This Handbook was created and reviewed by the following National Program Committees:

- 2012-2014 Regional Program Chairs
- 2014-2016 Regional Program Chairs
- 2016-2018 Regional Program Chairs

The 2016-2018 National Executive Board, led by National President Joli Cooper Nelson, approved this as a handbook for chapter use. Thank you to Past National Program Directors and Regional Program Chairs, past and present, for your unwavering commitment to programming excellence.

Sincerely,

Vara Allen-Jones
2016-2018 National Program Director
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Introduction

Programming is the “Heart of Jack and Jill”. As such, happy Jacks and Jills are the heartbeat and lifeblood of our organization. A clear way that our organization continues to thrive and make an impact in the community is through well planned and executed programming. The architect of that plan is the Program Director. The Program Director’s Handbook seeks to provide Chapter Program Directors with a blueprint to architecting a thoughtful and enriching programming experience.

Objective

This Handbook is meant to guide Program Directors through the rewarding task of cultivating and nurturing programming excellence within their chapters. This Handbook seeks to create a uniform approach to the role of Program Director and to clearly outline the responsibilities and tasks associated with the position.

This document seeks to document the roles and responsibilities that all Chapter Program Directors should engage in. There may be additional/other roles and responsibilities identified for the Chapter Program Director by her Region and/or Chapter. This document does not seek to address those roles and responsibilities. This document should be used as a guide to enhance your chapter’s operations.

This document includes real-life examples of programming excellence as well as best practices.
Roles and Responsibilities

National Programming Hierarchy

National Program Director

Regional Director

Regional Program Chair

Chapter Program Director

National President

National Program Director

National Program Committee

Purpose

The National Program Committee (NPC) is comprised of a Regional Program Chair (RPC) from each of the seven regions and the National Program Director. The committee’s responsibilities are to identify and propose age-appropriate best practices for programming that complement the national program.
themes and thrusts. In working with the Chapter Program Directors, the RPC also promotes the programming initiatives of her region.

**Responsibilities at the National Level**
1. Assist chapters in the implementation of the national programming thrusts
2. Chapter Program Handbook training and evaluations
3. Facilitate chapter participation in:
   a. SCOPE Publication
   b. JMB Leadership & Development Modules
   c. Youth Volunteer Service Recognition
   d. End of Year Chapter Programming Assessments
4. Contribute to selection of Programming Excellence Award recipients at the National and Regional level
5. Plan and execute National Convention Programming

**Responsibilities at the Regional Level**
1. Provide both leadership and execution support for Regional programming initiatives
2. Support Chapter Program Directors via streamlined communications, dissemination of timely and accurate information and provide a support network
3. Provide platform for sharing Regional programming best practices
4. Provide training for Program Directors

**Chapter Program Director**

*Chapter Programming Hierarchy*

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1 This is a suggested hierarchy
Definition of Roles

**Chapter Program Director (PD)**

Note: This list of responsibilities is not all inclusive. Your chapter may choose to delegate these responsibilities as necessary to fit the needs of your chapter.

The responsibilities of the Program Director are:

1. In conjunction with your Chapter President, establish the vision for your chapter’s programming communicate it, and execute against it.
2. Submit the Program Handbook to the National Program Director
3. Submit an article and picture for the National SCOPE publication
4. Ensure compliance with National & Chapter Bylaws pertaining to programming
5. Communicate, integrate, and execute the National and Regional programming initiatives within the Chapter
6. Ensure that Medical Information and Release forms are completed for each Jack and Jill PRIOR to the beginning of the program year
   a. Keep Medical Information and Release forms safe, secure, and accessible for all chapter/grade group functions
   b. Destroy or return Medical Information and Release forms (originals and copies) at the end of the program year
7. Lead annual program planning meeting/retreat
8. Track and submit Leadership Module completion (grades 6 and up)
9. Track and submit Financial Literacy Module completion (grades 3 and up)
10. Track and submit Community Service hours of completion (all ages)
11. Ensure the National Programming Thrusts are incorporated into chapter programming
12. Promote QUALITY monthly activities for Youth and Teens (See “Quality Programming” section)
13. Engage the children of the community
14. Submit programming budget items to Chapter Treasurer during budget planning cycle
15. Assess the quality of the chapter programming
16. Provide 5 Star Submission documentation for programming
17. Encourage participation in the End-of-Year survey
18. Incorporate special programming per the needs and desires of the chapter
19. Plan Mother Programming (Suggested)

**Grade Group Director (GGD)**

1. Point of contact for Grade Group Coordinators (GGCs)
2. Assists GGCs in carrying out their duties
3. Ensure that mothers have a clear understanding of expectations and chapter process
4. Ensure that mothers are aware of any bylaws implications pertaining to programming
5. Submits assessments, surveys, Medical Information and Release forms, and attendance records to PD
Grade Group Coordinators (GGCs)

1. Send reminders to hosting mothers regarding their duties for upcoming activities
2. Collect event surveys and attendance
3. Ensure all mothers were invited
4. Brings/has access to Medical Information and Release forms for each activity
5. Take pictures if necessary

Community Service Chair

1. Organize and promote community service activities for the entire chapter
2. Plans MLK Day of Service Event (optional event)
3. Collects completed community service forms and submits to the PD
4. Promotes that each child accumulates a minimum of 25 community service hours

