

A4L
FIELD GUIDE

Anchored  Life

DRAFT

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We want to acknowledge the valuable feedback and input from the Millington Navy Command and School System. Input directly from our consumers is vital while developing a high-quality product. We want to thank all our pilot locations for their hard work and valuable feedback that will help many more locations for years to come.

We also want to recognize all the Advisers and Team Leaders who will be implementing Anchored4Life around the globe. We believe it is important that our military youth stay connected and are well integrated within their communities, and it takes dedicated Advisers and Team Leaders to ensure this happens.

Lastly, we should acknowledge Anchored4Life who designed and drafted this field guide. Their efforts have produced a product that will keep youth engaged while learning skills that will enable them to manage the many challenges they will face. Thanks are due to Dr. Shawna Harlin-Clifton and Mrs. Tabitha Gable.

Once again, we want to thank everyone involved. We look forward to the future success of this training and the support it will provide our military and civilian children around the world!



1.1 WELCOME

Welcome to Anchored4Life, where military and civilian youth are supported as they go through changes and build resiliency life skills. This field guide will provide locations with the fundamentals to implement and sustain Anchored4Life. We look forward in taking this journey with you as you develop happier, healthier, more confident youth.

1.2 INTENT

Anchored4Life has teamed up with Commander, Navy Installations Command (CNIC) to bring the youth of our nation a comprehensive resiliency program in accordance with School Based Programming standards and Youth Sponsorship. Anchored4Life will make a significant difference in military and civilian children's' lives by offering positive support, teaching life skills, and providing resources as they face many unique challenges. Anchored4Life provides life skills to schools, home school groups, and Child and Youth Programs.

To meet the current and future needs of military families, Child and Youth Program Education Services states, “We need a consistent internationally known brand. Anchored4Life, who will provide skills, tools, and resources so that a child who is leaving Key West, Florida and arriving in Naples, Italy will be able to make a quick and smooth transition into the new school and/or community”.

Research shows that there are key ingredients in realizing this goal, which include: a positive and sustained adult-youth relationship, skill building activities, and youth leadership opportunities ⁽¹⁰⁾. To increase resiliency skills and to better prepare youth for changes for years to come, Anchored4Life has incorporated these ingredients to create a nurturing environment for youth to learn life skills that can be used throughout their lifetime.

In the early 1990s a shift began for the way that youth were viewed. Before 1990 many researchers thought that youth had fixed behaviors. However, with the shift, it became evident that youth had the potential to change their behaviors across their lifetimes. This is where positive youth development began. The changes are greatly influenced by home, school, and community ⁽¹⁸⁾. Anchored4Life continues to focus on positive youth development utilizing the features. The underlying philosophy of youth development focuses on the positive, taking a holistic approach to develop assets and competencies in all youth.

A4L provides youth the opportunities to form relationships with caring adults and peers, build skills, exercise leadership, and help their communities. These are factors that contribute to youth growing into happy and healthy adults. ⁽¹⁴⁾

A4L has what researchers call the “Big Three” features of effective youth-serving programs: ^(15, 16, 17):

1. Positive and sustained relationships between youth and adults.
2. Activities that build important life skills.
3. Opportunities for youth to use these life skills as both participants in and as leaders of valued community activities.



These “Big Three” features are intertwined in our features. Anchored4Life features offer Advisers and Team Leaders a safe environment to practice and develop leadership skills. Advisers and Team Leaders work together to share the features with the entire location. The peer-to-peer connection enhances the environment for youth who are going through changes and in need of enhancing or adding life skills.

In addition to the benefits for Advisers and Team Leaders, the entire location benefits as the features offer life skills to address issues that youth will face. When youth have the added skills, they can use the skills and be prepared for setbacks. The more skills youth have, the better prepared they are for setbacks.

Meetings are held once a month with Advisers and Team Leaders to effectively run Anchored4Life. In addition, to the meeting with Advisers and all Team Leaders a Leadership Committee meeting will be held once a month to provide continuity within A4L.

Tours provide new youth with an opportunity to connect and learn about their new location. Tours assist youth in acclimating to their environment which helps to reduce stress and anxiety.

REALTALK are discussions and activities that provide peer-to-peer life skill development. REALTALK is where life skills are shared, discussed, learned, and enhanced. When youth have an opportunity to increase their skill set, they are being prepared for the future and provided tools to problem solve and remain on task.

A4L Kits provide youth tangible resources to use at home and in the community. Having tools helps prepare youth when going through a challenging change. When youth are prepared, once again they are provided an opportunity to address a setback.

Quotes offer youth an inspiring and positive message to start the day. Research supports those positive emotions help us learn and build skills ⁽¹⁹⁾. Having a positive emotion daily increases our chances to stay positive and reduce setbacks.

Service Projects provide youth the opportunity to give back to their community and to help others in need, while learning that helping others benefits them as well. Starting service projects at a young age increases the chances that many youth will continue to volunteer and help others throughout their lifetime.

Anchored4Life provides youth the opportunity to make connections, learn life skills, give back, and provide leadership opportunities. Support and opportunities help youth to be productive, make positive connections, address adolescent setbacks, and become self-sufficient, adjusted, contributing, resourceful, and adaptable young adults ⁽²⁰⁾.

1.3 MILITARY CULTURE

Anchored4Life addresses military education when training around the world. Below are some short facts that are important to retain regarding the Military:

Military life is a unique and demanding culture, one that is filled with frequent changes to new locations and persistent deployments by parents and family members. Our military families face significant challenges when educating their youth. ⁽¹⁾ In fact, the average military child will attend 6 to 9 schools between grades K through 12. ⁽²⁾ In addition, out of the 1.6 million military children, over 900,000 of them are in the K through 12 age range of 6 to 18 years of age. ⁽⁴⁾



The frequency of changes and the service members' limited ability to choose duty stations causes parents to have serious concerns about the lifestyle, education, and friendships in the lives of their children. These concerns are not just for current situations, but also for future lifestyles. ⁽³⁾ The military deployment process also creates challenges and impacts the well-being and academic success of military children. ⁽³⁾

Due to the demands of military life, Anchored4Life has listened to the concerns of parents and adults to address the changes military youth face through our features and peer to peer modality. Having this comprehensive program assist youth now and in future to become productive young adults.

1.4 CHANGES

At A4L change means modifying your current expectations to adapt to your new situation. For example, going into a new school or environment plays a crucial role for military youth to feel comfortable in their new location. To ease changes, Anchored4Life will provide life skills training and resources through utilizing features to support youth. Youth will need to feel socially connected in their new school and community within two (2) weeks of arrival. ⁽⁵⁾ Research states developing emotional stability in a new location, for youth and their families, is a key element for academic and social success of the youth ⁽⁷⁾. Anchored4Life provides opportunities for social adjustment and acclimation from the time youth enter a new location until they feel fully connected.

Anchored4Life acknowledges change happens just as much for youth as it does for adults. This training will focus on ten (10) main topics that youth face today: Bullying (Kindness), Deployment, Fear, Healthy Body, Homework, Making Friends, Moving, Reintegration, Divorce, and Grief. Divorce and Grief are specialty topics, and the resources will be utilized by a qualified adult. Youth who participate in Anchored4Life will have life skills to become positive quality citizens with leadership skills and stability to assist with not just the current change but lifelong changes.

