



ELMP 2026-2027 Program Director Guide

Planning, Approval, Quality & Completion System

Program Director and Leadership Guide – 1st Edition

2026-2027 Program Year

Program Director:	Matthew Coats
Assistant Program Director:	TBD
Program Coordinator:	Clif Flowers

Developing Leaders. Building Character. Inspiring Service.

1st EDITION

Program Director Authority and Standard

PROGRAM DIRECTOR DIRECTION

Community voices reinforce one ELMP standard. Every Esquire receives the same approved monthly message, practices a named technique, reflects with a screened adult, completes the workbook record, and identifies evidence of growth.

- [] Approve all program publications, schedules, speakers, partners, policies, and materials.
- [] Protect mission alignment, youth safety, program quality, and financial accountability.
- [] Ensure the Information Packet remains the governing program document.
- [] Approve monthly presenter briefs, history connections, practices, evidence, and application experiences.
- [] Confirm adult screening and actual mentoring coverage before each session.
- [] Review student completion, follow-up, and program quality within seven days.
- [] Maintain final decision-making authority while delegating operational tasks clearly.

DOCUMENT SYSTEM

One Program, One Standard

Document	Function	Director Decision
ELMP Information Packet	Primary public and policy guide	Keep unchanged unless formally revised
Program Director Guide	Executive planning, approval, quality, and accountability	Use for leadership decisions and monthly sign-off
Adult Implementation Guide	Shared procedures for staff, mentors, presenters, and partners	Issue the relevant sections before service
History Session Guide	Required 20-minute historical connection and presenter coordination	Approve monthly alignment
Structured Group Mentoring Plan	Adult roles, staffing, limits, safeguards, records, and follow-up	Confirm coverage and compliance
Esquire Workbook	Official student reflection and evidence record	Review completion system
Achievement Badge Workbook	Supplemental badge evidence and recognition	Approve the adult verification process
Program Staff Portfolio	Monthly operating records and completion tracking	Audit implementation and results

HIERARCHY RULE

Support documents implement the Information Packet. They do not create separate programs, competing mentoring models, or different student standards.

ANNUAL APPROVAL

Correct Curriculum Sequence and Calendar Control

Month	Approved Topic	Experience	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 DIRECTOR CORRECTION

Approve January only under the title Careers Without Limits. Retire all earlier January seminar labels from every support workbook. Aviation and aerospace may remain among the career examples or exposure options.

- [] October kickoff and social anchors protected.
- [] November and December holiday service dates coordinated.
- [] January Careers Without Limits seminar confirmed.
- [] February History and Leadership experience protected.
- [] March Caring & Sharing service coordinated.
- [] April TZL Empower civic experience coordinated.
- [] May etiquette and Student Recognition Dinner readiness are protected.

PRE-YEAR CHECKLIST

Leadership, Staffing, Compliance, and Materials

- ☐ Program calendar, facilities, and room reservations confirmed.
- ☐ Program staff roles and lines of authority confirmed.
- ☐ Presenter recruitment plan and assignment briefs prepared.
- ☐ History presenter schedule and monthly connections confirmed.
- ☐ Six circle facilitators, staff leads, and Mentor on Duty coverage targets established.
- ☐ Adult screening, NSOPW, references, training certificates, and annual approval tracking are current.
- ☐ Student, family, attendance, consent, and communication systems ready.
- ☐ Esquire workbooks, badge workbooks, staff portfolio, and tracking tools ready.
- ☐ Service partners, transportation, permissions, safety, accessibility, and emergency procedures confirmed.
- ☐ Budget, fundraising, supplies, evidence storage, and recognition planning aligned.

Annual Approval Date _____	Program Director Initials _____
Leadership Review Date _____	Board / CEI Coordination Date _____

MONTHLY APPROVAL CYCLE

30 Days Before Through Seven Days After

Timing	Director Review	Required Decision
30+ days before	Presenter brief, history link, technique, practice, evidence, partner needs	Approve, revise, or replace
14 days before	Presenter outline, room, technology, materials, family communication	Confirm readiness and risk controls
7 days before	Actual screened adult coverage, student materials, run sheet, backups	Authorize session operations
Day of session	Timing, role boundaries, youth protection, workbook completion	Intervene when standards are not met
Within 7 days	Attendance, evidence, completion, concerns, family follow-up, quality	Close or assign corrective actions

SAME-MESSAGE CHECK

Before dismissal, Esquires should be able to name the monthly skill, demonstrate or explain the technique, identify one next action, and identify the evidence item that belongs in the portfolio.

