



2022-23

Global Leaders Parent and Student Handbook

Everything* you need to know (about GL) is here

***87.8%**

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How do you track your hours and check deposits, fundraising amounts, letters etc. ?

Students: <https://studentportal.virtualdeanapps.com/Account/Login>

1. Click the link above and login using the email and password you used to apply.
2. Once logged into your dashboard, you will see the following categories: payments total, service hours, work and earn hours, fundraising total, and letter campaign total.
3. To track service hours, click the "View" button that is under the "Service Hours" section, then click "Add Service Hours". Enter all of the information requested and click "Create". Please be sure to update your service hours on the day you complete them.
4. To track Work & Earn hours, click the "View" button that is under the "Work & Earn" section, then click "Create New". Enter all of the information requested and click "Create". Please be sure to update your Work & Earn hours on the day you complete them.

Parent Portal: checking on fundraising, letters, payments etc.

<https://studentportal.virtualdeanapps.com/Account/Register?role=494E792A-9789-4B61-A4E1-2974FF8A3B63>

1. You will need your student's assistance (or their email and login information) during this process.
2. Once you are logged in to your student's account, you will see a green bar at the very bottom of the screen that has a string of letters and numbers. Copy this "student key" before creating your account. You will need this "key" to link to your student's account.
3. Once you have copied the "student key", use the link above to create your own account.
4. After you have created your account, you will see a button that reads "Add Student". Click this button, paste the "student key", then click the "link" button. Once linked, you will be able to view everything your student can see in their portal. This is also where you can track your payment progress.
5. If you have several students in the program, you can link to multiple accounts using this process and their individual keys.



Student Mandatory Activities, Events and Meetings

Welcome to the Global Leaders family! We are looking forward to the amazing work that we will do together locally and internationally in the coming year. The events and meetings on these calendars are **MANDATORY** for all participants in the GL. Please review them *closely* and don't hesitate to **ask questions**. You will be responsible for logging your service hours through our online student portal.

Student Events/Commitments:

WEEKLY:

Each GL student will work on a weekly service team project, which may include: tutoring/mentoring at Putnam or Lopez Elementary, Intercambio language exchange at Poudre or RMHS, Mobile Food Pantry and more TBD.

Students must select at least **ONE** weekly service project. **Some projects are twice per month for two hours rather than weekly.**

MONTHLY:

LEADERSHIP AND SERVICE SEMINARS:

We have one mandatory seminar per month starting October 22nd. These seminars are on Saturdays from approximately 10am-4pm. (Some have different times- check the calendar!)

LUNCH MEETING:

Each school will have one mandatory lunch meeting per month at their school. The meeting will be on Thursdays the same week as the monthly seminar. The primary purpose of these will be team building. See GL calendar included in this packet for exact dates.

Rocky: Room 343

Poudre: Room 229

ANNUALLY:

Auction and Auction Prep:

We need all hands on deck at our annual fundraising auction! Each GL Student will help with our auction in a variety of ways from procuring items to soliciting sponsorships.

Dates, Times and Location:

December.- April: item procurement. **We expect you to choose at least 2 days to help with this (approx. 3 hours each).**

Friday, April 28th: GL Office/Agave Room--everyone helps set up and prep for the auction.

Saturday, April 29th: 9am-11:30am Rio Grande Agave Room (setup and additional prep for auction)

11:30am-3:25pm (break time-relax and get ready for the Auction)

3:30pm-11:30pm (AUCTION)



Global Leaders Program Calendar October-January:

ALL OF THESE DATES ARE MANDATORY DATES. MISSING MORE THAN TWO OF THESE EVENTS THROUGHOUT THE YEAR MAY CAUSE YOU TO BE REMOVED FROM PROGRAM.

You will be notified of additional *mandatory* service opportunities at least 15 days in advance.
Optional service opportunities will be added to the calendar throughout the year.

