

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 2 Leadership Pins

1. Communication
2. Health
3. Teamwork
4. School
5. Money
6. Sports
7. Health & Wellness
8. The Arts
9. Career Exploration
10. Create a Pin Project
11. President's Volunteer Service Award
12. Academic Excellence

Leadership Pin Requirements

1. Meet with you facilitator and Jr. Leader partner 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.
4. All leadership pins will be awarded at the Youth Leadership Conference in March.

Academic Excellence Leadership Pins

Academic Excellence Pin (Quarter System)

Have a 4.0 or higher GPA for 1 quarter out of an academic school year. 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.
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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 19, 2020.

Level 1 Leadership Pins

Leadership Traits

1. Identify and describe the 11 leadership traits. Be able to show your understanding
 - a. With a facilitator, give an example of how you use each leadership trait at home, at school, and in your community.
 - b. Create something to show the meaning of each trait and at least one example of how you use that trait (i.e. poster, written examples, Powerpoint presentation, or other demonstration).
2. You will present to a facilitator at a Jr. Leader meeting. During your presentation you must be able to identify and describe each leadership trait without using your notes.

Angelic Partners

1. Identify and describe the 5 angelic partners. Be able to show your understanding
 - a. With a facilitator, give an example of how you use each angel at home, at school, and in your community.
 - b. Create something to show each angel and at least one example of how you use that angel (i.e. poster, written examples, Powerpoint presentation, or other demonstration).
2. You will present to a facilitator at a Jr. Leader meeting. During your presentation you must be able to identify and describe each leadership trait without using your notes.

Problem Solving

1. Identify and be able to teach the steps of 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. You will present to a facilitator at a Jr. Leader meeting. During your presentation you must be able to identify the steps of the problem solving model and how you used it to solve a real problem at home, at school, or in your community.

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 1 to 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 Leader knows 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.
- 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 2 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.

Level 2 Leadership Pins

Wellness

Choose 1 of the following topics. Complete the research, service, and education for each topic.

- Your online presence (safety, social media, gaming)
- Drugs, alcohol, smoking
- Gangs
- Nutrition
- Fitness
- Bullying

Research

1. What are the problems faced by kids your age? Use the problem solving model to identify the problems and use it as you find solutions/ideas to improve the health and wellness of others.
2. What would you like to improve in your own life within this topic? Use the problem solving model to solve a personal problem in your life regarding wellness (should be related to the topics you are researching)
3. Why is this an important topic to you and your peers?
4. What are you hoping to learn? What are your goals?

Service

1. For 4 months, keep a journal of steps taken, progress, problems, and consequences as you work through the project/plan. This might include:
 - a. Health journal-track nutrition or exercise
 - b. Social media journal-track your posts, their impact, and your mood when reading the posts of others
 - c. Reflections on the consequences of unhealthy behaviors and how they have impacted or could impact you.
 - d. Changes you've made in your own behaviors and how they have felt.
 - e. Problem solving model to work through problems/issues that come up or to help make changes in behavior.
2. Create a presentation that includes pictures, background information, the answers to the questions for your topic, and your personal progress within the topic.

Education

1. Complete the problem solving models you started with Research to show the consequences of your work on this topic. Did you reach your goals?
2. How can you help others with the information you learned?
3. What are your next steps? What more needs to be done on this topic?
4. Present your projects at a Junior Leader meeting. Be prepared to discuss why you chose the topics, what you learned, and what leadership traits you used and/or improved during this project.

Level 2 Leadership Pins

Career Exploration

Research

1. Explore 3 different career/job fields such as education, business, finance, technology, medical, environment, etc.
 - a. What are the educational requirements for jobs in this field?
 - b. What are the skill requirements for jobs in this field?
 - c. What training or experience is required for this field?
 - d. What are some of the jobs in the field?
2. Research leaders in each of those career/job fields.
 - a. What makes them leaders?
 - b. What are they doing to be successful?

Service

1. Choose one career field that you find interesting. Do further research about specific jobs you'd like to do.
 - a. What jobs would you be interested in doing?
 - b. Do the jobs provide a livable wage? How much can you make doing this job? Can you support yourself with this job?
2. Create an action plan to move yourself into a job in this field. Use the problem solving model to identify problems/issues that would potentially prevent you from moving into this job/career.
 - a. What education will you need?
 - b. What grades do you need to have to get the right education?
 - c. How will you work toward this job?

Education

1. Would you advise others to look into this career field? Why or why not?
2. Present your information at a Junior Leader meeting. 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.

Level 2 Leadership Pins

Sports

Research

1. Learn First Aid for and how to prevent injuries that can occur while playing the sport you chose (sprains, breaks, dehydration, etc).
2. Explain the importance of the following in sports:
 - a. A physical exam
 - b. Maintaining good health habits
 - c. How drugs/alcohol/smoking affect health and performance in sports
 - d. Warming up and cooling down
3. Explain the difference between an amateur and professional athlete
4. Explain the traits of a good sport, being a leader while playing your sport, the traits of a good team leader (coach, captain, player), and the importance of sportsmanship.

Service

1. Participate for one season or 4 months as a competitive individual or as a member of an organized team.
 - a. Set goals for the season as a leader and as a player. Use the problem solving model to deal with problems or issues that come up.
 - b. Explain the rules and etiquette for the sport.
 - c. List the equipment needed and explain the importance of any protective equipment.
 - d. Draw a diagram of the playing field/area for the sport
2. Reflect on the season. Did you meet your goals? Did you improve as a leader? Did you improve in your sport? What are your goals for next season?