Chapter Event Chairs

1. Plan Nationally Recognized Day Events such as Jack and Jill Day, Carole Robertson Remembrance, Founder’s Day, and Black Family Day under the direction of the Chapter President and Chapter Program Director
2. Plan Other Chapter-Wide programming events such as Black History Programs, etc. under the direction of the Chapter President and Chapter Program Director
3. Meet agreed upon timelines and budget for events according to the process and bylaws established by the chapter

Committee Members

1. Support PD in executing her vision

Key Programming Dates

Planning Meeting

➢ Prior to beginning of program year

Jack and Jill Day Observation and Carole Robertson Memorial Day

➢ Celebrated in September

Chapter Program Handbooks

➢ Due November 1st

J&J National Day of Service (optional)

➢ January (MLK Day)

Founder’s Day, honoring our founders (Louise Truitt Jackson Dench and Marion Stubbs Thomas)

➢ Celebrated in January
SCOPE Submission
➢ February 15th submission deadline

JMB Leadership & Financial Literacy Modules
➢ Contact RPC for specific due dates. Typically, due in March or April

J&J National Fitness Day (optional)
➢ During the month of April

Associates Appreciation Program (optional)
➢ During the month of February

Father Appreciation Program (optional)
➢ During the month of April

Black Family Day
➢ The first weekend in May

Jack and Jill Youth Volunteer Service Recognition
➢ Due May 15th

End-Of-Year Survey
➢ May/June

Why is Programming Important?

Mothers join Jack and Jill for the programming and social exposure it offers their children. When programming is not satisfying to mothers or their children, they leave Jack and Jill. Poor programming DECREASES the VALUE of membership and can lead to unhappy, unengaged youth/teens and dissatisfied mothers who “leave but stay”, request leave of absence or resign all together. Poor programming weakens the entire organization, but Quality Programming INCREASES the VALUE of membership.

Quality Programming is THE asset that has the greatest return on investment. It affects member retention, youth/teen engagement, positively impacts the community, and strengthens the Jack and Jill Brand in the minds of your members, the community, and Legacies who return to Jack and Jill with their family.

Please visit the “Programming” section of the Member Manual for additional information regarding Programming Excellence.
Quality Programming

What is QUALITY Programming?
Chapter Programming is the heartbeat of Jack and Jill. But exactly, what should that programming look like? As Program Director, you will find that mothers have different and varied interpretations of what a quality program looks like. It may be different for different chapters. There are some characteristics that are true no matter what chapter it is implemented in. Quality Programming should be:

➢ Engaging
➢ Enriching
➢ Exciting
➢ Exposing
➢ Igniting
➢ Age Appropriate
➢ Reflective of chapter’s needs & wants

In later sections, we will discuss ways to develop, assess, and document your chapter’s quality of programming.

Resources for Developing Quality Programming
Every Chapter Program Director needs tools in her tool belt. As the architect of your chapter’s programming, you are well poised to nurture the environment for collaboration, creativity, and excellence in programming. Maximize every opportunity to promote quality programming with the following resources:

➢ Planning Meeting- Preparation is key! Set your objectives of leaving the planning meeting with a thoughtful and exciting program year planned.
➢ Program Handbook- Current and past versions of your chapter program book should be used. It can be effective in capturing successful events that should be repeated, not so successful ones that should be avoided, and identify programming that could be made better.
➢ Grade Group Director- Utilize your Grade Group Director. Use her to communicate to and motivate mothers to collaborate on quality program ideas.
➢ Grade Group Moms- Communicate the vision for the program year and why each mother is critical to its success. Set expectations and provide ideas on how they can meet those expectations. Examples include, mothers hosting individual grade group planning meetings (encourage child participation); seeking feedback from their children on what they would like to do in each program category.
➢ Event Surveys- A survey, completed by the participant or with the help of a parent, should follow each programming event. Use this feedback to assess the effectiveness of your programming. Continue those programs that hit the mark and prune those that did not.
➢ The Children- The children are a great source of inspiration and feedback. Encourage children to complete programming surveys at the end of each event.
➢ SCOPE- The SCOPE publication is an excellent resource for programming ideas. Encourage your mothers to use it when thinking of planning ideas. Bring a copy to your planning meeting as well for those have difficulty with ideas.
The 5 W's and H of Quality Programming

Mothers are encouraged to plan quality programming. Each should carefully think through what a quality program looks like. The output of that careful thought is the 5 W’s & H of Quality Programming.

- **Who** - The participant/target audience; E.G. the grade group, chapter, or community
- **What** - The event and its thrust; E.G. Grade Group Activity, Nationally Recognized Day, Special Program, etc.
- **When** - Date of the event
- **Where** - Location of the event
- **Why** - Objective of the event; E.G. To fulfill a theme, national requirement, etc.
- **How** - Answer the question, “How does this activity fulfill its objective?”

Implementing a Quality Program

Chapter Program Directors are key to mothers implementing a quality program. As Chapter Program Director, you should communicate the expectations, tools, and resources that all mothers have access to when implementing their program.

