

ANCHORED4LIFE GUIDEBOOK



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ACKNOWLEDGEMENTS

The Trevor Romain Company would like to acknowledge the following individuals and organizations for their contributions to Anchored4Life. Without the perseverance and teamwork of the people and organizations below, this guidebook would not be the exceptional product that it is today.

We want to start by thanking Navy CNIC CYP and NRSE Region SLO. This guidebook would not be a reality without their vision, inspiration, and persistence.

We want to acknowledge the valuable feedback and input from the Millington Navy Command and School System. Input directly from the school systems is crucial to developing a high-quality product. We want to thank Millington and EA Harrold Elementary Schools for being our pilot schools. These schools have shown the vision can become a reality. Their hard work and feedback will help many more schools for years to come.

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 our military and civilian children around the world!



CHAPTER 1: INTRODUCTION TO ANCHORED4LIFE

1.1 WELCOME

Welcome to Anchored4Life, a transition and resiliency training to support youth. This guidebook will provide locations with club positions, club features, and club roles and responsibilities to implement and sustain your club. We are looking forward to this journey with you of developing happier, healthier, more confident kids.

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 – 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 – 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 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.

1.6 TERMINOLOGY

Activity Group

- Teach life skills focusing on moving, deployment, reintegration, bullies (kindness), making friends, homework, and fear to enhance transitions and resiliency skills.

Activity Packet Unit

- Activities provided to trained locations to complete activity groups.

Administrative Point of Contact



- A designated individual (principal, assistant principal, or director) at the trained location who oversees the Club.

Adviser

- Committed adults at the location who will provide direct ongoing support to transitioning students who will be utilizing Anchored4Life.

Adviser Monthly Support Call

- Support that focuses on implementation of the Club features and desired support.

Anchored4Life

- A transition and resiliency program that offers Club features and support to assist youth.

Anchored4Life Club

- A peer-to-peer club to connect youth while building transition and resiliency skills.

Anchored4Life Showcase

- Provides opportunities to build connections and increase awareness of other Anchored4Life Clubs world-wide. There are four (4) showcases a year.

Character Development Quotes

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

Child Youth Programs (CYP)

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

Child and Youth Education Services (CYES)

- Sponsoring Military Branch whose organizational mission 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 wellbeing is a priority.

Crew Member

- Responsible for providing grade level support to transitioning youth.

Deployment Kit

- A box with resources to assist youth while their loved one is deployed.

Divorce Kit

- A box with resources to assist youth as their family is going through a divorce.

Grief Kit

- A box with resources to assist youth as their family is experiencing a loss.

Moving Kit

- A box with resources to assist a youth moving while transitioning.

Qualified Adult



- An adult who has completed the Anchored4Life Initial Training and feels comfortable providing support to youth going through sensitive life challenges (i.e. grief and divorce).

Reintegration Kit

- A box with resources to assist a youth when their loved one returns home after a deployment.

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 installation commanders 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.

Team Leader

- Upper classmen (4th-6th grade) who will assist in identifying transitioning youth and supporting them throughout their transition with resiliency tools and resources.

Team Leader Meeting

- A meeting to include the Advisers and Team Leaders collaborating regularly to improve the effectiveness of the Club, build leadership skills, and work towards utilizing Club features.

Welcome Kit

- A backpack with resources to assist new youth while transitioning to their new location.

COMMON TERMS/ACROYNMS

Command Master Chief	CMC
Commander, Navy Installations Command	CNIC
Contracting Officer Representative	COR
Department of Defense Education Activity	DoDEA
Executive Officer	XO
Exceptional Family Member Program	EFMP
Inclusion – Kids Included Together	KIT
Commanding Officer	CO
Local Education Agency	LEA
Public Affairs Officer	PAO
School Year	SY
State Education Agency	SEA
Joint Base	JB
School Liaison	SL



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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. Pilot schools were selected and trained in 2016. Anchored4Life has trained over 200 locations around the globe. Providing training to Navy, Air Force, Marines, and Army selected locations. In addition, to geodisbursed Army National Guard.

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 been to 16 countries and have 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 a Club features *to build resiliency and transition 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 three goals of Anchored4Life are listed below.

