how well the individual supported the children, youth, families, co-workers, and/or your organization's mission.

CUSTOMER SERVICE: Describe two (2) instances of how the individual made program improvements, met customer needs, and identified and addressed trends. Please provide examples of direct care, programming, front desk, or food service skills and how they benefited the program. Consider the program as a whole and any exceeded expectations of home management skills.

PROFESSIONALISM, LEADERSHIP, AND TEAM BUILDING: Define the scope and impact of the individual's positive leadership and team building in or out of the program. Consider how the nominee anticipated the needs and support of the children/youth, families, and co-workers within the program, leadership, professional development, and productivity improvement. Please provide two (2) examples of positive interactions, behaviors, and communication skills.

OTHER: Describe two (2) examples of creative thinking, compassion, empathy, and other organizational skills. This is the area where you can highlight additional attributes of the nominee. This area is optional.



CYP HEROES IN ACTION: Professional Development Opportunity Nomination Form

Installation CYP programs nominate candidates to attend in-person professional development opportunities. Selected CYP professionals will have an opportunity to participate in in-person professional development week as a TDY in San Antonio, TX (dates TBD). One (1) nomination per installation per professional development opportunity announced.

Submit the nomination using this form. A minimum of two narrative statements per focal point. AFSVC/VCY select up to three (3) recipients for each session offered. Once the selection is made, the installation will be notified. Open to all DAF CYP Professionals who are not target audience for the participation to particular professional development session being offered. (e.g., CYPA for Director’s professional development week).

Name of nominee:

Program:

1	High Quality Standards	Describe two (2) significant contributions the nominee demonstrated in the child and youth field, and how the nominee’s unique performance or achievements led to their nomination. Define the scope and level of responsibilities and the impact they have had on the children. Consider timeliness, accuracy, and program compliance. Describe how well the individual supported the children, families, co-workers and/or the mission of your organization.
2	Customer Service	Describe two (2) instances of how the individual made program improvements, met customer needs, identified, and addressed trends. Please provide examples of classroom, front desk, or kitchen skills and how it benefited the program. Consider the program as a whole and any exceeded expectations of home management skills.
3	Professionalism, Leadership, And Team Building	Describe two (2) examples of how the individual exhibit the professionalism, leadership and team building skills. Define the scope and impact of the individual’s positive leadership and team building in the classroom or out of the program. Consider how members anticipated the needs and support of the children, families and coworkers within the program, leadership and professional development, and improvement in productivity.
4	Other	Describe two (2) examples of creative thinking, compassion, empathy, other organizational skills. This is the area you can highlight additional attributes of the nominee that are outside of criteria 1 - 3.



Appendix E. DAF CYP HEROES IDEA CALENDAR AND FLAT CYPH

*Copy of this calendar in Excel format will be provided for ease of access separately.

2024 DAF CYP Heroes Ideas Calendar

*Participation Ideas Only – Not Mandatory

Month	National Days	Description	CYP Connection	How – ideas (P) Programs VCY – ongoing FB posts/News and Notes
Feb	Kick - Off the campaign	To introduce 2024 DAF Year of CYP Heroes in Action Campaign		(VCY) Send an email with the Heroes campaign guide, attach QR code for FB DAF Heroes in Action page *POST LINK TO HEROES VIDEO #1
Mar	Woman's History Month/ International Women's Day (8th)	Celebrate women's accomplishments and contributions	Female Military parents in the programs; programming about Woman's History Month across the programs	(P) Share stories/photos of CYP-connected women (staff, families, children, and youth) on the FB page
1st	Employee Appreciation Day	Cerebrates employees for their hard work and dedication to the job	Appreciation for CYP Professionals	(P) Monthly Hero nominations per Guide; Share how you appreciate CYP professionals on FB page
19th	International Read To Me Day	Focuses on the importance of reading book to children; Children are encouraged to remind the adults in their life to read to them	Honoring children and youth - empowering children to participate in conversation about their own literacy	(P) Share photos/stories of story time, child/youth involvement in reading, Family involvement for story time, etc. on FB page
Apr	Month of The Military Child	Recognize and celebrate military children, youth, and teens; Acknowledge and focus on the unique role that military children, youth and teens have and the challenges they face.	DAF CYP ensures military children, youth, and teens are supported to deliver/support DoD mission	(P) Share a story about your military child(ren)/Youth on FB page #MonthOfMilitaryChild #ThisIsMyMilitaryChild #CYPHeroesInAction * Post Heroes video #2
8th (DoD)	Purple Up! Day	Purple Up in honor of our military children/youth - DoD date is 8th, however various states, school districts, etc. may have their independent day for Purple Up!	DAF CYP ensures military children, youth, and teens are supported to deliver/support DoD mission	(P) Share photos/stories of Purple Up! Events on the FB #PurpleUpForMilitaryChild #MonthOfMilitaryChild #CYPHeroesInAction
22nd	Earth Day	Join together in promoting awareness for the health of the environment.	Learn about the environment - ELM curriculum, NAEYC 2.G.	(P) Share photos and/or Stories of Earth Day activities
24th	Administrative Professionals Day	Recognize the work of administrative professionals	Front Desk Clerks are the first welcoming window to the CYP,	P) Highlight and share your front desk clerks/USDA