Implementation requires:

1. **Planning**
   - Clear objective
   - The 5 W’s & H of Quality Programming
2. **Scheduling**
   - Be mindful of potential barriers to great attendance such as church, sports, and school breaks
3. **Budgeting**
   - Understand how much it costs and how it will be paid
4. **Communicating**
   - Advance notice (minimum of 30 days) to mothers
   - Clear communication about the event itself
   - Payment obligations are clear

Post Event Steps

Each programming event should include pictures and event surveys. Whether it is the historian (chapter events) or the hosting mother(s), please require that pictures be part of the day. Ensure that everyone that participated has an opportunity to complete a survey after the event.

For events with community interest, you may consider sending in pictures and a write up of the event to your local media outlet.

Processing Feedback

Each year, you should report to the chapter the feedback from the survey results. Use this as an opportunity to highlight programming that was excellent and garnered lots of positive feedback. You should tactfully and graciously highlight programming that failed to meet the standards of programming feedback as a means to educate your chapter on what does NOT work well for the children.

Celebrate Quality Programming

At the end of the year, create a means to applaud programming that best exemplifies quality programming. This can be a means of fostering some friendly competition! Design the recognition such
that mothers are honored, motivated, and excited about the next programming year. Some examples are an End of Year awards or award ceremony, champagne toast to great programming, announce on your Chapter website and etc.

Coaching
For programming that failed to meet the expectations of Quality Programming, the Chapter Program Director should provide coaching to the hosting mother(s). The coaching should provide meaningful feedback and encouragement. Thoughtful feedback should seek to ensure that the hosts understand the goals and objectives of QUALITY programming, responsibilities of an event host, and the culture/expectations of their mother members. Feel free to utilize the mother’s mentor if one exists.

Keep in mind that the objective of coaching is to empower and uplift.

A Culture of Quality Programming
Quality Programming should endure past your tenure as Chapter Program Director. So, in your role, seek to continue the great strides that have been made. This can be done by creating or continuing the following:

1. Preservation of Great Ideas
   ➢ Create a retention plan for quality programming. Great programming should be re-used!
   ➢ Use quality programming examples during planning meetings
2. Utilize current and past versions of your Program Handbook regularly as a resource
3. Engage your Children
   ➢ Grade Group Planning Meetings
   ➢ Encourage mothers to ask their child for ideas
4. Be Flexible

Planning Meeting and Retreat

What is a Planning Meeting?
Each chapter is required to organize a program planning meeting BEFORE the start of each program year. It is the responsibility of the Chapter Program Director in collaboration with the Executive Board and Teen Advisor to organize and facilitate the formation of the chapter programming for the year.

The Planning Meeting is the event where the chapter plans its activities for the entire year. Monthly programming is a primary component of that planning, but can also include other events such as fundraising, community events, and etc. The Program Director should work with the Executive Committee to determine the scope of the planning meeting.

What is a Planning Retreat?
The planning retreat is an opportunity for mothers to bond, do pre-planning for the planning meeting, and/or celebrate the beginning of a new programming year. This event is optional but has proven to be a great opportunity for strengthening relationships.

Objectives of Planning Meeting
The objectives of the planning meeting are to:
➢ Promote a coherent set of actions that are consistent with the values and priorities of the chapter’s Strategic Plan
➢ Plan out the calendar year of Chapter programming
➢ Collaborate with Grade Group Leaders and Teen Advisor on a completion plan for:
  o JMB Leadership Modules
  o JMB Financial Literacy Modules
  o Community Service Hours
➢ Coordinate efforts with hosting mothers to incorporate National Program Thrusts
➢ Collaborate with the Community Service Chair to ensure Jack and Jill can accumulate community service hours
➢ Collaborate with the Legislative Chair to incorporate National Legislative initiatives into grade group activities and/or additional chapter programming
➢ Identify within and outside of the chapter by networking with members to meet the needs to implement Quality Programming
➢ Exchange ideas and vision for programming (J&J Mothers)
➢ Create excitement about the program year
➢ Complete Medical Information and Release forms
➢ Recognize Programming Excellence from the previous program year

The annual program schedule for each grade group should include activities centered on the national theme and national programming thrusts. See the Resources section for an example of Activities at a Glance which incorporate the themes and National President’s Thrusts.

The National Programming Themes (per National Bylaws)

- Social
- Recreational
- Cultural
- Educational
- Civic and Community Service
- Health Issues
- Legislative
- Leadership Development
- Financial Literacy

Early planning will help promote activities that are innovative, well planned and executed. By having the calendar planned for the entire year, the membership and Jack and Jill have a view of what can be anticipated.

The chapter program calendar should also include chapter events, regional conferences, Children’s Clusters, and school holidays/activities. Every grade group should make plans for its meetings and activities on a long-range basis to provide a sense of direction, however, these plans should not be so rigid that if the occasion demands, they cannot be changed. Encourage mothers to relate their programs to things going on in their community and the world.

National Programming dates should also be included on the chapter calendar. Please reference the “Key Programming Dates” for those dates.

Executing a Successful Planning Meeting and Retreat

There are several tasks associated with executing a successful planning meeting:

1. Budget- Develop a budget for both events.
2. Location- Choose a location for both events that provides the atmosphere and tools needed for collaboration.

3. Focus- Determine the strategic plan for the events. What is the objective? What do I want to accomplish? How do I facilitate those goals based on the culture of my chapter? How do I promote excitement about the upcoming programming year?

