

Angel Light Academy's Leadership Training Institute

Angel Light Academy is a 501 (c)(3) not-for-profit organization that teaches youth and adults new skills that will build confidence and help individuals to grow and become the best they can be. The Leadership Training Institute provides leadership training for youth and adults.

Adult leadership training is in-depth training in communication, teambuilding, problem solving, service, and facilitation of youth leadership programs. Adult leaders are volunteer facilitators for ALA's Youth Leadership "Kick-Off" Conference and the Junior Leadership Program. The highly trained volunteers are experienced in working with children of all ages.

Youth leadership training includes the 2-day conference in which children learn leadership traits, problem solving, communication, life skills, and leading by example. The Junior Leadership Program begins each year after the conference when leaders can choose to continue their training.

Both the youth and adult programs teach the five pillars of leadership:

1. Character/Leadership Traits
 - a. Patience
 - b. Tolerance
 - c. Flexibility
 - d. Kindness
 - e. Fairness
 - f. Honesty
 - g. Trustworthiness
 - h. Courage
 - i. Problem Solving
 - j. Understanding Consequences
 - k. Good Communication: listening, speaking, writing
2. Problem Solving
 - a. Identify/analyze problem
 - b. Identify solutions
 - c. Find help and choose a solution
 - d. Take action
 - e. Look for consequences and begin again
3. Angelic Partners/Teamwork
4. Communication
5. Service

Junior Leadership Program

The ALA Junior Leader program is a year-round program that gives leaders in-depth training in leadership skills including character traits, problem solving, communication teambuilding, and service. Junior Leaders meet every six weeks with well-trained volunteer facilitators to learn leadership skills and apply them while doing service in the community. Junior Leaders are required to attend each meeting, participate in service activities, and show leadership at home, at school, and in their communities.

Junior Leadership Pledge

I promise, I will do my best to be in service to God, and my country, by taking leadership at home, at school and in my community, personally adopting the leadership traits, and keeping myself physically healthy, emotionally calm, and mentally sharp.

Rules and Expectations of the Program

1. Attend all meetings. No unexcused absences.
2. Be on time and prepared for each meeting: bring your handbook and a pencil.
3. Dress appropriately for each meeting and service project:
 - a. Junior leaders will be required to dress and groom with attention and emphasis on the following: neatness, cleanliness, modesty, decency, safety, personal and public health.
 - b. Wear your Junior Leader shirt and lanyard/badge.
 - c. Wear clean close toed shoes (no sandals).
 - d. Pants, shorts, and skirts must be worn on the waist and stay there without the assistance of a belt. Shorts and skirts will be no shorter than 3 inches above the knee.
 - e. No clothing with cutouts, holes, tears, leggings, or spandex by themselves.
 - f. Small earrings are allowed to be worn in ears. No facial or body piercings allowed. Tattoos must be covered.
4. Participate appropriately in all meetings and service activities according to the Junior Leadership Pledge. Cell phones must be turned off during Junior Leader meetings and service projects.
5. Maintain a minimum 3.0 grade point average. Bring a copy of your report card at the end of each grading period (trimester or quarter).

ALL Junior Leaders will be able to participate at the next Youth Leadership “Kick-Off” Conference. You will be able to wear your blue Leadership Training Institute t-shirt, help in the groups, and participate in the skits only if you follow the above rules of the program.

Leadership Pin Program

Leadership Pins can be earned throughout the year as leaders complete activities to show their understanding of the Five Pillars of the Leadership Training Institute, apply that understanding in various areas of their lives, and then take their leadership to new levels with in-depth projects.

Level 1 Leadership Pins

1. Leadership Traits
2. Angelic Partners
3. Problem Solving
4. President's Volunteer Service Award
5. Academic Excellence

Level 3 Leadership Pins

1. Sports
2. Health & Wellness
3. The Arts
4. Career Exploration
5. Create a Pin Project
6. President's Volunteer Service Award
7. Academic Excellence

Level 2 Leadership Pins

1. Communication
2. Health
3. Teamwork
4. School
5. Money
6. President's Volunteer Service Award
7. Academic Excellence

Leadership Pin Requirements

1. Meet with a facilitator to create an action plan for your leadership pin, including scheduling your presentation.
2. Follow the instructions and keep a record of your work. Check in with your facilitator at each meeting to go over progress.
3. When you are ready to make your pin presentation, call Pauline to confirm. You will make your presentation at a Junior Leader meeting or on a Certification Day.
4. All leadership pins will be awarded at the Youth Leadership Conference in March.

