



**BOYS & GIRLS CLUBS
OF AMERICA**

Positive Club Climate

Teen Project Guide

ACKNOWLEDGMENTS

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In addition, a special expression of appreciation is extended to the staff of Boys & Girls Clubs of America for your vision of inspiring and promoting character development within all children:

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Table of Contents

Introduction

Welcome	5
The Club Climate Project Process	6
Frequently Asked Questions	7
Roles and Responsibilities	8

Assess

Introduction: The Club Climate Assessment.	11
Club Climate Assessment Instructions.	12
Club Climate Walk-through	13
Club Climate Report Card	14
Teen Feedback Form Instructions	15
Teen Feedback Form.	16
Club Climate Discussion Guide.	17

Brainstorm

Introduction: Brainstorming Project Ideas	19
Brainstorming Project Ideas Instructions	20
Brainstorming Guide.	21
Bridging the Gap Worksheet.	22
Choosing a Project	23
Project Idea Bank	24

Commit

Introduction: Committing to Your Project	27
Committing to Your Project Instructions.	28
Project Planning Basics	29
Project Planning Calendar	30
Monthly Calendar Themes	31
SMART Goals Action Plan	32

Debrief

Introduction: Post-project Debriefing	35
Post-project Debriefing Instructions.	36
Post-project Discussion Guide	37
Reassessment Guide	38
Recognition Ideas	39

Enrich

Introduction: Enrichment Activities	41
Connected/Supported Activities	42
Contented/Balanced Activities.	43
Energized/Motivated Activities	44
Happy/Excited Activities.	45
Inspired/Empowered Activities	46
Respected/Valued Activities	47
Safe/Comfortable Activities	48

Final Report

Introduction: Final Report	51
Final Report Instructions	52
Final Report Template	53

WELCOME TO THE CLUB CLIMATE PROJECT!

Did you know that you have the power to change the way your Club feels?

The main objective of this project is to enable you and your group to create positive change in your Club. The goal is to bring social and emotional learning (SEL) and greater well-being to teens in Clubs across the country. We know that emotions matter for attention, memory, learning, judgment, relationships and academic outcomes. We are dedicated to bridging the gap between how you currently feel at the Club and how you want to feel each day.

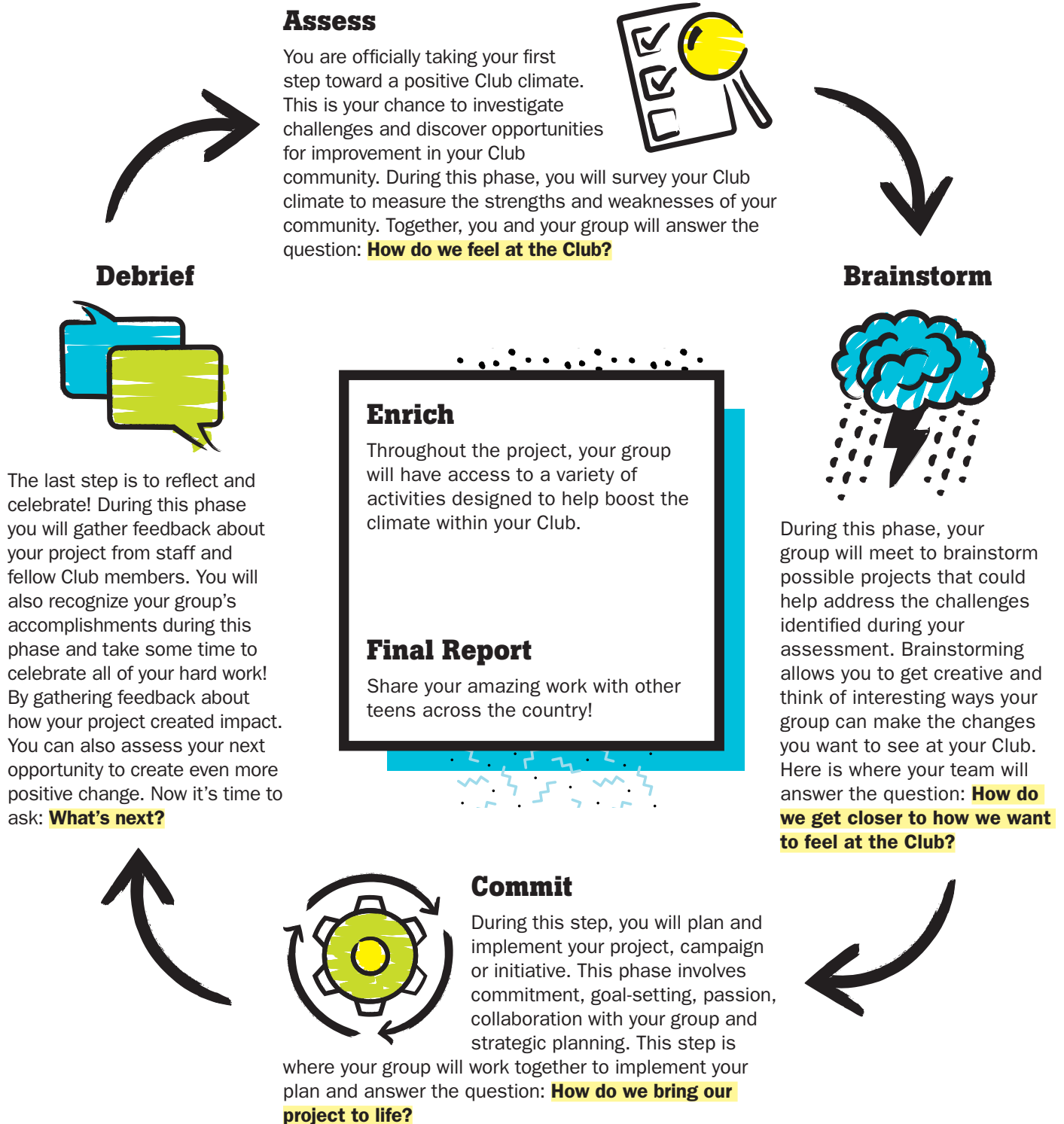
The Club Climate Project empowers teens like you across the nation who are committed to changing the way teens feel at the Club every day. As you work through the process, you and your group will Assess your Club climate, Brainstorm ideas, Commit to a plan, Debrief your results, complete Enrichment activities along the way, and submit a Final report.

Within this guide, you'll find support for evaluating your Club climate and designing a project that will positively impact your Club community. You can also visit inspirED.fb.com for additional resources and ideas to support you on this journey.

Are you ready?

Let's get started!

The Club Climate Project Process



Frequently Asked Questions (FAQs) about the Club Climate Project

HOW DID THIS PROJECT START?

This project started with the goal of bringing social and emotional learning (SEL) to teens across Boys & Girls Clubs. Research has found that the top three emotions teens report feeling every day are tired, bored and stressed.

In contrast, when teens were asked how they wanted to feel they answered happy, excited, energized, motivated, passionate, purposeful, safe, comfortable, contented, balanced, respected, valued, connected, supported, empowered and inspired.

This project was developed to empower you to bridge the gap between how you are currently feeling every day and how you want to feel.

WHY SHOULD YOU PARTICIPATE IN THIS PROJECT?

Teens who participate in the Club Climate Project take an active role in promoting a positive Club climate, collaborating to solve problems, and developing as leaders.

WHAT IS CLUB CLIMATE?

Club climate refers to the quality and character of Club life. Club climate encompasses a variety of characteristics that make up a Club such as the look of your Club, the opportunities open to you and other members, feelings of safety, respect for diversity, relationships between Club members, and the degree to which you feel your voice matters.

WHAT DOES THIS PROJECT INVOLVE?

Participating teens work to improve Club climate through project-based initiatives. You follow the four-step process: **A**ssess Club climate, **B**rainstorm ideas, **C**ommit to a plan, **D**ebrief results, complete **E**nrichment activities and submit a **F**inal report.

Some groups complete multiple small projects, while others focus their energy on one larger project. Whichever approach your group takes, you will develop team-building, communication and leadership skills as you plan and problem-solve your way to improving your Club.

Roles and Responsibilities

An organized and dedicated team is essential to the success of your project. Here are some possible leadership roles to include on your team. You may already have individuals or committees playing some of these roles. Use the structure that works best for your Club.