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

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 and successful social and emotional adjustment at school. (s)

The School Liaison helps to facilitate, coordinate and initiate the process of planning and implementing a 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. (s)

In a collaborative effort with the Sponsoring Military Branch to develop a transition and resiliency training to support high military impacted school populations, the Sponsoring Military Branch connects all participating schools with Anchored4Life. The Sponsoring Military Branch utilizes the Regional School Liaisons to identify schools that are a good fit for Anchored4Life training. Anchored4Life is offered to public, private, charter, DODEA, and homeschools that meet the requirements of each Sponsoring Military Branch.

4.2 SCHOOL LIAISON

4.2.1 SCHOOL LIAISON TRAINING ALLOCATIONS

Sponsoring Military Branch will determine the number of allocations by January 15 of each contract year and provide 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 a transition and resiliency training in accordance with Sponsoring Military Branch requirements.

A School Liaison will share Anchored4Life information to locations that meet the sponsoring military branch requirements. Once a school shows a desire to receive more information on Anchored4Life, the School Liaison will provide the school name and contact information for Anchored4Life to set up an information sharing call.



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 Executive Director. There will be no more than 15 locations on a call. Anchored4Life will share Club positions, features, trainings, resources, and expectations. The locations will be provided a time frame for training. The location will have 2 weeks from the date of their information sharing call to determine if they want Anchored4Life training. Anchored4Life will follow-up with the locations from the information sharing call to determine if the location is interested in having Anchored4Life training. For each location that agrees to be trained, Anchored4Life will schedule an introductory call.

4.2.4 INTRODUCTORY CALL

Anchored4Life requires that only 1 location participate on an introductory call. During the introductory call, Anchored4Life will provide a deeper knowledge of the training, including Club positions, features, and support. The introductory call will provide a brief overview of the training, answer questions, and 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 schools. 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 provide 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 school 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 training of each school team. If the School Liaison is not available, an exception must be requested and approval granted by the Sponsoring Military Branch contract contact.

Follow the checklist as you introduce Anchored4Life to your locations. If you have any questions or need further support, please contact Anchored4Life team at info@anchored4life.com.

- 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 priority level, current activity regarding transition and resiliency, 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 assist with training logistics as needed.
- School Liaison will attend the full training Tier 1 (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 an additional training/orientation/support.
- School Liaison will watch the Adviser Support Videos, participate in events and showcase to support trained locations.
- School Liaison will be placed 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 trained location and order replenishment materials when requested by the trained location.
- School Liaison will assist location in the absence of an Adviser.
- School Liaison will assist location when they are unable to implement the club features or not submitting monthly activity reports.
- School Liaison will continue to share any new locations to be trained in Anchored4Life.
- School Liaison will share great ideas, suggestions, or concerns with Contractor/Service HQ and Anchored4Life.

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 ANCHORED4LIFE CONTRACT EXECUTION

Training allocations will be determined by funding from the Sponsoring Military Branch. A soft schedule will be provided to CNIC and Anchored4Life by January 15 of each contract 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.

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



School Liaisons will keep Anchored4Life 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

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 a joint training. SLs will work with schools 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 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 request 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 to support locations and ensure the safety of all.

If a location is not approved for or meet the selection criteria for Tier 1 training, the Sponsoring Military Branch may have Anchored4Life offer Tier1 or Tier 3 supports. Any Tier offered to the location has to be approved by the Sponsoring Military Branch.

4.3 IMPLEMENTATION

4.3.1 LOCATION IDENTIFICATION

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 assist in determining the Administrative Point of Contact for each location. Anchored4Life will provide information sharing calls for all locations interested in being trained. Anchored4Life in collaboration with the School Liaison will schedule an introductory call with the identified location.

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 determine 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.



4.3.2 INFORMATION SESSION

Each location will be invited to an information sharing call with Anchored4Life. There will be no more than 15 locations on the call.

The information sharing call will:

- Provide information on the training
- Answer questions
- Provide dates for the training
- Inform locations they have two weeks to determine if they want the training

4.3.3 INTRODUCTORY CALL

Each location will be provided with an introductory call/webinar with the Anchored4Life team. Due to the specific needs of each location, only one location will be on each call.

The call will:

- Provide a brief overview of the training.
- Answer questions regarding the training.
- Provide needed logistics to complete the training.

