

ANCHORED4LIFE®
MANUAL



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We also want to recognize Advisers and Team Leaders who will be implementing this training in schools and child youth programs around the globe. Our military youth must stay connected and integrated into their communities, but it takes dedicated Advisers and Team Leaders to ensure this happens.

Lastly, we have to acknowledge Anchored4Life® who designed and drafted this guidebook. 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 Ms. 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 for our military and civilian children around the world!



CHAPTER 1: INTRODUCTION TO ANCHORED4LIFE®

1.1 WELCOME

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

1.2 INTENT

Most recently, the Trevor Romain Company, has teamed up with Sponsoring Military Branches to bring the youth of our nation a comprehensive transition and resiliency training in accordance with the Sponsoring Military Branch requirements. This training will make a significant difference in military and civilian children's' lives by offering positive support, encouragement, and life skills as they face many unique challenges. Anchored4Life® will provide transition and resiliency life skills to schools, home school groups, and Child and Youth Programs.

To meet the current and future needs of military families, CYP Education Services state, “We need a consistent internationally known brand, The Trevor Romain Company, 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 quicker and smoother transition into the new school and/or community.”

Research shows that there are key ingredients in making this happen, which include: a positive and sustained adult-youth relationship, skill building activities, and youth leadership opportunities (10).. Thus, to increase resiliency skills and to better prepare children for transitions for years to come, this training has incorporated these ingredients into all areas of the club features ensuring children will retain the tools and skills throughout their lifetime.

1.3 MILITARY CULTURE

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

The military life is a unique and demanding culture, one that is filled with frequent transitions to new locations and persistent deployments by parents and family members. Needless to say, 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 1.85 million military children, 1.2 million are in the K through 12 age range of 6 to 18 years of age. (4)

The frequency of transition and the service member's 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)



1.4 TRANSITIONS

At Anchored4Life®, transition is defined as change. Change means modifying your current expectations in order to adapt to your new situation. For example, transitioning into a new school or environment plays a crucial role for military youth to feel comfortable in his or her new location. In an effort to ease transitions, Anchored4Life® will provide life skills training and resources through utilizing Club features to support youth. Youth need to feel socially connected in their new school and community within two weeks of arrival. ⁽⁵⁾ Research states developing emotional stability in a new location, for youth and his or her family, is a key element for academic and social success of the youth ⁽⁷⁾, thus Anchored4Life® provides opportunities for social adjustment and acclimation from the time a youth enters 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 the main transitions that youth face today: Moving, Fear, Deployment, Reintegration, Making Friends, Healthy Bodies, Bullies (kindness), Homework, Grief, and Divorce. 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 transition but lifelong transitions.

1.5 RESILIENCY

At Anchored4Life® we define resiliency as the ability to bounce back from setbacks. A setback is roadblock that you navigate around to meet your goal. For example, a youth has studied all week for a test and feels confident that they will ace the test. Once the test is returned, the student receives a lower grade than expected. That student has the opportunity to ask for additional help or how can I improve on the next test or stay stuck in the lower grade and feeling like they are unable to improve. With Anchored4Life® the training will provide Team Leaders the opportunities to assist students in being able to move forward and not stay stuck in their current situation. In addition, Advisers are a vital part of Anchored4Life® club ensuring that the students 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 affirmative 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, rapid integration, 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.



2.1 HISTORY

2.1.1 ANCHORED4LIFE®

Anchored4Life® was established in the latter part of 2015 to provide transition and resiliency skills to military children. Anchored4Life® provides training and support to Navy, Air Force, Marines, Army, and Army Reserves selected locations. The first training was provided in 2016 for elementary. In 2018 middle was added; in 2022 high school as added, and in 2023 a Combo program was added to support Teen Centers.

The Trevor Romain Company is the parent company of Anchored4Life®. Comfort Crew for Military Kids is a non-profit organization through which Anchored4Life® purchases three (3) of the Anchored4Life® kits that support the Club (Deployment, Grief, and Reintegration).

2.1.2 THE TREVOR ROMAIN COMPANY

The Trevor Romain Company is a children's education and publishing company, based in Austin, Texas. The company has been sharing their vision of hope and compassion to a larger audience, using animation since its inception in 2004.

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. The USO continues to sponsor the *With You All the Way* tour that shares a vital yet 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 did presentations in many of the schools within DDESS, focusing on bullying. In 2009, DODEA implemented the company's bullying curriculum district wide. As of 2010, The Trevor Romain Company has seen over 150,000 military kids.

