

COMPOSITE
VOLUNTEER LEADER PLAYBOOK

WWW.LOVEWORKSLEADERSHIP.ORG

100 sheets • 200 pages



loveworks
leadership inc.

MISSION AND STAFF

MISSION STATEMENT

(IMPORTANT STUFF)

SHAPING THE NEXT GENERATION OF YOUNG LEADERS
BY HELPING STUDENTS TO DISCOVER THEIR POTENTIAL
AND LIVE INTO THEIR DREAMS.

COACHING STAFF

Michael Hirsch, Executive Director
405.397.9576 | Michael@loveworksleadership.org

Carolyn Le, Associate Director
405.431.0442 | Carolyn@loveworksleadership.org

Elle Shroyer, Operations Manager
405.480.9139 | Elle@loveworksleadership.org

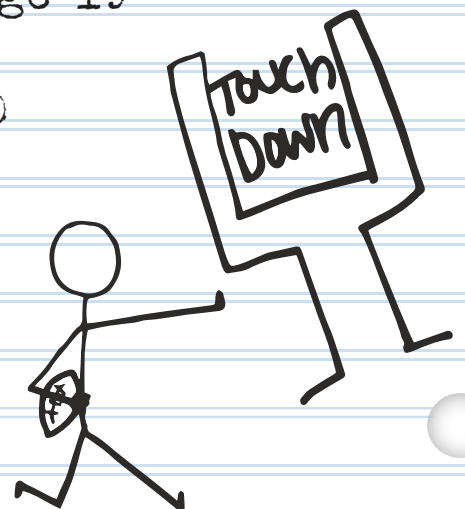
www.loveworksleadership.org

TABLE OF CONTENTS

Vision.....	page 4
Lemonade stand moments.....	page 6
Our approach to leadership.....	page 9
Overview of program components.....	page 10
Guiding principles for leaders.....	page 11
Guiding principles for students.....	page 12
Overview of Afterschool schedule.....	page 13
Leadership and character development.....	page 14
Volunteer leader expectations.....	page 15
Mentorship guidelines.....	page 17
Making dreams come true.....	page 19
Tools and resources.....	page 20



LOVEWORKS LEADERSHIP, INC.