Date	Time/Place	Who?	What?
Tues., Oct. 11	6pm-7:30pm Locations: PHS	Parent/Student	Commitment Mtg. Deposit Due: \$850/\$350/\$100
Thurs., Oct. 20	Lunch Time! RMHS Room 343 PHS 229	Students Only	Lunch Meeting: Team Building
Sat., Oct. 22	10:00am-4:00pm Location: TBA	Students	First Service and Seminar.
Wed., Oct. 26	6:30pm-8:00pm Location: TBA	Students Only	Dancing & Spanish
Wed., Nov. 9	6:30pm-8:00pm	Students Only	Dancing & Spanish
Thurs., Nov. 10	Lunch Time! RMHS Room 343 PHS 229	Students Only	Lunch Meeting: Team Building
Sat., Nov. 12	10:00am-4:00pm Location: TBA	All	Seminar and Service
Thurs., Dec. 1	Lunch Time! RMHS Room 343 PHS 229	Students Only	Lunch Meeting: Team Building
Thurs., Dec. 1	6:00-7:00pm PHS	PARENTS ONLY	Auction Planning meeting
Sat., Dec. 3	7:30am-11:00am PHS Feed our Families 11:30am-3:00pm: Poudre HS	Students Only	Seminar and Service 2nd Payment Due: \$1,050
Tues. Jan. 10	6:00-8:00pm Location: TBA	Students Only	Seminar and MLK Jr. March prep
Mon, Jan. 16	9am-12pm MLK March 12:30pm-4:00pm Lory Student Center	Students only Parents Welcome	MLK March and Seminar and debrief

Global Leaders Program Calendar Feb-August:

ALL OF THESE DATES ARE MANDATORY DATES. MISSING MORE THAN TWO OF THESE EVENTS THROUGHOUT THE YEAR MAY CAUSE YOU TO BE REMOVED FROM PROGRAM.

You will be notified of additional *mandatory* service opportunities at least 15 days in advance.
Optional service opportunities will be added to the calendar throughout the year.

Date	Time/Place	Who?	What?
Thurs., Feb. 16	Lunch Time! RMHS Room 343 PHS 229	Students Only	Lunch Meeting: Team Building
Sat., Feb. 18	10:00am-4:00pm Location: TBA	Students Only	Seminar and Service 3rd Payment Due: \$1,050
Thurs., March 2	Lunch Time! RMHS Room 343 PHS 229	Students Only	Lunch Meeting: Team Building
Sat., March 4	10:00am-4:00pm Location: TBA	Students Only	Seminar and Service
Thurs., April 13	Lunch Time! RMHS Room 343 PHS 229	Students Only	Lunch Meeting: Team Building
Sat., April 15	10:00am-4:00pm Location: TBA	Students Only	Seminar and Service Airfare Payment Due: TBD
Wed. April 19	7:00pm-8:30pm	Students Only	Auction Training
Sat., April 29	9am-3pm: Auction Set Up 6pm-11:30pm: Auction Agave Room, 143 W. Mountain Avenue	Parent/Student	THE AUCTION!
Wed., May 3	Lunch Time! RMHS Room 343 PHS 229	Students Only	Lunch Meeting: Team Building
Thur., May 4	7pm-8:30pm Location: TBA	Parent/Student	Trip Info & Logistics for BOTH trips
JUNE TRIP Retreat May 29th -30th	10am-4pm (both days) / overnight on 29th TBD	Students Only	June 1-12 Guatemala Trip
JULY TRIP Retreat July 17-18	10am-4pm (both days) / overnight on 17th TBD		July 20th-31st Guatemala Trip

GL Fundraising Philosophy:

Full-paying participants' fundraising expectations:

All full-paying participants are expected to participate in GL's three fundraising opportunities: letter writing campaign (23 letters), selling 10 bags of coffee, and selling 4-5 auction tickets. You and your donors will decide where your fundraised money will be distributed (local projects, Guatemala projects, or Financial Assistance for students).

Work & Earn participants fundraising expectations:

To qualify for GL Financial Assistance, you must qualify for the free and reduced lunch program or have other extenuating circumstances. In addition to the service learning opportunities, you will work an equivalent number of "Work & Earn" hours (at \$20 in GL "dollars" per hour) to honor your award.