Role	Responsibilities
Project Lead(s) (One or two people who will share leadership roles)	<ul style="list-style-type: none"> Lead group discussions Guide the planning process Ensure tasks are completed Answer questions about the project for Club staff and leadership
Evaluator (One or two people)	<ul style="list-style-type: none"> Compiles data from the Teen Feedback Form Analyzes results from the Teen Feedback Form Helps the group think about next steps and how the data can inform the project
Note Taker (One or two people)	<ul style="list-style-type: none"> Prepares all materials for meetings Prints all worksheets and forms Records key points during discussions and meetings Organizes notes to present to the Project Lead, Advisor and others Takes pictures/videos during events and activities
Outreach Committee (Two to three people)	<ul style="list-style-type: none"> Recruits other teen members to participate in the Assessment process Passes out and collects all Teen Feedback Forms Publicizes the project to the rest of the Club Generates excitement and enthusiasm
Enrichment Committee (Two to three people)	<ul style="list-style-type: none"> Plans with the Project Lead to determine which Enrichment Activities will be implemented each week Facilitates Enrichment Activities for the group
Staff Advisor	<ul style="list-style-type: none"> Leads the Club Climate Walk-through activity Advocates for the project with Club Leadership and other Club staff Ensures the group has permission to carry out all planned activities

Notes:



Assess

This is your chance to investigate challenges and discover opportunities for improvement in your Club. During this phase, you will assess your Club climate to measure its strengths and weaknesses. Together, you and your team will answer the question:

How do we feel at the Club?

Introduction: The Club Climate Assessment

How do we feel at the Club?

In order to create an impactful project that has the ability to improve your Club, you first need to know where your Club could be improved. You will assess your Club climate using the **Club Climate Assessment**. This is a four-step process that includes the **Club Climate Walk-through**, the **Club Climate Report Card**, the **Teen Feedback Form** and the **Club Climate Discussion Guide**.

The **Club Climate Assessment** is a process you can use with your group to identify the strengths and weaknesses of your Club and help your group pick a project that promotes positive change.

Timing:

The Assessment section of the project can take several days to complete and should be broken down into three sessions. Here is the breakdown of each of the different sessions of the Assessment:

- **Session 1:** Club Climate Walk-through and Club Climate Report Card
– 60 minutes
- **Session 2:** Teen Feedback Form
– 60 minutes
- **Session 3:** Club Climate Discussion
– 60 minutes

Materials and Set-Up:

For the Assessment section, make sure the following preparations are made before you begin each session:

Session 1:

- Give your staff Advisor a copy of the **Club Climate Walk-through**.
- Arrange chairs/desks/tables in a circle for the **Club Climate Walk-through**.
- Give your Project Lead a copy of the **Club Climate Report Card**.

Session 2:

- Print out several copies of the **Teen Feedback Form** for the Evaluator to distribute throughout the Club.
- Make sure there are pens and pencils for teens to use to complete the form.
- Make sure the Evaluator receives the completed surveys.

Session 3:

- Give a copy of the **Club Climate Discussion Guide** to your Project Lead.
- Make sure the Note Taker has paper and a pen to take notes during the discussion.

Club Climate Assessment Instructions

Instructions:

1. Plan to complete the **Club Climate Walk-through** during a group meeting. It will most likely take about 30-45 minutes depending on the length of your discussions.
2. For best results, be sure to include your Advisor and a diverse range of teen perspectives when completing this activity.
3. Print out a copy of the **Club Climate Walk-through**.
4. Your staff Advisor will be the reader. The reader should read the walk-through slowly and pause to give people time to think. They should use a calm voice that's loud enough for everyone to hear.
5. Place your chairs in a circle and take a seat.
6. Have your staff Advisor lead the **Club Climate Walk-through**.
7. After your group has completed the walk-through, proceed to the **Club Climate Report Card** to grade your Club in different areas as a group. Your Project Lead will facilitate the Report Card discussion. It will likely take 15-25 minutes depending on the length of your discussions.
8. In the next session, have your Outreach Committee distribute the **Teen Feedback Form** to other teen members in your Club.
9. Once you have collected the **Teen Feedback Form** from other teens, the Evaluator will compile the survey data and share the results with the group during the discussion.
10. After you've completed the Walk-through, the Report Card and the Feedback Form, proceed to the **Club Climate Discussion Guide** in your third session to discuss what you have discovered during this experience. Your Project Lead will facilitate the Club Climate Discussion.

The Club Climate Walk-through

Please either close your eyes or look at the floor. I am going to lead you through a mental walk-through of a typical Club day, and invite you to reflect on the emotions that you feel while at the Club.

You begin your day by looking at the outside of the Club as you approach the front doors. Try to picture what the building looks like and notice the emotions you may be feeling as you approach. Now you are walking through the front doors of your Club. Is it chaotic and noisy? Is it relaxing and inviting? Think about how people may be acting. Maybe members are laughing with their friends or maybe staff are yelling at members. Visualize what the hallways and program areas look like.

As you walk through the Club, how do you feel? Is it too crowded? Do you feel safe? Try to picture typical interactions between members in your Club, between staff, and between members and staff. Maybe you see members laughing and hanging out with their friends. Do people look happy, or do they look stressed? What typically happens in the hallways or the rooms of your Club? Maybe the hallways are relatively quiet, maybe there are fights. Try to gather some images in your head of what your Club typically looks like as you walk from program to program.

Now try to place yourself in the programs that you participate in. You may like some programs better than others. How do you feel in your different programs? Are members treated equally and respectfully by staff and other members? You probably have different emotions associated with different programs. Take a moment to think about each staff member and program area now.

Next, let's think about the members in your different programs. How do other members make you feel? Maybe members listen to each other in your programs and engage in discussions. Maybe your programs are loud, maybe your programs are quiet. Are you comfortable sharing your ideas in front of the group? Consider the support that is in place for members who need it. Gather some images of your programs in your head and try to label some pleasant and unpleasant characteristics of your experiences. As you leave your programs, try to imagine how you feel.

Now envision yourself in the gamesroom or the gym. How are you feeling as you play in the gamesroom or the gym? Do the members have enough activities or materials to keep them occupied? Are there enough places for everyone to sit and feel comfortable? Picture your surroundings. Picture the look and feel of the rooms, whether the walls are decorated or not. Are there smells in the air? Do you see members sitting with their friends, or are they sitting alone? Try to visualize the facial expressions of the members around you. Maybe members are smiling or maybe they look sad.

Now think back over the whole day. How connected do you feel to your Club? What were the most common emotions that you felt? How are you feeling as the day ends? If someone asks you, "How was the Club?" how would you answer? Finally, do you feel proud to say you go to your Club?

Now open your eyes. We have just spent a few moments reflecting on the Club climate. Maybe there were specific places at the Club, or moments throughout the day that carried strong feelings for you. Let's talk about it.

The Club Climate Report Card

Based on your observations from the Club Climate Walk-through, give your Club a letter grade from A to F for each area. Discuss why and how your group chose that grade.

A = Very high, B = High, C = Average, D = Low, F = Very low

Area of Club Climate	Grade	Notes
Rules and Norms Are rules and policies fair and consistent? Do Club and group norms reflect a positive Club climate?		
Physical Safety Do members feel safe at the Club? Are members safe traveling to and from the Club?		
Social and Emotional Safety Do members at the Club feel as though they can safely express themselves and their emotions, free from judgement?		
Respect for Diversity Do members of diverse backgrounds, abilities and experiences feel like they are welcomed, supported and respected by others?		
Supportive Relationships Do people at your Club, (e.g., members, staff) have close relationships?		
Support for Learning Are the programs engaging, creative and relevant? Do staff support learning about social and emotional topics as well as academic ones?		
Club Spirit Does your Club feel like a community? Are there celebrations, events or conversations that connect your Club members to each other?		
Physical Surroundings Does your Club look clean and attractive? Is the building well kept? Do you see examples of members' work in the hallways and program areas?		

Teen Feedback Form Instructions

The **Teen Feedback Form** is one way to learn about how other teens are feeling at your Club. Knowing this information can help you plan an impactful project. On the next page, you will find a short list of questions that can be printed, passed out and completed by teens at your Club. The Note Taker is responsible for printing the forms. The Outreach Committee is responsible for passing out and collecting the forms, and the Evaluator will analyze the results.

Instructions for Use:

1. First, it is important that staff has approved the distribution of this feedback form. Ask your staff Advisor for assistance with this.
2. Choose a day that you will hand out the survey, and the Note Taker will print copies to pass out to members.
3. The Outreach Committee should recruit a large number of teens from diverse backgrounds. Your Club looks and feels different to everyone. Make sure that you survey a wide variety of members to get a more complete picture of your Club.
4. Establish how you will collect the form from members, maintaining anonymity. For example, remind members not to put their names on their forms. Set up a box where members can drop off their forms when they are finished.
5. The Evaluator will read through the completed forms, take notes on what they find, then share the results with the entire team. For example, the Evaluator might tally the emotions that teens listed, or write down themes that come up repeatedly for the open-ended questions.
6. Your Project Lead will use the discussion questions listed in the **Club Climate Discussion Guide** to further understand what the results mean to you.