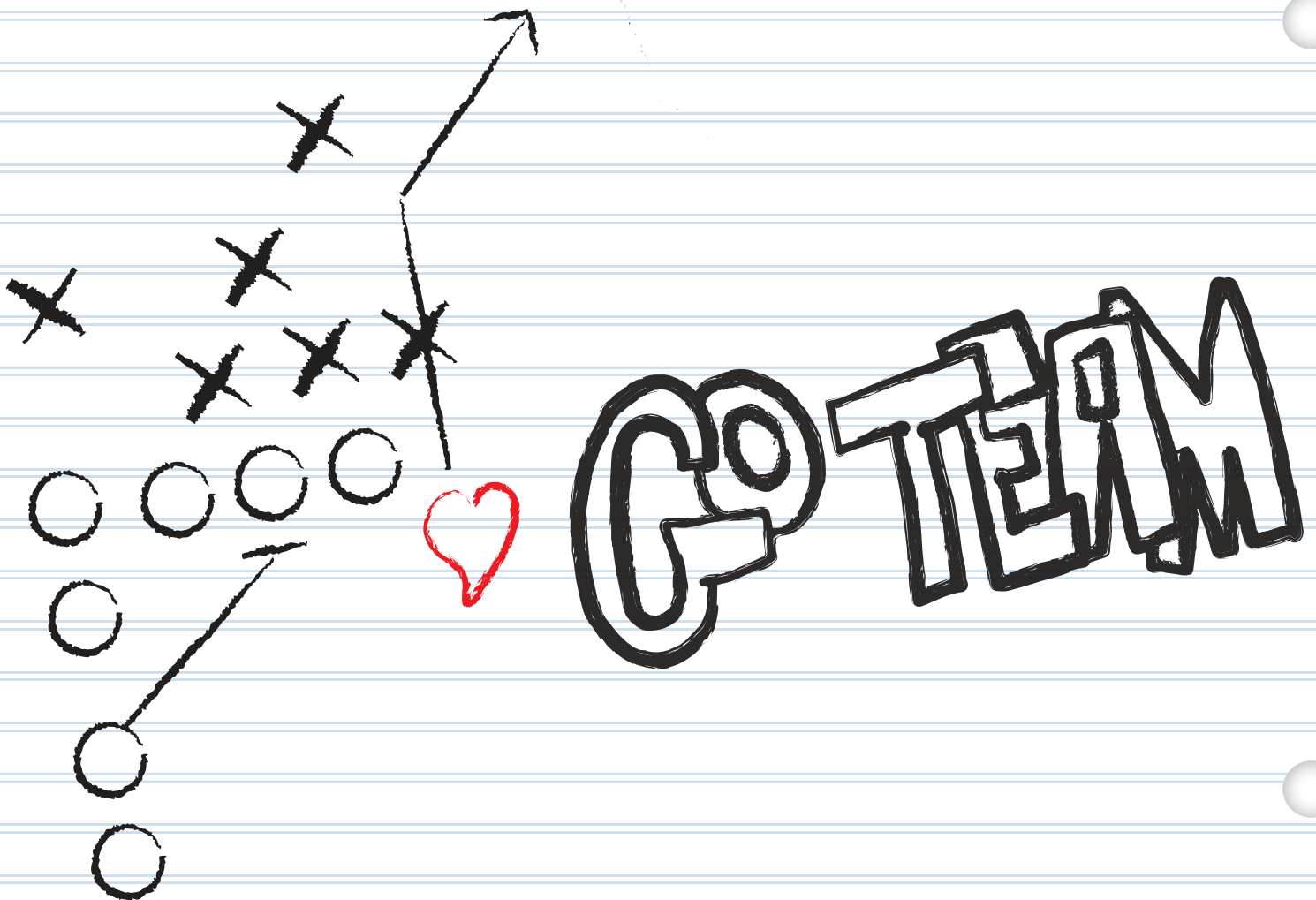




#1

VISION

The vision of Loveworks Leadership, Inc. originated from a passion to impact students in Norman and the surrounding communities because research shows that middle school-aged students are the most behaviorally and academically at-risk of all children. These students possess positive energy and promise for success, and that each is uniquely gifted to live into their potential and dreams. Loveworks is a place where those opportunities become reality and we have seen strong leaders, creative minds and compassionate hearts develop through our leadership curriculum. As the organization continues to grow, it will create a wave of hope and change in our school systems across the nation. We are reaching and developing the next generation of young leaders, one life at a time.





Now, write out the story of how Love works has impacted you!

Love works has impacted me by giving me great lessons about life. I have been looking at things as my life I have never looked before. I have become smarter. I learned how to become a leader. I have learned to never give up and to have a good influence on others. Love works has given me courage. It has impacted me deeply.

LEMONADE STAND MOMENTS

"THE DREAMING CHILD"

AS I TURNED THE CORNER AND CONTINUED RUNNING ON A BEAUTIFUL SUNNY SATURDAY AFTERNOON, I WILL NEVER FORGET SEEING THE FACE OF A PARTICULAR YOUNG CHILD. THIS LITTLE BOY WAS SITTING BEHIND A LEMONADE STAND WITH A SPARKLE IN HIS EYE AND A SMILE FROM EAR TO EAR, EAGERLY WAITING FOR NEIGHBORS TO WALK BY AND SAMPLE HIS CHILLED TREATS.



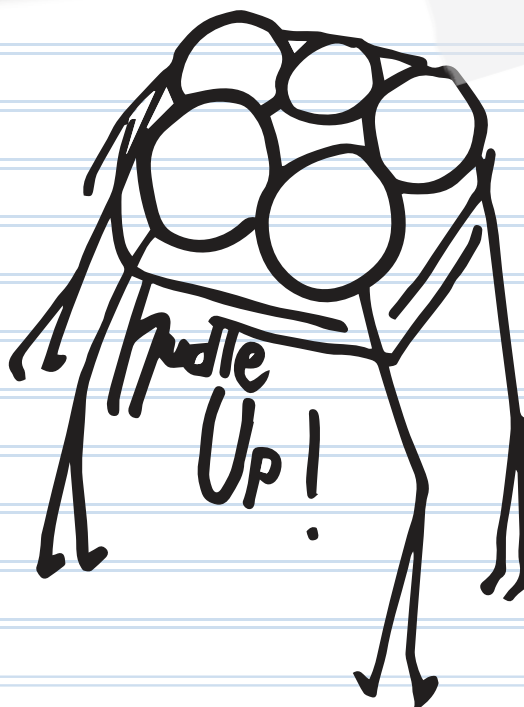
IN THAT MOMENT, I WAS REMINDED THAT EVERY PERSON HAS BEEN GIVEN A DREAM.