In 2015, the Trevor Romain Company formed a division Anchored4Life® to implement the task from the Navy of developing a training in accordance with School Based Programming (SBP) to reach youth in PreK- 12 grade. Anchored4Life® provides Club features *to build resiliency and transition life skills for youth.*



CHAPTER 3: MISSION, VISION, PURPOSE, GOALS

3.1 MISSION

The mission of the Trevor Romain Company is to provide proven resources and strategies to children so they can become resilient, confident, and resourceful, to create a better world for themselves and others.

3.2 VISION

The vision of the Trevor Romain Company is a world where children feel heard, their feelings are validated, and they become confident self-advocates, regardless of their situation.

3.3 PURPOSE

The purpose of the Trevor Romain Company is to design educational products that change students' 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 make connections when being supported by Anchored4Life® change topics.

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: ELEMENTARY SCHOOL-BASED PROGRAMMING

4.1 SCHOOL BASED PROGRAMMING

Anchored4Life® is required to provide transition and resiliency training in accordance with the Sponsoring Military Branch's requirements of School Based Programming world-wide.

Sponsoring Military Branch 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, as well as 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 ALLOCATIONS

The Sponsoring Military Branch will determine the number of allocations within 30 days of the new contract date each year and provide them to Anchored4Life®. If training allocations are not filled, Anchored4Life® will reach out to the sponsoring military branch to request additional locations to ensure all training allocations are used each contract year.

Anchored4Life® will provide a School Liaison orientation. This orientation will provide knowledge, materials, and marketing information for the School Liaison to share Anchored4Life® with identified locations. Once the orientation is complete, the School Liaison will receive access to Anchored4Life® website.

4.2.2 LOCATION IDENTIFICATION

Anchored4Life® is tasked with providing transition and resiliency training in accordance with Sponsoring Military Branch requirements.

The Sponsoring Military Branch will select the locations, schools (public, private, charter, DoDEA, and home) or child and youth centers that meet the requirements to implement Anchored4Life®. After the locations have been selected, the School Liaison will share Anchored4Life® information to locations that meet the sponsoring military branch requirements. Once a location shows a desire to receive more information on Anchored4Life®, the School Liaison will provide the location name and contact information of the Admin POC (Principal or Assistant Principal or Director or Assistant Director) for Anchored4Life® to set up an information sharing call.



For Home School groups to participate in Anchored4Life®, the home school group must be connected with the 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 Club 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 Club features. Home schools may also participate in Anchored4Life® Club features through the trained schools or Child Youth Programs in their area. Anchored4Life® features will be used at the discretion of the qualified adult.

Note: An approved training allocation as defined by Sponsoring Military Branch in the contract must include all components of Anchored4Life. Any exception can only be approved by the Contracting Officers Representative (COR).

4.2.3 INFORMATION SHARING CALL

The information sharing calls will have a representative from the location (Administrative POC), School Liaison, and Anchored4Life®. There will be no more than 15 locations on a call. Anchored4Life® will share Club positions, features, trainings, resources, and expectations. The locations are provided a time-frame available for training. The location 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® shall schedule an introductory call.

4.2.4 INTRODUCTORY CALL

Anchored4Life® requires that only 1 location participates on an introductory call. During the introductory call, Anchored4Life® will provide a brief overview of the training, answer questions, and gather needed logistics to complete the training.

4.2.5 ROLE OF THE SCHOOL LIAISON

The School Liaisons are a necessary and integral part of connecting Anchored4Life® to military populated locations. School Liaisons are the process owner with community schools. As process owners, the Sponsoring Military Branch expects the School Liaisons to follow the School Liaison Checklist which provides the necessary procedure to ensure training efficiency. The bottom line, the School Based Program and primary relationship with the school is central to program success. Anchored4Life® is a resource to offer to location to facilitate the School Liaison's School Based Program.

School Liaison Checklist

When an approved training allocation is provided through the contract, a School Liaison is required to be an active participant for the entire first training and for two hours of each training thereafter. If the School Liaison is not available, an exception must be requested, and approval granted by the Sponsoring Military Branch contract contact.

The School Liaison Checklist is on the website. Follow the checklist as you introduce Anchored4Life® to your locations. If you have any questions or need further support, please contact the Anchored4Life® team at info@Anchored4Life.com.