4. Date- Choose a date that promotes high participation. Early summer or late summer is ideal.

5. Communication- With every opportunity, stress the importance of this meeting and the work leading up to this meeting to your membership. Set clear expectations of what each mother is responsible for.

6. Identify Pre-Work- Everything cannot be planned in one day. Start early in completing your list of items to accomplish by the end of the programming meeting.

Some examples of Pre-Work are:
   a. Completing the list of hosting moms for each month
   b. Setting dates for chapter wide events (including Membership, Community Service, & Foundation activities) and conferences
   c. Hosting grade group planning meetings prior to mother’s planning meeting to get children’s feedback on what activities they would enjoy
   d. Gathering feedback from the Father’s Auxiliary on activities they will lead or assist with
   e. Pulling school calendars and populating the chapter calendar with breaks
   f. Preparing updates from the Region and National level to share with the members
   g. Collaborate with Teen Advisor and Teen Mothers on a completion plan for:
      a. Teen Leadership Modules
      b. Financial Literacy Modules
      c. Community Service Hours
   h. Collaborate with the Community Service Chair to ensure Jack and Jill can accumulate community service hours
   i. Collaborate with the Legislative Chair to incorporate National Legislative initiatives into grade group activities and/or additional chapter programming
   j. Identify resources within and outside of the chapter by networking with members to meet the needs to implement Quality Programming

**Strategic Planning**

There are several events that require strategic or long-term planning.

1. Foundation Events/Fundraisers
2. Community Wide events
3. Conference Hosting Obligations
4. Module Completion
5. Anniversary Celebrations
6. Multi-Chapter events
7. Chapter Trips
8. Regional Trips

Work with your team to identify where these items fall on your calendar to avoid overloading your chapter with a heavy workload and/or financial obligations. These events may have a financial impact to your membership and may require extensive time to plan and execute.
Work with your executive board and membership to develop a 3 to 5-year plan to use as a guide. Your plan can be as simple as identifying the year each event will take place and the associated financial impact. Ensure that you get feedback from your membership. It is important that mothers take ownership of the plan and support its execution.

**Medical Information and Release Forms**

Medical Information and Release Forms are required to ensure medical information is available in the event of an emergency. At the beginning of each program year, the Chapter Program Director should make sure that Medical Information and Release forms are completed for EACH youth and teen.

- All members must complete and sign the Medical Information and Release form each year for each child.
- Participation in organizational events should NOT be allowed without these forms being submitted. This is for the safety of your chapter and the national organization.
  - Because of the strict requirement of submitted Medical Information and Release forms, a clear and transparent process gives mothers ample opportunity to submit missing information.
- The Medical Information and Release form should be centrally achieved and easily accessible at every activity in case of emergency.

Children attending community events are not required to complete a form. Instead, chapters should secure a liability certificate for community events. The liability certificate is issued by our national carrier for chapter, regional, and national events. A questionnaire is completed and the carrier issues a certificate to the venue.

Guest children attending chapter grade group activities with their parent/guardian are not required to complete Medical Information and Release Form. The presence of the parent/guardian ensures access to medical information in the event of a medical emergency.

The current Medical Information and Release Form is available through the member-only portal of the National Website or from your Regional Program Chair.

**IMPORTANT NOTE:** Chapters are required to respect the privacy of its members and to protect the security and confidentiality of their non-public information. ALL Medical Information Release forms containing such personal information should be protected during the program year and safely destroyed or returned to the mother at the end of each program year.

In the event of an incident, file an incident report (local to your chapter) for your records. The form should be created and maintained at the local chapter level. Please see the **Resources** section for an incident report template.
National Programming

National Recognition Days

Carole Robertson Day (September)
Carole Robertson Day is in memory of Carole who was a member of our teen group in Birmingham, AL. She was killed in the 16th Street Baptist Church bombing on September 15, 1963. She was 14 years of age at her death. She was at the church preparing to march with other youth that day for civil rights. Her mother was the regional director for the Southeastern region. At our National Convention in San Francisco, it was decided by resolution that all chapters would honor her in September with an activity that would highlight the goals of human rights, civil rights, racial harmony that Carole did not live to enjoy.

Common ways to implement this day is through setting aside a portion of Jack and Jill Day to learn about the Civil Rights Movement and memorialize Carole Robertson. Resources can be found in the Member Manual in the form of a ceremony and poem.

Jack and Jill Day (September)
Jack and Jill Day began in 1948 under the direction of Dorothy Wright our first National President. The concept was that this day would be our family round-up time. Chapters are required to have a family activity in September that brings all of the membership together after the summer break. It is a time to also invite families that are interested in joining the organization. It tends to focus on the social and recreational programming themes. However, many chapters have incorporated cultural heritage as part of the day. The focus is to promote the membership growth of the organization at an event that promotes what the organization is all about.

Common ways to implement this day is with a chapter-wide picnic or other social activity for the chapter and guests.

Founder’s Day (January)
Jack and Jill of America, Incorporated was organized in January 1938 in Philadelphia, PA by Marion Stubbs Thomas. There were two (2) founders: Marion Stubbs Thomas and Louise Truitt Jackson. During Founder’s Day Festivities, the organizational founders are celebrated. It is also a wonderful time to celebrate Chapter Charter Members and Associates.