REGARDLESS OF RACE OR SOCIOECONOMIC STATUS, THERE IS A BOUNDLESS DREAMER IN EVERYONE. **AT LOVEWORKS, IT IS OUR GOAL FOR EVERY STUDENT AND LEADER TO EXPERIENCE THEIR DREAM AND INFLUENCE THEIR WORLD ALONG THE WAY OF LIFE.** EACH DAY WE GET TO SEE DREAMS—OR AS WE LIKE TO SAY 'LEMONADE STAND MOMENTS'—ROOTED DEEPER AND WIDER IN EAGER HEARTS.

WHAT WAS YOUR DREAM AS A CHILD? MAYBE IT'S POSSIBLE THAT PLAYING CINDERELLA, BUILDING FORTS, CLIMBING TREES, AND DREAMS OF BEING A PROFESSIONAL ATHLETE HAD MORE PURPOSE IN THOSE MOMENTS THAN WE GIVE THEM CREDIT FOR?

THE GOOD NEWS IS THAT LEMONADE STANDS CAN BE FOR BOTH CHILDREN AND ADULTS. IT'S NEVER TOO EARLY OR LATE TO REMEMBER YOUR DREAM.

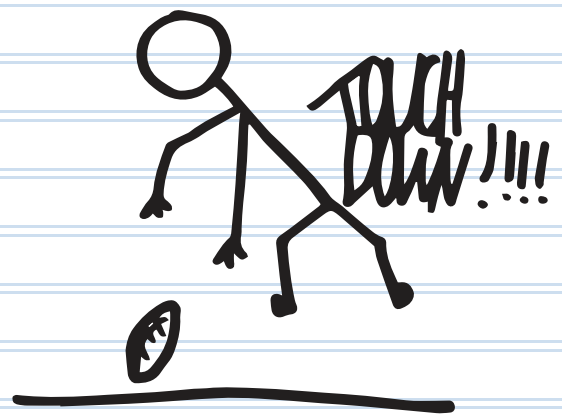




THE LOVEWORKS STORY

(HOW IT ALL BEGAN!)

LOVEWORKS LEADERSHIP, INC. BEGAN IN FEBRUARY OF 2011 WORKING WITH 27 MIDDLE SCHOOLS STUDENTS. DUE TO THE TREMENDOUS SUPPORT OF OUR PARTNERS, DONORS, VOLUNTEER LEADERS AND PARENTS, **LOVEWORKS HAS REACHED OVER 4,000 STUDENTS ACROSS MULTIPLE CITIES IN THE STATE OF OKLAHOMA.** WE BELIEVE THAT THIS IS ONLY THE BEGINNING AS WE ARE SEEING STUDENTS DISCOVER THEIR POTENTIAL AND LIVE INTO THEIR DREAMS.



OUR APPROACH TO LEADERSHIP



1. DISCOVERING POTENTIAL

2. SHAPING STORIES

3. AFFIRMING IDEAS

4. PURSUING IDEAS



OVERVIEW OF PROGRAM COMPONENTS

AFTERSCHOOL LEADERSHIP

IN PARTNERSHIP WITH KEY COMMUNITY SUPPORTERS, LOVEWORKS AFTERSCHOOL LEADERSHIP IS A FREE — OF — CHARGE PROGRAM THAT FOCUSES ON LEADERSHIP AND CHARACTER DEVELOPMENT, EXPERIENTIAL LEARNING, AND COMMUNITY IMPACT.

IN — SCHOOL LEADERSHIP CLASSES

THROUGH INTERACTIVE LESSONS, LOVEWORKS TEACHES THE FUNDAMENTALS OF CHARACTER AND LEADERSHIP UTILIZING MEDIA, CREATIVE ACTIVITIES AND GUEST SPEAKERS TO FULLY ENGAGE STUDENT INTEREST AND CREATE UNFORGETTABLE MOMENTS.