1.5 RESILIENCY

Resiliency is the ability to bounce back from setbacks. A setback is a roadblock that you navigate around to meet your goal. For example, you have studied all week for a test and feel confident that you will score well. When the test is returned, you receive a lower grade than expected. You can ask for additional help to improve on the next test or can stay stuck feeling unable to improve. With Anchored4Life the training will provide Team Leaders the opportunities to assist youth in being able to move forward and not stay stuck in their current situation. In addition Advisers are vital part of Anchored4Life ensuring that the youth and Team Leaders are supported. The single most common factor for children who develop resilience is at least one stable and committed relationship with a supportive parent, caregiver, or other adult. ⁽⁶⁾

Anchored4Life believes using positive materials can produce a range of positive outcomes. Anchored4Life integrates positive youth development model and focuses on the 7 Cs of resiliency: 1. Competence is social engagement/physical and emotional health, 2. Confidence is self-esteem building, 3. Connection is sense of belonging, 4. Character is developing a longstanding focus on responsibility, 5. Contribution is helping peers and service to others, 6. Coping is healthy strategies to handle situations, and 7. Control is having responsibility to make wise choices. Integrating the resiliency components provides youth with the skills to overcome lifelong challenges and become productive adults. ^(9,10,11) For more information on the 7 Cs of resiliency please go to www.fosteringresilience.com.



Administrative Point of Contact (POC)

A designated individual at a participating location who oversees A4L.

Adviser

Provides direct, ongoing support to youth struggling with change.

Adviser Support

Provided by Anchored4Life to support the implementation of the Features.

A4L

A peer-to-peer modality that offers positive support, resources, and teaches life skills.

A4L Kit

A kit that provides resources to support life skill development through life changes.

Child Youth Programs (CYP)

Provides care and activities for military children before and after school, and during school breaks.

School Liaison Program (SLP)

The mission of School Liaison Program is to help schools and installations respond to the complexities of transition and deployment, while providing families with the assurance that their children's academic well-being is a priority.

Meetings

A large group meeting to include Advisers and Team Leaders and a Leadership Committee collaborating one time a month to improve the effectiveness of A4L, build leadership skills, and work towards utilizing the features.

Contracting Officer Representative (COR)

An individual who ensures that contractors meet the commitment of their contracts.

Department of Defense Education Activity (DoDEA)

A civilian agency of the United States Department of Defense that manages all schools for military children and teenagers in the United States and overseas at American military bases worldwide.

Team Leadership Committee

Upper classman (11th and 12th graders) selected by the Anchored4Life Advisers to hold supervisory positions. After the initial selection, then the Team Leaders will decide on the selection process.

Local Education Agency (LEA)

A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools.



Military Family Life Counselor (MFLC)

Provides short-term, non-medical counseling support for a range of issues.

Qualified Adult

An adult who has completed the A4L training and/or anyone who is professionally trained in providing grief and divorce support. In addition, a qualified adult can be anyone who is comfortable with supporting youth who is confident in supporting youth through grief and divorce.

Quotes

Provide an inspiring message to set the stage for daily positive interactions.

REALTALK

Life skills are taught and discussed using discussion focusing on our topics (e.g. bullying (kindness), deployment, fear, healthy body, homework, making friends, moving, reintegration, divorce, and grief).

REALTALK Discussion Questions (RDQs)

REALTALK Curriculum access is available on the A4L website.

School Based Programming (SBP)

Envisions a collaborative effort between the schools, military and community to facilitate transition and orientation experiences that addresses the needs of mobile students and provides support during deployments while promoting academic achievement and successful social and emotional adjustment at school. (5)

School Liaison (SL)

Serve as subject-matter experts for parents, educators, and the command on K-12 issues, helping to connect command, school and community resources. School Liaisons have 7 core services to include, Command, School Community Communications, School Transition Services, Deployment Support, Home School Linkage and Support, Partnerships in Education, Post-Secondary Preparations, Special Needs System Navigation.

Showcase

Provides opportunities to build connections and increase awareness of other A4L locations world-wide. Each year four (4) locations are selected based on Showcase requirements. For more information, please ask your Learning Consultant.

Sponsoring Military Branch

The Navy, Air Force, Marines, or Army who provides funding for Anchored4Life to be in schools and child and youth centers.

State Education Agency (SEA)

The state-level government organization within each U.S. state or territory responsible for education, including providing information, resources, and technical assistance on educational matters to schools and residents.

Team Leader

Identify and assist youth with life skills who are struggling with change.



2.1 HISTORY

Anchored4Life is under the parent company, The Trevor Romain Company, and was established in the latter part of 2015 to provide a comprehensive resiliency program to military youth. Pilot schools were selected and trained in early 2016. The trainings have continued, and Anchored4Life is now in locations worldwide -- providing peer-to-peer support and life skill development for youth of all ages.

2.1.1 THE TREVOR ROMAIN COMPANY

The Trevor Romain Company was founded in 2004 by bestselling children's book author Trevor Romain and businessman Woody Englander as a children's education and publishing company, based in Austin, Texas. The company has been sharing its vision of hope and compassion through using animation.

In 2006, The Trevor Romain Company connected with the United Services Organization (USO) and volunteered to perform a tour to support our military youth at Ramstein Air Force Base in Germany. Through 2017 the USO sponsored tours that shared a vital, upbeat message emphasizing the importance of caring for one another and developing valuable strategies for dealing with unique challenges of military life.

Alongside the presentations, the Trevor Romain Company was creating curriculum for its animated shows. In 2007 and 2008, The Trevor Romain Company conducted presentations in many of the schools within DoDEA, focusing on bullying. In 2009, DoDEA implemented the company's bullying curriculum district wide. As of 2010, The Trevor Romain Company has been to 16 countries and has seen over 150,000 military kids.

Anchored4Life utilized divorce resources from the Trevor Romain Company and animated videos.

2.1.2 ANCHORED4LIFE (A4L)

In 2015, the Trevor Romain Company created the Anchored4Life division to implement the sponsoring military branch's quest of developing training in accordance with School Based Programming (SBP) and Youth Sponsorship to reach youth in PreK- 12 grade. Anchored4Life provides the features to build resiliency life skills for youth. Resources are provided on our wellness topics (e.g. bullying (kindness), deployment, fear, healthy body, homework, making friends, moving, reintegration, divorce and grief).

2.1.3 THE COMFORT CREW FOR MILITARY KIDS

The Comfort Crew Military for Kids© mission is to deliver proven strategies to prepare every military child for the unique challenges they face so that they positively impact themselves, their family, and our country. The organization has created resources for school-age children that address specific challenges associated with growing up in a military family. Over 200,000 military children from all around the world have been impacted by Comfort Crew Military for Kids' four programs: Bringing Families Back Together, Fallen Heroes, Wounded Warrior, and the Never Alone Network. The Comfort Crew is designated as a 501(c) (3) public charity.



Anchored4Life utilizes the Deployment, Reintegration, and Grief kit as valuable resources to support youth.

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CHAPTER 3: MISSION, VISION, PURPOSE, GOALS

Anchored4Life adheres to its parent company's mission, vision, and purpose. The goals are specifically written for Anchored4Life.

3.1 MISSION

Our mission is to provide proven resources and strategies to school age youth, so they can become resilient, confident, and resourceful, to create a better world for themselves and others.

3.2 VISION

Our vision is a world where school age youth feel heard, their feelings are validated, and they become confident self-advocates, regardless of their situation.

3.3 PURPOSE

Our purpose is to design educational products that change school age youth lives by helping them become happier, healthier, and more confident.

3.4 GOALS

The goals of Anchored4Life are listed below.

1. Teach and reinforce life skills to better connect with their peers and community.

2. Provide growing opportunities to increase competency and character by positively addressing setbacks.

3. Build confident leaders who inspire others by contributing to a caring and supportive environment.



CHAPTER 4: IMPLEMENTATION INFORMATION FOR SCHOOL LIAISON/YOUTH CENTER DIRECTORS

4.1 SCHOOL BASED PROGRAMMING AND YOUTH SPONSORSHIP

A4L is required to provide a comprehensive resiliency program in accordance with the Child and Youth Education Service model of School Based Programming and Youth Sponsorship world-wide.

