|  |  |  |
| --- | --- | --- |
| Youth Leadership Program Supplies Needed | | |
|  |  |  |
| **Program Materials** |  |  |
| **Youth Leadership Package contains** |  |  |
| Coordinator Guide | 1 |  |
| Youth Leadership workbooks | 5 |  |
| Blank Certificates | 5 |  |
| **You will need to order extra materials.** |  | **NOTE: Coordinator Guides and Workbooks do not match. You need one of each for program for both presenters** |
| Extra Coordinator Guide for Assistant Coordinator | 1 |  |
| Extra Youth Leadership Workbook for Coordinator & Assistant Coordinator | 2 |  |
|  |  |  |
| **Accessories** |  |  |
| Small Flag | 1 |  |
| Lectern or Music Stand | 1 |  |
| Gavel | 1 |  |
| Green, Yellow, Red Timing Cards | 1 ea |  |
| Name tags | 7 |  |
| Sharpened pencils & pencil sharpener | 7 |  |
| Spiral notebook for coordinator notes | 2 |  |
|  |  |  |
| **Forms Needed** |  |  |
| Secretary Minutes | 8 | One for each week |
| Ah Master | 8 | One for each week |
| Timer Log | 8 | One for each week |
| Parliamentary Procedures | 7 | 5 Students--2 Coordinators |
| Complete and Print Agenda each week | 7 | 5 Students--2 Coordinators |
|  |  |  |
| Extra Evaluation Forms |  | Each student has one evaluation form in their workbooks but needs an extra one each week to evaluate both speakers |
| Weeks 2-4 Use same form | 15 |  |
| Week 2 |  |  |
| Week 3 |  |  |
| Week 4 |  |  |
|  |  |  |
| Week 5 | 5 |  |
| Week 6 | 5 |  |
| Week 7 | 5 |  |
| Week 8--Use Evaluation Guide Week 5 | 7 |  |