



2024-2025

**Global Leaders
Parent/Student Handbook**

Welcome to the GL TEAM + GL Family = GL TEAMILY

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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 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 PHS, 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 for one hour.**

MONTHLY:

LEADERSHIP AND SERVICE SEMINARS:

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

POUDRE FOOD PANTRY

Each student will be required to participate in **4 Food Pantry times throughout the year**. These are held bi-weekly each month at Poudre High School. The times are 4:30-6:30PM. You will get access to a Signup Genius at our first seminar. When you sign up you are LOCKED into those dates unless you have an emergency. Please consult your year-long calendar before signing up.

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/Timnath: Room TBD

ANNUALLY:

Auction and Auction Prep (POTENTIALLY 2):

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 through April: ITEM PROCUREMENT - **We expect you to choose at least 2 days to help with this (approx. 3 hours each).**

Friday, April 18th: GL Office/Agave Room--everyone helps set up (AND POSSIBLE FIRST NIGHT OF AUCTION).

Saturday, April 19th: 9am-11:30am Rio Grande Agave Room (setup and additional prep for auction)

11:30am-4:25pm (break time-relax and get ready for the Auction) 4:30pm-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. 1	6:00pm-7:30pm Location: PHS	Parent/Student	2nd Commitment Mtg. Deposit Due: \$875/\$400/\$100
Thurs. Oct. 17	Lunch Time! RMHS 343 PHS 229 FCHS M107 FRHS/TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat. Oct. 19	9:00am-4:00pm Location: PHS	Students Only	First Service and Seminar
Wed. Nov. 6	6:30pm-8:30pm Location: PHS	Students Only	Dancing & Spanish & Guatemala Cultural lesson
Thurs. Nov. 14	Lunch Time! RMHS 343 PHS 229 FCHS M107 FRHS/TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat. Nov. 16	9am-4:00pm Location: PHS	Student Only	Seminar and Service
Wed. Nov. 20	8:00am-9:00am Location: PHS Who: PHS Students	PHS Student Only	Exec mtg with all students
Wed. Nov. 20	6:00pm-7:00pm Location: TBD	PARENTS ONLY	Auction Parent Meeting
Tues. Dec. 3	6:30pm-8:30pm Location: PHS	Students Only	Dancing & Spanish & Guatemala Cultural lesson
Thurs. Dec. 5	Lunch Time! RMHS 343 PHS 229 FCHS M107 FRHS/TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat. Dec. 7	7:30am-11:00am PHS Feed our Families 11:30am-3:00pm: PHS	Students Only	Seminar and Service 2nd Payment Due: \$1,050
Tues. Jan. 14	6:00pm-8:00pm Location: PHS	Students Only	Seminar and MLK Jr. March prep
Mon. Jan. 20	9:00am-2:00pm MLK March & discussion	Students Only Parents Welcome	MLK March and Seminar and debrief
Wed. Jan. 29	8:00am-9:00am Location: RMHS Who: RMHS Students	RMHS Students Only	Exec mtg w/ all students