EXPERIENTIAL LEARNING

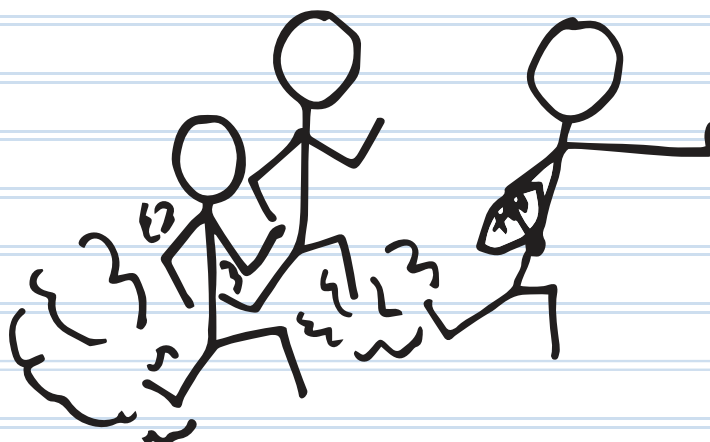
“CONCEPTS”, A UNIQUE PROGRAMMING ASPECT, ARE OPPORTUNITIES FOR STUDENTS TO DEVELOP THEIR PASSIONS BY PARTICIPATING IN HANDS — ON LEARNING PROJECTS IN AREAS OF FUTURE CAREER INTEREST.

COMMUNITY IMPACT EVENTS

DURING THE SCHOOL SEMESTER THERE ARE A VARIETY OF OPPORTUNITIES FOR VOLUNTEERS AND STUDENTS TO PARTICIPATE IN COMMUNITY ENRICHMENT PROJECTS AND EVENTS.

SUMMER LEADERSHIP CAMPS

CAMPS ARE WEEK — LONG EXPERIENCES DESIGNED TO CONNECT HANDS — ON LEARNING PROJECTS TAILORED TO STUDENTS UNIQUE INTERESTS AND MAKE LIFE — SKILLS LEARNING A BLAST.



GUIDING PRINCIPLES FOR VOLUNTEER LEADERS

LOVE:



Above all, we need to keep in mind we are not only there to teach or guide **students** through activities. We are there to care for them, truly hear them, and provide examples of integrity and character for lives that may **severely** lack these things. So while we are very focused on getting them to work and be a part of the activities, we need to recognize, above all, their need for attention and love.

ENCOURAGEMENT:

Positivity. We are there to provide a positive environment, increase their **self-esteem**, and empower them to believe in themselves. This means that while we do need to discipline in order to maintain a **safe** environment, we need to be joyful always and celebrate their **successes**. The **students** are very capable of **success**. But often they have no positive reinforcement, or receive no attention for their **successes**, and therefore misbehave to gain attention. We need to create a new cycle.



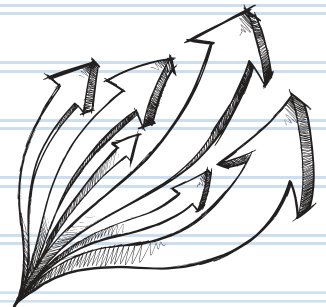
STRUCTURE:



We need to maintain order for our own capacity to work into the kids' lives, and to focus the **students'** attention and direct their **boundless** energy while we have them. This means we are going to be working to more clearly define individual roles and responsibilities (both for **us** and the **students**) as time goes on, and in so doing, empower everyone to do their best.

FLEXIBILITY:

On the flip **side** of **structure**, we need to recognize that sometimes life events take precedence over **students** getting an **assignment** done or other plans we have on a given day. This means we want the tutor and mentor to feel empowered to take individual **students** aside and out of group events if they feel it is **necessary** for the **students** and group. This can still mean the student participates in the activity, just with one-on-one time with the tutor/mentor.



GUIDING PRINCIPLES FOR STUDENTS

R.E.A.L.

Student Expectations

Loveworks Family Code: Be REAL

Respect:

The first expectation for our students is to show respect to their peers and leaders. We define respect as honoring others and holding them in high regard. We don't take for granted that all students have an adult in their life modeling respect, so we communicate respect through the example of the golden rule. Respect is treating others the way you would want to be treated.

Encourage:

We ask that students maintain a positive attitude and encourage their peers in everything we do at Loveworks. To encourage is to lift others up and give them the courage to take on challenges. By creating an encouraging environment, we allow our students to push past their comfort levels and grow as leaders.