Education

1. Teach someone the basics of your sport. Practice with this person until they show they understand the sport.
2. Present your experience at a Junior Leader meeting. Be prepared to discuss your season, what you learned, what leadership traits you used and/or improved during the process.

Level 2 Leadership Pins

The Arts

Choose an area of focus: Fine Arts, Dramatic Arts, Photography, Musical Arts, or Cinematic Arts/Film

Fine Arts

Research

1. Research the art medium you will be primarily working in.
 - a. Who have been some influential artists in this medium?
 - b. What are important technical aspects of this medium?
 - c. What are some examples of art in this medium that are considered “good” or “quality.”
2. Visit a museum, art exhibit, art gallery, or similar.
 - a. Write about what you learned about the art and artists.
 - b. Write about what you think of the art and the process.
3. Research career opportunities in the Fine Arts.
 - a. What education, training, and experience are required?
 - b. Does this career interest you? Why or why not?

Service

1. Design something useful OR design a logo. Use any art medium or combination of mediums. It can be a drawing, painting, 3-D rendering, digital image, etc.
2. Tell a story with a drawing, painting, 3-D rendering or other medium.

Education

1. Teach someone about the medium you worked in. Help them to create a small piece of art using the skills/techniques you have learned about or used in your own artwork.
2. Present your designs at a Junior Leader meeting. Be prepared to discuss your designs, your process, what you learned, and what leadership traits you used and/or improved during the process.

Dramatic Arts

Research

1. See or read 2 full-length plays or scripts and write a review of each.
2. Research and write definitions/demonstrate your understanding of theatrical terms: proscenium arch, central or arena staging, spotlight, floodlight, flies, center stage, stage right, stage left, stage brace, stage crew, cyclorama, portal, sound board
3. Research career opportunities in the Dramatic Arts.
 - c. What education, training, and experience are required?
 - d. Does this career interest you? Why or why not?

Service

1. Write a skit for YLC. Cast it, rehearse it, and film it with other Jr Leaders or friends.
2. Participate in a play (act a part, direct, work on staging/set, work on costumes, etc) at your school or in your community. Write a review of the play when it is finished and explain what you learned during the process.

Education

1. Present your skit at a Junior Leader meeting. Be prepared to discuss your skit, your process, what you learned, and what leadership traits you used and/or improved during the process.
2. Present your skit at YLC. Introduce and debrief the skit from the stage.

Photography

Research

1. Research and write definitions/demonstrate your understanding of how the following elements and terms affect the quality of a picture:
 - a. Light-natural, ambient, flash
 - b. Exposure-aperture, shutter speed, depth of field
 - c. Composition-rule of thirds, leading lines, framing, depth
 - d. Angle of view
 - e. Stopping action
2. Explain the basic parts and operation of a digital camera.
3. Research career opportunities in Photography.
 - e. What education, training, and experience are required?
 - f. Does this career interest you? Why or why not?

Service

1. Produce a picture story OR choose a topic of interest to photograph for exhibit or presentation. Use about 20 photos. Photos may be presented as prints (poster board or other presentation) or in a digital presentation/slide show.

Education

1. Teach someone to take a quality photograph. Include their photo in your presentation.
2. Present your project at a Junior Leader meeting. Be prepared to discuss why you chose the story or topic, what you learned, and what leadership traits you used and/or improved during this project.

Musical Arts

Research

1. Research and explain the 5 general groups of musical instruments
2. Attend a live performance or listen to 3 hours of recordings from 2 musical styles.
 - a. Describe the music and instruments.
 - b. Identify composers or songwriters in the genre.
 - c. Describe the setting and audience reaction if you attended a live performance.
 - d. Discuss your thoughts about the music.
3. Research career opportunities in the Musical Arts.
 - g. What education, training, and experience are required?
 - h. Does this career interest you? Why or why not?

Service

1. Serve for a minimum of 4 months as a member of a school band, choir, local music group, OR take regular lessons for an instrument and perform as a soloist in a public setting.
 - a. Set goals for your growth and improvement during this time both as a leader and as a musician.
 - b. Use the problem solving model to find solutions to problems/issues that arise.
 - c. At the end of the 4 months, reflect on your progress. Did you meet your goals? What will you work on next?

Education

1. Teach someone a simple song/beat on your instrument. Film them playing what you taught them.
2. Present a song at a Junior Leader meeting. Be prepared to discuss your process, what you learned, and what leadership traits you used and/or improved during this project.

Cinematic Arts/Film

Research

1. Research and explain software programs for film-making/editing. Write a brief summary of each including the benefits and limitations in using each one.
2. Watch films and videos from different genres. Make notes of their use of plot, characters, setting, lighting, editing, etc. What makes the films good or bad?
3. Research career opportunities in the Cinematic Arts.
 - i. What education, training, and experience are required?
 - j. Does this career interest you? Why or why not?

Service

1. Create a video about Angel Light Academy. Include information and pictures/video on the following:
 - a. Youth Leadership Conference
 - b. Junior Leader Training Program
 - c. Music and Memory Service
 - d. Leadership Traits
 - e. Problem Solving
2. Film and edit the video.

Education

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