



ELMP 2026-2027 Program Staff Portfolio

Presenter, Mentor & Workbook Completion System

Official Staff Implementation Portfolio – 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

STAFF STANDARD

One Program, One Message, One Completion Record

The ELMP Information Packet remains unchanged and continues to control the program. This portfolio organizes implementation; it does not create a separate program or mentoring model.

- [] Protect the fixed program calendar and required history segment.
- [] Provide presenters with the approved monthly message, technique, age ranges, and evidence item in advance.
- [] Confirm actual screened adult coverage before students arrive.
- [] Keep guest presenters in the teaching role unless separately approved for another role.
- [] Protect the 20-minute mentor circle and 15-minute workbook completion blocks.
- [] Document the support actually delivered, not only the support planned.
- [] Review completion, evidence, follow-up, and quality within seven days.

NONNEGOTIABLE COMPLETION STANDARD

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

Role	Primary Responsibility	Boundary
Program Director	Final approval, quality, safety, staffing, policy, and follow-up	Retains final authority and escalation responsibility
Program Coordinator	Curriculum calendar, speakers, mentor coverage, communication, tracking, and evidence	Coordinates but does not bypass Program Director approval.
History Presenter	Required 20-minute historical connection and transition	Does not consume the featured presenter, mentor, or workbook blocks
Featured Presenter	Teach the approved message and model one technique	Does not serve as a mentor or reviewer unless separately screened and approved
Circle Facilitator	Lead the approved 20-minute structured group discussion	No private caseload or unofficial individual match
Approved Adult Reviewer	Verify completion and evidence	Reviews only what was actually completed
Esquire Officer	Roll call, protocol, questions, transitions, and youth leadership	Never replaces the responsible adult

MASTER RUN OF SHOW

Standard Two-Hour Success Seminar

The schedule totals exactly 120 minutes.

Minutes	Segment	Lead	Required Output
0-10	Brotherhood Opening	Staff / Esquire Officer	Attendance, Credo, recognition, purpose
10-30	History, Heritage & Cultural Identity	History Presenter	Historical connection, question, leadership challenge
30-60	Featured Speaker / Facilitator	Approved Presenter	Monthly message and one transferable technique
60-85	Interactive Leadership Practice	Presenter + Staff	Observed application of the technique
85-105	Structured Mentor Circles	Screened Circle Facilitators	Reflection, life connection, next action, support need
105-120	Workbook Completion & Evidence	Program Staff / Approved Reviewers	Completed student record, evidence identified, directions issued

TIMING RULE

Do not borrow time from mentor circles or workbook completion to extend a presentation. A presenter may stay for informal questions after the official session when supervision, room access, and family schedules allow.

Transition Script

History to featured presenter:

Featured presenter to leadership practice:

Leadership practice to mentor circles:

Mentor circles to workbook completion:

ANNUAL PLAN

2026-2027 Curriculum at a Glance

Month	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

ROTATION STANDARD

Esquires must lead, decide, create, serve, demonstrate, or present. A guest lecture without student practice, mentoring, workbook completion, and evidence does not meet the standard.

Presenter Assignment Brief

Belonging, Purpose & Standards

Session Date / Time _____	Location _____
Presenter / Organization _____	Staff Lead _____
History Presenter _____	Evidence Reviewer Lead _____

REQUIRED MONTHLY MESSAGE

Use the ELMP standards to make one decision that strengthens the group.

Presenter Deliverables

- ☐ A 30-minute age-appropriate presentation that teaches the approved message.
- ☐ One named technique students can repeat and use after the session.
- ☐ At least one question, demonstration, or student voice opportunity.
- ☐ A clear transition into the 25-minute leadership practice.
- ☐ No collection of private student information.
- ☐ No unapproved sales, recruitment pressure, partisan advocacy, or unrelated content.

Approved learning objectives:

Materials, equipment, technology, accessibility, or room needs:

Brief Sent	Outline Reviewed	Final Confirmation	Staff Initials
Date: _____	Date: _____	Date: _____	_____

Session Run Sheet & Coverage

Protect the full two-hour learning cycle.