Appreciate:

The third part of our family code is to appreciate. We believe that appreciation is recognizing and showing the full worth of something or someone. This starts with two small words that can have a profound impact: "Thank You". Being able to verbally show appreciation is often not enough though. Our gratitude and appreciation are truly shown through our actions.

Love:

To show love to others is perhaps the most fundamental part of our family code. Loveworks believes that love is more than a feeling or affection, but an action and that love truly does work. When we love someone, we put their needs, desires and wellbeing above our own. We are willing to sacrifice our own comfort, time or energy for that person. Developing students who embody this attitude is our goal.

BE REAL

OVERVIEW OF AFTERSCHOOL LEADERSHIP SCHEDULE



3:10pm-3:20pm - Transportation Rally

Bus ninjas arrive at the campus and share wins, discuss the bus transportation plan and ask any necessary questions.

3:45pm-3:55pm- Leader Rally

Leaders arrive at campus and discuss the game plan for the day, share wins, and ask any necessary questions.

3:55pm-4:05pm- Pep Rally

All leaders line up outside of the doorway to welcome students off the bus. They cheer, clap, and "high five" to set a welcoming and fun environment for the day.

4:05pm-4:20pm- Snack Time

Students and mentors sit down together and eat together before getting ready to begin the day's first leadership experience.

4:20pm-5:20pm- Leadership and Character Development

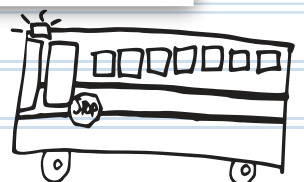
We focus on creating unique and engaging leadership experiences that will enable students to develop their unique interests, develop their character and achieve greater academic performance.

5:20pm-5:40pm- Life Application Groups

An opportunity for mentors to assist students in a variety of activities that will be available to encourage life skill development, encourage building relationships and working in teams. Sports, games, art and hobbies.

5:40pm-6:00pm- Family Dinner

Students and mentors sit down and eat together to help build relationships and communication skills with food provided by "in-kind" donations and the Regional Food Bank.



LEADERSHIP AND CHARACTER DEVELOPMENT

LOVEWORKS STRIVES TO HELP STUDENTS GROW IN THEIR CHARACTER (SELF — LEADERSHIP) AND LEADERSHIP OF OTHERS. OUR LEADERSHIP EXPERIENCES ARE DESIGNED TO BE HIGHLY ENGAGING AND MEMORABLE WITH THE USE OF HANDS — ON EXPERIENCES, FIELD TRIPS, AUDIO AND VIDEO MEDIA AND CREATIVE ENVIRONMENTS. IN ADDITION TO OUR OWN ORIGINAL MATERIAL, LOVEWORKS HAS CREATED LEADERSHIP EXPERIENCES BASED ON A HANDFUL OF HIGHLY REGARDED RESOURCES INCLUDING



HABITUDES BY TIM ELMORE

7 HABITS OF HIGHLY SUCCESSFUL TEENS BY SEAN COVEY

STUDY SMARTS BY JEREMY COX

RULES OF THE RED RUBBER BALL BY KEVIN CARROLL



VOLUNTEER LEADERSHIP EXPECTATIONS

BUILDING RELATIONSHIPS

Sit with students.

During snack, dinner, and times in the auditorium, it is important that we intermix ourselves with the students. This is imperative for building relationships as well as keeping discipline issues among them to a minimum.



Ask questions.

One of the best ways to get to know our students is by asking them questions. Ask them how their day at school was, what they are doing for the weekend, if they have any brothers, sisters, pets, etc. You will find that some students will open up to you more than others.

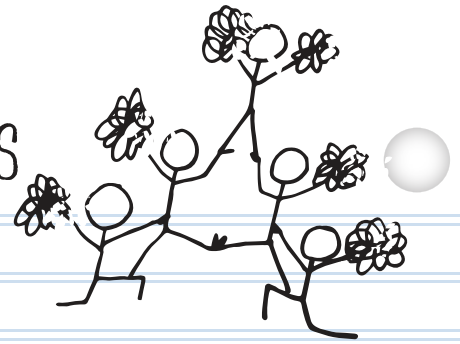
Listen.

Sometimes we all just need someone to listen to what we are saying! Some of our students LOVE to chat, just be that listening ear they may need.

