



21st Century Leaders

**21CLub**

**Toolkit**

Bring the 21st Century Leaders experience to your school.  
All you need to know about our 21CLubs and how to  
inspire youth to lead near you!



# About 21st Century Leaders

21st Century Leaders is Georgia's premier youth leadership and development organization for high school students. Since 1989, we have provided equitable access to high-level leadership training to thousands of high school students through the partnership and support of business partners and volunteers.

Our mission is to connect, transform, and inspire high school students across Georgia to promote and leverage diversity and inclusion, explore career opportunities, and become leaders in their schools, communities, and ultimately the workforce.

Bringing 21st Century Leaders Club (21CLub) to your school means you'll be carrying out our mission while joining a much larger leadership organization that serves thousands of high school students a year with access to our school and summer programs and experiences.

Thanks for your interest in connecting, transforming, and inspiring youth to lead in your school and community.

**Now let's get started!**

# What is a 21CLub?

21st Century Leaders Clubs (21CLubs) are our student-led programs based in schools and communities designed to build leadership skills, explore career pathways, and enable servant leadership. Our 21CLubs are one of our three main programs and provide entry for students into the broader 21st Century Leaders organization. Once a 21st Century Leader, students have access to [additional programs and experiences](#) throughout their high school journey.

Each 21CLub looks to serve 20-25 students who are supported through the efforts of an advising teacher/faculty member. The students meet twice monthly to organize service projects and leadership forums designed to develop their leadership and career skills. Based on funding, 21CLubs also receive a financial budget and advisor stipend per semester - that's direct resources to the school and advisors! In addition, students will have free access and an opportunity to engage in our online learning platform, Leadership Connect, focused on our seven core leadership competencies. Did we mention that you can earn gift cards and incentives by completing lessons in Leadership Connect? Bonus!

## 21CLub Goals



### Goal 1:

To engage a diverse group of students and develop and **practice leadership** skills centered on leadership competencies and values (all relevant to school, community and the workforce).



### Goal 2:

To discover and **explore career pathways**, assisting schools and communities to meet the demand of the Georgia's talent and workforce needs.



### Goal 3:

To **serve and impact others** within their school and their community while developing servant leadership skills.

# Leaders are Action-Oriented

Here are the following expectations for all 21CLubs and student leaders.

**1** Recruit 20-25 active students to join the club (minimum requirement to be active is 10 students)

**2** Meet twice a month as a 21CLub

**3** Lead and implement 2-4 Service Projects a school-year

**4** Host at least 1-2 Leadership Forums

**5** All 21CLub members must fill out our enrollment form, which is through our Leadership Connect form. If they are not enrolled, they are not considered a member of the 21CLub.

**6** Track your meeting results! Fill out the leadership stat tracking spreadsheet during every meeting. *(Provided by 21CL)*

**7** Track your project(s) impact! This includes number of volunteers and number of hours served, # of members participated, and the impact result.

**8** 21CLub Advisors must provide Semester Reports to 21st Century Leaders; including end of semester report and end of year report *(Provided by 21CL)*

**9** Active 21CLub students will be required to fill out a student digital evaluation form at the end of the year. *(Provided by 21CL)*

## Every Student Can Lead and Be Inspired!

Check out some bonus incentives to our 21CLubs:

- ★ Financial Budgets provided per semester per 21CLub
- ★ Financial Stipends provided per semester per 21CLub Advisor
- ★ No GPA requirements or previous leadership experience necessary
- ★ Impact your school and local community
- ★ Gain leadership skills and community service hours
- ★ Get connected with business professionals and diverse students from all across Georgia
- ★ Earn a 21CL Honor Cord for graduation

# Ready to Start a 21CLub?

## Awesome!

Take a look and make sure you're prepared for the following:

- 1 Identify an adult advisor, someone who will support and oversee your club throughout the school year. \*TIP: You'll need this before filling out the club application form.
- 2 Fill out the [21CLub Application Form](#) on our website
- 3 Get Administrative support and approval from your school or community agency. Have a good understanding on how budgets are distributed to clubs and how you can access your 21CLub budget that we provide.
- 4 A Memorandum of Understanding (MOU) Agreement will be required and must be signed by the advisor or school/org agency and 21st Century Leaders at the start of each school year
- 5 A minimum of 10 students must be a part of the club to remain active. \*1 month of recruitment time will be provided.