Clock Time	Minutes	Segment	Lead / Name	Materials / Notes
_____	10	Opening	_____	_____
_____	20	History	_____	Identity, brotherhood, shared responsibility, and the meaning of belonging
_____	30	Speaker / Facilitator	_____	Kickoff speaker or ELMP facilitator
_____	25	Leadership Practice	_____	Brotherhood Quest and Team Charter
_____	20	Mentor Circles	_____	Circle roster and approved prompts
_____	15	Workbook & Evidence	_____	Leadership identity statement and signed team charter

Adult Coverage Plan

Circle / Function	Approved Adult(s)	Esquires / Assignment	Backup
Circle 1			
Circle 2			
Circle 3			
Circle 4			
Circle 5			
Circle 6			
Mentor on Duty			
Workbook Review Table			

COVERAGE RULE

Publish actual circle assignments before students arrive. If coverage is insufficient, use a staff-led group reflection and document what occurred. Do not claim individual mentoring when it did not occur.

Completion & Quality Review

Review within seven days of the October session.

- ☐ Opening and youth leadership protocol completed.
- ☐ Required 20-minute history segment completed before the featured topic.
- ☐ Featured presenter taught the approved message and technique.
- ☐ Esquires completed an interactive leadership practice.
- ☐ Structured mentor circles occurred with actual screened adult coverage.
- ☐ The 15-minute workbook completion block was protected.
- ☐ Required evidence was identified, collected, or assigned.
- ☐ Attendance, concerns, support needs, and follow-up were documented.
- ☐ Family communication or resource follow-up was sent when required.
- ☐ Presenter quality and improvements for next year were recorded.

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

What worked well:

Improvement required before the next session:

Reviewed By	Role	Date	Program Director / Designee Approval

Presenter Assignment Brief

Skills, Pathways & Possibilities

Session Date / Time _____	Location _____
Presenter / Organization _____	Staff Lead _____
History Presenter _____	Evidence Reviewer Lead _____

REQUIRED MONTHLY MESSAGE

Match an interest or strength to a realistic education or career pathway.

Presenter Deliverables

- ☐ A 30-minute age-appropriate presentation that teaches the approved message.
- ☐ One named technique students can repeat and use after the session.
- ☐ At least one question, demonstration, or student voice opportunity.
- ☐ A clear transition into the 25-minute leadership practice.
- ☐ No collection of private student information.
- ☐ No unapproved sales, recruitment pressure, partisan advocacy, or unrelated content.

Approved learning objectives:

Materials, equipment, technology, accessibility, or room needs:

Brief Sent	Outline Reviewed	Final Confirmation	Staff Initials
Date: _____	Date: _____	Date: _____	_____

Session Run Sheet & Coverage

Protect the full two-hour learning cycle.

Clock Time	Minutes	Segment	Lead / Name	Materials / Notes
_____	10	Opening	_____	_____
_____	20	History	_____	Labor, skilled trades, innovation, and community progress
_____	30	Speaker / Facilitator	_____	WISD CTE or approved career pathway facilitator
_____	25	Leadership Practice	_____	Pathway Map: interest, skill, training, experience, and next step
_____	20	Mentor Circles	_____	Circle roster and approved prompts
_____	15	Workbook & Evidence	_____	Career pathway map and verified service record

Adult Coverage Plan

Circle / Function	Approved Adult(s)	Esquires / Assignment	Backup
Circle 1			
Circle 2			
Circle 3			
Circle 4			
Circle 5			
Circle 6			
Mentor on Duty			
Workbook Review Table			

COVERAGE RULE

Publish actual circle assignments before students arrive. If coverage is insufficient, use a staff-led group reflection and document what occurred. Do not claim individual mentoring when it did not occur.

Completion & Quality Review

Review within seven days of the November session.

- ☐ Opening and youth leadership protocol completed.
- ☐ Required 20-minute history segment completed before the featured topic.
- ☐ Featured presenter taught the approved message and technique.
- ☐ Esquires completed an interactive leadership practice.
- ☐ Structured mentor circles occurred with actual screened adult coverage.
- ☐ The 15-minute workbook completion block was protected.
- ☐ Required evidence was identified, collected, or assigned.
- ☐ Attendance, concerns, support needs, and follow-up were documented.
- ☐ Family communication or resource follow-up was sent when required.
- ☐ Presenter quality and improvements for next year were recorded.

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

What worked well:

Improvement required before the next session:

Reviewed By	Role	Date	Program Director / Designee Approval

Presenter Assignment Brief

Responsible AI, Technology & Leadership

Session Date / Time _____	Location _____
Presenter / Organization _____	Staff Lead _____
History Presenter _____	Evidence Reviewer Lead _____

REQUIRED MONTHLY MESSAGE

Pause, verify, protect privacy, identify your own contribution, and cite sources.