Students seeking Financial Assistance must understand and have completed the following steps:

1. Fill out the **GL Work and Earn Request** and email to kyla@globalleadersinc.org ideally by 10/09/2022 or turn in with your \$100 deposit on Tuesday 10/11/2022
2. ***IF NEEDED:*** schedule a meeting with one of our staff members, to create a payment plan that works for your family. **This meeting can be accomplished via email, phone call, or in person.**
 - This plan will be a combination of what you can afford to pay, the award you request, and how much you think you can fundraise.
 - **If you raise more money than your goal, you will be supporting other Financial Assistance students, or the Project Fund. Additional fundraising does NOT decrease the amount your family has agreed to pay.**
3. You will be given Financial Assistance for the remainder of the program cost after your payment goal and fundraising goal; the maximum Financial Assistance for the Guatemala Program is \$1,900.
4. With Work & Earn program, you'll be responsible for honoring your award by completing Work & Earn hours.
 - You will create a plan to complete your Work & Earn hours at the beginning of the year, so that you're prepared to meet the additional responsibility – there is a worksheet in your GL folder to help!
 - You're responsible for logging your Work & Earn hours through our online portal.

ALL STUDENTS PLEASE NOTE: the amount your family agrees to pay at the beginning of the year is what your family pays, regardless of whether you fundraise an amount greater than your goal. If you fundraise an amount greater than your goal, that money goes toward projects and scholarship, not toward your own program costs. ADDITIONALLY, if you do NOT meet your fundraising and Work & Earn goals, your family is responsible for the additional payment(s).

Annual Fundraisers:

GL offers four fundraising opportunities that all students have access to in order to reach their fundraising goals. Some of these fundraisers are required! Last year, journey students averaged \$950 each in fundraising.

Strategy Matters! Consider the following:

- You will be taking part in three fundraisers – not every person in your network is going to be interested in supporting all three (or any!) Take time to plan who would be the best fit for each fundraiser.

Examples:

- **LETTERS:** Out of town family and friends are the best candidates
- **AUCTION ATTENDANCE:** Family, neighbors, teachers, youth group leaders
- **COFFEE:** door to door, at parents' work places, at church or community center
- **KING SOOPERS Membership:** assigning GL as your preferred non profit

Letter writing campaign: (2021-22 NET TOTALS: \$18,180 – 30 students, avg: \$606/student)

All Participants are expected to write 23 fundraising letters to family, friends and businesses. GL staff will provide the letter templates, envelopes and guidance.

WHEN: Letters will be completed and delivered to GL Staff by the first seminar, Oct. 22.

OTHER INFO: Completed letters means: **MINIMUM number of 23 letters written**, printed, personal message on each letter, envelopes addressed and signed by students. **DO NOT SEAL ENVELOPES! GL WILL COLLECT & MAIL THESE AT OUR FIRST SEMINAR OCT. 22**

For Work and Earn students every dollar received from letters goes towards the student's scholarship or fundraising goal. For Full pay students the money raised will go towards either other students' scholarships or to project costs.

**Each donor will receive a tax deductible/thank you letter within 48 hours of GL receiving the donation. Each participant and parent will have access to all of his or her fundraising info through the student portal.*

Fiesta de Global Leaders Benefit Auction: (2022 TICKET SALES TOTAL: \$4,500) (\$24,021 net profit)

This is our most profitable event and requires commitment and hard work from all students and parents. For Work and Earn students, every dollar from ticket sales by students and parents goes towards the student's scholarship or fundraising goal. (Tickets will be \$45). ALL students will be expected to sell between 4-5 auction tickets. GL will provide a list of past attendees to assist with reaching the ticket sales goal. **Please note that it costs GL about \$25 per head to pull off this event*

WHEN: Saturday, April 29th, 2021, 6-9pm *[set up for students all day Saturday]*

OTHER INFO: Parents assist in all aspects of the Auction and will be organized into committees at the December meeting.

Coffee Sales: (2022 GROSS TOTAL: \$3,090)

The GL team from 2022 purchased 300 bags of coffee through their fundraising efforts to support this year's team.

WHEN: NOW!