Teen Feedback Form

Instructions:

Thank you for volunteering to complete our Teen Feedback Form! Your responses are anonymous. Please do not write your name on this form. This form should take less than 10 minutes to complete. With your feedback, we can work to make our Club a better place to be.

1. How do you currently feel at the Club? Mark the top five emotions from the words below:

<input type="checkbox"/> Alone	<input type="checkbox"/> Connected	<input type="checkbox"/> Excluded	<input type="checkbox"/> Motivated	<input type="checkbox"/> Stressed
<input type="checkbox"/> Angry	<input type="checkbox"/> Content	<input type="checkbox"/> Frustrated	<input type="checkbox"/> Nervous	<input type="checkbox"/> Supported
<input type="checkbox"/> Balanced	<input type="checkbox"/> Discouraged	<input type="checkbox"/> Happy	<input type="checkbox"/> Passionate	<input type="checkbox"/> Tired
<input type="checkbox"/> Bored	<input type="checkbox"/> Empowered	<input type="checkbox"/> Helpless	<input type="checkbox"/> Purposeful	<input type="checkbox"/> Unsafe
<input type="checkbox"/> Calm	<input type="checkbox"/> Energized	<input type="checkbox"/> Hopeful	<input type="checkbox"/> Respected	<input type="checkbox"/> Valued
<input type="checkbox"/> Comfortable	<input type="checkbox"/> Excited	<input type="checkbox"/> Inspired	<input type="checkbox"/> Sad	<input type="checkbox"/> Welcomed

2. How do you want to feel at the Club? Mark the top five emotions from the words below:

<input type="checkbox"/> Alone	<input type="checkbox"/> Connected	<input type="checkbox"/> Excluded	<input type="checkbox"/> Motivated	<input type="checkbox"/> Stressed
<input type="checkbox"/> Angry	<input type="checkbox"/> Content	<input type="checkbox"/> Frustrated	<input type="checkbox"/> Nervous	<input type="checkbox"/> Supported
<input type="checkbox"/> Balanced	<input type="checkbox"/> Discouraged	<input type="checkbox"/> Happy	<input type="checkbox"/> Passionate	<input type="checkbox"/> Tired
<input type="checkbox"/> Bored	<input type="checkbox"/> Empowered	<input type="checkbox"/> Helpless	<input type="checkbox"/> Purposeful	<input type="checkbox"/> Unsafe
<input type="checkbox"/> Calm	<input type="checkbox"/> Energized	<input type="checkbox"/> Hopeful	<input type="checkbox"/> Respected	<input type="checkbox"/> Valued
<input type="checkbox"/> Comfortable	<input type="checkbox"/> Excited	<input type="checkbox"/> Inspired	<input type="checkbox"/> Sad	<input type="checkbox"/> Welcomed

3. Please describe the issues in our Club that are most important for you right now:

4. Do you feel as though teens have a voice at our Club? Why or why not?

5. What would you like to see happen at the Club to build community and teen voice?

6. Please share any other comments with us.

Thank you for giving your feedback!

Club Climate Discussion Guide

This discussion guide will help you take the next step toward planning your project.

STEP 1

Discuss your observations about each of the following categories from the **Club Climate Report Card**.

- **Rules and Norms:** Are rules and policies fair and consistent? Do Club and group norms reflect a positive Club climate?
- **Physical Safety:** Do members feel safe at your Club? Are members safe traveling to and from your Club?
- **Social and Emotional Safety:** Do teens in your Club feel as though they can safely express themselves and their emotions, free from judgement?
- **Respect for Diversity:** Do members of diverse backgrounds, abilities and experiences feel like they are welcomed, supported and respected by others?
- **Supportive Relationships:** Do people at your Club, (e.g., members, teachers) have close relationships?
- **Support for Learning:** Are programs engaging, creative and relevant? Do staff support learning about social and emotional topics as well as academic ones?
- **Club Spirit:** Does your Club, as a community, feel close? Are there celebrations, events or conversations that connect your members to each other?
- **Physical Surroundings:** Does your Club look clean and attractive? Is the building well kept? Do you see examples of member's work in the hallways and rooms?

STEP 2:

Based on the **Teen Feedback Survey** results, discuss the following questions.

- Tally the words that teens feel most often. What were the most common words? Why do you think that is?
- Tally the words that teens said they wanted to feel. How different are those words from what members are currently feeling?
- What themes can you see from the answers to question three? Does your group agree or disagree with the issues identified?
- How did teens respond to question four? What does this tell you about your Club?
- What kinds of responses did teens give for question five? How can these responses help your group brainstorm project ideas?

STEP 3:

Consider the following questions, which will help you organize your group's ideas.

- What were the most positive aspects of your Club's climate that you noticed? What does your Club do to encourage these?
- What were some areas that needed improvement? Why do you think that is?
- Which aspects of Club climate did your group agree or disagree on? What was surprising about your team's observations?



Brainstorm

During this phase your group will meet to brainstorm possible projects that could help address the challenges identified during your Assessment. Brainstorming allows you to get creative and think of interesting ways your team can make the changes you want to see at your Club. Here is where your team will answer the question: **How do we get closer to how we want to feel at the Club?**

Introduction: Brainstorming Project Ideas

How do we get closer to how we want to feel at the Club?

In this section you will use the feedback from your **Club Climate Assessment** and discussion to identify the emotions and issues that are most relevant to your Club community. You can use the Bridging the Gap worksheet to help you visualize where your Club currently is, where you'd like to be, and what it will take to get there.

Host a brainstorming session to consider projects your group can do to help teens feel how they want to feel while at your Club. Use the **Brainstorming Guide** for tips on how to host a successful brainstorming session.

From your brainstorming session you will choose one big project or multiple smaller projects to focus on throughout the year. Use the guide to **Choosing a Project** to help narrow down your project ideas. If you are having a hard time coming up with project ideas, see examples in the **Project Idea Bank**.

Timing:

The brainstorming section of the project can be completed in one session. Here is the time breakdown of each of the different activities within the brainstorming section:

- **Activity 1:** Brainstorming Ideas
– 45 minutes
- **Activity 2:** Choosing a Project
– 20 minutes

Materials and Set-Up:

For the Assessment section, make sure the following preparations are made before you begin the session:

Activity 1:

- Make sure your Project Lead has a copy of the **Brainstorming Guide**.
- Print copies of the **Bridging the Gap** and **Project Idea Bank** worksheets.
- Arrange chairs/desks/tables in a circle around a whiteboard or flipchart paper.

Activity 2:

- Make sure your Project Lead has a copy of the **Choosing a Project** worksheet.

Brainstorming Project Ideas Instructions

Instructions:

1. Plan to complete the brainstorming section during one group meeting. It will most likely take 45-70 minutes depending on the length of your discussions and the number of ideas you come up with.
2. For best results, include your Advisor when completing this activity.
3. Print out a copy of the **Brainstorming Guide** for your Project Lead to use when leading the brainstorming activity.
4. Every member of your group should also have a copy of the **Bridging the Gap** and **Project Idea Bank** worksheets.
5. Place your chairs in a circle around a whiteboard or flipchart paper and take a seat.
6. Have your Evaluator and Note Taker recap the results of the **Teen Feedback Form** and your **Club Climate Discussion** from the last session.
7. Using the results from your Assessment, the group should fill out questions number one and two on the **Bridging the Gap** worksheet.
8. Have your Project Lead facilitate the brainstorming session so your group comes up with ideas for a project to improve the climate of your Club. Your group should answer question number three of the **Bridging the Gap** worksheet.
9. If your group gets stuck or needs help coming up with ideas, refer to the **Project Idea Bank** worksheet.
10. Once you have come up with several project ideas, your Project Lead will use the **Choosing a Project** worksheet to help the group decide on their final project idea.
11. Your group can choose to focus on one large project, or multiple smaller projects that will help improve the climate of your Club based on the results of your Assessment.

Brainstorming Guide

**GET READY TO
GET CREATIVE!**

Here are some ideas for a successful brainstorming session.

- Find a space to record everyone's ideas – whiteboard, flip chart or a document on a projector.
- Research shows that brainstorming is most effective when you begin individually. Take a moment to record your own ideas before sharing with the group.
- Designate one person to record all the ideas. Challenge your Advisor to participate only by recording and making sure all ideas come from teens.
- As you share, be sure to avoid judgement or criticism. You want to get as many ideas as possible from your team members.
- Set a goal. Decide to brainstorm for a certain period of time (say, 45 minutes or longer) or until you have a certain number of ideas (maybe 25 or more).
- Decide together how to use the ideas you've generated.
- You might use the **Bridging the Gap** or the **Project Idea Bank** guides on the following pages to help you get started.

Bridging the Gap Worksheet

On this page, you can use the three boxes to help you visualize where you are, where you'd like to be, and what it takes to get there.