			providing customer service to all CYP families and other stakeholders	monitors/other CYP professionals who are administrative professionals - stories, photos, appreciation messages, etc. on FB page. #CYPHeroesInAction #AdministrativeProfessional
May	Teacher Appreciation Week/Month			(P) Share photo/story of any celebration activities on FB
9th	National Children's Mental Health Awareness Day	Raise awareness of the importance of every child's mental health. According to the data from the C.D.C., one in six children between the ages of two and eight has a mental or behavioral disorder.	Teaching social-emotional skills to name the emotions (express what they are feeling), create psychologically safe environments to seek support if/when child/youth are experiencing any mental health issues; psychologically safe work environment for CYP Professionals to be able to support children/youth	(P) Share stories/photos of activities, etc. to support children's mental health within the program (VLS activities, collaboration with outside resources such as guest speaker, etc.
10th	Child Care Provider Day	Child Care Provider Day is celebrated every Friday before Mother's Day. On this day, people from across the country come together to celebrate and raise awareness of the importance of child care and the people who work in this field every day in the hopes of raising healthier, safer, and happier children.	DAF CYP Professionals provide Care to 40,000 children and youth daily	(P) Highlight and share CYPA's contributions - stories, photos, etc. to show appreciation
10th	Military Spouse Appreciation Day	Honors and recognizes all the support and sacrifices of the spouses of the members in the US Armed Forces	Provide services to military families/spouses - many of whom participate in programs in various capacities (PAB board members, coaches, volunteers, CYP employees). We are one of the top employers of military spouses worldwide.	(P) Share military spouses' involvements in the programs through photos/stories, etc., and post to FB page (VCY) Encourage participation by creating a FB post; Spotlight on News and Notes - Specifically FCC/ECC program that are aimed for supporting spouses
12th	Mother's Day	To celebrate and recognize Mothers	DAF CYP programs recognize that mothers are one of the first teachers to a child. We emphasize partnership building between programs and our mothers to ensure the best for each child in our programs.	(P) Share photos/stories of how your program celebrated Mother's Day on FB

15th	International Day of Families	Commemoration of family - A family is simply a group of people who love and support each other and are connected by a strong bond.	DAF CYP Programs support military families world-wide; We also celebrate work-family, DAF-Family, etc.	(P) Share photos/stories about families in the programs - A family is simply a group of people who love and support each other and are connected by a strong bond. Non-traditional, blended, DAF family, work-family, etc.
Jun				* (VCY) POST LINK TO HEROES VIDEO #3
1st	National Say Something Nice Day	To counteract bullying. Say something nice to or about someone	DAF CYP Programs support healthy relationships by teaching skills to prevent/intervene any bullying through various curriculums.	(P) Share photos/stories of activities, etc. that to do with bullying prevention, and/or simply say (post) something nice to DAF CYP Professionals to FB page #SaySomethingNiceDay
19th	Juneteenth	Freedom Day - the anniversary of the Emancipation Proclamation - Celebration of multi-cultural environments	We serve multi-cultural families	(P) Share photo/story of any celebration activities on FB
16th	Father's Day	Celebrate and recognize Fathers	DAF CYP programs recognize that fathers are one of the first teachers to a child. We emphasize partnership building between programs and our fathers to ensure the best for each child in our programs.	(P) Share photos/stories of any Father's day celebration activities on FB page
12th	National Loving Day	Celebrate multi-cultural, multi-ethnic families	We serve multi-cultural families	(P) Spotlight on diversity in military families the programs serve - share photos/stories on FB page
14th	Flag Day, Army Birthday	This day celebrates the birthday of the United States flag, which was first adopted on June 14, 1777. This day also coincides with the U.S. Army's Birthday, founded on June 14, 1775.	DAF CYP Programs serve and support all branches of US Armed Forces to include Army families	(P) Share photo/story of any celebration activities on FB
Jul				
4th	Independence Day	The day commemorates the adoption of the Declaration of Independence signed by all 13 colonies that marked the beginning of America's Independence.		(P) Share photo/story of any celebration activities on FB

