



ELMP 2026-2027 Adult Implementation Guide

Speaker, Mentor & Workbook Completion System

Staff, Mentors, Presenters, and Partners Guide – 1st Edition

2026-2027 Program Year

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Developing Leaders. Building Character. Inspiring Service

1st EDITION

The ELMP Adult Standard

Every adult supports a single coherent curriculum and remains within an approved role.

- [] Use the unchanged ELMP Information Packet as the governing guide.
- [] Protect the October-through-May curriculum sequence and approved calendar anchors.
- [] Begin every primary Success Seminar with the required 20-minute History, Heritage & Cultural Identity segment.
- [] Keep the featured presentation to the approved 30-minute block.
- [] Use a 25-minute interactive practice so Esquires apply the monthly technique.
- [] Protect 20 minutes for structured mentor circles and 15 minutes for workbook completion.
- [] Do not use active service time for paperwork. Esquires serve first and reflect afterward.
- [] Record the support, evidence, and follow-up actually delivered.
- [] Use only screened and approved adults in mentor, facilitator, tutor, or reviewer roles.

PROGRAM DIRECTOR STANDARD

Professional. Symmetrical. Aligned. Streamlined. Ready to teach. Ready to print. Every session must be purposeful, age-appropriate, interactive, aligned with the ELMP Success Goals, and sufficiently robust to yield useful evidence of growth.

ANNUAL ROTATION

Correct October-May Topic Sequence

January is Careers Without Limits. The former title of the January seminar has been retired.

Month	Approved Topic	Application Experience	Required Evidence
October	Belonging, Purpose & Standards	Social Bonding & Brotherhood Experience	Leadership identity statement and signed team charter
November	Skills, Pathways & Possibilities	Family Essentials Kits and Thanksgiving Caring & Sharing Service	Career pathway map and verified service record
December	Responsible AI, Technology & Leadership	Christmas Caring & Sharing Service and ELMP Fundraiser	Responsible AI pledge and verified service or fundraiser role
January	Careers Without Limits	Careers Without Limits Career Exposure Experience	Career Flight Plan, question card, experience reflection, and 90-day exploration action
February	Professional Development & Communication	History and Leadership Signature Experience	Professional introduction, resume item, and event reflection
March	Prepared Minds, Calm Responses	Easter Caring & Sharing Service	Personal response plan and verified service record
April	Community Voice, Media Literacy & Decisions	TZL Empower Youth Town Hall or approved civic experience	Community decision brief and documented civic action
May	Etiquette, Responsible Choices & Leadership Presence	Student Recognition Dinner Readiness and Leadership Evidence Gallery	Etiquette check, capstone evidence, and leadership commitment

JANUARY CORRECTION

Careers Without Limits is the only approved title for the January seminar. Career exposure may include aviation, aerospace, college, technical, professional, skilled trades, entrepreneurship, or other pathways.

SESSION DESIGN

Standard Two-Hour Success Seminar

The complete cycle totals exactly 120 minutes.

Time	Segment	Lead	Required Result
10 min	Brotherhood Opening	Staff / Esquire Officer	Attendance, Credo, recognition, purpose
20 min	History, Heritage & Cultural Identity	History Presenter	Historical connection, question, leadership challenge
30 min	Featured Speaker / Facilitator	Approved Presenter	Monthly message and one repeatable technique
25 min	Interactive Leadership Practice	Presenter + Staff	Observed application of the technique
20 min	Structured Mentor Circles	Screened Circle Facilitators	Reflection, life connection, action, and support are needed
15 min	Workbook Completion & Evidence	Program Staff / Reviewers	Completed record, evidence identified, next directions

TIMING RULE

Do not extend the presentation by taking time from mentor circles or workbook completion. Informal questions may continue after dismissal only when supervision, room access, and family schedules allow.

