



Administrative Point of Contact Roles and Responsibilities

ADMINISTRATIVE POINT OF CONTACT

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

WHO CAN BE OUR ADMIN POC?

Principal, Assistant Principal, Director, or Assistant Director.



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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 Club features (e.g., email, newsletter, staff meeting, etc.).
- Provide oversight including quarterly meetings with Advisers for Club consistency.
- Accept Anchored4Life materials shipped to the location.
- Ensure A4L Reps are being selected and utilized at 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, etc.).
- Contact Anchored4Life Learning Consultant when concerns arise, staff changes, or when there is a need for additional training.