15th	World Youth Skills Day	Dedicated to recognizing the importance of equipping young people around the world with the skills they need to succeed. It's a great opportunity for youth to come together and share their experiences, as well as find ways to help each other reach their goals.	DAF CYP Programs support Youth by implementing High-Yield activities and programs that equip young people with the skills they need to succeed.	(P) Share the photos/stories of programming that focus on skills building in children/youth. Showcase CYP professionals who excel in this area to FB page.
28th	National Parents' Day	Parents' Day is observed in recognition of what parents do to care for their children. It also helps families to focus on the love, dedication, and investment that child-rearing entails.	DAF CYP programs recognize that parents (biological or otherwise) are one of the first teachers to a child. We emphasize partnership building between programs and the parents to ensure the best for each child in our programs.	(P) Share photo/story of any celebration/parent involvement activities on FB
30th	International Friendship Day	A day to promote friendship and community, and how everyone is appreciated and observed in different cultures.	DAF CYP programs facilitate inclusive environment where friendships are fostered. Our programs are located worldwide; programs connect with each other through technologies, sponsorship programs, etc.	(P) Spotlight on friendship created/fostered within the programs - share photos/stories to FB page
Aug	Back to School			
4th	US Coast Guard Birthday		DAF CYP Programs serve and support all branches of US Armed Forces to include Coast Guards families	(P) Share photo/story of any celebration activities on FB
6th	National Night-Out Day	Civilians, organizations, and the local Police Departments join hands to enhance the relationship between neighborhoods and communities.	DAF CYP Programs support and foster community partnerships	(P) Share photo/story of any programming and activities connected to relationship building in neighborhood on FB
12th	International Youth Day	To raise awareness about issues faced by children and teenagers across the globe. The day was created to remember children who are affected by poverty and can't get access to proper education. It is also a day to celebrate young people and the role they play in changing the future of the world	DAF CYP Programs promote leadership, community involvement and other topics and encourage children/youth to discuss and create ideas to address issues they are facing.	(P) Share photos/stories of any programming and activities that are related to children/youth involvement in community and contributing to problem solving, leading the change, etc. to FB page

31st	Eat Outside Day	Encourages everyone to get some fresh air and enjoy the great outdoors whilst enjoying a meal, too	Promotion of healthy eating, bringing inside-out	(P) encourage to eat outside - share posts on FB (it falls Saturday so on Friday; programs may choose to eat snacks outside if weather permits.
Sept				* (VCY) POST LINK TO HEROES VIDEO #4
2nd	Labor Day	Pays tribute to the social and economic contribution of the laborers toward society and recognizes their individual rights		(P) Share photo/story of any celebration activities on FB
11th	9/11	As a mark of respect to honor those who lost their lives and their loved ones, a familiar quote associated with Patriot Day has come to be "Never Forget".		(P) Share photo/story of any activities on FB
8th	Grandparents' Day	To raise awareness of the role that grandparents have in modern society. People will be sharing the hashtag #DoSomethingGrand and others will be swapping their profile pictures for images of their grandparents. You could also share a story of your grandparents with your friends and family to help people see just how much your grandma or grandpa is appreciated.	DAF CYP Programs love grandparents! Often, grandparents take care of our military children and youth while parents are deployed, works on evenings, etc. Some programs donate/volunteer at local assisted living facilities to show appreciation and to teach children/youth a concept of community services, charity, etc.	(P) Share photo/story of any activities on FB
18th	U.S. Air Force Birthday	Celebrates U.S. Air Force's birthday	DAF CYP Programs serve and support all branches of US Armed Forces to include Air Force families	(P) Share photo/story of any activities on FB
23rd	National Family Day	It is a day for families to spend quality time together, share a meal to talk about their days and their lives so that they can support each other, and become closer. National Family Day focuses on the importance of families sitting down around the table together to eat.	DAF CYP Programs serve military families; we practice "Family Style Dining" at all programs and encourage families to join us. Open-door policy and family partnerships.	(P) Share photo/story of any activities on FB

