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| 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 |   |