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. 13	Lunch Time! RMHS 343 PHS 229 FCHS M107 FRHS/TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat. Feb. 15	9:00am-4:00pm Location: PHS	Students Only	Seminar and Service 3rd Payment Due: \$1,050
Thurs. Feb. 27	Lunch Time! RMHS 343 PHS 229 FCHS M107 FRHS/TMHS TBD	Students Only	Lunch Meeting: Team Building
Sat. March 1	9:00am-4:00pm Location: PHS	Students Only	Seminar and Service
Wed. March 5	8:00am-9:00am Location: FCHS Who: FCHS Students	Students Only	Exec mtg w/ all students
Thurs. April 10	Lunch Time! RMHS 343 PHS 229 FCHS M107 FRHS/TMHS TBD	Students Only	Lunch Meeting: Team Building
Sun. April 13	9:00am-4:00pm Location: PHS	Students Only	Seminar and Service Airfare Payment Due: \$ TBD
Fri. April 18	9:00am-3:00pm: Auction Set Up 6:00pm-11:30pm: Auction	Parent/Student	THE AUCTION! (Possible 1st night) Agave Room, 143 W. Mountain Avenue
Sat. April 19	9:00am-3:00pm: Auction Set Up 6:00pm-11:30pm: Auction	Parent/Student	THE AUCTION! (Possible 2nd night) Agave Room, 143 W. Mountain Avenue
Wed. May 7	6:30pm-7:30pm Location: TBD	Parent/Student	Trip Info & Logistics for BOTH trips
Sat. May 10	9:00am-1:00pm Location: PHS	Students Only	End of year celebration/bonding, dancing
JUNE TRIP Retreat June 1-2	10:00am-4:00pm (both days) / overnight on 29th CSU UCA/Fontana's/Shire Farms	Students Only	June 4-16 Guatemala Trip
JULY TRIP Retreat July 25-26	10:00am-4:00pm (both days) / overnight on 17th CSU UCA/Fontana's/Shire Farms		July 28-August 9 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 minimum of 6 auction tickets. You and your donors will decide where your fundraised money will be distributed (local and international projects, Financial Assistance for students, or general operating costs).

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 \$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 & Earn Request** and email to info@globalleadersinc.org ideally by 10/04/2024 with your \$100 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.
 - **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 50% of the Program Fee plus airfare (approx. \$850).
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 (4) 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 \$750 each in fundraising.

Strategy Matters! Consider the following:

- You will be taking part in three (3) 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
 - **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: (2023-2024 NET TOTALS: \$41,115 – 78 students, avg: \$527/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 October 18th.

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 BY OCTOBER 18TH.**

For Work & 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: (2024 TICKET SALES TOTAL: \$9,127) (\$54,791 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 \$50). ALL students will be expected to sell 6 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** **POTENTIALLY 2 AUCTIONS THIS YEAR ON BACK-TO-BACK NIGHTS (TBD)**

WHEN: Saturday, April 19th, 2024, 6-9pm *[set up for students all day Saturday, possibly Friday night]*

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

Coffee Sales: (2024 GROSS TOTAL: \$8,553)

The GL team from 2024 purchased 300 bags of coffee through fundraising efforts to support this year's team.

WHEN: NOW!

OTHER INFO: LOCAL STUDENTS NOT REQUIRED (but encouraged) TO SELL COFFEE. The GL cost for each bag is \$8. **You will sell each of your 10 bags for \$15 (a piece). ALL WORK AND EARN AND TRAVELING STUDENTS will receive \$15 credit for all bags sold.**

King Soopers Rewards:

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 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 have the opportunity to work with 80 of my classmates and a local non-profit organization called Global Leaders (GL). This program is a 9 month leadership and service-learning organization for high school students. The culmination of this year-long program is a two week journey to Guatemala to continue participating in service-learning, language study and cultural exchange. 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.**

Let me share some background information on GL. 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**.

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 \$45,000** from this letter campaign. This year we will fund our local and international service programs, projects and scholarships for students with financial needs. In 2023-2024, GL's students raised over \$41,000 through our letter campaign.

Northern Colorado



40+ elementary kids mentored annually



70 service hours/student



150 families fed monthly through GL Food Pantry



Community partners: Shire Farm, Larimer Co Food Bank, A Little Help, Local Elementaries and High Schools, Otter Cares, etc.

International



100+ 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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Dear

This year I have the opportunity to work with 80 of my classmates and a local non-profit organization called Global Leaders (GL). This program is a 9 month leadership and service-learning organization for high school students. The culmination of this year-long program is a two week journey to Guatemala to continue participating in service-learning, language study and cultural exchange. 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 GL. 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. GL 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**.

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 \$45,000** from this letter campaign. This year we will fund our local and international service programs, projects and scholarships for students with financial needs. In 2023, GL's students raised over \$41,000 through our letter campaign.