1. **Where You Are Now?** List some of your observations in the top box on the left.
2. **Where Would You Like to Be?** List some of the qualities of your ideal Club in the top second box on the right,
3. **What Will It Take to Get There?** Finally, in the third box, list some ideas that might bridge the gap between where you are and where you'd like to be. What could happen to bring your Club one step closer to your goal?

**WHERE ARE
YOU NOW?**

**WHERE WOULD
YOU LIKE TO BE?**

**WHAT WILL
IT TAKE TO
GET THERE?**

Choosing a Project

Use these tips to narrow it down.

**YOU HAVE A LOT
OF GREAT IDEAS
– NOW WHAT?**



Try to organize the ideas in a way that makes sense. You could try arranging them from short-term to long-term, from the most expensive to least expensive, or based on similarity of the topic.



Keep an eye out for project ideas that can be combined.



Compare your ideas to the Project Idea Bank on the next page.



Give special attention to the ideas that seem original – often these can become unique projects!

Project Idea Bank

If you're stuck or looking for more inspiration, consider some of the following project ideas. Keep in mind that each Club faces different challenges, so feel empowered to customize or mix-and-match these ideas so they'll work best to engage your members.

ONGOING CAMPAIGN IDEAS:

These ideas are long-term projects that take longer to launch, running anywhere from a month, a semester or even a whole school year.

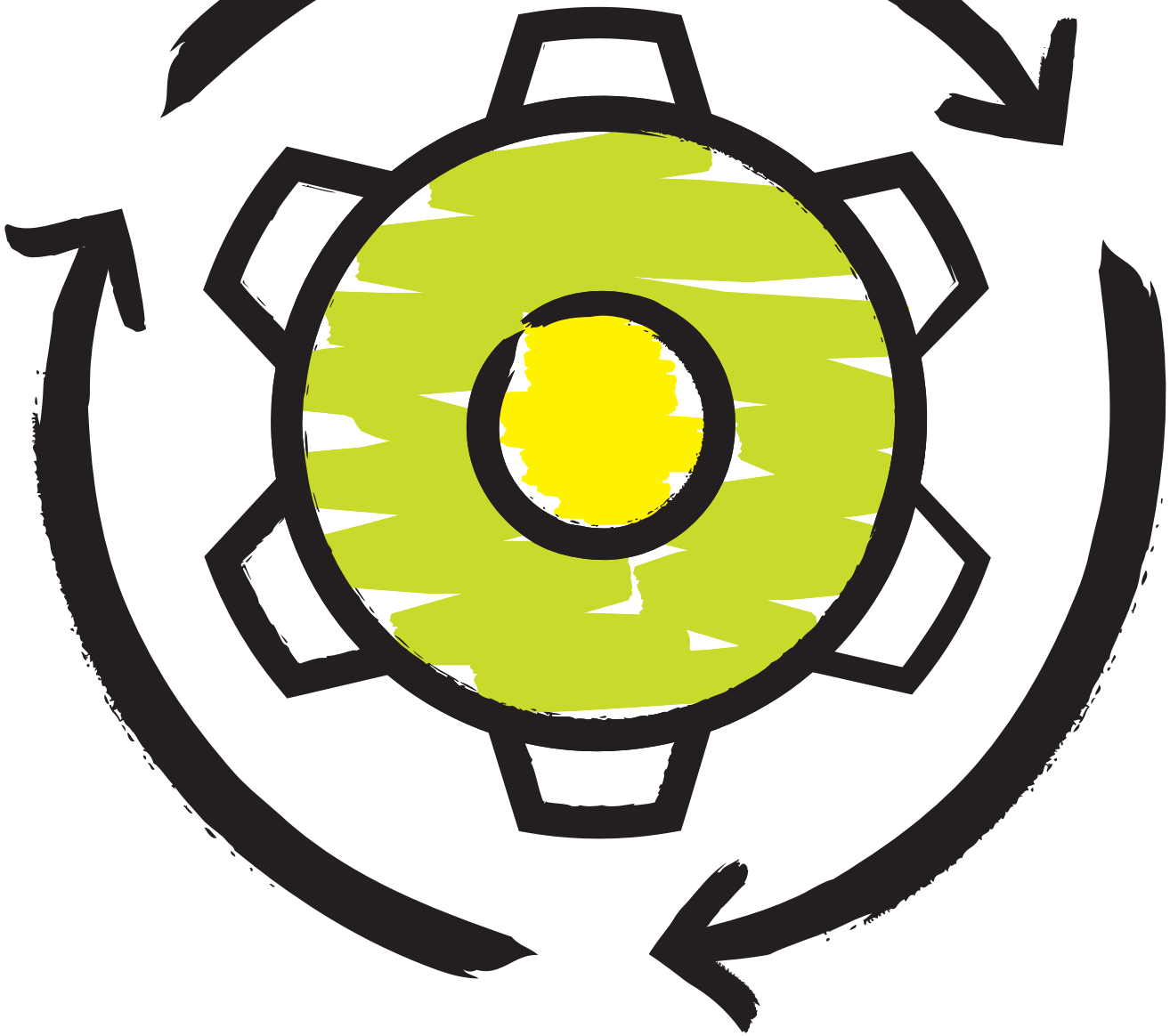
- **Meditation and Yoga:** add meditation and yoga to your Club's routine through assembly, the gamesroom or programs
- **Supporting Sports:** if your Club has sports leagues, organize at least one game for each athletic team. Try to get high attendance from other Club members.
- **Interest-based Mentorship:** match teens and staff interests, (e.g., guitar, cooking) and start a mentoring program at your Club
- **Pause Bell:** set up a bell on the loudspeaker in your Club that goes off a few times a day. Every time the bell rings, everyone must stop what they are doing and take three deep breaths.
- **Social Media:** create a Club Instagram or Facebook account where you create photos and videos highlighting stories of everyone in your Club. Post them using a Club-wide hashtag.
- **Peace Room:** create a peace room or corner in your Club for youth to use to take breaks and relax
- **Little Sib, Big Sib:** start a mentorship program that mentors younger teens with older teens
- **Book Swap:** coordinate a Club-wide book swap where youth and staff share their favorite books with a note describing the significance each book holds for them
- **Spread the Word:** start a movement to reduce bias, rumor-spreading, negativity and derogatory language in your Club
- **Wall of Kindness:** set up a wall or corner in your Club where members can leave kind, encouraging notes for each other

EVENT-BASED PROJECTS:

These ideas are short-term projects that you can quickly launch! You could do a few events like this during the year.

- **Diversity Learning Day:** host an event focused on celebrating the cultural diversity at your Club. Use music, art, food and more.
- **Snack Scramble:** everyone is randomly assigned to sit with different people during snack time in order to meet new people
- **Mural Painting:** paint a mural to improve the look of your Club based on an inspiring theme
- **Talent Show:** host an event to showcase the talents of youth at your Club
- **Storytelling Assembly:** host an event at your Club where youth present stories from their lives based on a common theme
- **Member Giveback Day:** reverse the roles at your Club for one day so members get to do the jobs of staff members, (e.g., lead programs, clean up, etc.)
- **Club Contract:** create and decorate a set of youth guidelines around safety and respect to post in your Club
- **Field Day:** organize an event to promote teamwork and physical activity at your Club
- **Green Initiative:** plant trees or start a garden at your Club or in your community
- **Community Outreach:** organize a trip into the community to give back to local organizations or people doing important work
- **Club Spirit:** coordinate a week full of themed days at your Club focused on building community and excitement
- **Speaker Series:** invite local leaders in your community to come speak to your Club about current events, issues that are important to you, and ways to get involved
- **Top Chef:** plan a healthy cooking competition, then have members and staff be the judges

Notes:



Commit

During this step, you will plan and implement your project, campaign or initiative. This phase involves commitment, goal-setting, passion, collaboration with your group and strategic planning. This step is where your group will work together to implement your plan and answer the question: **How do we bring our project to life?**

Introduction: Committing to Your Project

How do we bring our project to life?

Now that you've brainstormed so many great ideas and agreed on the project that you want to complete, it is time to develop an action plan and launch your project!

In this section you will plan and implement your project by setting goals and collaborating with your teammates using the **Project Planning Basics Guide**, **Project Planning Calendar** and **SMART Goals Action Plan**.

This project is the heart of your work. You assessed your Club climate and brainstormed ways to improve it. Now it's up to your group to implement that project to address those issues and promote the emotions that members at your Club want to feel!