4.3.4 ROLES AND RESPONSIBILITIES

Anchored4Life believes that in order 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 success of Anchored4Life.

Deviations from School Liaison and location roles must be communicated to and approved by Sponsoring Military Branch. Once approved, sponsoring military branch will notify Anchored4Life. For example: combining roles and responsibilities, one Adviser, less than 8 Team Leaders, or Administrative POC not on site.

4.3.4.1 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.

4.3.4.2 RESPONSIBILITIES OF ADMINISTRATIVE POINT OF CONTACT

The Administrative Point of Contact will:



- Identify at least two (2) Advisers who will be trained to facilitate Anchored4Life at the location.
- Assist the School Liaison 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.

4.3.4.3 ROLE OF AN ADVISER

Advisers are committed adults at the location who will provide direct ongoing support to transitioning students who will be utilizing Anchored4Life.

4.3.4.4 RESPONSIBILITIES OF AN ADVISER

An Adviser will:

- Identify eight (8) 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: Character Development Quotes, Activity Groups, Kits, Tours, Service Project, and Team Leader Meetings.
- Facilitate Activity Groups.
- Facilitate Team Leader 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.

4.3.4.5 ROLE OF A TEAM LEADER

A Team Leader will assist in identifying transitioning youth and supports them throughout their transition with resiliency tools and resources.

4.3.4.6 RESPONSIBILITIES OF A TEAM LEADER

A Team Leader will:

- Submit Anchored4Life permission slip.
- Be a friendly and supportive face for transitioning youth.
- Attend Anchored4Life trainings.



- Provide and share Anchored4Life kits.
- Provide a tour of the most frequently visited locations (i.e. homeroom, outdoors area, lunch area, snack area, bathroom, nurse, important people, etc.).
- Identify and complete a service project.
- Wear Team Leader badges when completing Anchored4Life activities.
- Be an expert in Anchored4Life Club Features.
- Support transitioning youth at their location.
- Attend showcases to connect and learn from other Team Leaders.
- Learn, share, and use Character Development Quotes to encourage others.
- Teach life skills by leading activity groups.
- Participate in Team Leader meetings with Advisers.

4.3.4.7 ROLE OF A CREW MEMBER

A Crew Member will be responsible for providing grade level support to transitioning youth.

4.3.4.8 RESPONSIBILITIES OF A CREW MEMBER

A Crew Member will:

- Be identified by a classroom teacher.
- Wear Anchored4Life Crew Member lanyard when assisting transitioning youth.
- Be a friendly and supportive face for transitioning youth.
- Be the “go to” person to provide individualized support.
- Remind transitioning youth of important locations (i.e., bathrooms, playgrounds, classroom, nurse, cafeteria, etc.).
- Be a lunch/snack buddy for at least one week. Identify and explain classroom and playground expectations.

4.4 ANCHORED4LIFE CLUB

The Anchored4Life Club is the place where connections happen. It is a peer-to-peer club to connect youth while building transition 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 students will learn these transition and resiliency 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. Anchored4Life will encourage all trained locations to implement all six (6) Club features by the Annual Training.



4.4.1.1 CHARACTER DEVELOPMENT QUOTES

Character Development 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 and Crew Members will not only know the quotes but will be able to use the quotes to offer new perspectives on how to overcome obstacles.

Character Development Quotes are located at the beginning of each Activity Packet Unit 1-6. Each Activity Packet Unit provides two (2) months of quotes that can be used to support positive thinking to overcome challenges. Anchored4Life encourages Advisers to facilitate implementation of quotes and allow Team Leaders to select quotes to meet the locations needs. Locations may use their own quotes if desired.

4.4.1.2 KITS

Kits age appropriate resources for Advisers and Team Leaders to provide to youth experiencing a transition. These materials were designed to provide youth with various items to support skill development during their transition challenge. Youth will be encouraged to take their resources home and share with their family.