*We approve all current and new 21CLubs ahead of each school year no later than August 15th. Please plan accordingly and submit your application form well in advance for the approval process not only from 21CL but from your own school administrators or community agency leaders.*

*We do track a waitlist of interested 21CLubs and do our best to support when we can.*

# Your 21CLub is approved, now what?

Your 21CLub should be named in the following way; 21CLub@(Insert School or Org). Once that's done, here's a checklist to get you going:

- **Confirm a classroom or community space** for 21CLub meetings. Your Advisor should help with this!
- **Recruit students!** Think about who could benefit from this experience.
- **Market your 21CLub!** Have a table at your school's club fair or sporting events or host an event to publicize what 21CLub does and what it's all about.
- **Let your school administration or community agency know!** Make sure they're ready to receive budget funds for this specific club.
- Confirm that you have computer or iPad access.
- **Decide if you'll have an executive student leadership team.** If so, identify what and who they are. Some suggested roles may be President, Vice President, Secretary, Treasurer, and Brand Manager or Communications Manager.



- **Begin enrolling in Leadership Connect - this is the required enrollment process for 21CLub members.** As a 21CLub member, all students have access to our robust online learning platform, Leadership Connect! Woohoo! That's over 150 gamified and incentive based content on leadership development, SEI, financial literacy, entrepreneurship, and so much more at your fingertips! Waiver codes will be provided to up to 25 students.
- **Receive 21st Century leaders (21CL) logo and other marketing materials** (provided by request). While we encourage creativity and your own 21CLub design, we do ask that the proper 21CL logos are being utilized to keep branding consistency.
- **Set your meeting cadence** and begin brainstorming your ideas and goals for the year!
- **Communicate consistently** with the 21CL Program Department and your 21CL contact.

*Questions or Issues? Contact us our Program & Community Outreach Manager, Desiree Rodriguez at [desiree@21stcenturyleaders.org](mailto:desiree@21stcenturyleaders.org) or call our office at 404-373-7441.*



# 21CLubs are Results Driven

In order to remain an active 21Club, we need to make sure it's a viable one within the school, expectations and outcomes are being met, and it's representing 21st Century Leaders in accordance with our code of conduct. 21CLubs will be evaluated by 21CL staff on a semester and annual basis through engagement tracking and student assessments and advisor semester reports. Club renewals and roll-offs take place annually.

## *Anticipated Outcomes*

We hope to demonstrate through comparison of the pre and post assessments, project outcomes, and anecdotal evidence the following outcomes on student achievement, leadership development and career preparation are being achieved:

1. Maintain club membership
2. Achieved service project and leadership forum requirements
3. Growth and development in our 7 core leadership competencies; self development, communicating effectively, problem solving, action oriented, career ambition, building effective teams, and integrity/trust
4. Increased knowledge of future career opportunities and interest
5. Increased knowledge and development plan for post secondary education and/or employment.
6. Increased levels of self efficacy, self esteem and confidence in students' ability to lead
7. Increased number of leadership roles at a school and/or community level

## *Assessments & Reports*

21st Century Leaders will implement assessments during the year to measure the impact of the 21CLubs on students' leadership development, career readiness, and social and emotional intelligence.

[\*Learn more about our program impact and outcomes\*](#)





# Your Success is Georgia's Success!

You know your school and community best, so we encourage you to identify needs and problems you want to address and that are relevant to you. However, here are a few Service Project and Leadership Forum Ideas and Tips to help you succeed.

## Service Project Ideas

- ★ Collections / Drives (food, clothing, toiletries, blood drives)
- ★ School wide (or Community) Clean Up/Beautification Day
- ★ Partner with another school club, 21CLub or 21CL student's non profit organization (that's at your school or beyond)
- ★ Visit nursing homes, children's hospitals, or animal shelters
- ★ Organize a reading day at an elementary school
- ★ Plan mentorship/workshop activities centered around with elementary or middle school students
- ★ Write holiday cards to military, nursing homes, hospitals, etc.
- ★ Host a clothing swap or establish a clothes closet for your school
- ★ Election Awareness / Register to Vote Initiatives
- Select your top 4 projects and create a plan of action.
- Make contact with the agency, organization, etc. with which you will be serving. Let them know what you're doing and if there's
- Get the details for the project and make a site visit to the location of the project, if necessary, to eliminate any problems
- Provide information and the necessary forms to your school for engagement and volunteer sign up
- Collect all contact information of volunteers for your project and send reminders/confirmation of their participation
- Prepare a written information sheet of the Service Project, including time, location, what to wear, what to bring, what activities will be involved, if meals will be provided, etc. in other words, any information a volunteer will need to know to participate
- Make sure you have the appropriate adult supervision, if required. Your advisor can help you determine what is needed.
- Plan a reflection activity such as pictures, video, written comments, etc. for the group
- Track and report your impact!