School Based Programming envisions a collaborative effort between Anchored4Life, local schools, local child and youth programs, military commands, and local communities to facilitate change and orientation experiences that address not only the needs of mobile youth but provides support during deployments while promoting academic achievement and successful social and emotional adjustment at school. ⁽⁵⁾

The School Liaison helps to facilitate, coordinate, and initiate the process of planning and implementing School Based Program. According to the School Liaison Guide, the roles are to provide information, make referrals, educate families, encourage parent advocacy, and coordinate services. ⁽⁵⁾

In a collaborative effort with the sponsoring military branches to develop a comprehensive resiliency program to support high military impacted school populations, sponsoring military branches connect all participating locations with Anchored4Life. Sponsoring military branches utilize School Liaisons to identify locations that are a good fit for A4L training. Anchored4Life is offered to child and youth centers, public, private, charter, DODEA, and homeschools that meet the priority 1 and 2 military population levels.

4.2 SCHOOL LIAISON

4.2.1 SCHOOL LIAISON TRAINING

CNIC N926 will notify each Region of its training allocations by January 15th of each contract year. The Regional School Liaison will inform the Installation School Liaison of A4L allocations and will collaborate with A4L in scheduling a School Liaison information orientation. This orientation will provide knowledge, materials, and marketing information for the Installation School Liaisons to share A4L with potential locations. School Liaisons will attend an information orientation each year to ensure they have the most up to date information on A4L.

For the Air Force, the Program School Liaison will notify each base of its training allocations by January 15th of each contract year. The Program School Liaison will inform the Installation School Liaison of A4L allocations and will collaborate with A4L in scheduling a School Liaison information orientation. This orientation will provide knowledge, materials, and marketing information for the Installation School Liaisons to share A4L with potential locations. School Liaisons will attend an information orientation each year to ensure they have the most up to date information on A4L.

For the Marine Corps, the Child and Youth Program Specialist from Headquarters will provide the list of locations to be trained by February 1st of each contract year. The Child and Youth Program Specialist from Headquarters will inform the Installation School Liaison of A4L allocations and will collaborate with A4L in



scheduling a School Liaison information orientation. This orientation will provide knowledge, materials, and marketing information for the Installation School Liaisons to share A4L with potential locations. School Liaisons will attend an information orientation each year to ensure they have the most up to date information on A4L.

A4L will receive a list of School Liaisons from the sponsoring military branch who will attend the A4L information orientation and advise A4L if they need A4L website access.

School Liaisons will market A4L to the identified locations. School Liaisons will order a marketing kit from the A4L website.

4.2.2 LOCATION IDENTIFICATION

A4L is tasked with providing a comprehensive resiliency program in accordance with School Liaison Program Model of School Based Programming.

CNIC N926 requires that the locations be selected based on a School military population with priority levels one (1) or two (2) for Tier 1 or 2 Anchored4Life programming:

Priority Level 1	On Base or Zoned for Military Housing
Priority Level 1A	76 or more military connected students
Priority Level 2	15-75 military connected students
Priority Level 3	14 or less military connected students

The focus is on training all priority level one (1) schools and then training priority level two (2) schools. Priority level three (3) schools will be reviewed and approved by Contracting Officer Representative (COR) before being trained.

All Installations will forecast their requirement in the annual School Liaison Budget and Action Plan (SLOBAP). Region School Liaison's will review and make recommendations to CNIC N926 before October 1st of each year.

The Regional and Installation School Liaisons will select locations (child and youth centers, public, private, charter, DoDEA, and home schools) that meet the priority levels to implement A4L. After the locations have been selected, the Regional and Installation School Liaisons will assist in determining the Administrative Point of Contact for each location. A4L will assist the School Liaisons in selecting the best Tier for the location. A4L will provide information sharing calls for all locations interested in being trained. A4L in collaboration with the Installation School Liaison will schedule an introductory call/webinar with the identified location. School Liaisons will attend the information sharing and introductory calls for their locations.

Region School Liaisons will submit a list of locations based on allocations for the Region assigned by CNIC N926 COR to A4L by February 1st. Regional School Liaisons must ensure all training allocations are filled. If training allocations are not confirmed by April 1st, Regional School Liaisons will be notified and expected to provide additional locations to fulfill their Regions allocations, or the allocations will be assigned to another Region.

An Installation School Liaison will share A4L information on Tier 1 and 2 with locations that meet the priority level one (1) & two (2) military population requirement. Once a location shows a desire to receive more



information on A4L, the Installation School Liaison will provide the school name and contact information for A4L to set up an information sharing call.

Tier 3 will support locations who are geo-dispersed. The support will be provided through the School Liaison or their trained representative. Tier 3 training is provided through A4L

CNIC supports Home School groups' participation in A4L training. For Home School groups to participate in A4L, the home school group must be connected with a School Liaison and Child and Youth Program. The School Liaison will be the conduit for the home school groups. The School Liaison is responsible for determining the kit needs for the home school group. The features are available to be used in home school groups once there is an identified Adviser and Team Leaders who are willing to implement the features. Home schools may also participate in A4L features through the participating schools or Child Youth Programs in their area. A4L features will be used at the discretion of the qualified adult.

Note: An approved training allocation, as defined by the contract, must include all components of A4L. Any exception must be approved by the Contracting Officer Representative (COR).

4.2.3 ROLE OF THE SCHOOL LIAISON

The Regional and Installation School Liaisons are a necessary and integral part of connecting Anchored4Life to military populated schools. School Liaisons are the process owner with community schools. As process owners, Installation School Liaisons are expected to follow the School Liaison Guidelines which provide the necessary procedure to ensure training efficiency. The bottom line is that the School Based Program and primary relationship with the school is central to program success. A4L is a resource to offer to school to facilitate the School Liaison's School Based Program.

School Liaison Guidelines:

When an approved training allocation is provided, an Installation School Liaison is required to be an active participant for the first full training. Then will attend the morning session of each following training. This includes initial, refresher, maintenance, and annual trainings for Tier 1. Tier 2 will attend the full two-hour session for initial orientation, individualized consultation, and ongoing support. If the Installation School Liaison is not available, an exception must be requested by the Regional School Liaison and approval granted by Contracting Officer Representative (COR).

Follow the checklist as you introduce A4L to your locations. If you have any questions or need further support, please contact the A4L team.

- ✓ School Liaison will attend Anchored4Life orientation and receive access to website.
- ✓ Sponsoring military branch will select locations to be trained in Anchored4Life.
- ✓ School Liaison will market and publicize Anchored4Life through Military and School channels.
- ✓ Once selected, sponsoring military branch will send: School Liaison, location's name and address, location's Tier level, and any foreseen implementation obstacles.



- ✓ Information Sharing and Introductory Calls are scheduled by Anchored4Life, and School Liaison will attend the scheduled calls.
- ✓ When location confirms training dates, Anchored4Life will send an email with training information to location and School Liaison to ensure participation.
- ✓ School Liaison will attend the full Tier 1 training (Initial, refresher, annual) or Tier 2 orientation/ongoing support. After attending the full training/orientation/ongoing support. School Liaison will attend the first 2 hours of additional training/orientation/support sessions.
- ✓ School Liaison will assist with training logistics, as needed.
- ✓ School Liaison will watch the Adviser Support videos and participate in events and showcases to support participating locations.
- ✓ School Liaison will be copied on training emails to ensure participation.
- ✓ School Liaison will follow up with locations to determine if any additional support is needed.
- ✓ School Liaison will verify receipt of services rendered to a participating location and review orders submitted by participating locations to stay within allocated fund requirements.
- ✓ School Liaison will assist location at training in the absence of an Adviser.
- ✓ School Liaison will assist location when location is unable to implement the features or not submitting monthly activity reports.
- ✓ School Liaison will continue to share any locations to be trained in Anchored4Life.
- ✓ School Liaison will share great ideas, suggestions, and/or concerns with Contractor/Service HQ and Anchored4Life.