Adult transition language from history to featured presenter:

Adult transition language from practice to mentor circles:

Adult transition language from mentor circles to workbook completion:

ADULT ROLES

Responsibilities and Boundaries

Role	Primary Responsibility	Important Boundary
Program Director	Final approval, safety, quality, staffing, policy, and follow-up	Retains final program authority
Program Coordinator	Calendar, speakers, mentor coverage, communication, tracking, and evidence	Coordinates within the approved program direction
History Presenter	Deliver the required 20-minute historical connection and transition	Does not consume featured presenter, mentoring, or workbook time
Featured Presenter	Teach the approved monthly message and model one technique	Does not become a mentor or reviewer without separate approval
Circle Facilitator	Lead the approved 20-minute group reflection	Does not carry a personal caseload or create private channels
Approved Adult Reviewer	Verify completed work and evidence	Signs only what was actually completed
Mentor on Duty	Provide same-day support and make-up reflection in an observable setting	Does not create an unofficial ongoing match
Peer Leader	Model, encourage, and assist under adult supervision	Never replaces the responsible adult

YOUTH PROTECTION

Approved adult roles require ELMP screening, NSOPW review, three references, the Mentor Training Academy certificate, and annual program approval. Conversations remain open and observable, following ELMP two-adult practices.

AGE-LEVEL ADAPTATION

One Standard, Age-Appropriate Completion

Age Band	Student Work	Adult Facilitation	Acceptable Evidence
Ages 6-8	Discover, draw, choose, help, and explain one idea	Use pictures, movement, short choices, and one-step practice	Drawing, choice, short statement, or observed demonstration
Ages 9-11	Interview, record, practice, and take a defined role	Use short scenarios, guided questions, and visible roles	Skill card, role record, or brief explanation
Ages 12-14	Analyze, collaborate, present, and justify a decision	Use realistic problems, peer feedback, and consequences	Reasoned decision, feedback record, or short presentation
Ages 15-17	Facilitate, coach, plan, present, and document results	Invite leadership without making youth responsible adults	Facilitator plan, coaching note, action brief, or verified result

[] The standard remains consistent across age bands.

[] Younger Esquires may draw, dictate, demonstrate, or complete supported responses.

[] Older Esquires should provide more independent analysis and leadership evidence.

[] Disability, reading level, and documented needs may change the completion method, not the required standard.

OCTOBER ADULT IMPLEMENTATION CARD

Belonging, Purpose & Standards

Building Brotherhood

Implementation Element	Approved Direction
History Connection	Identity, brotherhood, shared responsibility, and the meaning of belonging
Featured Presenter	Kickoff speaker or ELMP facilitator
Monthly Technique	Use the ELMP standards to make one decision that strengthens the group.
Leadership Practice	Brotherhood Quest and Team Charter
Application Experience	Social Bonding & Brotherhood Experience
Required Evidence	Leadership identity statement and signed team charter

Adult Preparation Checklist

- ☐ Presenter brief issued at least 30 days in advance when possible.
- ☐ History and featured presenter messages coordinated.
- ☐ Learning technique and practice confirmed.
- ☐ Room, technology, materials, accessibility, and partner needs confirmed.
- ☐ Actual screened adult circle coverage assigned before arrival.
- ☐ Student workbook pages and evidence directions ready.
- ☐ Family communication and application experience details prepared.
- ☐ Quality review owner and seven-day review date assigned.

Adult notes, risks, or needed follow-up:

NOVEMBER ADULT IMPLEMENTATION CARD

Skills, Pathways & Possibilities

Building Brotherhood

Implementation Element	Approved Direction
History Connection	Labor, skilled trades, innovation, and community progress
Featured Presenter	WISD CTE or approved career pathway facilitator
Monthly Technique	Match an interest or strength to a realistic education or career pathway.
Leadership Practice	Pathway Map: interest, skill, training, experience, and next step
Application Experience	Family Essentials Kits and Thanksgiving Caring & Sharing Service
Required Evidence	Career pathway map and verified service record

Adult Preparation Checklist

- ☐ Presenter brief issued at least 30 days in advance when possible.
- ☐ History and featured presenter messages coordinated.
- ☐ Learning technique and practice confirmed.
- ☐ Room, technology, materials, accessibility, and partner needs confirmed.
- ☐ Actual screened adult circle coverage assigned before arrival.
- ☐ Student workbook pages and evidence directions ready.
- ☐ Family communication and application experience details prepared.
- ☐ Quality review owner and seven-day review date assigned.