Be Consistent.

Being consistent in your commitment to be a leader here at Loveworks is imperative to the day-to-day functioning of our organization. We are very excited and honored that you are investing your time and leadership into our student's lives. Relationships become stronger and trust is more easily gained between the students and the consistent leaders that attend. This is one of the most important aspects of Loveworks Afterschool Leadership.

VOLUNTEER LEADERSHIP EXPECTATIONS



DISCIPLINE

Do not be afraid to discipline! As a leader you have the authority to discipline a student if needed. Here are a few steps to take:

X Give a warning.

Pull the student or students aside that are involved in the issue and talk about why they are receiving a warning. Be sure you are far enough away from other students, but in plain sight. (And, if the student is not of the same gender as you, have another leader of the opposite sex with you). Good places for warning conversations are in the front lobby, to the side of auditorium, or in the café seating area.

X Contact your coordinator.

If you are unable to solve the situation, contact the Loveworks Coordinator at your campus location.

X Call the parent.

If issues still occur despite verbal warnings from both you and the Coordinator, then you have the authority to call the parent (we have all contact info available). Introduce yourself to the parent and explain what is going on. Let the student know that their parent is being contacted.

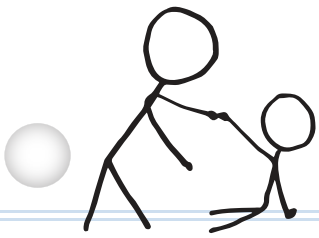
X Issue a meeting.

If the previous steps did not work, and you are still having issues, call the parent again and ask if you can meet with them and their student at check-out time. Discuss what the ongoing issues have been. At this point, you need to inform the family that the student will be suspended from Loveworks for one session, and then will be permitted to return.

DRESS CODE

An important part of leadership that we instill in our students is the way that attire can represent a person's leadership. Please wear appropriate clothing that sets a strong example of self-representation for students.

Loveworks t-shirts are available.



MENTORSHIP GUIDELINES

Mentorship: a formal relationship between a student and a professional adult to further the student's knowledge, skills, or career.

Mentorship is a fundamental component within the Loveworks approach to develop young leaders and help students live into their potential and dreams. A mentor is not determined by age, personality type, profession, background, or socio-economic status. A great mentor possesses a servant's heart, is an active listener, committed to personal growth, and shows genuine care for the students within their influence. Oprah Winfrey, Martin Luther King, Tom Brokaw, and Henry David Thoreau, among others, all cite the presence of a caring mentor in their life as one of the key elements that allowed them to reach their dreams. The potential to succeed lies in each student, and we have the opportunity through mentorship to help him or her reach that potential.

At Loveworks, we believe that mentorship is a relational process more than an act. A mentor can think of their relationship with a student as a bank account. Until they've made investments into a student's life, they can't expect to be able to steer that life. Mentors add to their relational bank account one deposit at a time. Every time they show up on time, keep a promise, do something kind, or speak positive truth, they make a deposit. Another way that mentors add value to their relationship with students is by living a life of integrity simply by showing that their words and actions line up. By making these relational investments, a mentor puts himself or herself in position to make give words of correction or provide advice to a student whose heart is open to receive.

Loveworks offers a number of opportunities for mentoring. Meal times are ideal for making small investments into students by showing a genuine interest in their life. In these settings, we encourage leaders to ask probing questions, going past surface level conversation and yes/no answers. Application groups are another great place for mentoring to take place, as students reflect on lessons learned and how to apply those in their life. As a mentoring relationship develops, some leaders may be interested in building further the relationship outside of Loveworks, which is encouraged when done under the guidance of Loveworks staff and the student's parents or guardians. For more information on how to become a mentor and the ways to get involved visit www.loveworksleadership.org.

There's no
I in Team!

"I HAVE THE AUDACITY TO BELIEVE THAT PEOPLES EVERYWHERE CAN HAVE
THREE MEALS A DAY FOR THEIR BODIES, EDUCATION AND CULTURE OF THEIR
MINDS, AND DIGNITY, EQUALITY, AND FREEDOM FOR THEIR SPIRITS."