Presenter Deliverables

- [] A 30-minute age-appropriate presentation that teaches the approved message.
- [] One named technique students can repeat and use after the session.
- [] At least one question, demonstration, or student voice opportunity.
- [] A clear transition into the 25-minute leadership practice.
- [] No collection of private student information.
- [] No unapproved sales, recruitment pressure, partisan advocacy, or unrelated content.

Approved learning objectives:

Materials, equipment, technology, accessibility, or room needs:

Brief Sent	Outline Reviewed	Final Confirmation	Staff Initials
Date: _____	Date: _____	Date: _____	_____

Session Run Sheet & Coverage

Protect the full two-hour learning cycle.

Clock Time	Minutes	Segment	Lead / Name	Materials / Notes
_____	10	Opening	_____	_____
_____	20	History	_____	Innovation, technology, and the responsibility to use knowledge wisely
_____	30	Speaker / Facilitator	_____	Technology, digital citizenship, or responsible AI facilitator
_____	25	Leadership Practice	_____	Responsible AI Decision Lab
_____	20	Mentor Circles	_____	Circle roster and approved prompts
_____	15	Workbook & Evidence	_____	Responsible AI pledge and verified service or fundraiser role

Adult Coverage Plan

Circle / Function	Approved Adult(s)	Esquires / Assignment	Backup
Circle 1			
Circle 2			
Circle 3			
Circle 4			
Circle 5			
Circle 6			
Mentor on Duty			
Workbook Review Table			

COVERAGE RULE

Publish actual circle assignments before students arrive. If coverage is insufficient, use a staff-led group reflection and document what occurred. Do not claim individual mentoring when it did not occur.

Completion & Quality Review

Review within seven days of the December session.

- ☐ Opening and youth leadership protocol completed.
- ☐ Required 20-minute history segment completed before the featured topic.
- ☐ Featured presenter taught the approved message and technique.
- ☐ Esquires completed an interactive leadership practice.
- ☐ Structured mentor circles occurred with actual screened adult coverage.
- ☐ The 15-minute workbook completion block was protected.
- ☐ Required evidence was identified, collected, or assigned.
- ☐ Attendance, concerns, support needs, and follow-up were documented.
- ☐ Family communication or resource follow-up was sent when required.
- ☐ Presenter quality and improvements for next year were recorded.

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

What worked well:

Improvement required before the next session:

Reviewed By	Role	Date	Program Director / Designee Approval

Presenter Assignment Brief

Careers Without Limits

Session Date / Time _____	Location _____
Presenter / Organization _____	Staff Lead _____
History Presenter _____	Evidence Reviewer Lead _____

CONFIRMED JANUARY SEMINAR

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

REQUIRED MONTHLY MESSAGE

Use a Flight Plan: destination, current position, required training, next checkpoint, and support crew.

Presenter Deliverables

- [] A 30-minute age-appropriate presentation that teaches the approved message.
- [] One named technique students can repeat and use after the session.
- [] At least one question, demonstration, or student voice opportunity.
- [] A clear transition into the 25-minute leadership practice.
- [] No collection of private student information.
- [] No unapproved sales, recruitment pressure, partisan advocacy, or unrelated content.

Approved learning objectives:

Materials, equipment, technology, accessibility, or room needs:

Brief Sent	Outline Reviewed	Final Confirmation	Staff Initials
Date: _____	Date: _____	Date: _____	_____

Session Run Sheet & Coverage

Protect the full two-hour learning cycle.

Clock Time	Minutes	Segment	Lead / Name	Materials / Notes
_____	10	Opening	_____	_____
_____	20	History	_____	Aviation, science, career pioneers, preparation, perseverance, and opportunity
_____	30	Speaker / Facilitator	_____	Careers Without Limits featured facilitator or approved career professional
_____	25	Leadership Practice	_____	Careers Without Limits Flight Plan Lab
_____	20	Mentor Circles	_____	Circle roster and approved prompts
_____	15	Workbook & Evidence	_____	Career Flight Plan, question card, experience reflection, and 90-day exploration action

Adult Coverage Plan

Circle / Function	Approved Adult(s)	Esquires / Assignment	Backup
Circle 1			
Circle 2			
Circle 3			
Circle 4			
Circle 5			
Circle 6			
Mentor on Duty			
Workbook Review Table			

COVERAGE RULE

Publish actual circle assignments before students arrive. If coverage is insufficient, use a staff-led group reflection and document what occurred. Do not claim individual mentoring when it did not occur.

Completion & Quality Review

Review within seven days of the January session.