Junior Leader Calendar 2018-2019

April 29th : Registration Meeting

June 10th: Meeting

July 22rd : Meeting

September 16th : Meeting

October 28th : Meeting

December 9th : Meeting

January 20 : Meeting

February 24th: Meeting

March 8th, 9th, 10th: Youth Leadership “Kick-Off” Conference

When you are ready to test for a leadership pin call Pauline (760-641-2517) to schedule an appointment on a Certification Day.

June 30th : Certification Day

September 29th : Certification Day

November 16th : Certification Day

January 6th : Certification Day

February 10th: Certification Day

Academic Excellence Leadership Pins

Academic Excellence Pin (Quarter System)

Have a 4.0 or higher GPA for 2 quarters out of an academic school year. They do not have to be consecutive. If you maintain a 4.0 or higher GPA for all 4 quarters out of an academic school year, you will receive another pin.

Academic Excellence Pin (Trimester System)

Have a 4.0 or higher GPA for 1 trimester out of an academic school year. If you maintain a 4.0 or higher GPA for all 3 trimesters out of an academic school year, you will receive another pin.

The President's Volunteer Service Award

1. To earn the President's Volunteer Service Award, you must meet the following requirements:

Age 5-10:

- Bronze 26-49 hours of service per year.
- Silver 50-74 hours of service per year.
- Gold 75+ hours of service per year.

Age 11-15:

- Bronze 50-74 hours of service per year.
- Silver 75-99 hours of service per year.
- Gold 100+ hours of service per year.

Age- 16-25:

- Bronze 100-174 hours of service per year.
- Silver 175-249 hours of service per year.
- Gold 250+ hours of service per year.
-

1. In order to meet service hour requirements, you must be in service outside of your work with ALA. Keep a service log to track your hours. Turn that service in to Pauline by January 1, 2019.

Level 1 Leadership Pins

Leadership Traits

1. Identify and describe in writing each of the 11 leadership traits.
2. Give an example of how you use each leadership trait at home, at school, and in your community.
3. When you are finished, call Pauline (760-641-2517) to schedule your presentation on a Certification Day. Bring your work with you.
4. During your presentation you must be able to identify and describe each leadership trait without using your notes.

Angelic Partners

1. Identify and describe in writing each of the 5 angelic partners.
2. Give an example of how you use each angel at home, at school, and in your community.
3. When you are finished, call Pauline (760-641-2517) to schedule your presentation on Certification Day. Bring your work with you.
4. During your presentation you must be able to identify and describe each angel without using your notes.

Problem Solving

1. Identify and describe in writing the problem-solving model.
2. Use the model to solve a REAL problem you are having at home, at school, or in your community.
3. Take action using your solutions and note the consequences.
4. When you are finished, call Pauline (760-641-2517) to schedule your presentation on Certification Day. Bring your work with you.
5. During your presentation you must be able to identify the problem-solving model without using your notes.

Level 2 Leadership Pins

Communication

Research

1. Research ideas for teaching the leadership traits, problem solving model, and angels. You will use these ideas and techniques to teach junior leaders and adults.
2. Research effective public speaking skills. What makes a good public speaker? You will use this information when you present at a Junior Leader meeting.

Service

1. Write a 2-page essay about the Junior Leader program and how it has impacted your life, what you've learned, and how you will apply what you've learned.
2. Attend 1 Angel Light Academy fundraising event. Demonstrate the ability to develop new relationships (greet guests, talk about Angel Light Academy and your experiences, participate in fundraising activities).
3. Write a letter thanking the donors from the event you attended.