Dr. Martin Luther King Jr.
Acceptance Speech

MAKING DREAMS COME TRUE

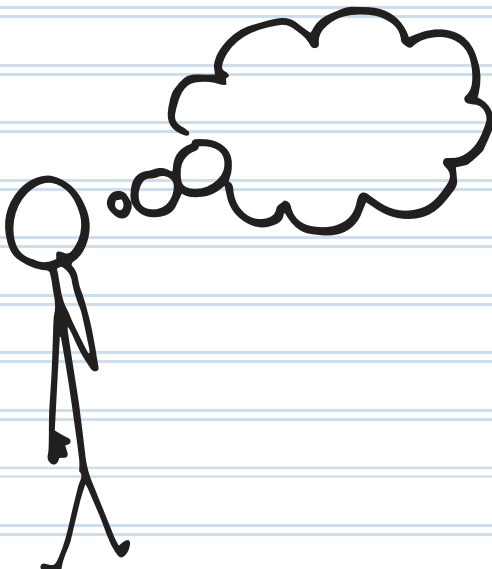
\$3.36—Barely an amount of money that would pay for a gallon of gas or a "grande" cup of coffee at Starbucks. But for a young boy living in New York, with plenty of faith and a dream, that was enough to capture the attention of his favorite NFL football player. A simple letter, some spare change, and a lot of courage influenced the player to set up a lunch with the young boy... a dream-come-true moment with his hero.

THE GREATEST DREAMERS ALIVE TODAY ARE NOT EVEN OLD ENOUGH TO DRIVE A CAR. THAT IS WHY WE ARE SO PASSIONATE EACH DAY AT THE LOVEWORKS AFTERSCHOOL LEADERSHIP PROGRAM FOR THE OPPORTUNITY TO MINE THE CREATIVE POTENTIAL IN THESE EAGER DREAMERS.

Starting in the spring of 2011, Loveworks Afterschool Leadership began working with 27 middle school students in two schools, seeing results in the academic and behavioral success of the students. Now, a little over a year later, we are preparing to launch a second site and touch the lives of hundreds of students throughout the four middle schools in the Norman public school district!

In the story mentioned above, you can see the power of a courageous young dreamer.

AT LOVEWORKS, WE ARE SHAPING THE STORIES OF YOUNG MEN AND WOMEN TO BECOME PASSIONATE ABOUT USING WHAT THEY HAVE IN THEIR HANDS TO MAKE THE WORLD A BETTER PLACE.



RECOMMENDED RESOURCES

Leadership books

- Artificial maturity- Tim Elmore
- The leader in me- Stephen Covey
- Creativity Inc- Ed Catmull
- Start with why- Simon Sinek
- The 7 habits of highly effective teens/ children- Stephen and Sean Covey

Books to engage students

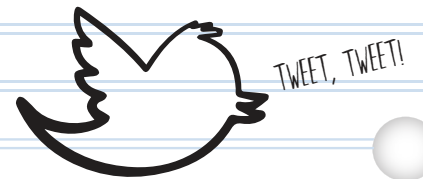
- Mindset- Carol Dweck
- Rules of the red rubber ball- Kevin Carroll
- The differentiated classroom- Carol Tomlinson
- Lighting their fires- Rafe Esquith
- The flight of the creative class- Richard Florida
- Now, discover your strengths- Marcus Buckingham
- No more Molasses classes- Ron Clark

MUST FOLLOW ON SOCIAL MEDIA

TIM ELMORE
MICHAEL HYATT

Books to engage parents and leaders

- 12 huge parenting mistakes- Tim Elmore
- Boundaries with kids- Henry Cloud and John Townsend
- Parenting with love and logic- Foster Cline and Jim Fay
- Nurturing the leader within your child- Tim Elmore



Books to engage mentors

- Mentoring- how to invest your life in others- Tim Elmore
- Heroic path- John Sowers
- Mentoring 101- John Maxwell
- Mentor, the kid, and CEO- Tom Pace

Books on finances

- Smart money, smart kids- Dave Ramsey and Rachel Cruz
- Rich kid, smart kid- Robert Kiyosaki

Books for teachers

- Habitudes series- Tim Elmore
- Shifting the monkey- Todd Whitaker
- Real talk- Rafe Esquith
- Game changers- Julie Adams

Books about unordinary business or people

- Start something that matters- Blake Mycoskie
- A random book about the power of anyone - Talia Leman
- I am Malala- Malala Yousafzai
- The promise of a pencil- Adam Braun