- ☐ Opening and youth leadership protocol completed.
- ☐ Required 20-minute history segment completed before the featured topic.
- ☐ Featured presenter taught the approved message and technique.
- ☐ Esquires completed an interactive leadership practice.
- ☐ Structured mentor circles occurred with actual screened adult coverage.
- ☐ The 15-minute workbook completion block was protected.
- ☐ Required evidence was identified, collected, or assigned.
- ☐ Attendance, concerns, support needs, and follow-up were documented.
- ☐ Family communication or resource follow-up was sent when required.
- ☐ Presenter quality and improvements for next year were recorded.

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

What worked well:

Improvement required before the next session:

Reviewed By	Role	Date	Program Director / Designee Approval

Presenter Assignment Brief

Professional Development & Communication

Session Date / Time _____	Location _____
Presenter / Organization _____	Staff Lead _____
History Presenter _____	Evidence Reviewer Lead _____

REQUIRED MONTHLY MESSAGE

Introduce yourself with confidence: name, current role, strength, and next goal.

Presenter Deliverables

- ☐ A 30-minute age-appropriate presentation that teaches the approved message.
- ☐ One named technique students can repeat and use after the session.
- ☐ At least one question, demonstration, or student voice opportunity.
- ☐ A clear transition into the 25-minute leadership practice.
- ☐ No collection of private student information.
- ☐ No unapproved sales, recruitment pressure, partisan advocacy, or unrelated content.

Approved learning objectives:

Materials, equipment, technology, accessibility, or room needs:

Brief Sent	Outline Reviewed	Final Confirmation	Staff Initials
Date: _____	Date: _____	Date: _____	_____

Session Run Sheet & Coverage

Protect the full two-hour learning cycle.

Clock Time	Minutes	Segment	Lead / Name	Materials / Notes
_____	10	Opening	_____	_____
_____	20	History	_____	Professional excellence, institution building, and leadership heritage
_____	30	Speaker / Facilitator	_____	Professional development, resume, interview, or communication facilitator
_____	25	Leadership Practice	_____	Professional Introduction, Resume Snapshot, and Interview Practice
_____	20	Mentor Circles	_____	Circle roster and approved prompts
_____	15	Workbook & Evidence	_____	Professional introduction, resume item, and event reflection

Adult Coverage Plan

Circle / Function	Approved Adult(s)	Esquires / Assignment	Backup
Circle 1			
Circle 2			
Circle 3			
Circle 4			
Circle 5			
Circle 6			
Mentor on Duty			
Workbook Review Table			

COVERAGE RULE

Publish actual circle assignments before students arrive. If coverage is insufficient, use a staff-led group reflection and document what occurred. Do not claim individual mentoring when it did not occur.

Completion & Quality Review

Review within seven days of the February session.

- ☐ Opening and youth leadership protocol completed.
- ☐ Required 20-minute history segment completed before the featured topic.
- ☐ Featured presenter taught the approved message and technique.
- ☐ Esquires completed an interactive leadership practice.
- ☐ Structured mentor circles occurred with actual screened adult coverage.
- ☐ The 15-minute workbook completion block was protected.
- ☐ Required evidence was identified, collected, or assigned.
- ☐ Attendance, concerns, support needs, and follow-up were documented.
- ☐ Family communication or resource follow-up was sent when required.
- ☐ Presenter quality and improvements for next year were recorded.

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

What worked well:

Improvement required before the next session:

Reviewed By	Role	Date	Program Director / Designee Approval

Presenter Assignment Brief

Prepared Minds, Calm Responses

Session Date / Time _____	Location _____
Presenter / Organization _____	Staff Lead _____
History Presenter _____	Evidence Reviewer Lead _____

REQUIRED MONTHLY MESSAGE

Pause, assess, choose the safest response, communicate calmly, and seek help.

Presenter Deliverables

- ☐ A 30-minute age-appropriate presentation that teaches the approved message.
- ☐ One named technique students can repeat and use after the session.
- ☐ At least one question, demonstration, or student voice opportunity.
- ☐ A clear transition into the 25-minute leadership practice.
- ☐ No collection of private student information.
- ☐ No unapproved sales, recruitment pressure, partisan advocacy, or unrelated content.

Approved learning objectives:

Materials, equipment, technology, accessibility, or room needs:

Brief Sent	Outline Reviewed	Final Confirmation	Staff Initials
Date: _____	Date: _____	Date: _____	_____

Session Run Sheet & Coverage

Protect the full two-hour learning cycle.