Timing:

The Commit section is the heart of the project and will take several months to complete. Here is the time breakdown of each of the different components within the Commit section:

- **Activity 1:** Creating Project Plan
– 60 minutes
- **Activity 2:** Assigning Roles
– 30 minutes
- **Activity 3:** Bring your Project to Life
– weeks/months

Materials and Set-Up:

For the Commit section, make sure the following preparations are made before you begin:

Activity 1:

- Make sure your Project Lead has a copy of the **Project Planning Basics Guide**.
- Print copies of the **Project Planning Calendar**, **Monthly Calendar Themes** and **SMART Goals Action Plan** worksheets.
- Arrange the chairs/desks/tables in a circle around a whiteboard or flipchart paper.

Activity 2:

- Make sure your Project Lead has a copy of your **Project Plan** from the Note Taker.
- Arrange chairs/desks/tables in a circle around a whiteboard or flipchart paper.

Activity 3:

- Materials and set-up will be determined based on the project you choose.

Committing to Your Project Instructions

Instructions:

1. Plan to complete the Project Plan during one group meeting. It will most likely take about 60-75 minutes depending on the length of your discussions and details of your project.
2. For best results, be sure to include your Advisor when completing this activity.
3. Print out a copy of the **Project Planning Basics Guide** for your Project Lead to use when facilitating the development of the Project Plan.
4. Every member of your group should also have a copy of the **Program Planning Calendar** and **SMART Goals Action Plan** worksheets.
5. Place your chairs in a circle around a whiteboard or flipchart paper and take a seat.
6. Have your Note Taker recap the results of the brainstorming discussion from the last session and remind the group about the final project you chose.
7. Have your Project Lead facilitate the project planning session where your group will come up with a detailed plan to complete your project. The Project Lead should use the **Project Planning Basics Guide** to make sure they are asking all of the necessary questions.
8. Your Project Lead will use the **SMART Goals Action Plan** worksheet to make sure your group is setting realistic goals.
9. Your Project Lead will use the **Program Planning Calendar** to create a timeline for when certain activities within your project will take place. Use the **Monthly Calendar Themes** worksheet for some inspiration.
10. In your next session, your Project Lead will assign roles and responsibilities for the project to various team members based on interests and skills.
11. After your plan is completed with a timeline and key roles, it is time to bring your project to life! Include your Advisor to make sure your project is approved by Club staff.
12. Your Project Lead will lead your group in reflection throughout this phase. The Project Lead should ask questions such as, "What is going well so far? What changes can we make now to improve our project?" Asking these questions along the way will help ensure the success of your project!

Project Planning Basics

To make sure you are thinking of all of the different aspects of your project that need to be addressed, answer the following questions.

WHO?

- Who is involved?

- Who will be responsible for the various tasks?

- Who will be impacted?

- Who will participate?

- Who has the ability to influence or approve your plan?

- Who will you rely on as advocates?

Brainstorm as many “whos” that relate to your project as possible.

WHAT?

- What exactly will be happening?

- What needs to be done?

- What materials and objects do you need?

WHEN?

- When will the event, project, outcome or product happen?

- How much time do you need to plan, setup and/or raise awareness?

WHERE?

- Where will you plan?

- What space is needed for the actual project or event?

WHY?

- Why is this worth doing?

- Why does this project connect to your passions?

HOW?

- What major challenges or obstacles can you identify that your team can work to address?

- How does this project promote a more positive climate in your Club?

Project Planning Calendar

Use this calendar to map out your program year and assign roles to different members of your team. If you're planning something for a few months away, use the calendar to think about how you can be proactive and stay prepared.

Month	Task	Deadline	Person Responsible
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

Monthly Calendar Themes

Once you've come up with your plan, consider mapping events or activities from your project onto months of the year when themes relevant to your project are celebrated.

Month	Theme	Ideas	Potential Actions for Your Project
September	Back to School	Think about ways to welcome new and returning members to your Club	
October	National Bullying Prevention Month	Think of ways to host a kindness campaign at your Club	
November	Gratitude Month	Incorporate ways to highlight gratitude into your Club	
December	Connected and Supported Month	How can you support members during stressful school exam time?	
January	New Year's Resolutions	How can we recommit to improving our Club climate?	
February	Black History Month	Try hosting a discussion to promote diversity and community at your Club	
March	Youth Art and Music Month	Think of ways to incorporate the arts into your Club	
April	Stress Awareness Month	Try activities that make members feel relaxed and comfortable	
May	Mental Health Awareness Month	Consider partnering with local counselors or mental health professionals	
June	Pride Month	Consider partnering with an LGBTQ group to host a safe space or ally training	

SMART Goals Action Plan

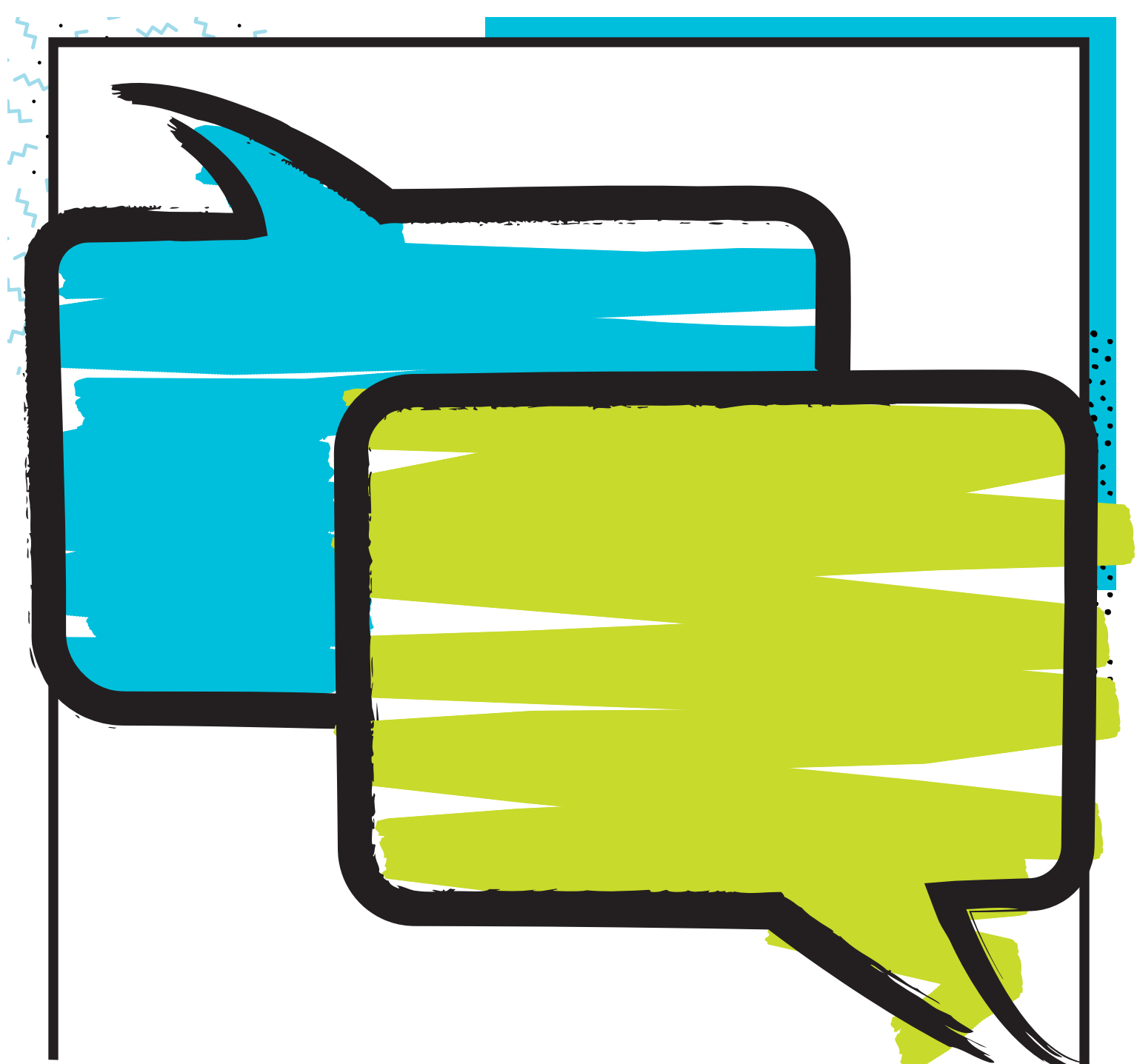
If you want to make sure your big project is successful, you need to develop an action plan! A well-planned project is so much easier to make into a reality. Planning out your project will save you work later on.

SMART is a framework to help you set goals that are achievable. SMART stands for Specific, Measurable, Attainable, Relevant and Time-Bound. Use SMART goals when developing your project action plan to maximize success.

Our Project Name: _____

Specific	Give a brief description for your project. Describe the outcome or product that you envision existing when the project is completed.
Measurable	Briefly describe how you will know the goal has been achieved. Describe the benchmarks along the way.
Attainable	Make sure that your project is something that is within the ability of your team to complete. Brainstorm a list of tools and resources that you have and those that you will need.
Relevant	Describe the observations about your Club climate that inspired you to tackle your project!
Time-bound	How much time does your team have between now and when the project needs to be done?

