

Teen Leader Responsibilities

Teens have the opportunity to assume a leadership role by becoming a Teen Leader on Service Projects. This position works in conjunction with the (adult) Project Leader

A Teen Leader assists with a Service Project by completing the following steps:

1. **Select a Project:** Look at your chapter's schedule of service projects (or Regional Service Project Schedule) and choose a project for which you may be interested in being a Teen Leader. Contact your chapter leader (or regional headquarters) to receive your Teen Leader Assignment.
2. **Dress for the Project:** Wear your Kids Korps USA t-shirt and nametag. Pass out nametags to the members. If you have them, pass out loaner t-shirts to members who forgot theirs. Don't forget to collect them at the end of the day.
3. **Supervise the Project Sign-In/Out Sheet:** The Project Sign-In/Out Sheet will list all members who are participating in the event. It is important that all volunteers sign in and out and fill out the Sign-In/Out sheet accurately and clearly. The names should be legible and easy to read. If there is no list, have volunteers sign-in on a blank Project Sign-In/Out sheet. The Project Sign-In/Out is used to calculate volunteer hours.
4. **Take Photos:** Before taking photos of recipient children or adults, get written permission from the agency by completing the *Agency Consent & Sign-In* Form. During the event, take pictures of Kids Korps members engaged in hands-on service.
5. **Collect Project Evaluations:** Immediately after the project, hand out the *Member Evaluation Forms* to the youth members or their parents. Provide pens or pencils. Ask the members to complete the form on site. If they cannot, ask them to mail the form to the Kids Korps Office.
6. **Complete the *Project Leader Report*** immediately following the project.
7. **Neatly combine the *Sign-In Sheet*, *Agency Consent*, *Member Evaluations* and the *Project Leader Report*.**
8. **Give all paperwork to the adult Project Leader.**
9. **If you would like to write an article about the project, please do so within 7 days and email it to robin@kidskorps.org.** It may be published in local papers, our national newsletter, or viewed on our website. Teen Leaders receive up to 2 additional service hours for writing an article.