Oct				
1st	International Music Day	In 1974, the International Music Council declared that International Music Day would be celebrated on October 1 every year. Celebrate this day even if you don't play music by actively appreciating and enjoying the power of music in bringing people together.	DAF CYP Programs embed music through activities and programming - from infants playing with shakers to Youth participating in Performing Arts programs, in engaging and meaningful ways to the children/youth within the programs.	(P) Share photo/story of any activities on FB
13th	US Navy's Birthday		DAF CYP Programs serve and support all branches of US Armed Forces to include Navy families.	(P) Share photo/story of any activities on FB
16th	Boss's Day	The holiday aims at promoting good relationships between managers, bosses, supervisors, and their employees.	DAF CYP Program managers are multi-hatted heroes! Advocate for the programs, Operation/Personnel/Financial management, Team-builder, diaper changer! We promote good relationship among all CYP professionals.	(P) Share photo/story about team building, your favorite managers, and their impact (personal or program).
19th	National New Friends Day	This day is all about celebrating the beauty of friendship and recognizing the importance of having people in your life who can support you, encourage you, and bring joy to your life.	As military children PCS around the world, DAF CYP programs are one of the places to make new friends! Similarly, many military families meet and become friends within the CYP Programs through programming (sports, instructional classes), parent involvement activities, and normal drop-off and pick-up time of the day!	(P) Share photo/story of new friends made, Youth Sponsorship programs, etc. on FB
20th	National Youth Confidence Day	It's a day to celebrate the potential of young people, their accomplishments, energy, and spirit. The aim is to instill confidence into them and continue to help them grow into successful adults.	Throughout DAF CYP programs, we celebrate their accomplishment, energy, and spirit through daily activities and specialty programs to instill and nurture their confidence.	(P) Share photo/story of any activities to do with celebration of children/youth's accomplishments and instill confidence into them on FB. (Teen council, Core programming, etc.)
31st	Halloween		Programming on installations (Trunk or Treat, etc.)	(P) Share photo/story of any activities on FB
Nov	Month of Military Family	(Wrap up in November then start planning for the end of the year celebration)	DAF CYP Programs proudly serve DoD military families	(P) Share photo/story of any activities to honor and recognize military family on FB

8th	National STEM/STEAM Day	To encourage kids to explore their interests in science, technology, engineering, arts, and math careers. Nationwide efforts are underway to attract and train young workers through registered apprenticeship programs.	DAF CYP Programs integrate STEM/STEAM throughout the programs with ELM curriculum to 4H curriculums/specialty camps.	(P) Share photo/story of any STEM/STEAM activities conducted at the programs on FB; highlight any CYP professionals or children/youth who excel in this area.
11th	Veteran's Day	Veterans Day is held in honor of all military veterans, including both the fallen and the living, who have served in the United States Armed Forces, during wartime or peacetime.		(P) Share photo/story of any activities on FB
13th	World Kindness Day	The purpose of World Kindness Day is to highlight the importance of random acts of kindness and the chain of paying it forward. Spread kindness in their communities since it has been proven that when we witness people doing something kind, we are more likely to do something nice for others ourselves.	DAF CYP Programs foster kindness in children and youth through trained DAF CYP professionals role modeling kindness and teaching strategies to show kindness.	(P) Share photo/story of any activities on FB
10th	U.S. Marine Corps Birthday		DAF CYP Programs serve and support all branches of US Armed Forces to include Marine Corps families.	(P) Share photo/story of any activities on FB
Dec	Wrap-up			* (VCY) POST LINK TO HEROES VIDEO #5
	Holiday Celebration			(P) Share photo/story of any activities on FB
3rd	Giving Tuesday	A day about community. Unites people of all backgrounds from around the world in doing something good for others and lifting each other's spirits during a time of year that is more difficult for some.	DAF CYP programs nurture and instill concept of doing something good for others by volunteering, donating, etc.	(P) Share photo/story of any activities on FB (VCY) Encourage participation by creating a
9th	DAF CYP Professional Day	To recognize and honor DAF CYP Professionals for their contributions to DoD mission		(P) Share photo/story of DAF CYP Professional Day activities on FB
20th	US Space Force Birthday		DAF CYP Programs serve and support all branches of US Armed Forces to include Space Force families.	(P) Share photo/story of any activities on FB

FLAT CYPH

DEPARTMENT OF THE AIR FORCE



CHILD AND YOUTH PROGRAMS

Take your Flat CYPH on field trips, sporting events, special base events, and program club meetings, etc.

by the
**AFSVC CYP
Team**



INSTRUCTIONS:

As you capture these moments, share the images and stories on our DAF Heroes in Action Facebook page. There are no timelines – you may post throughout the campaign.