- **Welcome Kit**
 - String backpack
 - My Moving Journal
 - Welcome letter
 - Transition Family Guidebook
 - School Supplies
- **Moving Kit**
 - *The Great Moving Adventure* DVD
 - My Moving Journal
 - Bear - Cuzzie® Jr.
 - Focus Coin
 - Transition Family Guidebook
 - Notes for me (note cards)
 - Survival box
- **Deployment Kit**
 - *With You All The Way! Dealing With Deployment* DVD
 - Deployment Journal
 - Deployment Family Guidebook
 - Set of postcards
 - Pair of imprinted dog tags
 - Bear – Cuzzie®
- **Together Again Kit**
 - *Together Again! Helping Military Families Reconnect* DVD
 - Together Again Journal
 - Together Again Family Guidebook



- Bear - Cuzzie® Jr.
- **Specialty Kits**
 - Divorce Youth Kit
 - *Taking the “DUH” out of Divorce* DVD
 - *Taking the “DUH” out of Divorce* Book
 - Divorce Journal
 - 2 bookmarks
 - Divorce Instructional Kit
 - *Taking the “DUH” out of Divorce* DVD
 - *Taking the “DUH” out of Divorce* Book
 - 1 workbook educating and providing coping skills to support a child going through divorce.
 - Curriculum
 - Divorce Journal
 - Bookmarks
 - Grief Kit
 - *What on Earth Do You Do When Someone Dies?* Book
 - *What on Earth Do You Do When Someone Dies?* DVD
 - Grief Journal
 - Toy Mouse - Coco™
 - Grief Family Guidebook
 - Letter from Coco™
 - Grief Instructional Kit
 - Curriculum
- **Anchored4Life DVD Kit**
 - Bullies are a Pain in the Brain
 - This animated and live action video helps students cope with bullies, build self-confidence and encourage strong academic performance.
 - Facing Fear Without Freaking Out
 - Jack and Skye learn healthy ways to face their anxieties. Children will learn how to identify their feelings and empower them with tools to proactively cope with those feelings and conquer unnecessary stress.
 - If You Don't Take Care of Your Body, Where Else Are You Going to Live?
 - This engaging DVD helps students understand why exercise and a healthy diet are important in increasing self-confidence and encouraging strong academic performance.
 - Together Again! Helping Military Families Reconnect
 - A resource to aid the reintegration process and help with the unique experiences in this challenging time.
 - How to Do Homework Without Throwing Up
 - Jack and Skye go on an adventure to begin to see their homework assignments in a whole new light. Students will learn valuable study skills to help them finish their homework without throwing up.
 - With You All The Way! Dealing With Deployment
 - This DVD helps children deal with the challenges of pre-deployment and deployment and even establishes valuable knowledge for the reintegration process.
 - Cliques, Phonies & Other Baloney



- This DVD helps students identify cliques, build confidence, and encourage strong academic performance.
- The Great Moving Adventure
 - A powerful DVD designed to give children and their families practical advice when faced with the challenges of moving.

4.4.1.3 TOURS

Team Leaders will provide tours to incoming youth. We suggest Advisers will develop a designated route for Team Leaders to follow. It is suggested the route include the most frequently visited locations (i.e. classroom, playground, lunch area, snack area, bathroom, nurse, important people, etc.) Anchored4Life provides a Tour Checklist to assist in successfully implementing this Club feature. Tours are another way to offer connections and a smooth transition for youth.

4.4.1.4 ACTIVITY GROUP

Activity groups are defined as Team Leaders teaching life skills. This leadership opportunity allows Team Leaders to provide peer to peer skill building to any youth who may be experiencing life challenges. Skill building activities are provided for each of the eight (8) transition topics located in the Activity Packet Units: Moving, Deployment, Reintegration, Bullies (kindness) Making Friends, Homework, Healthy Body, and Fear. Team Leaders have the option of using the activities provided or can use other resources to support the teaching of the identified skill.

Activity groups are offered to youth who may benefit from learning additional life skills to successfully overcome life challenges. Activity groups last for twenty (20) minute increments or less. These activity groups provide transitioning youth with multiple opportunities to be introduced to a wide range of skills to be reflected on when approaching various stressful situations and allows them to put the skill into practice. Activity groups can be taught in small group, entire class settings, informal lunch time settings, after school, or in other venues if convenient for the location.

Advisers will facilitate all activity groups. Advisers will ensure the necessary materials are available, provide a meeting time and room space, model how to teach life skills, and provide a consistent structure to the group. If group discussions move beyond teaching life skills and a transitioning youth needs more support, the Adviser is responsible for ensuring the youth is supported by local personnel.