## Service Project Tips

- Identify problems or needs in your school/community. What projects could help address and impact them?



### Leadership Forum Ideas

- ★ Career Panel or Roundtable - industry specific or
- ★ Resume Building Workshop
- ★ Personal Branding / Public Speaking
- ★ Post-Secondary Education Admissions Panel or Scholarship Panel
- ★ Panel or Keynote Speaker on a relevant topic or issue; i.e vaping, mental health, bullying, etc.
- ★ Off-site corporate or campus tour

### Leadership Forum Tips

- Identify your theme or focus. Is it a forum with one person, a panel, roundtable, or career/college fair.
- Identify your speakers or experts! If you want to leverage 21CL's expansive corporate partnership and business professional network, ask us! We just need some ample lead time to help recruit volunteers.
- Go over exactly what topics the speakers or presenters will cover.
- Always have administrative proposals for any use of funds or guests to be allowed into school.
- Make all visitors aware of school and class rules that may apply to him/her/they as well as students (proper attire). Never invite a speaker or presenter to spend the entire school day.
- Ask for a BIO from the speaker or presenter in advance and make sure a 21CLub member is prepared to properly introduce them.
- Prepare the class for the speaker, presenter or field trip with an introduction and assignments (research the speaker and topic, break into groups to prepare questions).
- Be prepared to offer light refreshments to individual speakers; at least a water!
- Have greeters ready to meet presenters and guests. Be prepared to help carry things. Have runners available at all times.
- Never leave speakers or presenters alone with a student or the class.
- Feedback is important. It's often a good idea to poll your attendees to see what they liked, learned, or suggest for the future.
- Take pictures of the forum and arrange for publicity when appropriate.
- Consider having a thank you gift or 21CLub swag to show your appreciation to your volunteers, if able.
- Remember to send every volunteer a written thank you note! If you can not mail one, make sure to email one in the proper email format. Make sure to have your advisor and/or 21CL Program staff CC'd on that email.

# FAQ

We've compiled a few frequently asked questions in hopes to address any additional questions or thoughts you may have.

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## Do I charge dues or club fees for our 21CLub?

As an equitable organization, there should be **no club fees** from students in order to join. Students can have members pay for shirts or other club swag. However, we do not require any student to pay a fee for being a part of an approved 21CLub.

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## Once 21CLub members fill out the enrollment form in Leadership Connect (LC), what happens next?

After 21CLub members fill out the enrollment form, they'll gain access to Level 1. You'll receive an LC Welcome Message with login details and instructions for adding Leadership Connect (lc@21stcenturyleaders.org) as a learning partner. From there, it's up to the students to complete the activities and let us know when they're ready to move on to the next level.

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## If 21CLub is my entry point into 21st Century Leaders, what do I have access to?

You can learn more on our website [here](#), but there are three main entry points into 21st Century Leaders; 21CLubs, Leadership Connect, or our Summer Leadership Institutes. As a 21CLub member you have access to both the 21CLub and Leadership Connect program. All students are eligible to apply to our Summer Leadership Institutes. In addition, as a 21CL student, you will have access to our student experiences throughout the year which includes, our fall and winter summits, live and/or virtual workshops, access to apply to our Georgia Youth Leadership Awards and summer paid internship and scholarship program based on Leadership Connect progress and performance.

*Cont. on next page*

# ATLANTA COMMUNITY FOOD BANK



# FAQ

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## **Can we start a social media account for our 21CLub?**

Of course! In fact, we encourage it! We do ask that you label your 21CLub in the following way, 21CLub@(Insert School/Community). We want to make sure our 21CLub branding is consistent and students can identify it right away. So whether that serves as your handle or not, make sure you presenting the 21CLub in that way. For example, 21CLub@Midtown High School or 21CLub@Centennial HS.