Notes:



Debrief

The last step is to reflect and celebrate! During this phase you will gather feedback about your project from staff and fellow Club members. You will also recognize your group's accomplishments during this phase, and take some time to celebrate all of your hard work! By gathering feedback about how your project created impact, you can also assess your next opportunity to create even more positive change. Now it's time to ask: What's next?

Introduction: Post-project Debriefing

What's next?

Congratulations! You have assessed your Club's climate, planned and executed a project – now it's time to consider the impact of your work.

In this section, you will reflect on your process, including the strengths and challenges of your project using the **Post-project Discussion Guide** and **Reassessment Guide**. You have the option to go through this entire Club Climate Project process as many times as you would like. Based on your reassessment of your Club's climate, you can choose your next project for the opportunity to create even more positive change in your Club.

Finally, you will recognize your group's accomplishments and celebrate all of your hard work with inspiration from the **Recognition Ideas** guide.

Timing:

The Debrief section of the project can take several days to complete and should be broken down into four sessions. Here is the time breakdown of each of the different sessions:

- **Session 1:** Post-project Discussion – 60 minutes
- **Session 2:** Reassessment part 1 – 60 minutes
- **Session 3:** Reassessment part 2 – 60 minutes
- **Session 4:** Recognition – 60 minutes

Materials and Set-Up:

For the Debrief sessions, make sure the following preparations are made before you begin:

Session 1:

- Make sure your Project Lead has copies of the **Post-project Discussion Guide** and the **Reassessment Guide**.
- Arrange chairs/desks/tables in a circle.

Session 2:

- Give your staff Advisor a copy of the **Club Climate Walk-through**.
- Arrange chairs/desks/tables in a circle for the **Club Climate Walk-through**.
- Give your Project Lead a copy of the **Club Climate Report Card**.

Session 3:

- Print out several copies of the **Teen Feedback Form** for the Evaluator to distribute throughout the Club.
- Make sure there are pens and pencils for teens to use to complete the form.
- Make sure the Evaluator receives the completed surveys.

Session 4:

- Materials and set-up will be determined based on the recognition activity you choose.

Post-project Debriefing Instructions

Instructions:

1. Plan to complete the Debrief activity during one group meeting. It will most likely take about 60 minutes depending on the length of your discussions.
2. For best results, be sure to include your Advisor when completing this activity.
3. Your Project Lead will facilitate a group discussion using the **Post-project Discussion Guide** to learn about the successes and areas for improvement within your project.
4. The next two sessions will be a repeat of the **Club Climate Assessment** from the beginning of this project.
5. Print out a copy of the **Club Climate Walk-through** and place your chairs in a circle.
6. Your staff Advisor will be the reader. The reader should read the walk-through slowly and with lots of pauses to allow people to think. They should use a calm voice that's loud enough for everyone to hear.
7. Have your staff Advisor lead the **Club Climate Walk-through**.
8. After your group has completed the walk-through, proceed to the **Club Climate Report Card** to grade your Club in different areas as a group. Your Project Lead will facilitate the Report Card discussion. The discussion will likely take 15-25 minutes.
9. Have your Outreach Committee distribute the **Teen Feedback Form** to other teen members in your Club in the next session.
10. Once you have collected the **Teen Feedback Form** from other teens, the Evaluator will compile the survey data and share the results with the group during the discussion.
11. After you've completed the **Club Climate Walk-through**, the **Club Climate Report Card** and the **Teen Feedback Form**, the Evaluator will show where and how your Club Climate scores improved throughout the course of your project.
12. Your Project Lead will facilitate a discussion using the **Reassessment Guide** to see what project your group can do next to continue improving the climate of your Club.
13. Plan a celebratory event using the **Recognition Ideas** guide as a way to congratulate your group on all of your hard work!

Post-project Discussion Guide

**TAKE A MOMENT
TO REFLECT ON
ALL YOUR HARD
WORK!**

Once you've wrapped up your project, gather your group and use this discussion guide to consider the impact of your work.

- What made you take on this project? What areas of Club climate and community did you think needed improvement?
- How did the project planning phase go? Were there any unexpected challenges or victories?
- Who were your key people, or the people who your group needed to get the job done?
- What do you think other members thought of your project? What impact did it have on your fellow Club members?
- How has your team grown or changed during this process?
- What was the impact of your project on your entire Club? Were you successful in addressing the areas of Club climate that you had intended to improve?
- If you were to repeat your project, what might you do differently?
- How can you keep your project alive and continue to improve your Club climate?

To finish your discussion, have each of your team members share one thing that they took away, learned or enjoyed about your project. Be sure to compliment your team members and Advisor on their hard work.

Reassessment Guide

Use what you've learned from your team's **Post-project Discussion Guide** to make recommendations for your next project! The best way to see how your project has impacted your Club's climate is to re-administer the **Club Climate Assessment** from the beginning of the project. This will show you how you succeeded, as well as highlight areas of improvement to help inspire your next Club Climate Project! Take a moment to answer the following questions both individually and as a whole group.

WHAT WENT WELL?

WHAT COULD WE CHANGE OR DO DIFFERENTLY?

WHAT ARE SOME IDEAS FOR POSSIBLE FUTURE PROJECTS?

Recognition Ideas

Everyone likes to be recognized for their contributions and accomplishments. Recognition shows people that their efforts are important to the goals and success of the whole team. At the end of the year, take some time to celebrate and recognize the hard work of your team members. Invite all team members, your Advisor and administrators to celebrate your success together.

A-Z ACCOMPLISHMENTS

Work as a group to brainstorm one thing for each letter of the alphabet that speaks to your team's accomplishments for the past year. Write it on a big poster board and have everyone sign around the edges. Hold up the poster and pose for a team photo!

GOOD PRESS

Contact a local news outlet or your local newspaper to see if they will create a piece about your accomplishments this year! Ask if they are willing to interview team members, bring a photographer, and speak with your Club staff.

PAPER PLATE AWARDS

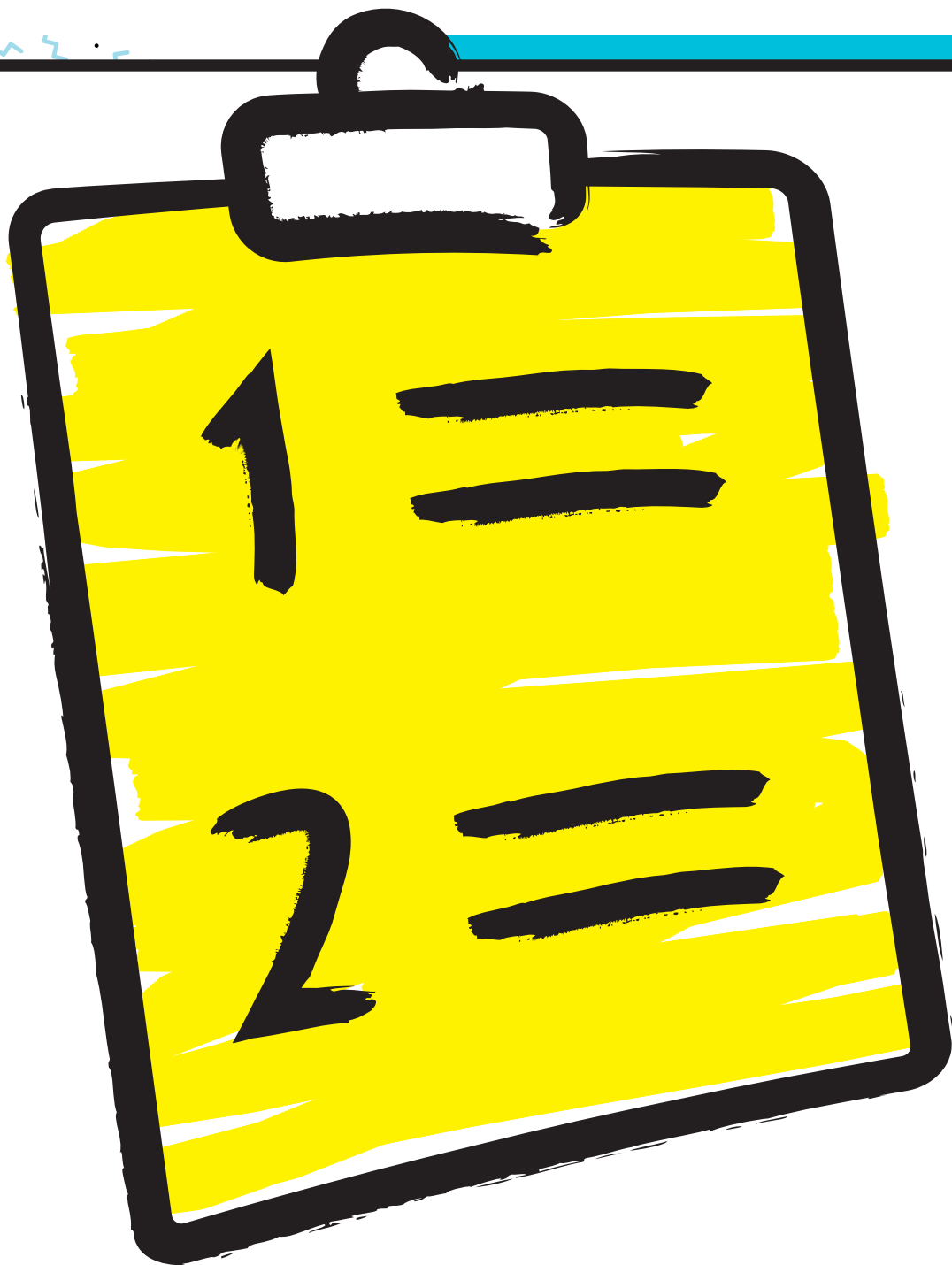
Write and decorate a superlative or award on a paper plate! For example, you could give a teammate the award for "Perfect Attendance at Every Meeting" and decorate the certificate with check marks and emojis. Your team could choose names from a hat for everyone to give someone else an award. Host a mini-ceremony where each award is announced and presented.