School Liaison Suggestion Form

The suggestion form will be sent to the Regional School Liaison to review, and problem solve. If there is resolution, then the form is kept by the Regional School Liaison document the resolution. If there is no resolution, the suggestion form is sent to A4L Executive Director and NCIC N926 COR for review and resolution. Outcomes will be sent within ten (10) days of receipt.

4.2.4 MILITARY AND FAMILY LIFE COUNSELOR (MFLC)

DoD MC&FP has authorized MFLCs to attend Anchored4Life trainings supporting their assigned location(s). Most of the Anchored4Life trainings are on site. MFLCs can support participating locations to meet the needs of the youth.

A MFLC can:

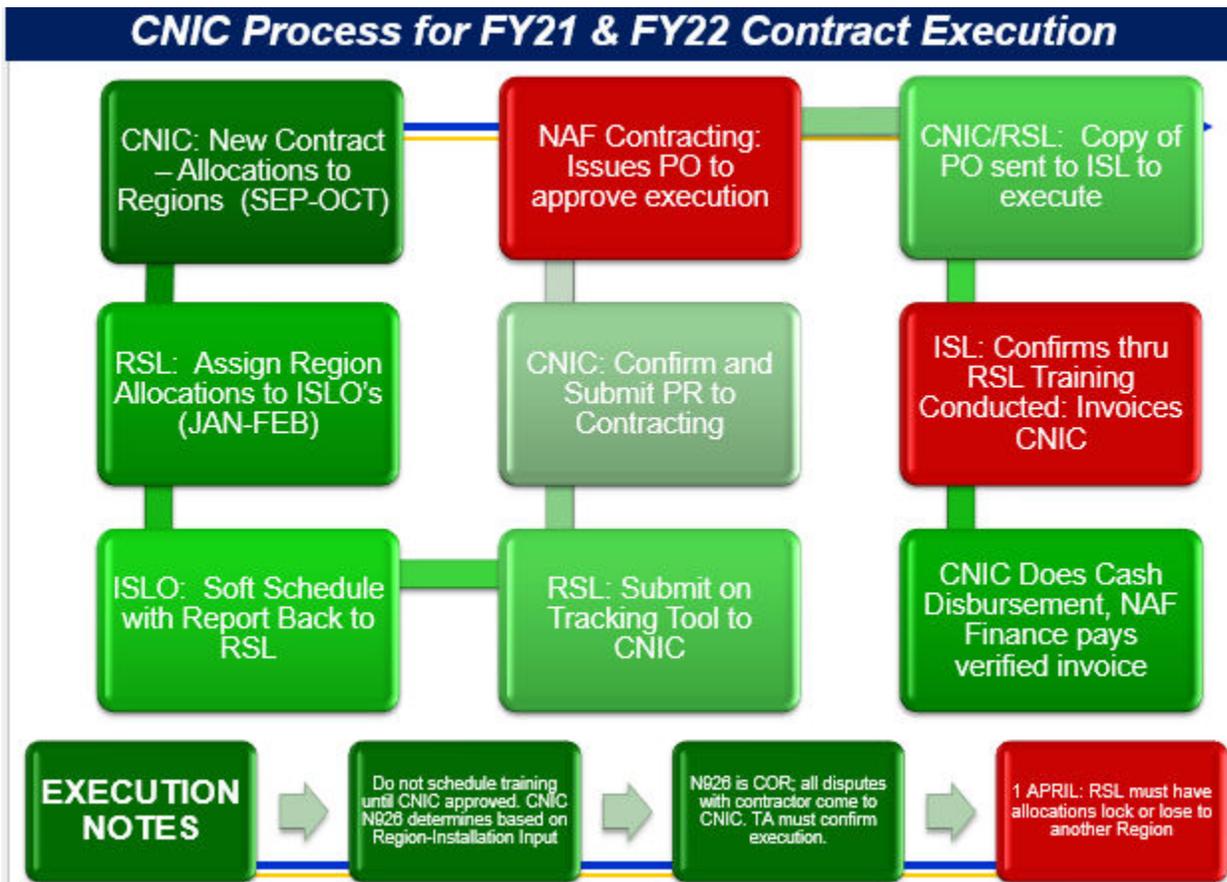
- Attend Anchored4Life trainings
- Support Anchored4Life features
- Support Anchored4Life REALTALK (this may include Civilian youth), yet not lead the discussion
- Refer students to the Anchored4Life if applicable
- Share Anchored4Life materials upon collaboration with the Advisers



4.2.5 SCHOOL LIAISON WEBSITE ACCESS

A4L has developed an online presence which can be located at the following URL: www.anchored4life.com. Our website provides resources to support School Liaisons and participating locations. Any forms and supplemental materials can be located on the website for reference.

4.2.6 CNIC PROCESS FOR A4L CONTRACT EXECUTION



CNIC and School Liaisons will utilize the above execution graph to ensure that trainings are approved before they are provided.

Installation School Liaison will keep A4L apprised of any situation that can impact execution of the entire training event (i.e., weather delay, etc.). Any changes to the date of training must be approved by CNIC N926 to prepare a modification to the purchase order.

4.2.7 IMPLEMENTATION ISSUES

A4L has observed that having a host and visiting locations train together provides opportunities to enhance the training experience. This allows for more real-life opportunities to practice implementing the features. A4L also realizes that transportation can be a barrier to having a joint training. SLs will work with locations to determine if having a joint training is feasible to the area. If a joint training is feasible, then local resources will be used to



determine if transportation is available. For example, using a school bus, having parents drop off and pick up at the host location, or as a last resort reviewing the cost factors for Anchored4Life to assist in transportation cost. A4L must have approval from Contracting Officer Representative thirty (30) days before the scheduled training to assist with transportation.

Tier 1

Providing training to multiple locations for Day 1 and then going to each location for Day 2 alleviates the transportation issues. A4L is able to provide 3 initial trainings in a week. The goal is to have the combined Day 1 training on Tuesday and the offer the rest of the week for the individual Day 2 trainings. When School Liaisons are sharing A4L with their locations, be sure to discuss that Day 1 training may be combined with other locations and Day 2 will be provided at the individual locations.

If a location requests to have its training Day 1 and Day 2 at different times, there will be no more than thirty (30) days between the Day 1 and Day 2 training. The training is set up to be back-to-back to ensure retention of information and implementation success.

If a location is not approved for training or does not meet the selection criteria, they may be offered A4L resources through their Installation School Liaison. Potentially utilizing Tier 3 Anchored4Life resources to support the location. Any A4L resources offered to these locations must be approved by Contracting Officer Representative (COR).

4.3 HIGH SCHOOL/TEEN PROGRAMS ANCHORED4LIFE IMPLEMENTATION

4.3.1 INFORMATION SHARING CALL

The information sharing calls have a representative from the location (Administrative POC), the School Liaison, and the A4L Executive Director. No more than fifteen (15) locations on these calls. A4L shares positions, features, trainings, resources, and expectations. The locations are provided a time frame (quarter) available for training. The location then has two (2) weeks from the date of its information sharing call to determine if they would like the A4L training. A4L follows up with the location from the information sharing call to determine if the location is interested in having A4L training. For each location that agrees to be trained, A4L will schedule an introductory call.

4.3.2 INTRODUCTORY CALL

The introductory call has a representative from the location (Administrative POC), the School Liaison, and the A4L Executive Director. A4L requires that only one (1) location participate on an introductory call. During the introductory call, A4L provides a deeper knowledge of the training, including positions, features, and support. The introductory call provides a brief overview of the training, answers questions, individualizes the training to the location, identifies Advisers, and confirms initial training dates.