Common ways to implement this day is by attending church service together followed by a luncheon.

National Black Family Day (May)
National Black Family Day came about in May 1987 when the Honorable William Gray III, Congressman from Pennsylvania, spoke with conviction when he entered a tribute to JJOA into the Congressional Record on May 5, 1987 as the organization embarked upon a Black Family Day of Celebration. Activities were to focus on the needs of children worldwide with special attention to the needs of children in Africa through our partnership with Africare. Over time, we have broadened our scope to focus on aspects of family and the cultural heritage of African American families.

Activities are planned around the family. Activities should promote the solidarity of the family with events such as: family dinners, family worship, family communication, workshops, community service to
Children without families, support of non-traditional families such as foster care homes, and workshops on the need for black adoption, etc.

Many chapters made their city governments aware of their projects and that resulted in many chapters receiving proclamations from their city or country government. Congressman had the chapters placed in their state records for their efforts to support and strengthen black families in their areas.

**National Legislative Advocacy**
Jack and Jill of America, Incorporated has long recognized that in order to maintain a level playing field, it is critical that we have the freedom to speak in support or opposition of policies/practices, especially those that do not seem to yield fair and equitable outcomes or have a disproportionate impact on any segment of the population.

Under the leadership of the National President and National Legislative Committee, Jack and Jill organized the first “On The Hill Summit” in Washington, DC in 2009. In 2010, Jack and Jill launched the first ever Jack and Jill Day at the State Capitol initiative across the country. With one voice, mothers of Jack and Jill of America will continue to let our voices be heard on behalf of children through an active legislative advocacy agenda.

Chapter Program Directors should work with their Legislative Chair and/or President on how to integrate the National Legislative Platform into Chapter grade group programming.

**Mother Programming**
Jack and Jill has a long-standing history of supporting programming for its mother members as well as its youth and teens. Chapters are encouraged to offer leadership training workshops as well as sessions aimed at making us better parents. Workshops should also be offered at the regional and national level to develop leadership and parenting skills in our members.

Mother Programming may consist of but not limited to:

- Parenting children
- Self-Esteem
- Legislative
- Financial Literacy
- Communication Skills
- Negotiation Skills
- Presentation Skills
- Parliamentary Procedures
- Effective Leadership
- Effective Membership
- Budgeting
- Fundraising
- Teambuilding
- Conflict Resolution
- Mentoring
- New Chapter Officer Orientation
- New Regional Officer Orientation
- New National Officer Orientation
- Effective Leadership
- Effective Membership

Seek out resources within your chapter and community to facilitate these workshops. A fully functioning chapter should incorporate Mother programming into its calendar year. As such, Mother programming should be discussed and planned during the Annual Planning Meeting.

Implementation of Mother Programming can be done during a segment of your business meetings or can be a separate event on its own. It is a vital way to add value to a mother’s membership in Jack and Jill of America.
Jill. By educating members and officers on how to be effective in their roles, you are aiding in your chapter’s success.

Some successful formats have been round-table discussion focused on parenting issues, securing a professional to discuss a relevant topic particular to parents of African American children, segments during business meetings to introduce relevant topics, newsletter articles that promote specific topics, and succession planning meetings targeted at mothers who are interested in knowing more about officer roles. Reach out to your RPC for ideas that have been effective in your region or other parts of the nation.

**Special Programming**

Special Programming has been utilized as a means to meet the unique needs of Jack and Jill chapters. Chapters are encouraged to incorporate special programming into their chapters as dictated by the desires of your members.

Below are examples of what chapters are doing.

1. Alcohol/Drug Abuse Workshop
2. Black History Month Observance
3. College/Career Decision-Making Workshops
4. Conflict Resolution
5. Father/Son, Mother/Daughter Banquets
6. Financial Literacy Workshops/Legislative Workshops
7. Jack and Jill Cotillions and Beautillions
8. Jack and Jill Talent Show/Cultural Arts Explosion
9. Kwanzaa Celebration
10. Leadership Development Workshops
11. Oratorical Contest
12. Rites of Passage Programs
13. Sex Education Workshop
14. Test-taking Strategies Workshops

**Chapter Program Director Deliverables**

Program Handbook

The Program Handbook provides all that is required to function as a vital and fully effective chapter member: The mission/vision, history, purpose, goals, and objectives of the organization on a national, regional, and chapter level.

The Program Handbook is also a tool to ensure that the chapter’s programming is well-defined and likely to succeed. Chapter members know in advance what they can expect for the entire program year and can adequately plan and prepare for a successful and quality program year. Suggested distribution methods are a bound hard copy for New Members and a disc/CD or PDF for established members.
PRIORITIZE PLANNING:
Your chapter handbook should be well organized, complete, and ready for distribution by the first chapter activity/meeting of the year. The Chapter Program Director is responsible for compiling the handbook and ensures that it is complete and well organized.

REVIEW CHECKLIST:
All chapter handbooks should include the items listed in the “Chapter Program Handbook Submission Checklist”. The checklist is available on the National Website and from your Regional Program Chair.

PREPARE:
Make sure that the chapter is prepared to provide the required information before you begin your drive. Chapter Program Directors are encouraged to divide the responsibility of gathering all of information. It is highly recommended that the Chapter Program Director has a committee to assist in the preparation of the handbook because it is a major effort.

