



# **PLANNING**

**MIDDLE SCHOOL**

**ADVISER EDITION**



# Table of Contents

- Overview..... 3**
- Summary ..... 5
- Administrative Point of Contact Roles and Responsibilities ..... 6
- Adviser Rep Roles and Responsibilities..... 7
- Team Leader Roles and Responsibilities ..... 8
- A4L Rep Roles and Responsibilities..... 9
- Committee Meeting Minutes..... 11
- Subcommittee Meeting Minutes ..... 13
- Tour Checklist..... 15
- Service Project Ideas ..... 16
- Adviser Planning..... 17**
- Planning Sheet with Notes..... 19



# OVERVIEW







# **Anchored4Life**

## **Middle School Summary**

### **TRAINING AGENDA**

- Welcome
- Adviser Discussion
- Meet and Greet
- Team Leader Activity
- Transition and Resiliency
- Leadership Skills
- Positions
- Club Features
- Meetings
- Plans
- Wrap-Up

### **ANCHORED4LIFE CLUB FEATURES (MY JOB DUTIES)**

#### **Quotes**

A positive and inspiring message

#### **REALTALK**

Teaches life skills, focusing on the transition topics

#### **A4L Transition Kits**

Provided to students going through a transition

#### **Tours**

Show new students the most frequently visited locations

#### **Service Project**

Apply the skills learned in A4L to community service

### **LEADERSHIP SKILLS**

- Become the expert Team Leader
- Know how the Club Features support youth going through transitions
- Work together and listen to others
- Ask for help
- Seek knowledge
- Learn from mistakes
- Keep working towards the goal



## **Administrative Point of Contact Roles and Responsibilities**

### **ADMINISTRATIVE POINT OF CONTACT**

A designated individual at a specific location who oversees the club.

### **THE ADMINISTRATIVE POINT OF CONTACT WILL:**

- Identify at least three (3) Advisers who will be trained to facilitate Anchored4Life at the location.
- Assist the Installation School Liaison Officer in coordinating dates and locations for trainings.
- Send an email to all staff at the location explaining Anchored4Life and how each staff member can support the implementation of the Club.
- Provide oversight including quarterly meetings with Advisers for Club consistency.
- Attend the morning session of Day 1 training.
- Contact Anchored4Life when concerns arise, staff changes, or when there is a need for additional training.



**Anchored4Life**  
**Adviser**  
**Roles and Responsibilities**

## **ADVISER**

Sets the structure and facilitates support to transitioning youth through empowering A4L Team Leaders.

## **THE ADVISER WILL:**

- Identify five (5) Team Leaders who will be trained to facilitate Anchored4Life.
- Obtain signed permission slips (located on Anchored4Life website).
- Attend all Anchored4Life trainings.
- Collaborate with Anchored4Life on implementing the Club.
- Notify Team Leaders of transitioning youth.
- Order and organize Anchored4Life materials.
- Prepare Team Leaders to implement Anchored4Life Club features: Quotes, REALTALK, Kits, Tours, Service Project, and Meetings.
- Facilitate REALTALK.
- Facilitate committee meetings.
- Oversee subcommittee meetings.
- Ensure meeting minutes are secure.
- Watch educational monthly videos.
- Participate in Anchored4Life Showcase with Team Leaders.
- Determine and order Anchored4Life materials.
- Complete and submit monthly activity reports by the 10th of each month.



## **Team Leader**

# **Roles and Responsibilities**

### **TEAM LEADER**

Supports identified transitioning youth with resiliency skills and resources.

### **THE TEAM LEADER WILL:**

- Submit Team Leader permission slip to participate as a Team Leader.
- Attend A4L Trainings.
- Wear Team Leader badges when completing A4L activities.
- Be an expert in A4L Club features.
- Support transitioning youth through A4L Club features: Quotes, REALTALK, A4L Transition Kits, Tours, and Service Project.
- Attend showcases to connect and learn from other Team Leaders.
- Participate in committee meetings with Advisers.
- Run subcommittee meetings and follow up on assigned tasks.



## **A4L Rep**

# **Roles and Responsibilities**

### **A4L REP**

Provide grade level support to transitioning youth.

### **THE A4L REP WILL:**

- Be identified by homeroom teacher.
- Wear A4L lapel pin when assisting transitioning youth.
- Attend subcommittee meetings to assist in sharing the Club Features with the location.
- Be a friendly and supportive face for transitioning youth.
- Be the “go to” person to provide individualized support.
- Support transitioning youth by sharing the Club Features.