Adult notes, risks, or needed follow-up:

DECEMBER ADULT IMPLEMENTATION CARD

Responsible AI, Technology & Leadership

Building Brotherhood

Implementation Element	Approved Direction
History Connection	Innovation, technology, and the responsibility to use knowledge wisely
Featured Presenter	Technology, digital citizenship, or responsible AI facilitator
Monthly Technique	Pause, verify, protect privacy, identify your own contribution, and cite sources.
Leadership Practice	Responsible AI Decision Lab
Application Experience	Christmas Caring & Sharing Service and ELMP Fundraiser
Required Evidence	Responsible AI pledge and verified service or fundraiser role

Adult Preparation Checklist

- ☐ Presenter brief issued at least 30 days in advance when possible.
- ☐ History and featured presenter messages coordinated.
- ☐ Learning technique and practice confirmed.
- ☐ Room, technology, materials, accessibility, and partner needs confirmed.
- ☐ Actual screened adult circle coverage assigned before arrival.
- ☐ Student workbook pages and evidence directions ready.
- ☐ Family communication and application experience details prepared.
- ☐ Quality review owner and seven-day review date assigned.

Adult notes, risks, or needed follow-up:

JANUARY ADULT IMPLEMENTATION CARD

Careers Without Limits

*Developing Leaders***CONFIRMED JANUARY SEMINAR**

Saturday, January 9, 2027 | 10:00 AM-12:00 PM | Washtenaw Community College, Gunder Myran Building, Room 319

Implementation Element	Approved Direction
History Connection	Aviation, science, career pioneers, preparation, perseverance, and opportunity
Featured Presenter	Careers Without Limits featured facilitator or approved career professional
Monthly Technique	Use a Flight Plan: destination, current position, required training, next checkpoint, and support crew.
Leadership Practice	Careers Without Limits Flight Plan Lab
Application Experience	Careers Without Limits Career Exposure Experience
Required Evidence	Career Flight Plan, question card, experience reflection, and 90-day exploration action

Adult Preparation Checklist

- ☐ Presenter brief issued at least 30 days in advance when possible.
- ☐ History and featured presenter messages coordinated.
- ☐ Learning technique and practice confirmed.
- ☐ Room, technology, materials, accessibility, and partner needs confirmed.
- ☐ Actual screened adult circle coverage assigned before arrival.
- ☐ Student workbook pages and evidence directions ready.
- ☐ Family communication and application experience details prepared.
- ☐ Quality review owner and seven-day review date assigned.

Adult notes, risks, or needed follow-up:

FEBRUARY ADULT IMPLEMENTATION CARD

Professional Development & Communication

Developing Leaders

Implementation Element	Approved Direction
History Connection	Professional excellence, institution building, and leadership heritage
Featured Presenter	Professional development, resume, interview, or communication facilitator
Monthly Technique	Introduce yourself with confidence: name, current role, strength, and next goal.
Leadership Practice	Professional Introduction, Resume Snapshot, and Interview Practice
Application Experience	History and Leadership Signature Experience
Required Evidence	Professional introduction, resume item, and event reflection

Adult Preparation Checklist

- ☐ Presenter brief issued at least 30 days in advance when possible.
- ☐ History and featured presenter messages coordinated.
- ☐ Learning technique and practice confirmed.
- ☐ Room, technology, materials, accessibility, and partner needs confirmed.
- ☐ Actual screened adult circle coverage assigned before arrival.
- ☐ Student workbook pages and evidence directions ready.
- ☐ Family communication and application experience details prepared.
- ☐ Quality review owner and seven-day review date assigned.

Adult notes, risks, or needed follow-up:

MARCH ADULT IMPLEMENTATION CARD

Prepared Minds, Calm Responses

Developing Leaders

Implementation Element	Approved Direction
History Connection	Courage, strategy, discipline, and calm leadership during difficult situations
Featured Presenter	Conflict management, de-escalation, or prepared-minds facilitator
Monthly Technique	Pause, assess, choose the safest response, communicate calmly, and seek help.
Leadership Practice	Calm Response Scenario Lab
Application Experience	Easter Caring & Sharing Service
Required Evidence	Personal response plan and verified service record

Adult Preparation Checklist

- ☐ Presenter brief issued at least 30 days in advance when possible.
- ☐ History and featured presenter messages coordinated.
- ☐ Learning technique and practice confirmed.
- ☐ Room, technology, materials, accessibility, and partner needs confirmed.
- ☐ Actual screened adult circle coverage assigned before arrival.
- ☐ Student workbook pages and evidence directions ready.
- ☐ Family communication and application experience details prepared.
- ☐ Quality review owner and seven-day review date assigned.