4.3.3 ROLES AND RESPONSIBILITIES



A4L believes that to make the most significant impact on appropriately supporting youth, an entire team is necessary. While all the staff at the school are a part of the A4L community, there will be key individuals who will carry out specific roles and responsibilities to ensure success of A4L.

Deviations from the Installation School Liaison and the location roles must be communicated to Regional School Liaison and approved by CNIC N926, as well as Program School Liaison for the Air Force. Once approved, A4L will be notified. For example: combining roles and responsibilities, one (1) Adviser or less than sixteen to twenty (16-20) Team Leaders.

4.3.3.1 ROLE OF ADMINISTRATIVE POINT OF CONTACT

A designated individual at a participating location who oversees A4L. They will ensure the location has the necessary support for A4L to run efficiently. A4L is looking for one of the following to fulfill this role: Principal, Assistant Principal, Director, or Assistant Director.

(Teen Centers Only)

Teen Centers adheres to the position of Administrative Point of Contact. Please interchange any titles with titles used within the Teen Center community.

4.3.3.2 RESPONSIBILITIES OF ADMINISTRATIVE POINT OF CONTACT

The Administrative Point of Contact will:

- Assist the School Liaison in coordinating dates and locations for training.
- Participate in Anchored4Life Prep Calls (i.e., Information Sharing Call and Introductory Call).
- Identify two (2) Advisers who will be trained to facilitate Anchored4Life at the location.
 - Tier 1: Attend the morning session of Day 1 training.
 - Tier 2: Attend the entirety of the Initial Orientation.
- Share Anchored4Life with your staff and how they can support the implementation of the Features (e.g., email, newsletter, staff meeting, etc.).
- Provide oversight including quarterly meetings with Advisers for consistency.
- Accept Anchored4Life materials shipped to the location.
- Make best efforts to attend future Anchored4Life scheduled training (*highly recommended*).
- Share Anchored4Life's positive impacts on your location within your community (e.g., school district, board, PTA, school liaison, military command, etc.).
- Contact Anchored4Life Learning Consultant when concerns arise, staff changes, or when there is a need for additional support.

4.3.3.3 ROLE OF AN ADVISER

Adviser can be any staff at the location (Teachers, counselors, front desk staff, media specialists, assistants, maintenance, coordinators, etc.), as well as a parent or volunteer. The Advisers are committed adults at the location who directly support the Team Leaders and ensure A4L is implemented. If the Adviser is a parent or volunteer, they will need to attend all sessions, be at the location at least one time (1x) per week to support Anchored4Life.

(Teen Centers Only)



Teen Centers adheres to the position of Adviser. Please interchange any titles with titles used within the CYP community.

4.3.3.4 RESPONSIBILITIES OF AN ADVISER

An Adviser will:

- Identify sixteen (16) to twenty (20) Team Leaders who will be trained to lead Anchored4Life.
- Obtain signed permission slips (www.a4l.me/hps) for all selected Team Leaders and manage submissions using your login for the Anchored4Life website.
 - Ensure we have photo releases before submitting any photos to Anchored4Life.
- Attend Anchored4Life scheduled training.
- Collaborate with Anchored4Life on implementing the Features.
- Facilitate the Features and ensure the structure is in place to support the Team Leaders with implementation.
- Prepare Team Leaders to implement Anchored4Life Features: Meetings, Tours, REALTALK, A4L Kits, Quotes, Service Projects, Support.
- Watch Adviser videos each month.
- Notify and/or assist Team Leaders in identifying youth needing resiliency support.
- Review and place orders for requested materials provided by the youth-led Leadership Committee.
- Ensure the Advisers and Team Leaders review Showcase Newsletters when published.
- If awarded a Showcase opportunity, Advisers will collect and send all information to Anchored4Life.
- Review and approve the Secretary to complete and submit Monthly Activity Reports (MARs) on the 1st of the month. All locations are given a 10-day grace period.

4.3.3.5 ROLE OF A TEAM LEADER

Trained youth who identifying and assist youth with life skills who are struggling with change. A4L is looking for 9th-12th grade youth to fulfill this role. Team Leaders read and sign a Code of Conduct to fulfill this role. The Code of Conduct is located on the website.

(Teen Centers Only)

Teen Centers adheres to the position of Team Leader. Please interchange any titles with titles used within the CYP community.

4.3.3.6 RESPONSIBILITIES OF A TEAM LEADER

A Team Leader will:

- Have an Anchored4Life permission slip on file with Anchored4Life (www.a4l.me/hps).
- Wear an Anchored4Life lanyard when completing Anchored4Life activities.
- Attend Anchored4Life scheduled training.
- Be an expert in Anchored4Life Features (e.g., Meetings, Tours, REALTALK, A4L Kits, Quotes, Service Projects, and Support.).
- Be a leader in supporting youth by implementing the Features.
- Help youth bounce back from their setback (e.g., smile, be friendly, be their buddy, etc.).
- Review Showcase Newsletters to see how other Anchored4Life locations are making a positive impact on youth.
- Participate in meetings.
- If on the youth-led Leadership Committee, review and follow your specific job duties.



4.3.3.7 LEADERSHIP COMMITTEE

Upperclassman selected by the Advisers to hold supervisory positions of the Club. The positions are held by 11th and 12th grade youth. The positions include: President, Vice President, Secretary, Publicity Officer, and A4L Liaison.

President

- Understands and adheres to goals to support youth going through change.
- Presides at meetings and oversees all activities.
- Ensures short- and long-range objectives are established, met, and/or adjusted accordingly.
- Ensures A4L is represented at events at the location.
- Addresses concerns and handles issues as they arise.
- Ensures all feature guidelines are being implemented as required.
- Provides feedback for ongoing improvement and sustainability of A4L.
- Develops and presents orientations to new Team Leaders.

Vice President

- Presides at meetings in the absence of the president.
- Coordinates and plans feature implementation with the President, the Leadership Committee, and Team Leaders.
- Ensures strong leadership succession by identifying and recruiting new Team Leaders.
- Provides mentorship to Team Leaders.
- Develops a Tour route, trains the Team Leaders, and coordinates all new youth lunches.

Secretary – Record Keeper

- Informs Team Leaders of important events and deadlines.
- Reviews activity with Advisers and submit Monthly Activity Report.
- Maintains a roster of the Leadership Committee and Team Leaders with contact information.
- Ensures Code of Conduct has been submitted by Team Leaders within one (1) week after orientation.
- Develops, reviews, and signs-off on service project hours.

Publicity Officer – Markets A4L to the School and the Community

- Creates and executes publicity plans for Anchored4Life (e.g., social media, press releases, media alerts, etc.)
- Collaborates with Team Leaders to execute A4L events.
- Recruits and encourages participation in A4L activities.
- Creates and maintains a social media presence. If unable to create, collaborate closely with the social media expert at the location.

A4L Liaison – Makes Connections

- Makes and maintains connections with youth/school/community.
- Shares available resources.
- Develops surveys and gathers feedback to sustain A4L.
- Maintains ongoing collaboration with location administration/teachers/board to ensure a seamless process for new students and/or students needing additional supports.



4.4 A4L

The A4L is the place where connections happen. It is a peer-to-peer modality to connect youth while building resiliency life skills. A4L provides opportunities for peers to enhance social skills, learn leadership skills, build character, improve self-esteem, and integrate into their community. Youth will learn these skills by using the features.

4.4.1 FEATURES

The Features are vital components that assist youth in developing resiliency life skills. A4L will provide the fundamentals for implementing the features, however, it is at the discretion of the location to determine how the features will be executed. All participating locations will be required to implement at least one (1) feature within the first thirty (30) days of being trained. A4L will encourage all participating locations to implement all features within the first year of implementation.