Northern Colorado



40+ elementary kids mentored annually



70 service hours/student



175 families fed monthly through GL Food Pantry



Partners: Shire Farms, Larimer Co Food Bank, A Little Help, 10 Local Schools, OtterCares, etc.

International Projects



100+ 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

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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 Note:

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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: _____</p> <p>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 future meetings.

FIESTA DE GLOBAL LEADERS:

Wednesday, November 20th 6:00pm AUCTION PLANNING MEETING PARENTS

Saturday, April 19th, 2024 (Potentially Friday, April 18th **and** Saturday, April 19th)

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 recommended by GL:

- Hepatitis A
- Hepatitis B
- Tetanus
- Typhoid

*Your student can opt out of these required immunizations. We will need the paperwork you submitted to PSD to demonstrate proof. *

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- 48

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 28th, 2025

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 12 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:
\$400	May 31st / Oct. 1st	\$875	May 31st / Oct. 1st
		\$1050	Dec. 7th
		\$1050	Feb. 15th
		Airfare TBD	April 13th
		\$175 (Tip money)	June 3rd / July 26th

These payments can be made via credit card or Venmo (must include 3% processing fee), check, or cash. Credit card and Venmo payments will include the 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 & 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. **W&E 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 3-4 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 & Earn Program; Please complete the backside of this sheet and submit it to the GL Office no later than October 4th, 2024.

GL Work & Earn Request: 2024-2025

Filling out the application does not guarantee you a Work & 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)	\$2975
Line 2:	<i>Estimated</i> Airfare	\$875
Line 3:	Total cost:	\$3825
Line 4:	How much can your Family afford to pay monthly for program fees?	\$
Line 5:	Multiply the amount in Line 4 by 9 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 6 Auction tickets (\$50 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 4th, 2024. 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.

COMMITMENT MEETING CHECK SHEET

STUDENT NAME:

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ITEM:	YES	NOTES:
<p>TABLE 1:</p> <ol style="list-style-type: none"> 1. PARTICIPANT AGREEMENT and COMMITMENT SIGNATURE PAGE *SIGNED BY BOTH PARENTS (if possible) 2. Copy of front and back of health insurance card 3. Color copy passport picture page (travel only) 4. Work and Earn Application (If complete) <p>Letters picked up:</p> <ol style="list-style-type: none"> 1. Give them Full Pay (Projects) or W+E letters 2. Tell student to write their last name on back of small envelopes in the bottom right corner 3. Tell them to count both sets of envelopes and letters (23) 		<p>PUT IN STUDENT'S FOLDER WHEN SIGNED & COLLECTED</p>
<p>TABLE 2:</p> <ul style="list-style-type: none"> • Highlight green when family arrives • Change to yellow if they correct any items • CONTACT INFO CORRECT: <ul style="list-style-type: none"> - Say. <i>"Make sure your kid's name is exactly as it appears on their passport."</i> • Make sure they answer the questions in the last three columns of the spreadsheet 		
<p>Headshot photo taken</p>		
<p>TABLE 3: Ask if Work & Earn Form was TURNED IN</p>		<p>CIRCLE ONE: NOT APPLYING FOR Work and Earn APPLYING NOT TURNED IN APPLYING AND TURNED IN</p>
<p>Want your 10 bags of Coffee now? (can buy less than 10 bags-please make note)</p>		<p>CHECK YES IF \$150 Check received WRITE STUDENTS NAME ON the MEMO LINE OF CHECK *If combining coffee payment + deposit memo line should say: Coffee + Deposit for _____.</p>
<p>DEPOSIT AMOUNT: \$875 INTERNATIONAL (UNLESS APPLYING FOR AID) \$400 LOCAL \$100 WORK AND EARN APPLICANT</p>		<p>WRITE STUDENTS NAME ON the MEMO LINE OF CHECK</p>