Team Leaders will take ownership of the activity group and teach life skills. Team Leaders will follow the structure and the logistics for activity groups provided by the Adviser. It is suggested all activities are co-led. During training, Team Leaders will learn how to provide activity groups.

ACTIVITY PACKET UNITS

Activity Packet Units are books of skill building activities provided to support the implementation of activity groups. Each unit has eight (8) themed topics (i.e. moving, deployment, reintegration, healthy body, bullies (kindness), making friends, homework, and fear) that provide skills to address life challenges. The activities are designed for Team Leaders to teach a life skill to transitioning youth in the group. The activity selected and taught by assigned co-leaders is at the discretion of the Adviser(s).



Locations can download the six (6) Activity Packet Units from the Anchored4Life website.

ACTIVITY PACKET UNIT FOR ADVISERS

These Activity Packet Units are designed for the Adviser. The books include: Character Development Quotes, eight (8) themed topic agendas (i.e. moving, deployment, reintegration, healthy body, bullies (kindness), making friends, homework, and fear), a DVD clip, and 2 activities for each themed topic.

Locations can download the six (6) Activity Packet Units from the Anchored4Life website.

SPECIALTY KIT ACTIVITY PACKETS

Each location receives two (2) Specialty Kit Activity Packets: Grief and Divorce. These specialty kits are available to be discussed with the youth only under the direction of a qualified adult. It is recommended for small groups to be no more than eight (8) youth. Anchored4Life suggests parent notification before engaging youth in these two (2) subjects due to the sensitive nature of the topics.

GRIEF INSTRUCTIONAL KIT:

This Activity Packet Unit 1 is designed for qualified adults to support a healthy grieving process. This packet includes a Grief Tip Sheet, sample Grief Agenda, and Grief activities.

DIVORCE INSTRUCTIONAL KIT:

This Activity Packet is designed for qualified adults to utilize to support youth going through a divorce. This packet includes a DVD, Divorce book, a workbook with activities, curriculum, journal, and bookmarks.

4.4.1.5 SERVICE PROJECT

Each location will be asked to complete one (1) service project to strengthen community ties through connections. The service project can be giving back or showing appreciation to the community. Anchored4Life suggests Team Leaders provide input on the locations service project, however, it is up to the discretion of the Advisers on the service project chosen. The service project can be small or large in scale and can focus on supporting the location or can be more far reaching into the local community.

Many locations may have already committed to various service projects such as helping a student counsel or staff leadership that leads various projects. Team Leaders are not required to create an additional service project; however, Anchored4Life suggest they collaborate with the other organizations or individuals to support the initiative.

4.4.1.6 CLUB SUPPORT

TEAM LEADER MEETING



The Team Leader meeting is a meeting held regularly to support the implementation of the Club features. Advisers and Team Leaders will collaborate on identifying the features that will be implemented before the next meeting, determine logistics, assign roles, review recent efforts, discuss areas of growth, and/or practice the implementation of Club features. Anchored4Life suggests Team Leaders lead the meeting to build ownership of the Club while the Advisers provide oversight.

To support a structure and familiar flow for the meeting, meeting minutes have been developed. These minutes can be used as designed or adjusted to meet the needs of the location. The minutes are located on the website.

ADVISER MONTHLY SUPPORT

Anchored4Life provides educational support to all our participating locations. We ask that one (1) Adviser from each location watch the monthly videos. All Advisers may, of course, watch them. When you need individualized support, reach out to your Point of Contact Trainer by email.

ANCHORED₄LIFE SHOWCASE

Anchored4Life will connect via newsletter to showcase four (4) clubs per year. This feature will provide opportunities for Team Leaders to build connections and increase awareness of other Anchored4Life Clubs world-wide. The Anchored4Life showcase provides Team Leaders the opportunity to share what they are doing to support transitioning youth. Anchored4Life will select locations that have implemented all Club features for at least a year. Anchored4Life provides guidance on how each location may showcase their Club by having direct access to their Anchored4Life Point of Contact Learning Consultant.



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

5.1 INITIAL TIER 1 TRAINING

Once the location has been selected as an appropriate candidate for the training, an 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.