When using your own resources to implement the features, the Team Leaders are to be active participants to ensure leadership skills are utilized.

4.4.1.1 MEETINGS

Large group Meetings are held one (1x) time a month to support the implementation of the features. Advisers and Team Leaders will collaborate on identifying the features that will be implemented, brainstorm and determine logistics, assign roles, review last month's efforts, discuss areas of growth, and/or practice the implementation of features. Team Leaders leads the meeting to build ownership of A4L while the Advisers provide oversight.

Team Leaders are the experts in the features. Team Leaders will share how their feature will be used during the month and the support needed for the feature to be successful. Anchored4Life has developed a General Tip Sheet to support this area that can be located on the website.

The Leadership Committee will meet one (1x) a month to ensure they are ready to implement the features to support youth at their location.

Anchored4Life encourages the Secretary to develop a meeting minutes template to be used for the year to track meeting discussions and implementation of Features. Tips are provided to all participating locations on the website (e.g. Tips for Creating a Monthly Meetings Template).

4.4.1.2 TOURS

New youth guided tours will be provided by Team Leaders within three days of arrival to the location, preferably the same day. The A4L Leadership Committee will develop a designated route. The route should include the most frequently visited locations (i.e. classroom, outdoors area, lunch area, bathroom, nurse, important people, bell schedule, drop off/pick-up, etc.). The Vice President will ensure that a committee member has lunch with new youth within the first week to get to know them, connect them to resources, answer questions, etc. A Tours Support document is available to assist in successfully implement this feature.



4.4.1.3 REALTALK

REALTALK is provided to participating locations for Team Leaders to lead discussions and provide valuable life skills to their peers. REALTALK focuses on Anchored4Life's topics: bullying (kindness), deployment, fear, healthy body, homework, making friends, moving, and reintegration. Participating locations will provide peer-peer interaction with all youth in need of life skill development at the location. This will occur at least 1x a month and lasts no more than twenty-minutes. REALTALK can be implemented in small groups, entire class settings, informal lunch time settings, after school (if appropriate) or in other venues, if convenient for the participating location.

The Advisers will ensure all the necessary materials are available to youth, provide a meeting time and room space, model how to teach life skills, and provide the consistent structure for REALTALK. The Adviser will need to support the Team Leaders and facilitate appropriate group discussions.

In addition, divorce and grief resources are provided for qualified adults to support youth during one of these more sensitive topics.

REALTALK CURRICULUM

REALTALK curriculum is located on the Anchored4Life website to support and guide REALTALK discussions. This curriculum, which is called REALTALK Discussion Questions or RDQs has been designed for peer-to-peer led discussions. These questions are focused on our topics (i.e. bullying (kindness), deployment, fear, healthy body, homework, making friends, moving, reintegration, divorce, and grief) to support youth with resiliency life skills.

4.4.1.4 A4L KITS

A4L Kits are age-appropriate resources for Team Leaders to provide to youth experiencing a change. These materials were designed to provide youth with various items to support life skill development. Youth are encouraged to take their resources home and share with their family.

A4L Kit

- Sling Backpack
- Water Bottle
- Journal
- Blue Tooth Speaker
- Stress ball
- Pen
- Pencils
- Family Guidebook

4.4.1.5 QUOTES



Quotes will provide an inspiring message to set the stage for daily positive interactions. The quotes are used to impress upon youth the impact of having positive thoughts. The Team Leaders will select a quote each week to share with the location. The Team Leaders will share the quote and what it means to them to help youth see new perspectives on how to overcome obstacles.

Collections of quotes are located on the A4L website. Advisers will ensure Team Leaders are able to provide a quote each week. Locations may use their own quotes, if desired.

4.4.1.6 SERVICE PROJECTS

Each location will be asked to complete two (2) service projects to strengthen community ties through building connections, increasing self-confidence, making contributions, and gaining competence. The service projects will provide an opportunity for youth to apply the skills they have acquired to real life events. Anchored4Life provides a Service Project Support document for Advisers and Team Leaders to review for inspiration and guidance. Bridgeland, Dilulio, and Wulsin (2008) ⁽¹²⁾ show that youth who participated in service-learning were found to be more cognitively engaged and more motivated to learn. In the 2013 Health and Volunteer Study ⁽¹³⁾, reports that stress was reduced, and mood improved.

Two service projects will be completed each year: one service project to show appreciation or give back to the location (School or Teen Center) and one service project to show appreciation or give back to the community. The service projects can be small or large in scale. The Team Leaders will determine the need in the area. These service projects will be overseen by the Advisers. The Team Leaders will be responsible for full planning and execution.

Many locations may have already committed to various service projects such as having a student council or staff leadership that leads various projects. Team Leaders is not required to create additional service projects; however, they are encouraged to collaborate with the other organizations or individuals to support the initiative.

SHOWCASE

A4L will showcase four (4) participating locations per year for all age groups (e.g. elementary, middle, and high school). This feature will provide opportunities for Team Leaders to build connections and increase awareness of other A4L participating locations world-wide. A4L showcase provides Team Leaders the opportunity to share what they are doing to support youth. The showcase is completed in the form of a e-newsletter.

The assigned A4L Learning Consultant will select a location to be spotlighted based on the following criteria:

- Sixteen (16) to twenty (20) active Team Leaders.
- Two (2) active Advisers to coordinate and collaborate with the POC LC and Team Leaders to send in their information.
- Three (3) Features have been consistently implemented for one (1) school calendar year.
- Submits Monthly Activity Reports on time each month.
- Spotlight Features are vigorously implemented in the location's culture.
- Spotlight Features are making a positive difference in the lives of youth.
- Spotlight Features have been flourishing for at least six (6) consecutive months or a service project has been completed from start to finish.



- Location can collect needed information from the Team Leaders within the time frame provided.
- Locations nominated are implementing Features above and beyond the expectations. We want to see creativity.

ADVISER SUPPORT

After a location has completed the Initial Training or Orientation, the locations will have access to the Adviser Support. The Adviser Support is sent out monthly via email to all participating locations.

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An important and unique aspect of A4L is the continuous support that will be provided to each location. By providing ongoing support and regular training intervals, A4L will ensure sustainability. The optimal training location for Tier 1 is at the school or Teen Center location. Alternative training locations will be considered on a case-by-case basis and needs Headquarters concurrence. Tier 2 support has been designed to be provided virtually.

5.1 TIER 1 - INITIAL TRAINING REFRESHER TRAINING, ANNUAL TRAINING, ANNUAL MAINTENANCE

5.1.1 INITIAL TRAINING

Once the location has been selected as an appropriate candidate for the training, an Initial Training will be provided. The Initial Training will define roles and demonstrate ways to implement the features.

Realizing that schools and Teen Centers have different needs, schools and Teen Centers will be trained at different times. The training content remains the same, yet the delivery of the training is structured to meet the needs of each location. Before A4L can begin, the Advisers are required to complete both days of training. A4L requires (2) Advisers to be trained. One (1) active Adviser per location must have completed the Initial Training for A4L to continue. If there is not an Adviser at the location, a School Liaison may be the interim Adviser until an Adviser can be trained.

(High Schools only)

Day 1: A maximum of four (4) staff will be selected to be trained (i.e. two (2) identified Advisers, Administrative Point of Contact, and Military and Family Life Counselor) will be trained on implementation. This training will focus on understanding the features through the eyes of an Adviser. Advisers will be provided with hands on interactions to ensure skill mastery and to empower them with tools to manage real-life challenges for youth. The Advisers attend the entire day. The Administrative Point of Contact will attend the first (3) three hours of the training.