School Liaison will use the Anchored4Life® suggestion form to submit great ideas or concerns. School Liaisons will include any great ideas, suggestions, or concerns from the trained locations and submit on their behalf. The form will be sent to the Sponsoring Military Branch to review, and problem solve. If there is



resolution, then the form is kept by the Sponsoring Military Branch to document the resolution. If there is no resolution, the suggestion form is sent to Anchored4Life® Executive Director and COR for review and resolution. Outcomes will be sent within 10 days of receipt.

4.2.6 CNIC PROCESS FOR A4L® CONTRACT EXECUTION

Training allocations will be determined by funding from the Sponsoring Military Branch. A soft schedule will be provided to CNIC and Anchored4Life® within 30 days of the new contract date each year. Contracting will issue POs/DOs to approve execution. Sponsoring Military Branch confirms training was conducted by approving Anchored4Life® invoice to CNIC. CNIC does cash disbursement and NAF finance pays verified invoice.

School Liaisons will keep Anchored4Life® apprised of any situation that can impact execution of the entire training event (i.e., weather delay, etc.).

4.2.7 IMPLEMENTATION ISSUES

Anchored4Life® has observed that having a host and visiting schools provides opportunities to enhance the training experience. This allows for more real-life opportunities to complete the Club features. Anchored4Life® also realizes that transportation can be a barrier to having joint training. SLs will work with schools to determine if having joint training is feasible to the area. If joint training is feasible, then local resources will be used to determine if transportation is available. For example, using a school bus or having parents drop off and pick up at the host location.

Providing training to multiple locations for day 1 and then going to each location for day 2 alleviates the transportation issues. When School Liaisons are sharing Anchored4Life® with their locations, ensure 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 their training Day 1 and Day 2 at different times, there will be no more than 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.

Virtual training is being provided due to COVID. Anchored4Life® will continue to provide virtual training options to support locations and ensure the safety of all.

If a location is not approved for or meets the selection criteria for Tier 1 training, the Sponsoring Military Branch may have Anchored4Life® offer Tier 2 or Tier 3 support. Any Tier offered to the location has to be approved by the Sponsoring Military Branch.

4.3 IMPLEMENTATION

4.3.1 ROLES AND RESPONSIBILITIES

Anchored4Life® believes that to make the most significant impact on appropriately supporting transitioning youth, an entire team is necessary. While all the staff at the school are a part of the Anchored4Life® team, there will be key individuals who will carry out specific roles and responsibilities to ensure the success of Anchored4Life®.



Deviations from School Liaison and location roles must be communicated to and approved by Sponsoring Military Branch. Once approved, the sponsoring military branch will notify Anchored4Life®.

4.3.1.1 ROLE OF ADMINISTRATIVE POINT OF CONTACT

The Administrative Point of Contact is a designated individual at a specific location who oversees the Club. They will ensure the location has the necessary support for the Club to run efficiently. This is a principal, assistant principal, or director or assistant director. Specific responsibilities for this position are located on the website.

4.3.1.2 ROLE OF AN ADVISER

Advisers are committed adults at the location who will provide direct ongoing support to youth struggling with change. Advisers are facilitators. Specific responsibilities for this position are located on the website.

4.3.1.3 ROLE OF A TEAM LEADER

A Team Leader will assist in identifying youth struggling with change and assist them in gaining life skills. Team Leaders are the doers in Anchored4Life®. Specific responsibilities for this position are located on the website.

4.3.1.4 ROLE OF A CREW MEMBER (ELEMENTARY ONLY)

A Crew Member will be responsible for providing grade level support to youth experiencing change. The helpers in the classroom. Specific responsibilities for this position are located on the website.

4.3.1.5 ROLE OF AN A4L® REP (MIDDLE ONLY)

An A4L® Rep will be responsible for ongoing individualized support providing to youth experiencing change. The helpers in A4L®. Specific responsibilities for this position are located on the website.

4.3.1.6 ROLE OF THE LEADERSHIP COMMITTEE (HIGH AND COMBO)

A4L® Team Leaders who are selected to hold supervisory positions to support A4L®. The positions are president, vice president, secretary, publicity officer, and A4L® liaison. Specific responsibilities for these positions are located on the website.

4.3.1.7 MILITARY AND SUPPORT FAMILY COUNSELOR (MFLC) SUPPORT ROLE

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

A MFLC can:

- Attend Anchored4Life® Training
- Support Anchored4Life® features
- Support Anchored4Life® Activity groups and REALTALK (this may include civilian youth), yet not lead the discussion.
- Refer youth to Anchored4Life® if applicable.
- Share Anchored4Life® materials upon collaboration with the Advisers
- Assist the Advisers with monthly activity reports.