PAT ON THE BACK

Have members tape pieces of construction paper or cardstock to the back of each team member's shirt. Put on some background music, give everyone markers or pens, and spend some quiet time walking around the room and writing on everyone's paper. Focus on the positives. For example, write a word or phrase that describes something you really respect about a team member, something about them that makes you feel grateful, or something that they did this year that was really impressive. Everyone gets to take their paper home as a keepsake! This also works with blank t-shirts and fabric markers.

ADVISOR THANK YOU

After a year of support, your Advisor deserves some recognition and thanks! Brainstorm ways to show your appreciation. Maybe you make a photo collage of the group that they can display in their classroom or office. Handwritten notes and cards are always appreciated and go a long way to show gratitude.



Enrich

Throughout the project, your team will have access to a variety of both individual and group activities designed to help boost the climate within your Club.

Introduction: Enrichment Activities

Notes:

Creating a positive Club climate is an ongoing process that takes a lot of time and effort. While your project is a great step toward improving the climate in your Club, there are other quick activities that you can do on a regular basis to boost the mood and energy in the Club.

Throughout this section there are several Enrichment Activities that your group can complete during your regular group meetings to help you create a more positive climate in your Club! Always feel free to change the activities to best suit your needs, or make up new activities. Some of the activities are for groups and some are for individuals. All individual activities should be facilitated by a staff member or Advisor.

The activities are broken up into the following seven feeling categories:

1. **Connected/Supported**
2. **Contented/Balanced**
3. **Energized/Motivated**
4. **Happy/Excited**
5. **Inspired/Empowered**
6. **Respected/Valued**
7. **Safe/Comfortable**

These activities can take anywhere from 15-60 minutes and can be completed multiple times at any point during the year. All activities should be completed at least once by the end of your project.

The Enrichment Committee is responsible for preparing and facilitating the enrichment activities during your group meetings.

Connected/Supported Activities

We feel connected when we feel close to others. We feel supported when we feel that others care about us and are available to help. The more social support we have, the more likely we are to feel physically healthy and have high self-esteem.

Complete the following two activities to help you feel more connected and supported while at the Club:

CONNECTION MAP

(individual activity, 30 minutes)

Materials: blank paper, pens, markers

Draw a map of your connections! There are many layers of people we care about and many generations of people who care about us. This map will help you visualize the meaningful connections in your life.

- Write the names of family members, friends, teachers and mentors in your life. Scatter their names on a blank piece of paper.
- Branching out from the names you already wrote and write your ancestors. Then write the names your friends' friends and your teachers' friends and so on. Attach photos to certain names if you would like.
- Notice the branches you drew and realize the numerous connections you have in your life. Each of the people on your map is living their own story, with their own cast of major and minor characters and their own successes and challenges.
- Post this connection map somewhere special, such as on your bathroom mirror, your locker or your Club. When you feel like you need support, remember this map and feel more connected.

CONNECTION MEDITATION

(group activity, 20 minutes)

Materials: computer, speakers, dark/quite space

This centering meditation encourages you to analyze what you are feeling, embrace it, and find your capacity for compassion.

- Some people say that they feel balanced, less anxious and more connected after meditating. Many people find that a daily meditation practice helps them carry a sense of connection and balance throughout their day. Practice often and notice how things may feel different, or even easier.
- Here is a link to a guided meditation video for you and your Club members to follow:

— goo.gl/Ah1S2R

Notes:

Contented/Balanced Activities

When we feel content, we are at ease and satisfied with what we have. When we feel balanced, we have a sense that different areas of our lives are occurring in balance and these areas are given the proper amount of our attention. Teens who live healthier and more balanced lifestyles tend to feel more content over time.

Complete the following two activities to help you feel more contented and balanced while at the Club:

JAR OF LIFE

(individual activity, 25 minutes)

Materials: computer, speakers, blank paper, pen/pencil

It can be hard to find time to focus on all of the important things in your life. It is important to learn what you should prioritize in order to create a healthy balance.

- Watch the following “Jar of Life” video:
youtu.be/6_N_uvq41Pg
- Now it’s your turn. On a piece of paper draw your own jar or write down answers to the following questions:
 - What are your rocks?
 - What are your pebbles?
 - What is your sand?
 - How can you make time for the most important things in your life (rocks)?
- Have a group discussion about your jars.

SELF-CARE DAY

(group activity, 30 minutes)

Materials: will vary by group

With your group, come up with a plan for your group self-care day. Your self-care day could involve bringing in your favorite foods, watching a funny movie or playing your favorite game.

- Pick a day to implement your Club self-care day. Make a plan for what you will do, who will be responsible for supplies, and have fun!
- Next, come up with a plan for your personal self-care routine. Your self-care routine could include reading your favorite book, listening to your favorite music or going to the gym. Make sure to take at least one day a week to focus on self-care!

Notes:

Energized/Motivated Activities

We feel energized when we feel awake and full of life. We feel motivated when we feel driven to do something. When we feel both energized and motivated, we are more likely to think of creative solutions to make change in the world. We feel more energized when we eat right, are physically active, and get enough sleep. When we feel energized, we are better able to focus and are more likely to be motivated to work hard to achieve our goals in and out of school.

Complete the following two activities to help you feel more energized and motivated while at the Club:

ENERGIZING YOGA

(group activity, 30 minutes)

Materials: computer, speakers, dark/quiet room, mat/towel (optional)

Yoga can improve your flexibility, strength, posture, mood, focus and more.

- Find a room to practice and lay down a towel or mat.
- Make sure you are free from distractions.
- Follow the sequence in the video below, adding any additional moves or stretches that you might already know.
- Yoga works best when practiced regularly!

— youtu.be/K-lna_WW4Yc

MOTIVATIONAL SELF-TALK

(group activity, 15 minutes)

Materials: blank paper, pen/pencil, jar or basket

Self-talk is when we talk ourselves through situations. Self-talk can help us manage our thoughts, feelings and energy. It motivates us to perform well in whatever we're doing.

- Motivational self-talk is any positive phrase or affirmation that you can say to yourself that boosts your energy, helps you to focus on achieving a goal, or encourages you to work through obstacles.
- Some examples are, "I got this," "let's go," "I am determined," or "I am a good friend."
- Brainstorm and write at least five self-talk statements that you believe will energize and motivate you.
- Share some of your self-talk statements with the group, then have everyone place their statements in a jar or basket. The next time you are struggling or need a motivational boost, pick a statement out of the jar and read it out loud.

Notes:

Happy/Excited Activities

We feel happy when we are enjoying our situation or experience. We feel excited when we feel energetic and positive about something that is about to happen. Although many people believe money and other material things bring happiness, once people have their basic needs fulfilled, they are not happier with higher levels of income or material possessions. People who are happier tend to trust others more and have more social connections and supports. Practicing gratitude by thinking about what we are thankful for, helping others, engaging in physical activity and attending positive social events are all ways to increase the happiness in our lives.

Complete the following activities to help you feel more happy and excited while at the Club:

GRATITUDE EXPRESSION

(individual activity, 10 minutes per day)

Materials: blank paper, pen/pencil

Expressing gratitude is proven to boost happiness both to the person who "gives" it and the person "gets" it.