Clock Time	Minutes	Segment	Lead / Name	Materials / Notes
_____	10	Opening	_____	_____
_____	20	History	_____	Courage, strategy, discipline, and calm leadership during difficult situations
_____	30	Speaker / Facilitator	_____	Conflict management, de-escalation, or prepared-minds facilitator
_____	25	Leadership Practice	_____	Calm Response Scenario Lab
_____	20	Mentor Circles	_____	Circle roster and approved prompts
_____	15	Workbook & Evidence	_____	Personal response plan and verified service record

Adult Coverage Plan

Circle / Function	Approved Adult(s)	Esquires / Assignment	Backup
Circle 1			
Circle 2			
Circle 3			
Circle 4			
Circle 5			
Circle 6			
Mentor on Duty			
Workbook Review Table			

COVERAGE RULE

Publish actual circle assignments before students arrive. If coverage is insufficient, use a staff-led group reflection and document what occurred. Do not claim individual mentoring when it did not occur.

Completion & Quality Review

Review within seven days of the March session.

- ☐ Opening and youth leadership protocol completed.
- ☐ Required 20-minute history segment completed before the featured topic.
- ☐ Featured presenter taught the approved message and technique.
- ☐ Esquires completed an interactive leadership practice.
- ☐ Structured mentor circles occurred with actual screened adult coverage.
- ☐ The 15-minute workbook completion block was protected.
- ☐ Required evidence was identified, collected, or assigned.
- ☐ Attendance, concerns, support needs, and follow-up were documented.
- ☐ Family communication or resource follow-up was sent when required.
- ☐ Presenter quality and improvements for next year were recorded.

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

What worked well:

Improvement required before the next session:

Reviewed By	Role	Date	Program Director / Designee Approval

Presenter Assignment Brief

Community Voice, Media Literacy & Decisions

Session Date / Time

Location

Presenter / Organization

Staff Lead

History Presenter

Evidence Reviewer Lead

REQUIRED MONTHLY MESSAGE

Check the source, separate fact from opinion, listen respectfully, and choose a constructive action.

Presenter Deliverables

- ☐ A 30-minute age-appropriate presentation that teaches the approved message.
- ☐ One named technique students can repeat and use after the session.
- ☐ At least one question, demonstration, or student voice opportunity.
- ☐ A clear transition into the 25-minute leadership practice.
- ☐ No collection of private student information.
- ☐ No unapproved sales, recruitment pressure, partisan advocacy, or unrelated content.

Approved learning objectives:

Materials, equipment, technology, accessibility, or room needs:

Brief Sent	Outline Reviewed	Final Confirmation	Staff Initials
Date: _____	Date: _____	Date: _____	_____

Session Run Sheet & Coverage

Protect the full two-hour learning cycle.

Clock Time	Minutes	Segment	Lead / Name	Materials / Notes
_____	10	Opening	_____	_____
_____	20	History	_____	Civic courage, informed citizenship, community voice, and responsible decision-making.
_____	30	Speaker / Facilitator	_____	TZL Empower civic education or media literacy facilitator
_____	25	Leadership Practice	_____	Community Decision Brief and Youth Town Hall Preparation
_____	20	Mentor Circles	_____	Circle roster and approved prompts
_____	15	Workbook & Evidence	_____	Community decision brief and documented civic action

Adult Coverage Plan

Circle / Function	Approved Adult(s)	Esquires / Assignment	Backup
Circle 1			
Circle 2			
Circle 3			
Circle 4			
Circle 5			
Circle 6			
Mentor on Duty			
Workbook Review Table			

COVERAGE RULE

Publish actual circle assignments before students arrive. If coverage is insufficient, use a staff-led group reflection and document what occurred. Do not claim individual mentoring when it did not occur.

Completion & Quality Review

Review within seven days of the April session.

- ☐ Opening and youth leadership protocol completed.
- ☐ Required 20-minute history segment completed before the featured topic.
- ☐ Featured presenter taught the approved message and technique.
- ☐ Esquires completed an interactive leadership practice.
- ☐ Structured mentor circles occurred with actual screened adult coverage.
- ☐ The 15-minute workbook completion block was protected.
- ☐ Required evidence was identified, collected, or assigned.
- ☐ Attendance, concerns, support needs, and follow-up were documented.
- ☐ Family communication or resource follow-up was sent when required.
- ☐ Presenter quality and improvements for next year were recorded.