BE TIMELY:
The completed checklist and the chapter program handbook should be submitted as an electronic file copy in Microsoft Word or PDF format by the deadline of November 1st.

NATIONAL and the FOUNDATION sections:
The information for both the National and Foundation sections are provided by the National Program Director. The information is available on the National Website and from your Regional Program Chair. The NATIONAL and FOUNDATION information provided must be verbatim when placed in your Program Handbook. How you format the information is your creative choice.

The current National Theme should be referenced throughout the Program Handbook.

REGIONAL INFORMATION section: (REQUIRED)
The information for this section is provided by the Regional Director and the Regional Leadership Team. The information will be given to you by your Regional Program Chair. The information provided must be verbatim when placed in your Program Handbook. How you format the information is your creative choice.

CHAPTER INFORMATION section: (REQUIRED)
Chapter Maps and Boundaries: National is requesting that you provide ZIP CODES and COUNTIES. Clearly identify sections that are not applicable (N/A). Engage Chapter Leadership to help gather information needed.

GRADE GROUP ACTIVITIES: (REQUIRED)
The grade group calendar must clearly indicate that each grade group has, at minimum, one activity in each of the following program categories: cultural, civic/community service, educational, health, recreational, social, legislative, leadership development, and financial literacy programs.
The Program Handbook will require detailed descriptions of grade group programs. Below is an example of a detailed description which includes the Who, What, When, Where, Why, and How of the event. Answering these questions clearly outlines for your mothers, some of whom may be new to your chapter, the objective of the event and how the planned activity meets the aims and goals of the organization. It also encourages the hosting mother(s) to maximize the enrichment component of the activity. Visit the Resources to view examples of the Detailed Description of grade group programming.

**ANNUAL PROGRAM PLANNING MEETING: (REQUIRED)**

Each chapter is required to organize a program planning meeting BEFORE the start of each program year. It is the responsibility of the Chapter Program Director in collaboration with the Executive Committee and Teen Advisors to organize and facilitate the formation of the chapter programming for the year.

The Program Planning retreat can take various forms and shape (i.e. All chapter retreat, programming only, etc.). The primary purpose is for mothers to carefully discuss together the programming goals for each grade group, collaboration, teamwork and create excitement about the program year. Provide a detailed description in your Program Handbook which highlights the What, When, Where, Who, and How of the event.

Visit the Resources section for examples to use in your Program Handbook.

**SCOPE**

SCOPE is the official publication of Jack and Jill of America, Incorporated that showcases the power that effective programming has in developing our children and teens into leaders. It reflects the effort of each chapter to design impactful activities, programs and civic/community service projects that the members of our organization participate in or conduct. SCOPE also serves as an “IDEA BOOK” by providing programming ideas for chapters. In particular, we will showcase programs that align with the national theme and the national programming thrusts.

*Submitting Documentation for Publication*

SCOPE articles are due February 15th. Guidelines for submission can be found on the National Website. Each chapter is encouraged to submit an article for publication which highlights one chapter program that best supports the national theme or national programming thrust. A high-resolution photo should also accompany the article. The photo can be a collage or a single picture.

**Jacqueline Moore Bowles (JMB) Leadership Development Program**

The JMB Leadership Development Program consists of two sets of modules – Leadership Development and Financial Literacy.

One of the hallmarks of Jack and Jill is our emphasis on youth development as evidenced in our youth leadership programs. As one of the oldest national African American family organizations in America, we take ownership in and responsibility for developing future leaders who possess the skills to lead America. We believe that teens must develop life-long skills that can award them the opportunity to
change America. Our commitment as an organization is to proactively and aggressively teach our young people how to be leaders – in their families, their communities and their nation.

More specifically, we desire to continue implementing a leadership development initiative designed to expose both Jack and Jill youth/teens and the children of the community to core leadership characteristics and attributes. Our organization’s vision of fostering leadership is enhanced by the development of Leadership Training modules by teens for teens.

By Resolution, voted on by the body at the 2008 Jack and Jill National Convention, the modules were officially renamed the Jacqueline Moore Bowles (JMB) Teen Leadership modules. The JMB Teen Leadership Guide is currently comprised of sixteen modules and has provided a roadmap for acquiring the necessary skills to effectively lead in a constantly changing society.

Each program year, Youth and Teens (Grades 6 and higher) are asked to complete a set number of JMB Leadership Modules. One is designated as required. The required module is communicated to the chapters by the National Program Committee (NPC) prior to the beginning of the program year.

These modules can be found on the National Website.

**Investing Pays Off® Financial Literacy Modules**

The “Investing Pays Off®” Financial Literacy Modules are Part II of the JMB Leadership Development Program. This segment focuses on Financial Literacy – a skill set that we would require of our children as part of their early development. Today, it is more important than ever to give our children a sound financial foundation.

The “Investing Pays Off®” Financial Modules booklet is a comprehensive guide designed for children grades 3 and higher. The modules include topics such as Developing a Financial Plan; Making Solid Investments; and the Importance of Philanthropy. The “Investing Pays Off®” Financial Modules cover 15 module strategies for success in the essential areas of leadership, entrepreneurship, personal finance, and business savvy, which can be presented in a variety of settings, from classrooms to community centers to living rooms.