OTHER INFO: The GL cost for each bag was \$8. **You will sell each of your 10 bags for \$15 (a piece). You will receive \$15 fundraising credit for each bag you sell.** Every dollar raised from your coffee sales reduces your program fee by \$15.

King Soopers Rewards:

HOW IT WORKS: King Soopers donates 3% of each purchase, including gasoline, to community causes when you use your King Soopers account for purchases. This is NO COST to you, and you can select Global Leaders as the recipient of your 3%. The sign up process takes about 2 minutes!

HOW TO SIGN UP:

1. Log in to your King Soopers account online, or sign up at www.kingsoopers.com
2. After you've logged in or signed up, scroll to the bottom of the page
3. Under "Community," select "King Soopers Community Rewards" & add: **Global Leaders Inc.**
4. Tell friends and family about this! They can follow the same steps listed above.



Dear

This year I am participating in a 9-month leadership development and service learning program. I am really excited and can't wait for this incredible opportunity. **I am writing this letter to ask you for financial support to help us fund our local service projects and provide financial assistance for my classmates.** I also want you to know I will be working really hard through other fundraisers as well to make this happen!

Let me share some background information on Global Leaders. The founders saw a need to get students out of the classroom and into the world, learning and participating in meaningful service learning projects. Since 1997, GL has brought students of diverse racial, economic, and ethnic backgrounds together to participate in extraordinary educational programs in Fort Collins and in Central America. The program combines service learning projects with the opportunity for international travel and Spanish language study. Students traveling abroad will choose from one of three service-learning projects to work on: clean cookstove installation, reforestation, and supporting small coffee farmers around San Miguel Escobar, Guatemala.

This year, I am volunteering in Fort Collins with a variety of nonprofits. We work with Putnam and Lopez Elementary Schools, Respite Care, OtterCares, A Little Help, Kids After School Time (working with homeless youth), Shire Farms, among other local non-profits. The average number of hours each student volunteers in our community is **70 hours. We have over 45 students in GL in 2022.**

Once again, I hope that you can find a way to make a tax-deductible donation to help fund one of our projects or assist with scholarships for my classmates. Our group's **goal is to raise \$31,500** from this letter campaign. This year we will fund our local and international service programs, projects and scholarships for students with financial needs. In 2022 our first trip since the COVID pandemic, GL's eighteen students raised over \$18,000 through our letter campaign.

Locally



40+ elementary kids mentored annually



70 service hours/student



75 families fed monthly through GL Food Pantry



Community partners: La Familia, The Growing Project, Larimer Co Food Bank, Environmental Learning Center, Habitat for Humanity, A Little Help

Internationally



60+ Clean and efficient cook stoves installed



38,000 trees planted



40,000 total service hours abroad



15 Single family homes built



38 School rooms built

Tax Deductible donations can be mailed to:

Global Leaders | 405 E. Prospect, Suite 4 | Fort Collins, CO 80525

Global Leaders is a non-profit organization and donations are tax-deductible (please consult with your accountant for more information). Please consider your contribution an investment. You're not only supporting great service projects locally and in Guatemala; **you're supporting me on my leadership journey, as I develop the skills I need to help me make positive change in my community and the world.**

Checks can be made out to "Global Leaders" and mailed in the stamped envelope I have provided. Please detach the donation form below and include it in your envelope. I am grateful for your time and hope you are able to sponsor my endeavors.

Sincerely,

Personal Note:

Global Leaders does not discriminate on the basis of gender, race, color, creed, religion, national or ethnic origin, disability, or sexual orientation in the conduct or administration of its business, in its admissions to its programs, or in the development and implementation of its projects.

*Global Leaders is incorporated in the State of Colorado as a 501(c)(3) non-profit, and serves high school students in Larimer County, Colorado. Donations are tax-deductible as allowed by law. **EIN# 45-4279561***

Please detach this portion and include it in the stamped return envelope along with your check.

