



2026-2027

**Global Leaders
Parent & Student Handbook**



Welcome to the GL TEAM + GL Family = GL TEAMILY

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Contact Info

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

Students: <https://dashboard.glstudentportal.com/Identity/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.

Directions will be emailed to parents to get registered for this! Our new portal is still under development for this side of things. Until directions are emailed, please use your students log in to view any information or contact GL staff.

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 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 of their choice, which may include: tutoring/mentoring at Putnam or Lopez Elementary, Intercambio language exchange at PHS or FCHS, Mobile Food Pantry and more. Students must select at least **ONE** weekly service project. **Some projects are twice per month for two hours rather than weekly for one hour.**

MONTHLY

LEADERSHIP AND SERVICE SEMINARS:

We have one mandatory seminar per month starting in October. These seminars are on Saturdays from approximately 8:30am-4pm, with the exception of one Monday seminar, January 18th, for MLK day. Some services may have different start times (i.e., starting 30 minutes earlier depending on our service partners' schedules) so be sure to check the calendar!

SALSA DANCING AND CULTURAL NIGHTS:

We have 3 cultural nights this year. These dates are noted on the calendar and will be from 6:30pm-8pm. Be sure to 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 and seminar prep. See GL calendar included in this packet for exact dates.

Rocky: Room 343 **Poudre:** Room 229 **Collins:** Room M-107 **Fossil:** Room TBD **Timnath:** Room TBD

TEAMILY HANGOUTS:

Students will be split into small groups called "teamilies". This is done to create deeper connections amongst students as it is otherwise difficult to build close relationships in a group of 80+ students. Teamily hangouts will be planned by the Student Exec Board/Teamily Leaders each month. The dates are in the calendar! Each Teamily will have a canning date to collect food for our food pantries. This time can be logged as service hours in their account.

MTA PROJECTS (Mother Theresa Acts):

These are service projects that students create and complete. A portion of these projects will be completed during seminars. The remaining work needs to be completed outside of seminars. The time commitment depends on the project the student creates. MTA's can be part of Teamily hangouts.

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, Time and Location:

December through April: ITEM PROCUREMENT - **Students choose at least 1 day to help with this (approx. 3 hours each).**

Saturday, May 8th: 9am-3:00pm Rio Grande Agave Room (setup and additional prep for auction, will likely only take a couple of hours) & 4:30pm-10:30pm (AUCTION)

Additional (optional) Fundraising Events

There will likely be 1-2 additional fundraising events throughout the year. The dates of these events are TBD. Attendance at these events can be logged as additional service hours. Student support at these events is GREATLY appreciated!



Global Leaders Program Calendar October-December:

ALL OF THESE DATES ARE MANDATORY DATES. MISSING MORE THAN THREE 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 6	6:00pm-7:30pm @ Poudre HS	Parent/Student	Commitment Meeting - Deposit Due: \$900 full pay/\$500 local /\$200 work and earn
Thurs Oct 15	Lunch Mtg: RMHS 343 PHS 229 FCHS M-107 FRHS TBD TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat Oct 17	8:30am-11:00am Service 11:30am-4:00pm: PHS	Students Only	First Service, Seminar, Teamily Hangout
Sat Oct 24	Various locations	Students only	Teamily Hangout - Pumpkin Carving
Sun Oct 25	5:00 PM-7:00 PM @ Chipper's on West Horsetooth	Students and Parents	First GL 30th Year Fundraiser Night
Wed Nov 4	6:30pm-8:00pm @ Fort Collins HS	Students Only	Dancing & Guatemala Cultural Night
Thurs Nov 12	Lunch Mtg: RMHS 343 PHS 229 FCHS M-107 FRHS TBD TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat Nov 14	8:30am-11:00am Service 11:30am-4:00pm: PHS	Student Only	Seminar and Service
Wed Nov 18	8:00am-9:00am @ Poudre HS	Student Only *optional meeting*	Student Exec Meeting: Come see what our exec board is about!
Wed Nov 18	6:30pm-7:30pm @ Poudre HS	PARENTS ONLY	Auction Parent Meeting
Tues Dec 1	6:30pm-8:00pm @ RMHS	Students Only	Dancing & Guatemala Cultural Night
Sat Dec 5 / Sun Dec 6	Teamily Hangout	Students Only	Teamily Hangout Caroling or Chipper's Bowling
Thurs Dec 10	Lunch Mtg: RMHS 343 PHS 229 FCHS M-107 FRHS TBD TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat Dec 12	8:30am-11:00am Service 11:30am-4:00pm: PHS	Students Only	Seminar and Service 2nd Payment Due: \$1,090