# Anchored Life

## Team Leader

### Committee Meeting Minutes

TODAY'S DATE \_\_\_\_\_

MEETING START TIME: \_\_\_\_\_

ADVISERS PRESENT: \_\_\_\_\_

TEAM LEADERS PRESENT: \_\_\_\_\_

Agenda items: \_\_\_\_\_

Select which Club Feature your committee is implementing, and provide an action plan on the next page.



Quotes



Kits



Service Project



Tours



REALTALK

What is working well? \_\_\_\_\_

What are the challenges? \_\_\_\_\_

Meeting finish time: \_\_\_\_\_

Name of minutes scribe: \_\_\_\_\_



# Anchored Life

## Team Leader

### Subcommittee Meeting Minutes

**TODAY'S DATE** \_\_\_\_\_

**MEETING START TIME:** \_\_\_\_\_

**TEAM LEADER PRESENT:** \_\_\_\_\_

**A4L REPS PRESENT:** \_\_\_\_\_

**Agenda items:** \_\_\_\_\_

Select which Club Feature your subcommittee is implementing, and provide an action plan on the next page.



Quotes



Kits



Service Project



Tours



REALTALK

What is working well? \_\_\_\_\_

What are the challenges? \_\_\_\_\_

Meeting finish time: \_\_\_\_\_

Name of minutes scribe: \_\_\_\_\_





**Anchored4Life**  
**Tour Checklist**

- Greet them with a smile, slight head nod, speak up, say your name, title (Team Leader or A4L Rep), grade, and classroom, and seek something in common by asking a question, like “What is your favorite activity?”
- Follow the designated route to show them important places.
- During the tour:
  - Share the mission and mascot.
  - Explain Anchored4Life.
  - Share my job duties as a Team Leader or A4L Rep.
  - Introduction to important people.
  - Talk about the A4L Reps, how they offer support, and how to identify them.
  - Invite the youth to the next REALTALK.
- Prove the A4L transition kit and share what’s inside.
- Thank the youth for their time.
- Remind them that you are there to support them.
- Welcome them once again.
- Return to the designated location determined by the Adviser.



# Anchored4Life

## Service Project Ideas

Below are some ideas to get your location started on generating ideas for Service Projects. After your location has decided on your service project, please share your project with us. We will add it to our list to encourage other locations to start their service project.

1. Organize a coat drive.
2. Peace garden.
3. Buddy bench.
4. Organize a food drive.
5. Send cards to military members overseas.
6. Organize a can drive.
7. Collect hotel toiletries for the homeless.
8. Participate in “Pennies for Patients” to benefit The Leukemia and Lymphoma Society.
9. Make Valentine’s Day cards for senior citizens.
10. Decorate placements for Meals on Wheels.
11. Collect school supplies for youth in need.
12. Pick up trash at your location, local park, or another place in your community.
13. Book drive and donate books to your local homeless shelter, library, etc.
14. Spread mulch for location beautification.
15. Develop and maintain a recycling program at your location.
16. Make holiday baskets for people in need.
17. Make treats for a senior citizen home.
18. Help a local animal shelter.
19. Volunteer at a Special Olympics event.
20. Host a lemonade or hot chocolate stand for new youth.

Anchored4Life requires one (1) service project per year. If your location already has a service project identified, ask the Team Leaders to participate.

# ADVISER PLANNING





# Anchored Life

## Location Planning Sheet

This planning sheet is to be completed by an Adviser at the location during your location’s video-conference consultation time with your assigned A4L Learning Consultant. Once completed, please submit to the A4L Learning Consultant by the completion of the video-conference.

Location Name: \_\_\_\_\_

A4L Learning Consultant Email Address: \_\_\_\_\_

### Club Positions

- Admin POC
- Three (3) Advisers
- Five (5) Team Leaders
- A4L Reps

Plan to keep all positions filled:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Club Features Structure Options

Quotes

Plan Updates

---

---

---

REALTALK

Plan Updates

---

---

---

A4L Transition Kit

Plan Updates

---

---

---

Tours

Plan Updates

---

---

---

## A4L Location Planning Sheet (continued)

Service Project

Plan Updates

---

---

---

A4L Showcase

Plan Updates

---

---

---

### Meetings Structure Options

Committee Meeting

Plan Updates

---

---

---

Subcommittee Meeting

Plan Updates

---

---

---

## Adviser Duties Structure Options

Adviser Monthly Support

Plan Updates

---

---

---

Monthly Activity Report

Plan Updates

---

---

---

**Monthly Activity Reports are due by the 10th of each month.  
Plan for ensuring the report is submitted to A4L.**