<p>Count met in! I'd love to support GL's mission of empowerment and your leadership journey!</p> <p>I am enclosing a check in the amount of: __ \$25 __ \$50 __ \$100 __ \$200 Other: \$ _____</p> <p>Student name: _____ My email address: _____ <i>(you will receive a tax deductible receipt to your email)</i></p> <p>The project I want my donation to go towards is...</p> <ul style="list-style-type: none"><input type="checkbox"/> Building Clean Cookstoves<input type="checkbox"/> Reforestation<input type="checkbox"/> Coffee Farms<input type="checkbox"/> General Operating Expenses<input type="checkbox"/> Financial Assistance for Another Student	<p><input type="checkbox"/> I don't do email. Please mail my tax deductible receipt here:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Tax Deductible donations can be mailed to:
Global Leaders | 405 E. Prospect, Suite 4 | Fort Collins, CO 80525



Dear

This summer I have the opportunity to travel with 45 of my classmates to Guatemala for a service-learning project and language study with a local non-profit organization called Global Leaders (GL). I am really excited and can't wait for this incredible opportunity. **I am writing this letter to ask you for financial support to allow me to participate in this program.** I also want you to know I will be working really hard to earn financial aid and on other fundraisers to make this happen!





Let me share some background on Global Leaders. The founders saw a need to get students out of the classroom and into the world, learning and participating in meaningful service learning projects. Since 1997, GL has brought students of diverse racial, economic and ethnic backgrounds together to participate in extraordinary educational programs in Fort Collins and in Central America. The program combines service learning projects with the opportunity for international travel and Spanish language study.

Students traveling abroad will choose from one of three service-learning projects to work on: clean cookstove installation, reforestation, and supporting small coffee farms around San Miguel Escobar, Guatemala. Global Leaders is committed to empowering young people to make positive change in their community and around the globe.

This year, I am volunteering in Fort Collins with a variety of nonprofits. We work with Putnam and Lopez Elementary Schools, Respite Care, OtterCares, A Little Help, Kids After School Time (working with homeless youth), Shire Farms, among other local non-profits. The average number of hours each student volunteers in our community is **70 hours. We have over 45 students in GL in 2022.**

Once again, I hope that you can find a way to make a tax-deductible donation to help me take this once-in-a-lifetime journey. Our group's **goal is to raise \$31,500** from this letter campaign. This year we will fund our local and international service programs, projects and scholarships for students with financial needs. In 2022 our first trip since the COVID pandemic, GL's eighteen students raised over \$18,000 through our letter campaign.

Local Projects

-  40+ elementary kids mentored annually
-  70 service hours/student
-  75 families fed monthly through GL Food Pantry
-  Community partners: La Familia, Shire Farms, Larimer Co Food Bank, Environmental Learning Center, Habitat for Humanity, A Little Help

International Projects

-  60 Clean and efficient cook stoves installed
-  38,000 trees planted
-  24 service hours/student
-  15 Single family homes built
-  38 School rooms built

Tax Deductible donations can be mailed to:

Global Leaders | 405 E. Prospect, Suite 4 | Fort Collins, CO 80525

Please consider your contribution as an investment. You're not only supporting great service projects locally and in Guatemala; **you're supporting me on my leadership journey, as I develop the skills I need to help me make positive change in my community and in the world.**

Checks can be made out to "Global Leaders" and mailed in the envelope I have provided. Please detach the donation form below and include it in your envelope. I am grateful for your time and hope that you are able to sponsor my endeavors.

Sincerely,

Personal Notes:

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Please detach this portion and include it in the return stamped envelope along with your check.

<p>Count me in! I'd love to support GL's mission of empowerment and your leadership journey!</p> <p>I am enclosing a check in the amount of: __ \$25 __ \$50 __ \$100 __ \$200 Other: \$ _____</p> <p>Student name: _____ My email address: _____</p> <p><i>(you will receive a tax deductible receipt to your email)</i></p>	<p><input type="checkbox"/> I don't do email. Please mail my tax deductible receipt here:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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PARENTS ASSISTANCE NEEDED

We're grateful and excited that you've chosen to participate with us this year. GL's philosophy of service is about community pulling together to make positive change. We need parents' help to make GL as successful and impactful as possible. **Our most important event is the Fiesta de Global Leaders Auction, we need all families to help out with the event in some way.** More information on this event, and committees, will be shared during the April meetings.