OCTOBER DIRECTOR APPROVAL PAGE

Belonging, Purpose & Standards

Building Brotherhood

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

- ☐ The featured presentation fits the approved 30-minute block.
- ☐ The practice requires Esquires to lead, decide, create, serve, demonstrate, or present.
- ☐ The 20-minute mentor block has actual screened adult coverage.
- ☐ The 15-minute workbook block is protected.
- ☐ Age-level adaptations maintain the same standard.
- ☐ Youth protection, privacy, accessibility, and partner requirements are addressed.
- ☐ Family communication and next-step resources are ready.

Required revisions, conditions, or follow-up:

Program Director Decision	Signature / Initials	Date
☐ Approved ☐ Approved with Conditions ☐ Not Approved		

Skills, Pathways & Possibilities

Building Brotherhood

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

- ☐ The featured presentation fits the approved 30-minute block.
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☐ Approved ☐ Approved with Conditions ☐ Not Approved	_____	_____

Responsible AI, Technology & Leadership

Building Brotherhood

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

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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

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

- ☐ The featured presentation fits the approved 30-minute block.
- ☐ The practice requires Esquires to lead, decide, create, serve, demonstrate, or present.
- ☐ The 20-minute mentor block has actual screened adult coverage.
- ☐ The 15-minute workbook block is protected.
- ☐ Age-level adaptations maintain the same standard.
- ☐ Youth protection, privacy, accessibility, and partner requirements are addressed.
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Professional Development & Communication

Developing Leaders

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

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- ☐ Age-level adaptations maintain the same standard.
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Required revisions, conditions, or follow-up:

Program Director Decision	Signature / Initials	Date
☐ Approved ☐ Approved with Conditions ☐ Not Approved		

Prepared Minds, Calm Responses

Developing Leaders

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

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- ☐ The 15-minute workbook block is protected.
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Required revisions, conditions, or follow-up:

Program Director Decision	Signature / Initials	Date
☐ Approved ☐ Approved with Conditions ☐ Not Approved	_____	_____

Community Voice, Media Literacy & Decisions

Leading with Purpose

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

- ☐ The featured presentation fits the approved 30-minute block.
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- ☐ Youth protection, privacy, accessibility, and partner requirements are addressed.
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Required revisions, conditions, or follow-up:

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☐ Approved ☐ Approved with Conditions ☐ Not Approved	_____	_____

Etiquette, Responsible Choices & Leadership Presence

Leading with Purpose

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

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Required revisions, conditions, or follow-up:

Program Director Decision	Signature / Initials	Date
☐ Approved ☐ Approved with Conditions ☐ Not Approved	_____	_____

Director of Compliance Audit

- [] Every adult mentor, circle facilitator, reviewer, tutor, and Mentor on Duty is screened and approved.
- [] All required NSOPW checks, three references, training certificates, and annual approvals are current.
- [] Circle facilitators are not presented as individual mentors.
- [] Individual mentor matches are optional and limited to one Esquire per approved mentor.
- [] Conversations occur in open, observable settings with two-adult practices.
- [] Guest presenters do not receive private participant information.
- [] Virtual communication uses approved channels and remains known to families.
- [] Safety concerns are addressed through the established reporting and escalation procedure.
- [] Program staff owns family communication, referrals, and support-plan follow-up.

Audit Date	Reviewed By	Exceptions Found	Corrective Action Due
_____	_____	_____	_____

Monthly Director Review

Measure	Planned	Actual	Follow-Up
Esquires attending			
Approved adults present			
Mentor circles delivered			
Workbook records completed			
Evidence items received			
Student concerns opened			
Student concerns closed			
Family communications sent			

What met the ELMP standard:

What did not meet the standard:

Corrective action, owner, and due date:

Program Director Review	Date	Status
		☐ Closed ☐ Follow-Up Required

Program Completion and Continuous Improvement

- ☐ All monthly approval pages and quality reviews are complete.
- ☐ Student workbook and achievement badge statuses are current and supported by evidence.
- ☐ Attendance, service, mentoring, follow-up, and recognition records are reconciled.
- ☐ Student Recognition Dinner evidence and completion records are prepared.
- ☐ Presenter materials and improvement notes are stored for future use.
- ☐ Unresolved student or family needs have a documented owner and plan.
- ☐ Program results, impact data, finances, and partner acknowledgments are ready for reporting.
- ☐ Next-year calendar, staffing, curriculum corrections, and recruitment priorities are documented.

Major strengths to preserve:

Priority improvements for the next program year:

Program Director	Program Coordinator	Additional Reviewer	Date