Education

1. Before you attend an ALA event, make a presentation at a Junior Leader meeting. Be prepared to discuss what you have learned about the program and about public speaking, what leadership traits you used, and/or improved during this process.
2. Teach a small group of new junior leaders about the leadership traits, angels, or problem solving model.
3. Teach a small group of adults about the leadership traits, angels, or problem solving model.
4. Assist a facilitator in certifying a Junior Leader completing a Level 1 pin. You will listen to the Junior Leader, ask questions, and be able to report to the facilitator about what that Junior Leaders know and what they need to improve.

Communication Pin Checklist

- Research ideas for teaching the ALA leadership skills.
- Research effective public speaking skills.
- Write a 2-page essay about the Junior Leader program.
- Make a presentation at a Junior Leader meeting about the program.
- Teach a group of new Junior Leaders about leadership skills.
- Teach a group of adults about leadership skills.
- Attend an ALA fundraising event and develop new relationships.
- Write a letter thanking the donors from the event you attended.
- Assist a facilitator in certifying a Junior Leader completing a Level 1 pin.

Level 2 Leadership Pins

Health

Research

1. Research and put into writing what is considered overall good health. Include physical and mental/emotional good health.
2. Research health problems in your own family. They could be physical problems (such as heart disease or diabetes), mental/emotional problem (such as depression), or an addiction (such as food, smoking, drinking, or drugs).
 - a. Talk with family members about the health problems and their impact.
 - b. Research the causes and effects of those problems and ways to prevent them.
3. Choose one area of family health you can improve in yourself. Discuss this area with a facilitator for approval.

Service

1. Develop a plan to improve your personal health in that one area. Use the problem solving model to identify problems and solutions. Include in your plan:
 - a. All the things you could do to prevent or reduce this health risk in yourself.
 - b. 1-2 things you WILL do to improve your health in this area.
2. Make 1-2 changes for a 6-week period of time. Track what you do, how you feel, and progress you make. What are the consequences of making this change?

Education

1. Partner with family members on this health issue. Either make the changes together OR teach 5 family members what you learned during the process and help them to make a similar change. Track what you are doing and what your family is doing and the consequences of the changes everyone makes.
2. Present your information at a Junior Leader meeting. Include resources (such as websites, books, or YouTube videos) for other Junior Leaders. Be prepared to discuss why you chose the career/job field, what you learned, and what leadership traits you used and/or improved during this project.

Health Pin Checklist

- Research and write about overall good health.
- Research health problems in your family.
- Choose one family health risk you can improve in yourself.
- Develop a plan to improve your personal health.
- Make 1-2 changes for 6 weeks.
- Track your actions and progress for 6 weeks.
- Partner with family members on the health issue.
- Present your information at a Junior Leader meeting.

Level 2 Leadership Pins

Teamwork

Research

1. Form a team that can include other Junior Leaders and/or other friends. Decide on a project for YLC or the Junior Leader program that you will work on. Get the topic approved by an adult facilitator. Projects can include:
 - a. Developing skits
 - b. Finding and/or making videos for YLC
 - c. Leadership in sports
 - d. Leadership in arts
 - e. Finding new ways to teach the leadership traits, angels, or problem solving model from stage and within the groups
 - f. The Music and Memory program
 - g. Finding service projects for the Junior Leaders
 - h. Breakout sessions for Red and Yellow groups
2. Research your service project. Begin a problem solving model.
3. Develop a plan for this project. Present your plan to an adult facilitator for approval.

Service

1. Complete your project. Use the problem solving model to identify and solve problems as you work through your plan.
2. As a team, put in writing what you did, what you learned, what leadership skills you used or should have used, and what you would do differently.

Education

1. Present your project at a Junior Leader meeting. Be prepared to discuss your project, what you learned, what leadership traits you used and/or improved during the process.

Teamwork Pin Checklist

- Form a team that could include other Junior Leaders or friends.
- Decide as a team on your project topic.
- Get the topic approved by a facilitator.
- Research your service project. Begin a problem solving model.
- Develop your action plan for the project.
- Get your plan approved by a facilitator.
- Complete the project.
- Write up what happened (Service #2).
- Present at a Junior Leader meeting.

