



## Site Leader Guidelines

Leaders are the heart of the program; they make the biggest difference in the lives of girls. We select women who are happy, fun, and positive role models in the community. Please review the following guidelines. Sign and return a copy of this document to [Janelle@FoundationToFly.com](mailto:Janelle@FoundationToFly.com) or Foundation To Fly, Inc., 6775 Grand Magnolia Dr., Sugar Hill, GA, 30518. Review and prepare for your phone interview with a Program Director who will be contacting you.

Site Leaders are the ultimate example of *Roots and Wings*, both with the girls and in the community. Leaders exemplify the Foundation to Fly, Inc. mission in their lives through attire, attitude, and actions, including, but not limited to, social media. Site Leaders agree to:

- *Roots and Wings* meets through the duration of the school year, up to a 10 month period.
- Weekly Connection Groups follow the school calendar. Each meeting will be held on its scheduled day and time, for approximately 90 minutes. Exceptions include half days. If for any reason you are not able to lead the program, you must notify your Co-Leader to assume all leadership responsibilities or find an approved leader to take your place.
- You are responsible for the safety and well-being of the girls in your care, from the beginning of *Roots and Wings* until pickup.
- Leader training will take place every 9 weeks in preparation for the next quarter. All lessons and materials will be provided at that time.
- Leaders will receive monthly calls from the program director providing ongoing support.
- Curriculum is based on extensive research and follows a specific sequence. Use developmentally age-appropriate examples from your own experience and prior experience relevant to the girls in your group, always within the context of the *Roots and Wings* Curriculum.
- In all discussions, advocate for generally acceptable healthy living, such as not smoking, free of judgment or personal opinions.
- Invest in the girls in your program by actively participating in lessons and activities. Play, explore, listen, and discuss as a facilitator and model of each lesson. Encourage and support what is important to them.
- Maintain a professional relationship with families. Respond to their questions or needs promptly.
- Advocate for *Roots and Wings* within your school and community. Continually work to maintain 16 girls in the program.
- When possible, participate in fundraising and community events in your community in conjunction with *Roots and Wings* and Foundation to Fly, Inc.
- Ensure the program continues at your site by reaching out to potential leaders who may be able to take over if for any reason you are not able to lead the program for the 10 month school year following yours.

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Printed Name

Signature

Date