Day 2: Two (2) Advisers, Military and Family Life Counselor, and sixteen to twenty (16-20) Team Leaders will attend this full day of training. This training will focus on understanding the features through the eyes of a Team Leader. Team Leaders and Advisers will collaborate on utilization to ensure Team Leaders are confident in providing features to youth who are in need of support. The Advisers will take an active role in the Team Leader training. The Advisers will be expected to facilitate various activities and features throughout the training. The Advisers will be provided all the necessary training and materials on Day 1 to be able to facilitate the activities and features for Day 2.

(Teen Centers Only)

The training schedule will be flexible to meet the needs of the Teen Center. Advisers will attend the adult portion of the trainings in the morning time to ensure that staffing ratios are still being met. The Teen Center Advisers will receive up to six (6) hours of training during the morning portions of the trainings. Team Leaders must receive a minimum of five (5) hours of training and a maximum of six (6) hours of training.

Morning Session Day 1 and Day 2: A maximum of four (4) staff will be selected to attend each three (3) hour morning sessions of the training (i.e. two (2) identified Advisers, Administrative Point of Contact, and Military



and Family Life Counselor) will be trained on implementation. This training will focus on understanding the features through the eyes of an Adviser. Advisers will be provided with hands on interactions to ensure skill mastery and to empower them with tools to manage youth's real-life challenges. The Advisers and Military and Family Life Counselor attend both morning sessions. The Administrative Point of Contact will attend the day 1 morning session.

Afternoon Session Day 1 and Day 2: Two (2) Advisers, Military and Family Life Counselor), and sixteen to twenty (16-20) Team Leaders will attend each three-hour afternoon session of the training. This training will focus on understanding the features through the eyes of a Team Leader. Team Leaders and Advisers will collaborate on utilization to ensure Team Leaders are confident in providing features to youth who are in need of support. The Advisers will take an active role in the Team Leader training. The Advisers will be expected to facilitate various activities and features throughout the afternoon sessions of the training. The Advisers will be provided all the necessary training and materials in the morning portions of the training to be able to facilitate the activities and features for the afternoon sessions.

5.1.2 INFORMATIONAL OVERVIEW

The Informational Overview is a face-to-face presentation lasting up to 1 (one) hour designed to educate the location staff on A4L and encourage location wide support. A4L acknowledges that for youth to be successful, the entire location should be aware of the peer-to-peer modality to assist youth.

The overview will be held on the first or second day of training as often as possible, yet if this cannot occur exceptions can be made. If a location is unable to schedule the overview while a Learning Consultant is available on a training day, it can be scheduled via webinar/conference call. The A4L Point of Contact Learning Consultant will collaborate in scheduling the overview and provide any necessary materials for a successful training.

5.1.3 REFRESHER TRAINING

Just as we never want youth to feel alone and/or lacking resources as they face change, A4L is committed to ensuring each participating location has guidance, materials, and support. To further support sustainability and active involvement within the first year of participation, A4L will provide a Refresher Training around the six (6) month interval from when the Initial Training was completed.

The Refresher Training is a virtual training that is a total of two (2) hours in length. The training is individualized to meet the needs of the location. The training will focus on collaborating with the Advisers on exploring the implementation of the features and individualizing the training to the specific needs of the location. The Refresher Training provides an excellent opportunity for Advisers to gain additional understanding of the features to enhance support provided to youth. Two (2) Advisers, Military and Family Life Counselor, and Leadership Committee will be trained at the refresher.

5.1.3 ANNUAL TRAINING

Every other year A4L will provide the participating location with annual training. We want to ensure the Features continue to be vibrant and sustainable. The annual training will be up to six (6) hour in length. The



annual training may be complete in person or virtual. The training will focus on ensuring the features are supporting the location's culture to support youth. The annual training provides an opportunity to make any necessary changes to meet the needs of the location as well as train additional Advisers or Team Leaders if needed.

5.1.4 ANNUAL MAINTENANCE

Alternate year when a virtual or face-to-face training is not offered. Annual Maintenance is always virtual. POC Learning Consultant will provide up to three (3) hours of individualized video-conferencing consultation, 1x a year, which can include a planning session of Feature implementation, training Advisers, Leadership Committee, Military and Family Life Counselor, providing support on keeping the A4L running strong, Monthly Activity Report instruction, etc. NO direct funds are provided for Tier 1 Annual Maintenance.

(High Schools Only)

The Annual Training may be in person or virtual for up to total of six (6) hours in length. The training is individualized to meet the needs of the location. It begins with dedicated collaborating time with the Advisers on exploring the implementation of the features and individualizing the training to the specific needs of the location. Up to four (4) hours will focus on the Team Leaders and improving implementation. The Annual Training provides an excellent opportunity for new Advisers and Team Leaders to be trained in A4L. A minimum total number of two (2) Advisers and a maximum number of six (6) Advisers may be trained. A total number of five (5) Leadership Committee Team Leaders may be trained.

(Teen Centers only)

The Annual Training may be in person or virtual for up to total of six (6) hours in length. The training is individualized to meet the needs of the location.

Morning Session: Up to two (2) hours will focus on collaborating with the Advisers on exploring the implementation of the features and individualizing the training to the specific needs of the location. The Annual Training provides an excellent opportunity for new Advisers to be trained in A4L. A minimum total number of three (3) Advisers and a maximum number of six (6) Advisers may be trained.

Afternoon Session: Up to four (4) hours will focus on the Team Leaders and improving implementation. The Annual Training provides an excellent opportunity for new Team Leaders to be trained in A4L. A total number of five (5) Leadership Committee Team Leaders may be trained.

5.2 TIER 2 – INITIAL ORIENTATION, INDIVIDUALIZED CONSULTATION, ONGOING SUPPORT

5.2.1 INITIAL ORIENTATION

Initial Orientation is offered virtually only for two (2) hour video-conference orientation by the POC Learning Consultant for up to three (3) Adults. This orientation videoconference is the time devoted to providing an overview of A4L and get the location setup to begin implementation. By the completion of the orientation, the location should have a solid plan to begin implementing at least one (1) Feature.

5.2.2 INDIVIDUALIZED CONSULTATION



Individualized Consultation is virtual only for up to two (2) hours hour video-conference consultation by the POC Learning Consultant for up to three (3) Adults. of consultation at least (4-6) months after the Tier 2 Initial Orientation to continue planning and supporting the implementation of the features.

5.2.3 ONGOING SUPPORT

Ongoing Support is offered virtually only for two (2) hour video-conference orientation by the POC Learning Consultant for up to three (3) Adults. This Ongoing Support videoconference is the time devoted to providing an overview of A4L and get the location to implement additional Features.

5.3 TIER 3 – GEO-DISPERSED

Geo-Dispersed support is offered virtually only for up to two (2) hours of video-conference orientation. A4L will provide a brief overview, while highlighting the Feature, Kits. By the completion of the orientation, the SL/Recruiter should have a solid plan to begin implementing one (1) assigned Feature, Kits. The Kits will provide support for youth and families when they are not connected to A4L or in a remote location.

5.4 MATERIALS

5.4.1 LANYARDS

Each participating location will receive lanyards at the initial and annual training for Tier 1 locations. If additional bundles are needed, the location can re-order on the website. Tier 2 locations will order the lanyards as needed after the initial orientation.

Lanyards - Each participating location will receive Twenty (20) Team Leader lanyards with their Initial order. The Team Leader lanyards are suggested to be worn when Team Leaders are participating in A4L sanctioned events. If lanyards need replacement or have become lost, locations can re-order Lanyards when needed.

The Leadership Committee will be provided identifiers to add to the lanyard for quick identification of their role.

(Teen Centers only)

Teen Centers will receive lanyards. Please interchange any titles with titles used within the Teen Center community.

5.4.2 LOGO

A4L has materials that are provided to participating locations the are endorsed with a logo. This logo is used to identify A4L. Due to the brand consistency, A4L does not allow the logo to be used outside of the materials provided. If a participating location has a specific request or need for a logo item, please contact A4L directly, info@anchored4life.com.