Level 2 Leadership Pins

School

Research

1. Describe in writing your experiences in school.
 - a. How are your grades?
 - b. How is your behavior?
 - c. How are your relationships with teachers and peers?
2. Bring a copy of your report card to a Junior Leader meeting after every grading period.
3. Identify a problem at your school that you would like to solve. Explain the problem in writing and why it's important for you to solve it. You will use the problem solving model to research and find solutions for the problem. Present your plan to an adult facilitator.
4. Identify a personal problem you have at school (such as grades, behavior, relationships at school) that you would like to solve. Explain the problem in writing and why it's important for you to solve it. You will use the problem solving model to research and find solutions for the problem. Present your plan to an adult facilitator.

Service

1. Use the problem solving model to build a team and solve the problem you identified at your school. Take action!
2. Use the problem solving model to solve your personal problem at school. Take action!

Education

1. Present your completed school project at a Junior Leader meeting. Be prepared to discuss your action plan, the consequences of taking on this project, what you learned, what leadership traits you used and/or improved during the process. Is the problem solved? What more do you need to do? How will you continue to make this a positive change?
2. Present your completed personal school problem at a Junior Leader meeting. Be prepared to discuss your action plan, what you learned, what leadership traits you used and/or improved during the process. Is the problem solved? What more do you need to do? How will you continue to make this a positive change?

School Pin Checklist

- Describe your experiences in school.
- Bring your report card to Pauline.
- Identify a school problem.
- Make a plan to solve the problem.
- Get the plan approved by a facilitator.
- Identify a personal school problem.
- Make a plan to solve the problem.
- Get the plan approved by a facilitator.
- Build a team and solve the problem at your school.
- Solve your personal problem at school.
- Present your completed school project at a Jr. Leader meeting.
- Present your completed personal school problem at a Jr. Leader meeting.

Level 2 Leadership Pins

Money

Research

1. What is an entrepreneur? What do they do? Choose an entrepreneur you admire and list 5 ways they use leadership and problem solving to be successful.
2. Research 10 different ways you could realistically earn money.
3. Make a list of 10 different skills you have that could help you make money (such as able to make something, patient with kids, cooking/baking, etc.).
4. Your task is to **earn** a minimum of \$100 for YLC by creating a business. With a facilitator, complete the attached business plan.

Service

1. Take action on your business plan. Use the problem solving model to solve problems or make changes as you work.
2. Find an app (such as Hours Tracker) to track your progress.

Education

1. As you begin your business, present it at a Junior Leader meeting to advertise your product or service.
2. Present your project/business at a Junior Leader meeting. Include resources (such as websites, books, or YouTube videos) for other Junior Leaders. Be prepared to discuss what you did, what you learned, and what leadership traits you used and/or improved during this project.

Money Pin Checklist

- Research entrepreneurship and an entrepreneur you admire.
- Research 10 ways you could realistically earn money.
- List 10 different skills you have that could help you make money.
- Create a business plan with a facilitator.
- Begin your business.
- Present your business at a Junior Leader meeting to advertise your product or service.
- Use an app to track your progress.
- Earn \$100 for YLC.
- Present your business at a Junior Leader meeting.

Level 3 Leadership Pins

Create a Pin

Research

- What is the goal of this pin project?
 - What problem are you trying to solve?
 - What skill are you improving?
 - What are you providing for the community?
- Background information
 - Important things to know about the topic
 - Current issues/problems in this topic
 - Who will be served by this project?
- Why is this an important project?
- What are you hoping to learn?
- What steps are involved? What is the plan of action? How will it be accomplished?

Service

- Complete the project
- Journal/notes on steps, progress, what happens
- What is the impact on those being served?

Education

- What happened? What were the consequences/outcomes of the project?
- What did you learn?
- How can the project be improved?
- How can the project be repeated?
- What leadership traits did you use and/or improve?
- What needs to be done next on this topic?
 - Is the problem solved?
 - Does more research or action need to be done?
 - Who can carry the project forward?
 - Can others be trained to do this project?
 - How could others take on this project and make a positive impact?
- Present your project at a Junior Leader meeting.