



**PLANNING**

**MIDDLE SCHOOL**

**TEAM LEADER EDITION**



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# 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





## **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.

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## 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.



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## 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.

# TEAM LEADER PLANNING







# Anchored Life

## Team Leader Planning

**My Club feature:** \_\_\_\_\_

How many A4L Reps needed to support this feature? \_\_\_\_\_

How often will we meet? \_\_\_\_\_

When will we meet? \_\_\_\_\_

Where will we meet? \_\_\_\_\_

How long will we meet? \_\_\_\_\_

How will we train the A4L Reps to share Club features with transitioning youth?

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### Plan to Implement the Club feature:

What will we need to implement the Club feature? \_\_\_\_\_

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Who will be our focus? \_\_\_\_\_

How often will we use/share the Club feature? \_\_\_\_\_

How many Team Leaders/A4L Reps will we need to share this Club feature?

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