Each program year, Youth and Teens (Grades 3 and higher) are asked to complete a set number of Financial Literacy Modules. One is designated as required. The required module is communicated to the chapters by the National Program Committee (NPC) prior to the beginning of the program year.

These modules can be found on the National Website.

Recognition is given to youth and teens that complete the required modules. During Convention years, teens that complete all of the required leadership and financial modules are invited to attend the Jacqueline Moore Bowles National Teen Summit which takes place on the Tuesday before the Convention. Teen Summit is an exciting day of fun and enriching programming provided at no cost to attendees for job well done.
**Submitting Documentation for Recognition**
The NPC will provide Chapter Program Directors with deadlines and guidelines for submitting a record of youth and teens who have successfully completed the required modules. Please note that youth and teens should complete modules at a Jack and Jill related activity.

It is the Chapter Program Director’s responsibility to track each child’s completion of modules. This can be done by utilizing attendance records of grade group activities, meetings, or any event where the modules were presented.

Utilize your Chapter Planning Meeting to identify when and how the modules will be covered to ensure that every youth and teen has an opportunity to receive recognition.

**Youth Volunteer Service Recognition**
Community service is the hallmark of a servant leader and is the underpinning of the Jack and Jill of America philosophy of leadership development. For this reason, Jack and Jill youth and teens across the country that complete a minimum of 25 hours of community service will receive recognition.

Jack and Jill is proud to serve as a Certifying Organization for the Presidential Volunteer Service Award (PVSA). Each year, youth and teens who submit their community service hours will also be considered for the PVSA award. Jack and Jill has made a financial commitment to award those qualified individuals with certificates and pins acknowledging their commitment to service. Learn more about the PVSA Award at [www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov).

Jack and Jill has also established a National Day of Service held each January to make a difference in the community. In addition, regional community service projects, under the leadership of the Member-at-Large (MAL) for each region, are held in conjunction with the regional Teen Leadership Conference.

**Submitting Documentation for Recognition**
The NPC will provide Chapter Program Directors with deadlines and guidelines for submitting a record of youth and teens that have completed a minimum of 25 hours of community service. It is the Chapter Program Director’s responsibility to ensure that the hours submitted are within the guidelines set forth by the National Program Director. These guidelines can be found on the National Website.

Chapter Program Directors will submit a summary of hours completed by each youth and teen. All supporting documentation should be retained for at least 1 year in the event that the National organization is audited.

Utilize your Chapter Planning Meeting to identify when and how the modules will be converted to ensure that every youth and teen has an opportunity to receive recognition.
Resources

Program Handbook – Activities at a Glance

<table>
<thead>
<tr>
<th>Mo-Yr</th>
<th>Grade Group</th>
<th>Category</th>
<th>Target Date</th>
<th>Activity</th>
<th>Place</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hostess#1</th>
<th>Hostess#2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct</td>
<td>Pre-K</td>
<td>Civic/Service</td>
<td>Sunday, Oct 21st</td>
<td>Building a Bear Workshop benefiting Scottish Rite Hospital</td>
<td>Build a Bear Workshop</td>
<td>3:00 PM</td>
<td>5:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>Pre-K</td>
<td>Educational/Financial Literacy</td>
<td>Sunday, Nov 18th</td>
<td>Storytelling and Hope in a Box for Captain Hope Kids</td>
<td>Library</td>
<td>2:00 PM</td>
<td>4:00 PM</td>
<td></td>
<td></td>
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<tr>
<td>Dec</td>
<td>Pre-K</td>
<td>Recreational/Social</td>
<td>Sat., Dec 3rd</td>
<td>Christmas Social</td>
<td>Hotel</td>
<td>11:00 AM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>Pre-K</td>
<td>Educational/Leadership</td>
<td>Sat., Jan 5th</td>
<td>Art Activity</td>
<td>Kids N Art</td>
<td>3:00 PM</td>
<td>5:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>Pre-K</td>
<td>Cultural</td>
<td>Friday, Feb 3rd</td>
<td>Black History Program</td>
<td>Recreation Center</td>
<td>6:30 PM</td>
<td>9:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>Pre-K</td>
<td>Legislative</td>
<td>Sat., Mar 2nd</td>
<td>Fire Department Tour/Safety</td>
<td>Fire Station</td>
<td>1:00 PM</td>
<td>3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>Pre-K</td>
<td>Health Awareness</td>
<td>Sat., April 5th</td>
<td>Stretch &amp; Grow Exercise Session</td>
<td>Recreation Center</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Pre-K</td>
<td>Recreational/Social</td>
<td>Sat., May 5th</td>
<td>Black Family Day</td>
<td>City Park</td>
<td>11:00 AM</td>
<td>1:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Handbook – Example of a Detailed Chapter Grade Group Activity Description

<table>
<thead>
<tr>
<th>Mo-Yr</th>
<th>Grade Group</th>
<th>Category</th>
<th>Target Date</th>
<th>Activity</th>
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<tbody>
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<td>Pre-K</td>
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<td>Build a Bear Workshop</td>
<td>3:00 p.m.</td>
<td>5:00 p.m</td>
<td></td>
<td></td>
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</tbody>
</table>

Detailed Description (includes who, what, when, where, why, & how)