Adult notes, risks, or needed follow-up:

APRIL ADULT IMPLEMENTATION CARD

Community Voice, Media Literacy & Decisions

Leading with Purpose

Implementation Element	Approved Direction
History Connection	Civic courage, informed citizenship, community voice, and responsible decision-making.
Featured Presenter	TZL Empower civic education or media literacy facilitator
Monthly Technique	Check the source, separate fact from opinion, listen respectfully, and choose a constructive action.
Leadership Practice	Community Decision Brief and Youth Town Hall Preparation
Application Experience	TZL Empower Youth Town Hall or approved civic experience
Required Evidence	Community decision brief and documented civic action

Adult Preparation Checklist

- ☐ Presenter brief issued at least 30 days in advance when possible.
- ☐ History and featured presenter messages coordinated.
- ☐ Learning technique and practice confirmed.
- ☐ Room, technology, materials, accessibility, and partner needs confirmed.
- ☐ Actual screened adult circle coverage assigned before arrival.
- ☐ Student workbook pages and evidence directions ready.
- ☐ Family communication and application experience details prepared.
- ☐ Quality review owner and seven-day review date assigned.

Adult notes, risks, or needed follow-up:

Etiquette, Responsible Choices & Leadership Presence

Leading with Purpose

Implementation Element	Approved Direction
History Connection	Tradition, ceremony, gratitude, recognition, and carrying the legacy forward
Featured Presenter	Etiquette, responsible choices, and table skills facilitator
Monthly Technique	Prepare, present yourself respectfully, make responsible choices, and show gratitude.
Leadership Practice	Introductions, table skills, networking, and recognition readiness
Application Experience	Student Recognition Dinner Readiness and Leadership Evidence Gallery
Required Evidence	Etiquette check, capstone evidence, and leadership commitment

Adult Preparation Checklist

- ☐ Presenter brief issued at least 30 days in advance when possible.
- ☐ History and featured presenter messages coordinated.
- ☐ Learning technique and practice confirmed.
- ☐ Room, technology, materials, accessibility, and partner needs confirmed.
- ☐ Actual screened adult circle coverage assigned before arrival.
- ☐ Student workbook pages and evidence directions ready.
- ☐ Family communication and application experience details prepared.
- ☐ Quality review owner and seven-day review date assigned.

Adult notes, risks, or needed follow-up:

APPLICATION EXPERIENCES

Serve or Participate First - Reflect Afterward

Experience Name 	Date / Time
Location / Partner 	Staff Lead
Purpose / CEI Pillar 	Required Evidence

What Esquires will do and why the experience matters:

Youth leadership roles and adult supervision:

Transportation, permissions, accessibility, safety, and emergency planning:

When and how reflection and workbook completion will occur:

- ☐ No paperwork during active service
- ☐ Participation occurs before reflection
- ☐ Evidence protects privacy
- ☐ Attendance and roles are verified
- ☐ Follow-up owner is named

Seven-Day Completion Review

- ☐ Attendance and actual adult coverage reconciled.
- ☐ History segment, featured presentation, practice, mentor circles, and workbook block confirmed.
- ☐ Student workbook completion and evidence status updated.
- ☐ Concerns, support needs, referrals, and family communication assigned.
- ☐ Presenter quality and curriculum alignment reviewed.
- ☐ Application experience or thirty-day challenge directions sent.
- ☐ Improvements for the next session documented.

Measure	Result	Notes
Esquires attending		
Approved adults present		
Workbook records completed		
Evidence items received		
Follow-up items opened		
Follow-up items closed		

Reviewed By	Role	Date	Program Director / Designee
_____	_____	_____	_____