4.4 A4L®



The Anchored4Life® Club is the place where connections happen. It is a peer-to-peer club to connect youth while building change and resiliency skills. The club provides opportunities for peers to enhance social skills, learn leadership skills, build character, improve self-esteem, and integrate into their community. The youth will learn these skills using the Club features.

4.4.1 CLUB FEATURES

The Club Features are vital components that assist youth in developing transition and resiliency skills. Anchored4Life® will provide the fundamentals for implementing the six (6) Club features, however, it is at the discretion of the location to determine how the Club features will be executed. All trained locations will be required to implement at least one (1) Club feature within the first thirty (30) days of being trained and as many as possible by the first Annual training. The club features are located on the website.

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CHAPTER 5: TIER TRAINING AND SUPPORT

An important and unique aspect of this training is the continuous support that will be provided to each location. By providing ongoing support and regular training intervals, Anchored4Life® will ensure sustainability.

Training will be held face-to-face as often as possible, yet if this cannot occur, it will be held virtually. The optimal training location is at the school or CYP location. Alternative training locations will be considered on a case-by-case basis and need Headquarters concurrence.

5.1 INITIAL TIER 1 TRAINING

Once the location has been selected as an appropriate candidate for the training, initial training will be provided. The initial training defines roles and demonstrates ways to implement the Club features.

Realizing that schools and CYPs have different needs, the Anchored4Life® team recommends schools and CYPs 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 Anchored4Life® can begin, the Advisers are required to complete both days of training. One active Adviser per location must have completed the initial training for the Club 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.

Schools Only:

Day 1: A maximum of three (3) staff will be selected to be trained (i.e., Administrative Point of Contact, identified Advisers, office staff, School Liaison, etc.) will be trained in Club implementation. This training will focus on understanding the Club 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 Administrative Point of Contact is asked to attend the morning session of the training. The Advisers are required to attend both full days of training. The School Liaison is required to attend a full training and then the first 2 hours for each training thereafter.

Day 2: Two (2) Advisers and Team Leaders (eight (8) for elementary, five (5) for middle, sixteen (16) to twenty (20) for high and five (5) to ten (10) for combo) will attend this full day of training. This training will focus on understanding the Club features through the eyes of a Team Leaders. Team Leaders and Advisers will collaborate on Club to youth who are experiencing difficult transitions. The Advisers will take an active role in the Team Leader training. The Advisers will be expected to facilitate various activities and Club features throughout the training. The Advisers will be provided with all the necessary training and materials on Day 1 to be able to lead the activities and Club features for Day 2. The School Liaison is required to attend a full training and then the first 2 hours for each training thereafter.

CYPs Only:

The training will be flexible to meet the needs of the CYP. Advisers will attend the adult portion of the training in the morning to ensure that staffing ratios are still being met. Team Leaders must receive a minimum of four (4) hours of training and a maximum of six (6) hours of training. The Team Leader training may be provided in the afternoon for two days.

Team Leaders and Advisers who have been trained at a previous location is able to be a Team Leaders and Advisers at their new location. The Team Leaders and Advisers have certificates to indicate that they have been trained. It is up to the new location to determine your level of participation.



Team Leaders and Advisers who have been trained at a previous location is able to be a Team Leaders and Advisers at their new location. The Team Leaders and Advisers have certificates to indicate that they have been trained. It is up to the new location to determine your level of participation.

5.1.1 INFORMATIONAL OVERVIEW

The Informational Overview is a face-to-face forty-five (45) minute to one (1) presentation designed to educate the location staff on the Club and encourage location wide support. Anchored4Life® acknowledges that for youth to be successful, the entire location should be aware of the Club to assist transitioning youth.

Important positions at Anchored4Life® are the Crew Member and A4L® Reps. This overview allows Anchored4Life® to highlight these positions and encourage staff to participate in nominating two (2) Crew Members for elementary and one (1) A4L® Rep in their classroom. The overview will be held on the first or second day of training as often as possible, yet if this cannot occur exceptions will be made. If the location is unable to schedule while A4L® is at the location, it can be scheduled as a virtual meeting. The Anchored4Life® Point of Contact Learning Consultant will collaborate in scheduling the overview and provide any necessary materials for a successful training. As a last resort, if a virtual meeting or conference call cannot be scheduled, a location will be asked to present the material to the staff. The Anchored4Life® Point of Contact Learning Consultant will provide any additional guidance and materials to the identified presenter.