The pre-K grade group will meet in October at the Build-A-Bear workshop to explore the importance of feeling safe and loved when sick at the hospital through a read-a-long book. The group will participate in a fun and engaging session of building a customized bear to give a child who needs a cuddly friend to help them feel safe and loved while they are in the hospital. The bears will be donated to the children at the Scottish Rite Hospital. This exercise will teach the children that it is fun and rewarding to give back to others.
Program Handbook – Example of a Detailed Description of a National Recognition Day

Tribute to Carole Robertson at Jack and Jill Day
The Chapter combines Jack and Jill Day and Carole Robertson Day by hosting a large, annual, chapter wide family day of remembrance and celebration. A memorial to Carole Robertson was held at our Jack and Jill Day which was celebrated on September 23, 2017. Carole Robertson was an avid Girl Scout. This year all the Girl Scouts of the chapter honored that notion by leading a ceremony developed by the various grade groups under the guidance of the Chapter Moms.

Preparing for the ceremony served as an enriching component to the annual celebration as the children were exposed to the tumultuous times leading up to the bombing that claimed the life of Carole Robertson. During our celebration, we kick off the new program year with activities to welcome everyone back from the summer.

Guidelines for Planning a Grade Group Activity
Objective
To build meaningful relationships among our children by engaging them in social, cultural, civic/service, educational, and recreational age-appropriate activities, that afford them the opportunity to build life-long relationships, and develop strategic life skills (i.e. leadership, financial literacy, etc.). Both of which will allow them to become impactful citizens in our communities.

Forms
1. Medical Information and Release Form – Each participating child ages 2-19 must have a completed Medical Information and Release turned in prior to the beginning of the program year (i.e. prior to the September GGA, usually Jack and Jill Day). The Grade Group Coordinator (GGC) for each grade group will have these available at each Grade Group Activity (GGA). In the absence of a GGC, the hosting mother should have access to these forms.

   Note – If the event is an open event, meaning the mother of the participating child is not a member of the Chapter; a Medical Information and Release will have to be completed and submitted to the appropriate GGC or hosting mother before that child can participate in the GGA.

2. Sign In Sheet – Attendance must be recorded at each event. Have the mother or child sign in to record their attendance at the event.

3. Chapter Evaluation Form – At the end of each event, the participant and/or parent should be invited to complete an evaluation of the activity. The sign in sheet and evaluation forms should be turned in within the designated time frame to the appropriate Programming leader.

How to Checklist –
30-Days Prior to Event:
   o Communicate. Communicate. Communicate. Please include the following on the invitation:
• Hostess Name and Contact Information
• Location
• Date
• Time
• Cost and Fees (if applicable)
• Detail regarding food services (snacks, meal, none, etc.)
• Special requirements (if any, e.g. socks, strenuous activity required)
• RSVP deadline (if applicable)

- If there are any participating potential new members (PNM) in the grade group activity, obtain names and completed Medical Information and Release Form for each child attending the GGA. Note – Members should send the name and contact information of a PNM’s to the Vice President to begin the “courting” process.

- Make any necessary upfront purchases (i.e. tickets, etc.). If Mother’s are funding the event the amount of purchase should be based on actual funds received to date (no promises). Check with the Financial Secretary. Please cc: PD and AGD on all correspondence regarding GGA’s (i.e. invitations, funds available, etc.).

15-Days Prior to Event:
- RSVP’s – As hostess it is your responsibility to connect with each Mother. So, if you don’t hear from them, use another means to contact them (the phone still works!!)

5-Days Prior to Event:
- Send a reminder along with any other pertinent information (i.e. time, location, meeting arrangements, etc.)

Days Prior of Event:
- Stay connected with participating Mothers. Be available!
- Arrive early to set up, if necessary. Events should be timely.
- Take attendance of children, NOT the Mothers!!
- Take plenty of pictures
- Solicit feedback from everyone who attended (children and parents)
- HAVE FUN!!

Within 14 Days after the Event:
- Submit pictures
- Submit attendance and evaluations to the appropriate programming leader within 14 days of the event
- Submit Voucher and all receipts to the Treasurer for reimbursement of expenses

Other General Guidelines –
1. Be cognizant of any Chapter bylaws and/or Policies and Procedures regarding hosting a GGA.
2. Children ages 2-13, participating in grade group activity should have a designated guardian the entire time of the activity. The designated guardian does not have to be the mother of the child participant.
3. If a GGA is being held at a member’s home, please make sure that all pets are put away.
4. Only the President can enter into contracts for space or equipment rental, etc. on behalf of the Chapter.

The Program Director approves all vouchers related to GGA and programming activities. Please accurately complete the voucher with the pertinent information including receipts and/or invoices.

Incident Report

Incident Report Template

<table>
<thead>
<tr>
<th>Name and role of person completing this form:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Signature of person completing this form:</th>
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<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
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</table>

Incident

<table>
<thead>
<tr>
<th>Date and time of incident:</th>
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<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name/s of person/s involved in the incident. Medical Information and Release form on file?</th>
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</table>
Description of incident:

Witnesses (include contact details):

Reporting of the incident to club/association

<table>
<thead>
<tr>
<th>Incident Reported to:</th>
<th>Date:</th>
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How (this form, in person, email, phone):

Follow Up Action
Description of actions to be taken: