

**Youth Service Bureau**  
**Administrative Core Unit (ACU)**

***Principles:***

- Youth Service Bureaus are the lead local prevention agencies in Connecticut. Prevention is an active process of creating the community conditions that promote the well being of young people.
- Youth Service Bureaus mobilize their communities to encourage citizens, institutions, service organizations, and decision-makers to plan programs and strategies that foster positive youth and family development.
- Youth Service Bureaus provide ongoing assessment of youth concerns/issues and coordinate communities to maximize the use of their resources to meet youth needs.
- Youth Service Bureaus offer opportunities for youth involvement in community policy decisions affecting their development.

***Five Functions of ACU:***

**Management and Administration**

*Staff Supervision*

*Staff Performance Evaluation*

*Staff Professional Development*

*Organizational Development*

*Financial Management*

*Casework & Clinical Supervision*

*Management & Information Systems*

*Board Management*

*Marketing & Media*

*Facility Management*

*Policy Development*

*Strategic Planning*

*Program Development*

*Best Practices*

**Community Involvement**

*Youth Advisory Board*

*Volunteer Development*

*Community Organization & Outreach*

*Community & Service Coordination*

*Community Planning*

**Resource Development**

*State, Regional, Local Networking*

*National & State Awareness*

*Program Development*

*Community Education*

*Consultation With Other Groups*

**Research & Assessment**

*Needs Identification & Assessment*

*Statistical Analysis*

*Program Evaluation*

*Resource Information*

**Advocacy**

*Community Awareness of Youth Needs & Trends*

*Voice for Youth*

*National, State, Local Legislation*

*Program Development*