5.4.3 WEBSITE

A4L has developed an online presence which can be located at the following URL: www.anchored4life.com. Our website provides all resources to support participating locations. Any forms and supplemental materials can be located here for reference.

Your assigned A4L Point of Contact Learning Consultant will provide the location with your credentials to access the site (i.e. username and password) by the first day of training. Each location is provided with one (1) username and password, thus the location is responsible for sharing the credentials with anyone at the location who will be implementing A4L. There is no cost to your location for using the online resources.

If you need online support, please contact your assigned A4L Learning Consultant.

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CHAPTER 6: ORDERING MATERIALS

Materials to support the implementation of the features are provided, at no cost, to participating locations who subscribe to A4L.

6.1 INITIAL MATERIALS

6.6.1 TIER 1

When A4L provides the Initial Training, A4L will mail the following kits with the location:

- Twenty-six (26) A4L Kits
 - Each Team Leader will be provided an A4L Kit
- Twenty (20) High School Lanyards
 - A Leadership Committee sticker page

The POC LC will order within two (2) weeks after the completion of the Initial Training, the additional fifty (50) kits will be shipped. The location will receive:

- Fifty (50) A4L Kits

6.6.2 TIER 2

Within two (2) weeks after the completion of the Initial Orientation, A4L will ship forty (40) kits. Up to twenty (20) of these kits will be provide to the Team Leaders and twenty (20) High School Lanyards with Leadership Committee sticker page.

6.2 REPLENISHMENT MATERIALS

Replenishment materials are at no cost to the location.

Participating locations are provided the opportunity to order additional materials. The location will approximate the number of kits that will be used to meet the needs of their location for at least ninety (90) days. This order will be submitted via the website with a justification for the additional kits. The order will have to be approved before the order can be fulfilled. Once the order has been approved, the kits will be shipped within ten (10) business days. Each sponsoring military branch has different ordering guidelines, please review the A4L website for additional information.

Locations can check the status of their orders using the website. Log in >Click on My Account>Click on Orders>Find the order>Check the status. The following status options:

1. Processing – The order has been placed on the website and is waiting to be approved by the sponsoring military branch.



2. Ready to Ship – The order has been approved and will be shipped within five (5) to ten (10) days of being approved.
3. Completed – The order has been shipped. If a location clicks on view, the date the order was shipped along with a tracking number can be located.

CHAPTER 7: DATA COLLECTION

For A4L to be successful and sustainable, a method of evaluation has been implemented to stay on track to meet goals. A4L uses feedback forms and monthly activity reports to ensure the features and resources are effective. This data will be used to provide outcomes to the sponsoring military branches.

7.1 FEEDBACK FORMS

A4L utilizes feedback forms after each training (i.e. Initial, Informational Overview, Refresher, Annual Training, Annual Maintenance, Initial Orientation, Individualized Consultation, and Ongoing Support). The feedback forms are collected and reviewed to make the necessary adjustments for a successful and sustainable training. Feedback is completed via the website.

7.2 MONTHLY ACTIVITY REPORT

The Monthly Activity Report provides A4L an overview of the implementation of the Features at each location. It allows us to identify the features being utilized and monitor if locations are implementing all features. For each year, a location subscribes to A4L, Monthly Activity Reports are required to be submitted by the Adviser(s). Monthly Activity Reports are due on the 1st of the month with a 10 day grace period for all submissions. Reviewed and approved by the Advisers before submitted by the Leadership Committee Secretary.

7.3 CONTINUOUS QUALITY IMPROVEMENT

A4L is committed to creating, training, and implementing the features that derive from the current research-based literature and use resources to help youth be successful during their lifetime. Anchored4Life will continue to offer all the features during the trainings. Each location is only required to implement one (1) Feature at their location to maintain eligibility to continue to receive resources. The data and feedback received will be used to make enhancements to A4L.

During the pilot year, each participating location will receive a feedback survey to complete each quarter. The data and feedback received will be used to make enhancements to A4L.



CHAPTER 8: RECOGNITION AND INCENTIVE

A4L believes in the importance of recognizing dedication and commitment, thus A4L will provide recognition items for Advisers and Team Leaders who are utilizing all the features.

8.1 A4L RECOGNITION

A4L will provide the location with a Keepsake trophy for being selected to implement A4L at their location. A4L has a Certificate of Appreciation that Advisers can use to award Team Leaders and participants.

Each year a location has subscribed to A4L in implementing at least one (1) Feature, the location will receive recognition for their hard work and dedication to A4L.

Anchored4Life encourages participating allocations to send Shouts Outs submission sharing their positive impact in their community. These Shouts Outs are shared with Anchored4Life community and stakeholders.

It is at the discretion of the location to inform the local school, community and base newspapers for a press release of training completion and achievement.

Coming soon – A formal Navy CNIC run recognition of teams worldwide.

8.2 OPERATION COSTS

(High Schools only)

Anchored4Life realizes there will be operational costs when implementing the Features, thus locations will receive monetary funding. These funds are to be used for any supplies or resources that may be needed to support the Features. No receipts or proof of purchase is required.

For the first year of implementation, a location will receive a maximum total of \$500.00. The funds will be provided via a gift card. Anchored4Life will send the electronic gift card after the training to the Admin POC and Advisers. At the Initial Training, the location will receive a \$250.00 gift card. The second \$250.00 gift card will be provided at the Refresher training.

For the duration of time a location subscribes to Anchored4Life, a \$250.00 electronic gift card will be provided after completion of the annual training.

There are no funds provided for annual maintenance.

Additional information on the gift card process for schools is located on the website under training resources FAQ – A4L Funds eGift Card for Schools

(Teen Centers only)

Per CNIC N926, Child and Youth Programs do not receive the \$250.00 for operation funding for A4L since Child and Youth Programs already are funded for this in day-to-day programming.



9.1 FORMS

The following documents may be printed for the use of A4L only:

1. Press Release	45
2. A4L SL Suggestion Form	47

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PRESS RELEASE

FOR IMMEDIATE RELEASE: DATE

CONTACT:

AGENCY:

TELEPHONE:

FAX:

EMAIL:

A4L is coming to location near you to provide hands on training to develop happier, healthier, and more confident youth.

City, State - Date

A4L has teamed up with the United States Military to bring the youth of our nation comprehensive resiliency program in accordance with the School Based Programming standards. A4L will make a significant difference in youth lives by offering positive support and encouragement through the many unique challenges that they face. Anchored4Life will provide resiliency resources and skills to adults and youth.

A4L develops leadership skills, enhances life skills, builds confidence, reinforces team building, and offers support. The features include: meetings, tours, REALTALK, quotes, kits, service projects, and support.

To learn more about A4L please go to www.Anchored4Life.com.

This training will be implemented at _____ (include date, time, and location).

We are dedicated to providing exceptional educational products that change youth's lives by helping them become happier, healthier, and more confident youth. For more information about A4L please go to www.Anchored4Life.com or call 512-751-2262.



A4L SL Suggestion Form

Date: _____ Region: _____

SL Name: _____

Suggestion(s): _____

This form will be sent to the Regional SL for review for the Navy. The Regional SL will address any suggestions and submit the outcome to the installation SL within 10 days of receipt. For the Air Force, the form will be sent to the Program School Liaison.

Date Rec'd	Outcome	Date Sent to Installation SL
_____	_____	_____

If Regional SL is unable to address suggestions, then form will be sent to Shawna Harlin-Clifton and Chuck Clymer for review. The suggestions will be addressed, and the outcomes will be submitted to the Regional and Installation SL within 10 days of receipt

Date Rec'd	Outcome	Date Sent to SLs
_____	_____	_____

A4L
www.anchored4life.com

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