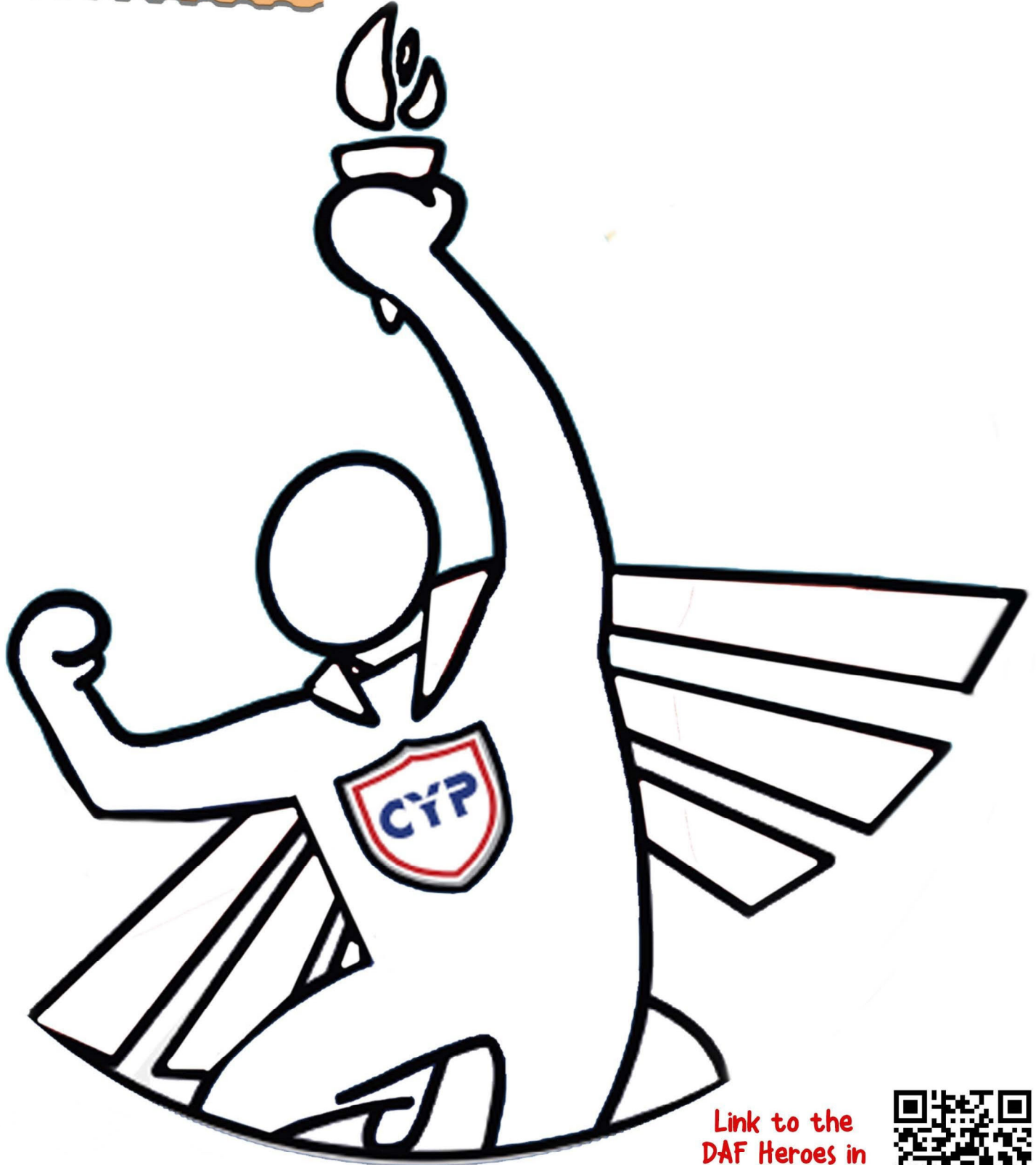
Please be sure to include the following:

- ★ Photo(s) of your Flat Cyph
- Note: Ensure to obtain photo/media release permission if Cyph is taking a picture with others (CYP professionals, children/youth, families, etc.)
- ★ Date of your Flat Cyph's adventure
- ★ Location of the adventure (Base, program)
- ★ Brief description of the photo(s) – focusing on CYP professional's contribution
- ★ At the end of the campaign, the compilation of these adventures will be assembled into a book for distribution to the programs.

Take a picture of your own Flat Cyph in various settings, accompanied by stories that highlight the involvement of CYP professional in each picture.

FLAT CYPH

Personalize the Flat Cyph with elements representing your local heritage or a concept unique to your demographics (e.g., dress Cyph in Parka in cold climate; desert themes for Arizona, etc.). Your decorated Flat Cyph becomes an original representation of your individual program.



Link to the
DAF Heroes in
Action FB Page!