5.2 REFRESHER TRAINING

Just as we never want a youth to feel alone and lacking resources as they transition, Anchored4Life® is committed to ensuring the Club has guidance, materials, and support. To further support sustainability and active Club involvement within first year of participation. Anchored4Life® will provide Refresher Training around the six (6) month interval from when the Initial Training was complete.

The refresher training is a two-hour individualized video conference for the Advisers to check on the status of the Club, as well as, provide any additional training and planning to get the Club running strong.

5.3 ANNUAL TRAINING

The annual training is a face-to-face that lasts up to six (6) hours in length. The training is individualized to meet the needs of the location. The first two (2) hours of the training will focus on collaborating with the Advisers on exploring implementation of the Club features and individualizing the training to the specific needs of the location. The additional four (4) hours of the training 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 Anchored4Life®, as well as to ensure the club features meet the needs of the location. Three (3) Adults, at least (2) being Advisers, and Team Leaders (eight (8) for elementary, five (5) for middle, sixteen (16) to twenty (20) for high and five (5) to ten (10) for combo) will be trained to run the Club. The annual training times will be determined based on the needs of the trained location. High School and Combo receive an annual training each year.

5.4 ANNUAL MAINTENANCE

An alternate year when virtual or face-to-face training is not offered for elementary and middle. 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 Club Feature implementation, training new advisers, training new team leaders, providing support on keeping the Club running strong, Monthly Activity Report instruction, etc. **NO** Club funds are provided for Tier 1 Annual Maintenance.

5.5 TIER 2 (VIRTUAL)

Tier 2 Initial Orientation is offered virtually 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 getting the location set- up to begin implementation. By the completion of the orientation, the location should have a solid plan to begin implementing at least one (1) Club Feature.

Tier 2 Individualized Consultation is virtual for up to two (2) hours of consultation at least (4-6) months after the Tier 2 Initial Orientation to continue planning and supporting the implementation of the Club features. This could include Team Leaders (eight (8) for elementary, five (5) for middle, and sixteen (16) to twenty (20) for high). The individualized consultation is provided in the first year only.

Tier 2 Ongoing Support is offered virtually 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 Club Features. Ongoing Support is provided each year to the location.

5.6 TIER 3 (VIRTUAL)

Tier 3 Support is offered virtually for up to two (2) hours of video-conference orientation. A4L® will provide a brief overview of the Club, while highlighting the Club Feature, Kits. By the completion of the orientation, the SL/Recruiter or designee should have a solid plan to begin implementing one (1) assigned club feature, kits. The kits will be used to support families that are geo-dispersed or for briefs where Anchored4Life® is not in the community.

5.7 MATERIALS

5.7.1 LANYARDS/LAPEL PIN

Each trained location will receive lanyards and/or lapel pins at the initial and annual training. If additional items are needed, the location can re-order through the website.

5.7.2 LOGO

Anchored4Life® has materials that are provided to trained locations that are endorsed with a logo. This logo is used to identify the Club. Due to the brand consistency, Anchored4Life® is trademarked. When utilizing Anchored4Life® ensure you are using the trademark logo provided on the website.



5.7.3 WEBSITE AND SOCIAL MEDIA

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 are provided to trained locations who subscribe to Anchored4Life® at no cost. Materials support the implementation of the club features.

6.1 INITIAL MATERIALS

Tier 1

When Anchored4Life® provides the initial training, the location will receive a starter bundle that includes the following items prior to the first day of training:

Elementary:

- (20) Welcome Kit
- (20) Moving Kit
- (10) Deployment Kit
- (10) Together Again Kit
- (3) Divorce Youth Kit
- Divorce Instructional Kit - online
- Grief Kit
- Grief Instructional Kit - online
- Anchored4Life® DVD Kit – online
- (8) Team Leader lanyards
- (60) Crew Member lanyards

Middle:

- (65) A4L® Middle School Kits
- (5) Team Leader lanyards
- (100) A4L® Rep lapel pins

High:

- (76) A4L® High School Kits
- (20) Team Leader lanyards
- (1) Leadership Committee Sticker Page

Combo:

- (20) A4L® Middle School Kits
- (20) A4L®: High School Kits
- (10) Team Leader lanyards
- (1) Leadership Committee Sticker Page

Tier 2

When Anchored4Life® provides the initial orientation, the location will receive a starter bundle that includes the following items prior to the orientation:



Elementary:

- (20) Welcome kits
- (20) Moving kits
- (5) Deployment kits
- (5) Together Again kits
- (1) Divorce Instructional kit - online
- (1) Divorce Youth kit
- (1) Grief Instructional kit - online
- (1) Grief kit
- (1) DVD kit - online
- (8) Team Leader lanyards

Middle:

- (30) A4L® Middle School Kits
- (5) Team Leader lanyards

High:

- (38) A4L® High School Kits
- (20) Team Leader lanyards
- (1) Leadership Committee Sticker Page

Tier 3

Kits can be ordered after the completion of video-conference orientation based on available funding.