- Each day for two weeks, think of a different person in your life who you are grateful for. The person may be a friend, parent, grandparent, sibling, Club member or Club staff.
- Take a moment to reflect on why you are grateful for that person. Is that person there for you when you need them most? Does this person make you feel valuable? Do they make you laugh? Can you be yourself around them? Why are you glad that they are in your life?
- Thank that person for what they have done! Each day, write a note, send a text, or give a quick call to tell someone why you are grateful for them.

HAPPINESS MEDITATION

(group activity, 20 minutes)

Materials: computer, speakers, dark/quite room

This guided meditation is designed to make you feel happier! Meditation increases mindfulness, decreases stress, and can strengthen your immune system. Here are a few tips for getting the most out of your meditation:

- Get in a comfortable position, either seated or lying down.
- To decrease distractions, turn your phone on silent and close the door.
- If you choose to keep your eyes open, try to focus on something simple, like a blank wall or a window.
- Meditation works best when you repeat it regularly. The more you do it, the easier and more familiar it will become to you.
- As you play the following meditation video, focus on the words. If your mind drifts away, gently bring your attention back to the sound of the video.

youtu.be/d_sTDw1JGKo

Notes:

Inspired/Empowered Activities

Feeling inspired is about being affected powerfully by something in a way that motivates us. Feeling empowered is about being capable of doing something well. When we feel inspired, we want to discover how our talents and passions intersect. We pursue novel and innovative endeavors, perform more effectively in and out of school, and experience greater life satisfaction. When we feel empowered, we feel more motivated and competent to work hard and find more meaning in academic tasks.

Complete the following activities to help you feel more inspired and empowered at the Club:

DIY INSPIRATION BOARD

(individual activity, 60 minutes)

Materials: colored paper, markers, computer, speakers, corkboard or poster board, tape, glue, magazines, pins, whatever else you want to use for fun

Make your space more inspiring with a DIY inspiration board! This activity explains how to create a simple, no cost or low cost inspiration board that requires only a few tools. The inspiration board will leave your space more inspiring.

- Cut out the pictures and inspirational quotes that you want to use.
- Decorate your board with colored paper, markers, glitter, stickers, etc.
- Pin, glue or tape pictures and quotes on the board.
- Hang your inspiration board anywhere for a quick dose of motivation.
- Check out this video for guidance on all of the steps above!

— youtu.be/J3UE5Rn2d_E

POWER POSE

(group activity, 30 minutes)

Materials: computer, speakers

Your body language shapes who you are! Scientists tell us that our body language plays a powerful role in shifting our brain chemistry. Standing in a posture that portrays empowerment or confidence, even when we don't feel that way, actually helps us become more confident and stay on a positive track.

- Watch this video to learn about how to feel more confident through your body language.
 - ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are
- After watching the video, discuss what you learned from it by answering the following questions:
 - What stood out the most?
 - Consider when you might benefit from applying these simple yet powerful tools about body language to your everyday life?

Notes:

Respected/Valued Activities

We feel respected and valued when we believe that others are treating us like we are unique and important. When we feel respected, we tend to judge our own merits and status more highly as well as have more self-respect and a higher quality self-image.

Complete the following two activities to help you feel more respected and valued while at the Club:

YOUR BEST SELF

(individual activity, 45 minutes)

Materials: blank paper, pen/pencil

Who are you when you are at your best? Reminding yourself of your positive attributes every day will build self-respect and keep you focused.

Take a moment to consider the positive qualities you have when you are at the top of your game. What are you like when you are the best person you can be? How do others see you? How do you see yourself?

- On a piece of paper answer the following four questions:
 1. What five personal characteristics matter most to you? What kind of person do you want to be?
 2. How do you want others to see you or think about you? List three to six characteristics.
 3. What are your goals for your life right now?
 4. How does your best self look and act in order to achieve those goals?
- After you answer these questions, create a collage that represents your responses. You can hang the collage up in your Club as a daily reminder of what your best self looks like.

ANONYMOUS

ACCOMPLISHMENT BOARD

(group activity, 20 minutes)

Materials: poster paper/bulletin board, colored paper, glue, tape, pins

- Hang a board or poster in the area where your group meets, decorate it and call it the Anonymous Accomplishments Board.
- Each time you witness another person in your group doing something positive, write down what you saw or heard and post it on the board – no need to add any names, just describe what you saw.
- At the end of each week, take time to read the posts on the Anonymous Accomplishment Board out loud with the group.

Notes:

Safe/Comfortable Activities

When we feel safe, we feel secure, with few fears or doubts. When we feel comfortable, we feel pleasant and relaxed. When we experience both, we feel more confident to express ourselves, including our genuine thoughts and beliefs.

Complete the following activities to help you feel more respected and valued while at the Club:

GETTING COMFORTABLE

(group activity, 60 minutes)

Materials: any decorations needed to makeover your space

Time for a makeover! Redecorate your group meeting area to make it a safe, comfortable place for everyone.

- Clean the space, bring in decorations or make them, change the seating arrangement, upgrade the lighting, bring in new furniture and games, make the space your own!
- Try to include a quiet area or safe corner where teens can go if they need a minute to themselves.

“I AM” POEM

(individual activity, 60 minutes)

Materials: blank paper, pen/pencil

Create and share a poem from the following guide. This is an activity that allows teens to choose characteristics that are part of their identity and share them with the group. This is an opportunity to express oneself and learn more about your peers. It requires vulnerability. After the poem is created, read your poems aloud, decorate them and display them in the Club.

Poem Outline:

- I am (two special characteristics you have)
- I wonder (something of curiosity)
- I hear (an imaginary sound)
- I see (an imaginary sight)
- I want (a desire)
- I am (the first line of the poem repeated)
- I pretend (something you pretend to do)
- I feel (a feeling about something imaginary)
- I touch (an imaginary touch)
- I worry (something that bothers you)
- I cry (something that makes you sad)
- I am (the first line of the poem repeated)
- I understand (something that is true)
- I say (something you believe in)
- I dream (something you dream about)
- I try (something you really make an effort about)
- I hope (something you actually hope for)
- I am (the first line of the poem repeated)

Notes:



Final Report

Now that you have completed your project, it is time to share your amazing work with other teens across the country!

Introduction: Final Report

How can we share what we've accomplished?

You have been working on this project for a long time. Now it's time to share all of your hard work with other groups across the country to inspire them to make positive change in their Clubs as well. You will complete the Final Report Template and submit it to Boys & Girls Club of America.

The Final Report is a great way for your group to summarize everything you've done during this project – from what you learned in the assessment to how your project helped improve the climate within your Club. You'll also summarize your enrichment activities along the way. Feel free to submit as many pictures and videos as you'd like along with the Final Report.

Timing:

The Final Report section of the project can be completed during one session. Here is the time breakdown for the session:

- **Activity 1:** Complete the **Club Climate Project Final Report** – 60 minutes

Materials and Set-Up:

For the Final Report section, make sure the following preparations are made before you begin:

Activity 1:

- Print out copies of the **Final Report Template**.
- Make sure your Evaluator has the results from your assessment and reassessment.
- Make sure your Note Taker has pictures and videos from events and activities throughout the project.

Final Report Instructions

Instructions:

1. Plan to complete the Final Report during one group meeting. It will most likely take 60 minutes.
2. For best results, be sure to include your Advisor when completing this activity.
3. Print out a copy of the **Final Report Template** for your Project Lead to use when facilitating the completion of the Final Report.
4. Your Evaluator should have the results of the assessment and reassessment available.
5. Your Note Taker should have pictures, videos and notes from the entire project process available to submit with the Final Report.
6. Have your Project Lead facilitate the completion of the Final Report by filling out the template.
7. Your Project Lead will make sure all questions are answered.
8. Once you complete the Final Report on paper, your Advisor will email a copy of your written report to climate@bgca.org.

Final Report Template

Name of your organization: _____

Name of your Club: _____

Name of your staff Advisor: _____

How many teens are in your group? _____

From the Club Climate Assessment, which area(s) of your Club's climate did you choose to work on for your project? Why?

What did you do for your Club Climate Project?

How did this project impact the overall climate of your Club?

How are you planning to continue the work of this Club Climate Project at your Club?

What suggestions do you have for improving the Club Climate Project?

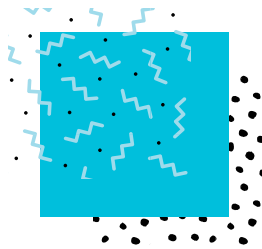
Would you recommend the Club Climate Project to another group?

☐ Yes ☐ No ☐ Maybe

Please attach pictures and videos from your project and enrichment activities here

Submit your completed Final Report, pictures and videos to climate@bgca.org – Thank you!

POSITIVE CLUB CLIMATE TEEN PROJECT GUIDE



GREAT FUTURES START [HERE.](#)



**BOYS & GIRLS CLUBS
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