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## **Can a parent serve as an advisor?**

We love for parents to be involved, but we strongly encourage a teacher or faculty member at the school to serve as the formal advisor. Having a teacher or faculty member as an advisor ensures that the program aligns with the school's curriculum and educational goals, plus provides long term succession planning long after students or parents graduate. Teachers also have a deeper understanding of the school's resources and student dynamics, which can be crucial for the success of the 21CLub.

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## **Can we partner with other 21CLub programs?**

Absolutely! Collaboration is at the heart of what we do. If you're interested in partnering with another 21CLub, whether for events, sharing resources, or working on joint projects, we wholeheartedly encourage it. Building effective teams within the program is one of our core leadership competencies, and we love seeing 21CLubs come together to create even more impactful experiences. Don't hesitate to reach out and explore the possibilities of working together.

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## **Do our 21Club have to meet after school?**

Not necessarily! It's really up to your 21CLub to decide the best time to meet. Whether it's before school starts, during lunch or after school, the important thing is that you meet at least twice a month. Find a time that works best for everyone in your group.



# Code of Conduct

Our Code of Conduct is included in the enrollment form for students to agree to, but we've outlined it here so advisors and administrations overseeing clubs understand the agreement and expectations.

You must read this section carefully.

21st Century Leaders has an excellent reputation. Your conduct at every 21st Century Leaders function should make a positive contribution to extending that reputation. It is expected that students behave, use language, and dress in a manner that is consistent with the goals of developing and demonstrating professional-level leadership.

Consistent with this Code of Conduct, all participants will be expected to:

1. Behave in a non-threatening, courteous and respectful manner, refraining from language and actions that would discredit them, their school, other delegates, advisers, or 21st Century Leaders, whether in-person or online.
2. Obey all local, state, and federal laws, and all rules and regulations of the host site, college or university.
3. Refrain from the use and/or possession of alcoholic beverages, illegal drugs and weapons. Alcoholic beverages and narcotics or other controlled substances, and weapons are not permitted. Any student found in possession thereof or present where other individuals are in possession thereof will be required to leave the Program, in addition to any other consequences or measures deemed appropriate by 21st Century Leaders.
4. Refrain from the use of electronic devices during the Program. If devices are visible and/or being used during a session, first a warning will be issued. If the offense continues, the electronic device will be collected by a 21st Century Leaders staff member and returned to the owner at the end of that day's programming. If a participant refuses collection by a staff member, 21st Century Leaders will remove such an individual from the Program event and take any other measures necessary to maintain the integrity of the Program.
5. Keep advisers or 21st Century Leaders staff informed of activities and whereabouts at all times when attending 21CL hosted programs. Under no circumstances are students allowed off-campus unless accompanied by a member of the 21st Century Leaders staff. Visitors, unless approved in writing by 21st Century Leaders, are not permitted at any overnight Program or associated event. Accidents, injuries, and illnesses must be reported to the 21st Century Leaders staff immediately.

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## **Sexual Misconduct**

1. Sexual relations of any kind, including consensual sexual acts or contact or public displays of affection while participating in any 21st Century Leaders Program, are strictly prohibited.
2. Students may not have guests, i.e. individuals not residing in a designated room, as determined by 21st Century Leaders, on their floor or in their room at any time at any 21st Century Leaders Program.
3. Incidents of sexual harassment and/ or bullying, defined as comments and/or behavior of an implicitly or explicitly sexual, intimidating, or threatening nature or otherwise as determined by 21st Century Leaders, will not be tolerated, whether Student is participating in the Program in-person or virtually/online.

### ***Disregarding or Violating this Code of Conduct***

Students who disregard or violate this Code of Conduct will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend future 21st Century Leaders events or programs, and permanent dismissal from the Program(s). Parents and/or guardians will be notified, and 21st Century Leaders reserves the right to notify law enforcement, if applicable.





*Inspiring youth to lead.*

If you are interested in or have questions about starting a 21CLub at your school or in your community in Georgia, please contact:

**Desiree Rodriguez,**

**Program and Community Outreach Manager**

[desiree@21stcenturyleaders.org](mailto:desiree@21stcenturyleaders.org) or call 404-373-7441

[www.21stcenturyleaders.org](http://www.21stcenturyleaders.org)