FIESTA DE GLOBAL LEADERS:

Thursday Dec. 1st 6:00pm AUCTION PLANNING MEETING PARENTS

Saturday, April 29th, 2023

ALL DAY: Set Up

6pm-9pm: Benefit Auction

Location – Agave Room at the Rio

- **Silent and Live Auction item procurement** – contact and visit local businesses to secure donations
- **Sponsorship procurement** – approaching local businesses/people that you know who are willing to underwrite the event. **This is the most rewarding and profitable task.**
- **Décor & logistics** – organizing items into baskets, transport of equipment (tables/chairs),decorating/merchandising support (laundering/ironing linens, setting up silent auction tables)

OTHER FINANCIAL/FUNDRAISING ASSISTANCE:

- Connect GL to a donor(s) who may want to sponsor a scholarship student's trip
- Sign up for King Soopers Fundraiser
- Assist with a new fundraiser
- Give your son/daughter ideas for who to sell coffee and auction tix to.
- approaching local businesses/people that you know who are willing to underwrite the event

LETTERS: (these are pre-written for your student on GL letterhead!)

- Help your student collect 23 addresses for our letter campaign.
- Research and contact local small businesses or community centers that may potentially make scholarship donations.

SERVICE WORK:

- Volunteer with us during projects! ANY and most! Offer to carpool students to service projects



Guatemala Travel Requirements

Vaccines required by GL:

- Hepatitis A
- Hepatitis B
- Tetanus
- Typhoid

Some doctors also recommend Malaria, although it is not required by GL.

Where to get your vaccinations:

Passport Health: John F. Kennedy Parkway Suite 330 Fort Collins, CO 80525
970-484-2148

Larimer County Health Clinic: 1525 Blue Spruce Drive, Fort Collins, CO 80524
970-498-6700

Global Leaders recommends that you schedule your first appointment with a doctor regarding vaccines in January because some may require a series.

Passport Requirements:

You must have your passport by March 31st, 2023

You can download a passport application at <http://www.travel.state.gov/> and turn it into:

City Clerk's Office
City Hall West (lower level)
300 LaPorte Avenue
970.221.6515

Your passport may take up to six weeks or more to process, so be sure to turn in your application early.



Payment Plan

We are grateful you have decided to participate with us this year! One of Global Leaders' main goals is to ensure that our program is available to all who are interested. We understand that families have other financial obligations aside from Global Leaders. Because of this, we offer a Payment Plan for Full-Pay families that would like to split their Program Fees into 4 payments.

The due dates for these payments are:

Local	Date:	International	Date:
\$350	Oct. 11	\$850	Oct. 11
		\$1050	Dec. 3
		\$1050	Feb. 18
		Airfare TBD	April 15
		\$175 (Tip money)	May 29 or July 17

These payments can be made via credit card (PayPal), check, or cash. Credit card payments will include the PayPal processing fee. Please send the payments with your student to the seminar on the date they are due or mail them to us. The mailing address is as follows:

Global Leaders
405 E Prospect Road, Suite 4
Fort Collins, CO 80525



Global Leaders Work and Earn Program

One of Global Leaders' (GL) main goals is to ensure that our program is available to all who are interested, regardless of financial resources.

WORK AND EARN (W&E) DEFINED:

Our W&E Program is a way for students whose families cannot afford to completely pay the program fee to work off a portion of their fee. The program is similar to Work Study in college. Students are paid \$20/ hour in "GL Dollars". Each hour a student works at the GL Office reduces their program fee by \$20. Our W&E students are critical to the success of GL; they provide great value to our organization. They are working/learning skills such as grant writing, seminar planning, logistical organization and much more. The Work and Earn amount a student receives will vary according to a family's financial situation. The assistance you receive is based on family income, number of dependents, and fundraising capacity.