Global Leaders Program Calendar January-August:

Date	Time/Place	Who?	What?
Mon Jan 18	8:30am-11:00am Service 11:30am-4:00pm: PHS	Students Only	Seminar and Service
Sat Jan 23 / Sun Jan 24	Teamily Hangout	Students Only	Teamily Hangout
Wed Jan 27	8:00am-9:00am Location: RMHS	Students Only *optional meeting*	Student Exec Meeting: Come see what our exec board is about!
Thurs Feb 11	6:30-8:00pm Location: Rocky Mountain HS	Students Only	Salsa Dancing & Spanish & Guatemala Cultural Lesson
Thurs Feb 18	Lunch Mtg: RMHS 343 PHS 229 FCHS M-107 FRHS TBD TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat Feb 20	8:30am-11:00am Service 11:30am-4:00pm: PHS	Students Only	Seminar and Service 3rd Payment Due: \$1,085
Thurs March 4	Lunch Mtg: RMHS 343 PHS 229 FCHS M-107 FRHS TBD TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat March 6	8:30am-11:00am Service 11:30am-4:00pm: PHS	Students Only	Seminar and Service
Wed March 10	8:00am-9:00am Location: Fort Collins HS	Student Only *optional meeting*	Student Exec Meeting: Come see what our exec board is about!
Sat Mar 27 / Sun Mar 28	Teamily Hangouts		
Thurs April 15	Lunch Mtg: RMHS 343 PHS 229 FCHS M-107 FRHS TBD TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat April 17	8:30am-11:00am Service 11:30am-4:00pm: PHS	Parent/Student	Seminar and Service Airfare \$ Due *anywhere from \$875-\$1,100*
Sat May 1	Teamily Hangout	Student	
Wed May 5	6:30pm-8:00pm: Poudre HS	Parent/Student	Trip Info & Logistics for BOTH trips
Sat May 8	Auction Set up and Auction	Student	
Sat May 15	Service and Celebration	Student Only	End of year tree planting/celebration
JUNE TRIP Retreat May 30-June 1	9:00am-4:00pm (both days) / overnight on 30th	Students Only	June 3-14 Guatemala Trip
JULY TRIP Retreat July 19-20	9:00am-4:00pm (both days) / overnight on 19th		July 22-August 2 Guatemala Trip

GL Fundraising Philosophy

Full-paying participants' fundraising expectations:

All full-paying participants are expected to participate in GL's three fundraisers: selling 10 bags of coffee, selling a minimum of 4 auction tickets, and a letter writing campaign (minimum 23 letters). You and your donors will decide where their letter campaign money will be distributed (Work & Earn program or general operating/local and international projects costs). For every bag of coffee you sell, you will receive \$8 towards your program fee (sell for \$16 per bag).

Work & Earn participants fundraising expectations:

This is a need-based award. If your family has extenuating circumstances that are not covered in the W&E Form, please communicate this with us. You must fill out the request form. **In addition to the service learning opportunities, you will work an equivalent number of "Work & Earn" hours (at \$15 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 & Earn Request** and email to ary@globalleadersinc.org ideally by 10/13/2026 with your \$200 deposit.
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.
 - The maximum award is typically 50% of the program fees. Please call GL staff if you have any questions or concerns.
 - A monthly pay schedule will be agreed upon by families and GL staff.
 - **If you raise more money than your goal, you will be supporting other Financial Assistance students, the Project Fund and general operating costs. Additional fundraising does NOT decrease the amount your family has agreed to pay. Please think carefully about your fundraising goal.**
3. You are required to fundraise through selling coffee (\$16 towards your program fee per bag you sell), letter writing campaign (minimum 23 letters), and selling event tickets (all sales will be applied towards your fundraising total).
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.
 - You're responsible for logging your Work & Earn hours through our online portal.