(Elementary 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 on 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 eight (8) Team Leaders 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 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 trainings in the morning to ensure that staffing ratios are still being met. The CYP Advisers will receive up to six (6) hours of training during the morning sessions of the trainings. Team Leaders must receive a minimum of four (4) hours of training and a maximum of six (6) hours of training.

Morning Sessions Day 1 and Day 2: 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 on 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 first 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 eight (8) Team Leaders will attend each three (3) hour afternoon session of the 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 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.

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.

An important position at Anchored4Life is the Crew Member. A Crew Member provides classroom support for transitioning youth. This overview allows a trainer to highlight this position and encourages staff to participate in nominating (2) Crew Members in their classroom. A pamphlet is provided as suggestions for their roles. 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 the while a trainer is available on a training day, it can be scheduled as a virtual meeting or conference call. The Anchored4Life Point of Contact Trainer will collaborate in scheduling the overview and provide any necessary materials for a successful training. On 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, the 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 a 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 with up to three (3) adults 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 last 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. Three (3) Adults, at least (2) being Advisers, and (8) Team Leaders will be trained to run the Club. The annual training times will be determined based on the needs of the trained location.

5.4 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 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

Tier 2 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 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 only** 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 up to eight (8) Team Leaders.

Tier 2 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 Club Features.

Tier 2 Individualized Consultation is **virtual only** for up to two (2) hours of consultation at least (4-6) months after the Tier 2 Ongoing Support to continue planning and supporting the implementation of the Club features. This could include up to eight (8) Team Leaders.

5.5 TIER 3

Tier 3 Support is offered virtually **only** 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 SLO/Recruiter should have a solid plan to begin implementing one (1) assigned Club Feature, Kits.

5.6 MATERIALS

5.6.1 BADGE/LANYARD BUNDLE – TIER 1 AND TIER 2

Each trained location will receive a badge/lanyard bundle at the initial and annual training. If additional bundles are needed, the location can re-order through their School Liaison.

5.6.2 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 does not allow the logo to be used outside of the transition and resiliency materials provided.

5.6.3 WEBSITE AND SOCIAL MEDIA

Anchored4Life has developed a website presence which can be located at the following URL: www.anchored4life.com. Our website provides transition and resiliency resources to support trained locations. Any forms and supplemental materials can be located on the website for reference.

On day one (1) of the initial training, your assigned Anchored4Life Point of Contact Learning Consultant will provide the location with your credentials to access the site (i.e. username and password). 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 the Club. There is no cost to your location for using the online resources.

If you need online support, contact your Anchored4Life Point of Contact Learning Consultant.

Anchored4Life also has a presence on Facebook, Twitter and Instagram as @a4lclub. To boost your post for Anchored4Life, use hashtag #a4lclub.



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 the following nine (9) kits prior to the first day of training:

- (1) Welcome Kit
- (1) Moving Kit
- (1) Deployment Kit
- (1) Together Again Kit
- (1) Divorce Youth Kit
- (1) Divorce Instructional Kit
- (1) Grief Kit
- (1) Grief Instructional Kit
- (1) Anchored4Life DVD Kit
- (1) Set of Activity Packet Unit 1-6, Adviser Edition

Tier 1 - Within two (2) weeks after the Initial Training, the additional 60 kits, badges, and lanyards will be shipped. The location will receive:

- (19) Welcome Kits
- (19) Moving Kits
- (9) Deployment Kits
- (9) Together Again Kits
- (2) Divorce Youth Kits
- (2) Grief Kits
- A Team Leader badges and Crew Member lanyards bundle.

Tier 2 – Within two (2) weeks after the Tier 2 Orientation, the location will receive the following kits:

- (20) Welcome kits
- (20) Moving kits
- (5) Deployment kits
- (5) Together Again kits
- (1) Divorce Instructional kit
- (1) Divorce Youth kit
- (1) Grief Instructional kit
- (1) Grief kit
- (1) DVD kit
- Badge/lanyard bundle



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 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 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 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 Tiers 1 and Tier 2. By the 10th 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](http://www.Anchored4Life.com), underneath the Forms tab.

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 trainings. 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.



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 Advisers and Team Leaders will receive a Certificate of Completion after the commencement of the Day 2 Training for Tier 1 locations.

Each year a location has subscribed to Anchored4Life in the 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

(Elementary 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.