1. **GL has allocated \$20,000** for W&E to assist with program fees for families this year. Once we have received all W&E applications, we then divide the allocated funds to students based on need.
2. **Work and Earn awards are based on a sliding scale** – The maximum award is 50% of the program fees plus airfare. Regardless of the W&E award you receive, all students are expected to participate in the 3-4 GL Fundraisers.
3. GL staff, students, the Board of Directors, and parent volunteers work tirelessly to fundraise to support the Work and Earn needs. We have received generous support from a number of Foundations and OtterCares has been the most generous through the years.
4. **Project Fund: Unlike many organizations; GL fundraises and pays for all the projects we complete locally and internationally.** Our international project fund pays for building schools, installing cookstoves, reforestation, and supporting Hermano Pedro Hospital in Guatemala
5. **Each student, regardless of whether they receive a W&E award, are expected to participate in our 3-4 fundraising efforts.** These fundraisers include a letter writing campaign, selling 10 bags of coffee and selling 4-5 benefit auction tickets. Typically we add one additional new fundraiser.
6. **Program Fee:** The program fee is set based on the cost of our operations locally and abroad. It pays for meeting space, curriculum development, programming, event planning, office space, supplies, insurance, and personnel. For those that travel, the program fee pays for lodging, meals, programming, cultural exchanges and excursions, transportation, host families costs, language class and personnel in Guatemala. Only a portion of the program fee goes to projects, which is why fundraising is so essential to the GL experience.

If you are wanting to be considered for GL's Work and Earn Program; Please complete the backside of this sheet and submit it to the GL Office no later than OCTOBER 17, 2022.

GL Work and Earn Request: 2022-2023

Filling out the application does not guarantee you a Work and Earn Award. GL staff will work with each family to determine a payment plan and work and earn. **Spending money and required tip money (\$175 per student) is not covered under the Work and Earn Program.**

Applicant Name: _____ Parent/Guardian Name: _____
 Parent/Guardian Phone Number: _____

Does your family qualify for free and reduced lunches at school? YES _____ NO _____
 Number of children and/or dependents in your family _____

Line 1:	Total Program Fee Program Cost does not cover: passport fees (\$105) or required vaccines (\$125) or Tip money (\$140)	\$2950
Line 2:	Estimated Airfare	\$850
Line 3:	Total cost:	\$3800
Line 4:	How much can your Family afford to pay monthly for program fees?	\$
Line 5:	Multiply the amount in Line 4 by 12 (or 16) months of program, add \$100 for your deposit, Write the total ----->	\$
Line 6:	Fundraising Goal: Estimate letter amount (APPROX. \$20/letter written, coffee sales (\$15/bag) and 4-5 Auction tickets (\$45 ea.) Write the total----->	\$
Line 7:	Total W&E request (Add lines 5 + 6, then subtract from line 3)	\$
Line 8:	Total family income (all guardians) from last year's tax forms	\$
Line 9:	Total family income (all guardians) for current year (estimate)	\$

Please return this form along with your deposit, to the GL office: 405 E Prospect Road Suite 4, Fort Collins CO 80525 or via email to info@globalleadersinc.org, no later than October 17th. Once accepted to the program, one of GL's Program staff will contact you to discuss your award and the financial aid process

Please note that GL DOES NOT use financial need to determine whether a student is accepted to the program. GL does not discriminate based on socio-economic status, but rather seeks to eliminate financial barriers to participation. **OPTIONAL: On an additional piece of paper, please provide any additional information/narrative for us that will help determine if you are eligible for W&E, and for what amount.*



Payment Plan

We are grateful you have decided to participate with us this year! One of Global Leaders' main goals is to ensure that our program is available to all who are interested. We understand that families have other financial obligations aside from Global Leaders. Because of this, we offer a Payment Plan for Full-Pay families that would like to split their Program Fees into 4 payments.

The due dates for these payments are:

Local	Date:	International	Date:
\$350	Oct. 11	\$850	Oct. 11
		\$1050	Dec. 3
		\$1050	Feb. 18
		Airfare TBD	April 15
		\$175 (Tip money)	May 29 or July 17

These payments can be made via credit card (PayPal), check, or cash. Credit card payments will include the PayPal processing fee. Please send the payments with your student to the seminar on the date they are due or mail them to us. The mailing address is as follows:

Global Leaders
405 E Prospect Road, Suite 4
Fort Collins, CO 80525



The Commitment Signature Page

Agreement:

I, _____ (student name), understand the rules and expectations of Global Leaders (GL). I agree to attend all events and participate to the best of my ability. I understand that GL reserves the right to remove any participant at its sole discretion at any point before, during, or after the trip if I do not meet these agreed upon requirements.