REMINDER: 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, scholarship and general operating costs, 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

Most of these fundraisers are required! Last year, journey students averaged \$750 each in fundraising.

Strategy Matters! Consider the following:

- You will be taking part in these 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.
 - **LETTERS:** Out of town family and friends are the best candidates
 - **Chippers:** Family, friends, neighbors, teachers, youth group leaders
 - **Dancing for the Stoves:** Family, neighbors, teachers, youth group leaders
 - **AUCTION ATTENDANCE:** Family, neighbors, teachers, youth group leaders
 - **COFFEE:** at parents' work places, your teachers, at church or community center
 - **KING SOOPERS Community Rewards:** assigning GL as your preferred nonprofit

Letter writing campaign: (2025-2026 NET TOTALS: \$37,360, – 78 students, avg: \$478/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. **RETURNING STUDENTS WILL BE ASKED TO WRITE 14 LETTERS, however you are welcome to write more!**

WHEN: Letters will be completed and delivered to GL Staff by October 20th.

OTHER INFO: Completed letters means: **MINIMUM number of 23 letters written**, printed, personal message on each letter, envelopes addressed correctly in PEN, and signed by students. **DO NOT SEAL ENVELOPES! GL WILL COLLECT & MAIL THESE BY OCTOBER 22nd.**

For Work & Earn students every dollar received from letters (up to your fundraising goal) goes towards the student's scholarship or fundraising goal. For Full pay students the money raised will go towards either other students' scholarships, project costs or general operating 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 their fundraising info through the student portal.**

Fiesta de Global Leaders Benefit Auction: (2026 net profit \$51,068.23)

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 (up to your fundraising goal). (Tickets will be \$55 or \$45 for school district employees). ALL students will be expected to sell 2 auction tickets. GL will provide a list of past attendees if students need assistance reaching the ticket sales goal. **Please note that it costs GL about \$30 per head to pull off this event**

WHEN: Saturday, May 8th 6-9pm *[set up for students morning of event and shift before/during auction, times TBD]*

Coffee Sales: (2026 GROSS TOTAL: \$10,360)

The GL team from 2026 purchased 700 bags of coffee through fundraising efforts to support this year's team.

WHEN: NOW!

OTHER INFO: The GL cost for each bag is \$8. **You will sell each of your 10 bags for \$16 (per bag). If you are a full pay student, \$8 per bag will be applied toward your program cost. If you are a Work & Earn student, \$16 per bag will be applied toward your fundraising total.** Local students are also required to sell 10 bags of coffee as a fundraiser.

King Soopers Rewards: (2026: \$500 quarterly)

HOW IT WORKS: King Soopers donates 2.5% of each grocery purchase 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 2.5%. Send us your quarterly statement for the money of your program fee (we can't view individual donors, so you have to send us a screenshot of the total)! 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.**



PARENT 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 future meetings.

FIESTA DE GLOBAL LEADERS:

Wednesday, November 18th 6:30-7:30pm AUCTION PLANNING MEETING PARENTS

Saturday, May 8th

ALL DAY: Set Up- there will be 2 shifts, one in the morning and one before doors open!

6:00-9:00pm: 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 student 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.

SERVICE WORK:

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



Guatemala Travel Recommendations:

We STRONGLY recommend:

- ☐ Hepatitis A
- ☐ Hepatitis B
- ☐ Tetanus
- ☐ Typhoid
- ☐ MMR

Where to get your vaccinations:

Passport Health Fort Collins Travel Clinic:

3711 John F. Kennedy Parkway Suite 330 Fort Collins, CO 80525
970-464-3747

Larimer County Health Department:

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 as early as possible.

Passport Requirements:

June and July Trip must have passports by March 24th, 2027.

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:	June/July	Date:
\$500	Oct. 6th	\$900	Oct. 6th
		\$1090	Dec. 12th
		\$1085	Feb. 20th
		Airfare \$TBD *anywhere from \$875-\$1100*	April 17th
		\$200 (Tip \$)	May 30th / July 19th

These payments can be made via credit card or Venmo/Square, check, or cash. ***A processing fee of 3% will be added to credit card and Venmo/Square payments.*** 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