6.2 REPLENISHMENT MATERIALS

Replenishment funds for kits and materials are provided by the sponsoring military branch for the sustainability of the Club. As funds are limited, Anchored4Life® follows these guidelines:

- All kit orders are placed on our web site, www.Anchored4Life.com.
- Replenishment materials are provided at no cost to the trained location.
- Orders are first come, first served.
- Orders are placed by trained locations in need of materials to support transitioning youth at their location.
- Locations may only order quantities, based on need, for a maximum of ninety (90) days.
- Locations may re-order throughout the school calendar year when their materials have been exhausted.
- Locations must provide a written rationale of the need for the order to be fulfilled, in addition to clicking a radio button.
- When funding has been exhausted, any orders received will be placed “On Hold” as Anchored4Life® will continue to work diligently with the military funding branch to provide additional funding to fulfill orders.
- If funding cannot be secured, the orders will stay “On Hold” until the next contract funding year.



CHAPTER 7: DATA COLLECTION

For Anchored4Life® to be successful and sustainable, a method of evaluation has been implemented to stay on track to meet goals. Anchored4Life® uses feedback forms and monthly activity reports to ensure the Club features and resources are effective. This data will be used to provide outcomes to the Sponsoring Military Branch, stakeholders, and community members.

7.1 FEEDBACK FORMS

Anchored4Life® utilizes feedback forms for all tiers.

7.2 MONTHLY ACTIVITY REPORT

The Monthly Activity Report provides Anchored4Life® with an overview of the implementation of the Club Features at each location. It allows us to identify the club features being utilized and monitor if locations are implementing all six (6) club features. For each year, a location subscribes to Anchored4Life®, Monthly Activity Reports are required to be submitted by the Adviser for Tier 1 and Tier 2. By the end of each month, Advisers will submit the report on the website. Adviser(s) will ensure the assigned Anchored4Life® Learning Consultant is selected when completing the report. A Monthly Activity Report is required each month of the year. The data will be shared on a quarterly basis with the Sponsoring Military Branch.

Monthly Activity Report templates can be located on the website, www.Anchored4Life.com.

7.3 CONTINUOUS QUALITY IMPROVEMENT

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

Anchored4Life® sends out goal surveys to new locations after they have been implementing Anchored4Life® club features for 18 months. The goal survey is the goal the location provided when completing the introductory call. This provides insight into how Anchored4Life® is helping the trained location.

When pilot programs are started, Anchored4Life® will send out quarterly surveys to receive real time feedback on what is working well and what needs to be improved. These changes are made before the programming is offered to all locations.

Monthly, quarterly, annual, and longitudinal reports are provided to the sponsoring military branches to assist with continuous quality improvement.



CHAPTER 8: RECOGNITION AND INCENTIVE

Anchored4Life® believes in the importance of recognizing dedication and commitment, thus Anchored4Life® will provide recognition items for Advisers and Team Leaders who are utilizing all Club features.

8.1 CLUB RECOGNITION

Anchored4Life® will provide the location with a certificate of recognition for Tier 1 and Tier 2 locations for being selected to implement Anchored4Life® at their location. The Certificate of Completion is available on the website after the commencement for the locations.

Each year a location has subscribed to Anchored4Life® in implementing at least (1) one Club Feature, the location will receive a Participation Medal recognizing their hard work and dedication to Anchored4Life®.

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.

8.2 OPERATION COSTS (TIER 1 ONLY)

(Schools Only)

Anchored4Life® realizes there will be operational costs when implementing the Club 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 Club 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.

(CYPs only)

Per CNIC N926, Child and Youth Programs do not receive the \$250.00 for operation funding for Anchored4Life® Club since Child and Youth Programs already are funded for this in day-to-day programming.

CONTACT US

Anchored4Life®

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CHAPTER 9 REFERENCES

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