I understand that I may forfeit my spot on the trip and lose my deposit and any fees paid up to that point if:

1. I show a pattern of absence (3 or more) from mandatory meetings, events, program activities, fundraisers, and service projects.
 - We know that sometimes life happens! Our expectations for becoming excused from mandatory events are listed below (please initial).
 - The student must **CALL & EMAIL** a staff member at least 7 days in advance in the case of non-emergency
 - The student must **CALL & EMAIL** a staff member as soon as possible in the case of an emergency
 - It is the student's responsibility to make up any missed service hours, and/or receive materials from any missed meeting
2. If I am subject to school disciplinary action or legal action outside of school.
3. I become an individual whose actions are detrimental to the group process.
4. I fail to complete and TRACK pre-trip service hours.
5. I fail to complete my fundraising commitment.

I understand the importance and philosophy behind fundraising for GL participants and projects. I agree to fundraise and do my personal best throughout my experience with Global Leaders.

Participant Printed Name

Signature of Participant Date _____

Parent/Guardian Printed Name

Signature of Parent/ Legal Guardian Date _____

Parent/Guardian Printed Name

Date _____

COMMITMENT MEETING CHECK SHEET:

STUDENT NAME:

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ITEM:	YES	NOTES:
<p>TABLE 1: Highlight green when family arrives Change to yellow if they are missing any of items CONTACT INFO CORRECT: Say. <i>“Make sure your kid’s name is exactly as it appears on their passport.”</i></p>	<input type="checkbox"/>	
<p>TABLE 2: 1. PARTICIPANT AGREEMENT and COMMITMENT SIGNATURE PAGE 2. SIGNED BY BOTH PARENTS (if possible)</p>	<input type="checkbox"/>	PUT IN STUDENT’S FOLDER WHEN SIGNED
Copy of front and back of health insurance card	<input type="checkbox"/>	PUT IN STUDENT’S FOLDER
Color copy passport picture page	<input type="checkbox"/>	PUT IN STUDENT’S FOLDER
<p>TABLE 3: Letters picked up: 1. Write your last name on back left bottom corner 2.Count both sets of envelopes (23)</p>	<input type="checkbox"/>	TELL THEM TO WRITE THEIR LAST NAME ON THE BACK OF small ENVELOPE WHEN YOU SIT DOWN IN MEDIA CENTER
Headshot photo taken	<input type="checkbox"/>	
Dates you know you will miss due to school/sport activities	<input type="checkbox"/>	
Opportunity shared about Carpooling with parents	<input type="checkbox"/>	
<p>TABLE 4: Work and Earn Form TURNED IN</p>	<input type="checkbox"/>	<p>CIRCLE ONE: NOT APPLYING FOR Work and Earn APPLYING NOT TURNED IN APPLYING AND TURNED IN</p>
Want your 10 bags of Coffee now?	<input type="checkbox"/>	CHECK YES IF \$150 Check received WRITE STUDENTS NAME ON the MEMO LINE OF CHECK
<p>DEPOSIT AMOUNT: \$850 INTERNATIONAL (UNLESS APPLYING FOR AID) \$350 LOCAL \$100 WORK AND EARN APPLICANT</p>	<input type="checkbox"/>	WRITE STUDENTS NAME ON the MEMO LINE OF CHECK

Parent Carpool Sign Ups:

Name	Cell number	# seats in car	Date/Time
1.			Sat. Oct. 22 TBA
2.			
3.			
1.			Sat. Nov 9 TBA
2.			
3.			
1.			Mon. Jan. 16 MLK MARCH
2.			
3.			
1.			Sat. Feb. 18 TBA
2.			
3.			
1.			Sat. March 4 TBA
2.			
3.			
1.			Sat. April 15 TBA
2.			
3.			
3.			