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

What worked well:

Improvement required before the next session:

Reviewed By	Role	Date	Program Director / Designee Approval

Presenter Assignment Brief

Etiquette, Responsible Choices & Leadership Presence

Session Date / Time _____	Location _____
Presenter / Organization _____	Staff Lead _____
History Presenter _____	Evidence Reviewer Lead _____

REQUIRED MONTHLY MESSAGE

Prepare, present yourself respectfully, make responsible choices, and show gratitude.

Presenter Deliverables

- ☐ A 30-minute age-appropriate presentation that teaches the approved message.
- ☐ One named technique students can repeat and use after the session.
- ☐ At least one question, demonstration, or student voice opportunity.
- ☐ A clear transition into the 25-minute leadership practice.
- ☐ No collection of private student information.
- ☐ No unapproved sales, recruitment pressure, partisan advocacy, or unrelated content.

Approved learning objectives:

Materials, equipment, technology, accessibility, or room needs:

Brief Sent	Outline Reviewed	Final Confirmation	Staff Initials
Date: _____	Date: _____	Date: _____	_____

Session Run Sheet & Coverage

Protect the full two-hour learning cycle.

Clock Time	Minutes	Segment	Lead / Name	Materials / Notes
_____	10	Opening	_____	_____
_____	20	History	_____	Tradition, ceremony, gratitude, recognition, and carrying the legacy forward
_____	30	Speaker / Facilitator	_____	Etiquette, responsible choices, and table skills facilitator
_____	25	Leadership Practice	_____	Introductions, table skills, networking, and recognition readiness
_____	20	Mentor Circles	_____	Circle roster and approved prompts
_____	15	Workbook & Evidence	_____	Etiquette check, capstone evidence, and leadership commitment

Adult Coverage Plan

Circle / Function	Approved Adult(s)	Esquires / Assignment	Backup
Circle 1			
Circle 2			
Circle 3			
Circle 4			
Circle 5			
Circle 6			
Mentor on Duty			
Workbook Review Table			

COVERAGE RULE

Publish actual circle assignments before students arrive. If coverage is insufficient, use a staff-led group reflection and document what occurred. Do not claim individual mentoring when it did not occur.

Completion & Quality Review

Review within seven days of the May session.

- ☐ Opening and youth leadership protocol completed.
- ☐ Required 20-minute history segment completed before the featured topic.
- ☐ Featured presenter taught the approved message and technique.
- ☐ Esquires completed an interactive leadership practice.
- ☐ Structured mentor circles occurred with actual screened adult coverage.
- ☐ The 15-minute workbook completion block was protected.
- ☐ Required evidence was identified, collected, or assigned.
- ☐ Attendance, concerns, support needs, and follow-up were documented.
- ☐ Family communication or resource follow-up was sent when required.
- ☐ Presenter quality and improvements for next year were recorded.

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

What worked well:

Improvement required before the next session:

Reviewed By	Role	Date	Program Director / Designee Approval

APPLICATION EXPERIENCES

Experience Planning Template

Use one copy for service, civic engagement, career exposure, fundraising, social development, or recognition preparation.

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

What Esquires will do and why it matters:

Assigned youth leadership roles:

Adult coverage, permissions, transportation, accessibility, and safety needs:

Reflection plan and when workbook completion will occur:

- ☐ No paperwork during active service
- ☐ Esquires serve or participate first
- ☐ Reflection occurs immediately after or at the next approved meeting
- ☐ Evidence protects privacy
- ☐ Actual attendance and roles will be verified

TRACKING

Monthly Student Completion Roster

Copy this page as needed. Use one row per Esquire.

[illegible]

TRACKING

Adult Support & Follow-Up Record

Record the support delivered and the responsible follow-up owner.

Month / Event _____		Date _____			
Staff Lead _____		Review Date _____			
Esquire	Support Delivered	Concern / Need	Follow-Up Owner	Due	Closed
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
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BOUNDARY

Circle facilitators record participation and concerns but do not independently manage family cases. Program Staff owns family communication, referrals, safety response, and support-plan follow-up.

Program Completion & Portfolio Audit

- ☐ All monthly session quality reviews are complete.
- ☐ Student workbook completion statuses are current.
- ☐ Achievement badge decisions are supported by evidence.
- ☐ Application experience records are complete.
- ☐ Attendance, service, mentor support, and follow-up records are reconciled.
- ☐ Student Recognition Dinner evidence gallery is prepared.
- ☐ Unresolved student or family needs have a documented owner and plan.
- ☐ Presenter materials and improvement notes are stored for future use.
- ☐ Program results and impact data are ready for the final report.

Major program strengths this year:

Priority improvements for the next program year:

Program Director	Program Coordinator	Additional Reviewer	Date