9.1 FORMS

The following forms may be printed for the use of the Club only:

1. Training Requirements for Tier 1	30
2. Training Requirements for Tier2	31
3. Press Release	32
4. Training Fact Sheet	33
5. A4L SL Suggestion Form	34

DRAFT





Anchored4Life Training Requirements Tier 1

The location will:

- coordinate trainings with the Installation School Liaison
- support Anchored4Life implementation
- implement at least one Club feature
- appoint an Administrative Point of Contact who is willing to oversee the Club at the location
- appoint (2) Advisers to facilitate the everyday functioning of the Club
- appoint (8) Team Leaders to implement Club features
- provide a designated time for Anchored4Life to provide an informational overview to all staff
- have a Crew Member position in rooms
- ensure at least one Adviser participates in the monthly support
- host 3 trainings with Anchored4Life (i.e. initial, refresher, annual)
- host annual maintenance, when not having an annual training
- create a protocol for the Team Leader to be present when the new youth arrives and provide a tour of your location
- share Anchored4Life with parents
- follow-up with Anchored4Life on use and needs of the materials
- Ensure monthly activity reports are submitted by the 10th of each month
- provide feedback to Anchored4Life





Anchored4Life Tier 2 Requirements

The location will:

- coordinate Tier 2 with the Installation School Liaison
- support Anchored4Life implementation
- implement at least one Club feature
- appoint an Administrative Point of Contact who is willing to oversee the Club at the location
- appoint (2) Advisers to facilitate the everyday functioning of the Club
- appoint (8) Team Leaders to implement Club features
- have a Crew Member position in rooms
- ensure at least one Adviser participates in the monthly support
- host with Anchored4Life initial orientation, individualized consultation, and ongoing support
- share Anchored4Life with parents
- follow-up with Anchored4Life on use and needs of the materials
- Ensure monthly activity reports are submitted by the 10th of each month
- provide feedback to Anchored4Life



Anchored4Life Press Release

FOR IMMEDIATE RELEASE: DATE

CONTACT:

AGENCY:

TELEPHONE:

FAX:

EMAIL:

Anchored4Life is coming to a location near you to provide hands on training to develop happier, healthier, and more confident kids.

City, State - Date

Anchored4Life has teamed up with the United States Military to provide a comprehensive transition and resiliency Club to support youth. This Club will make a significant difference in children's' lives by offering positive support and encouragement through the many unique challenges that they face. Anchored4Life will provide transition and resiliency resources and skills to counselors, teachers, parents, and youth.

Anchored4Life Club develops leadership skills, enhances life skills, builds confidence, reinforces team building, and offers support by:

- Building positive connections.
- Increasing self-esteem and positive self-worth.
- Integrating empathy and integrity in daily activities.
- Providing peer-to-peer support to transitioning youth.
- Quotes provide an inspiring message to set the stage for daily positive interactions.
- Kits connect youth and provide valuable resources during transitions.
- Tours provide opportunities for transitioning youth to make connections.
- Activity Groups teach life skills focusing on eight main transition areas.
- Service Projects strengthen community ties through making connections, increasing self-confidence, and making contributions.
- Training and Ongoing Support increases and improves transitions for youth.

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 kids. For more information about Anchored4Life email us at info@anchored4life.com or visit us at anchored4life.com.





Anchored4Life Training Fact Sheet Tier 1

Initial Training Day 1 (6 hours):

- Who: Administrative Point of Contact, Front Office Staff
- What: Anchored4Life Training
- When: Morning session
- Where: The designated location

- Who: 2 Advisers
- What: Anchored4Life Training
- When: ALL Day
- Where: The designated location

- Who: ALL staff at the location
- What: Informational Overview
- When: Scheduled at a time convenient for the location
- Where: The designated location

Initial Training Day 2 (6 hours):

- Who: 2 Advisers and 8 Team Leaders
- What: Anchored4Life Training
- When: ALL Day
- Where: The designated location





A4L SL Suggestion Form

Date: _____ Region: _____

SL Name: _____

Suggestion(s): _____

This form will be sent to the Regional SL for review. The Regional SL will address any suggestions and submit the outcome to the installation SL within 10 days of receipt.

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
_____	_____	_____



CONTACT SECTION

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