



**SKYE clubs**

Skills and Knowledge for Youth Economic-Empowerment Clubs

# PASSPORT

This Passport belongs to: \_\_\_\_\_

## WHAT IS THE PASSPORT?

The SKYE Passport is a personal learning log. In it, you can keep track of your learning and achievement in SKYE in the following areas:

- Achievement of learning objectives in the SKYE curriculum
- Development of the 5 key competencies

Unlike the Journal, which is a place for self-reflection and discovery, the Passport is a place for self-assessment and recognition. Here you can see, in concrete terms, what you have learned in SKYE. It is then up to *you* to apply that learning to the rest of your life!

Of course, the Passport cannot measure everything that is important about SKYE. It cannot measure the depth of friendships you have developed with your fellow club members. It cannot measure the impact you have had on your community through your service-learning projects – nor the impact that your community has had on you. It cannot measure the commitment you have to putting the values, knowledge, and skills you've learned here into practice in the “real world.” Those things are up to you.

## HOW DO I USE THE PASSPORT?

The Passport should be used at evaluation meetings, which should happen at the completion of every community service-learning project. At those evaluation meetings, you will spend time reflecting on the learning you have done and the impact you have made as a group through your project. But in addition, your evaluation meetings should include time for personal reflection and evaluation. In particular, this means using the Passport.

There are two evaluation sections to the Passport:

1. Development of the five key competencies
2. Achievement of learning objectives in the SKYE curriculum

The development of the five key competencies (project management, personal & group management, communication, innovation & creativity, and technical competencies) is the first type of personal development that we hope you get from your involvement with SKYE. The goal of the program is for participants to advance as far as possible in each of the five competency areas, recognizing that each individual is naturally gifted in some areas more than others. However, as you progress through the SKYE program, you should make it your goal to achieve the highest level possible for *you* in each of the five competencies. Remember that competency development involves not only head knowledge or handy skills, but also values and attitudes – these competencies should affect your whole life.

The achievement of learning objectives has a slightly different logic. Although each of the learning objectives in the curriculum is important, not every SKYE member will necessarily be present for every single meeting in which the learning objectives are covered. This means that very few SKYE members will receive 100% of the diplomas for learning objective achievement –and that's okay! Make it your goal to attend SKYE as consistently as possible, learn about a wide variety of topics, and apply that learning to your life – and then collect as many diplomas as you can. There is no penalty for missed diplomas, nor a prize for the most diplomas, so focus instead on the *quality* of what you are learning.

For each of the two parts of the Passport, the process is the same: you will read through a list of indicators and self-evaluate whether or not they are true for you. If you have managed to check off all the indicators in a certain section, it means you have achieved that level of achievement! You should then bring your passport to your SKYE club leader and have him/her confirm that you have truly achieved that level. (Please note: although we trust you to be honest and sincere in this self-evaluation, your SKYE leader may ask you to demonstrate or prove that you truly have the knowledge, attitude, or abilities that you have claimed, if he/she has not seen you demonstrate it before.)

Below are the requirements for achievement in each of the two areas.

### **1. Key competencies**

- There are three levels of achievement for each competency: basic, proficient, and advanced.
- To reach the basic level of the competency, you need to be able to demonstrate that you have achieved all of the indicators in the "Basic" section.
- To reach the proficient level of the competency, you need to be able to demonstrate that you have reached all of the indicators in both the "Basic" and the "Proficient" sections.
- To reach the advanced level of the competency, you need to be able to demonstrate that you have achieved 100% of the indicators on the list.
- Upon confirmation of each indicator, you receive a signature from your SKYE leader.
- Upon completion of each level, you will receive a diploma.

### **2. Learning objectives**

- There are 20 different topical learning objectives measured in the SKYE Passport, which come out of the four central learning objectives of the SKYE curriculum (active citizenship, employability, leadership, and social entrepreneurship).
- To complete one of the topical learning objectives, you must be able to demonstrate achievement of 100% of the indicators in the topic.
- Upon achieving 100% of the indicators, check with SKYE club leader for confirmation.
- If the SKYE club leader confirms your achievement, you receive a diploma for that topic area.
- You can collect diplomas in as many areas as you want, but do not necessarily need to collect them all.

Let's get started!

## SECTION 1: EVALUATION OF KEY COMPETENCIES

In this section of the Passport, you will be evaluating your level of achievement in the five key competencies of the SKYE program:

- Personal and Group Management
- Project Management
- Innovation and Creativity
- Communication
- Technical

Each of the competencies listed above has a corresponding chart on the following pages with a list of indicators. The chart for each competency is divided into three levels of achievement: basic, proficient, and advanced. Please take time to read through the lists and check off any indicators that are true for you. If you check off all the indicators in a certain section, it means you have achieved that level!

You should then bring your passport to your SKYE club leader and have him/her confirm that you have truly achieved that level. (Please note: although we trust you to be honest and sincere in this self-evaluation, your SKYE leader may ask you to demonstrate or prove that you truly have the knowledge, attitude, or abilities that you have claimed, if he/she has not seen you demonstrate it before.)

Once your SKYE leader has confirmed your achievement, you should receive a certificate indicating your level of competency development. Try to grow your competencies to the highest level possible!

<b>Personal &amp; Group Management</b>			
	<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
<b>BASIC</b>		I have met and spoken with people who are different from me in age, race, religion, and class, and demonstrated respect for them through my actions and words.	
		I understand and accept the full value contract of my SKYE club.	
		I have written a personal learning plan and do my best to follow it.	
		I have taken part in at least one evaluation meeting where I have reflected on my personal growth and the growth of our SKYE club.	
<b>PROFICIENT</b>		I have facilitated or co-facilitated part of a SKYE meeting.	
		I have updated my personal learning plan with new goals and continue to do my best to follow it.	
		I have taken part in at least three evaluation meetings, where I have reflected on my personal growth and the growth of our club.	
		I have helped resolve a conflict within our SKYE club.	
		I know what my role is within the SKYE club and can identify the roles of other members.	
		I invest time in filling out my SKYE Journal as a way to aid my self-reflection.	
		I have participated in at least two recreational activities with fellow club members, outside of SKYE meetings.	
		I have written a budget and/or Gantt Diagram for a SKYE community service-learning project and helped ensure that we stuck to it.	
		I manage my time well and do not shirk or forget my responsibilities in SKYE or other parts of my life.	
		When confronted with difficult ethical or moral choices, I make decisions based on my values.	
<b>ADVANCED</b>		I know how to adapt my methods to the needs and personalities of different groups.	
		I have served in a clear leadership role in our SKYE club and have delegated tasks to other members.	
		I have collaborated with people who differ from me in age, gender, race, and/or religion, in order to accomplish a community service-learning project.	
		I have used conflict management skills to help resolve a conflict outside of SKYE.	
		I have participated in at least four recreational activities with fellow club members, outside of SKYE meetings.	
		I have planned personal development goals related to my future job.	
		I have written a personal budget and use personal bookkeeping strategies to ensure that I stick to it.	
		I have taken part in at least five evaluation meetings, where I have reflected on my personal growth and the growth of our club.	
	I have facilitated or presented a game, story, or other non-formal activity in a group outside of SKYE.		

Project Management			
	Check here!	Indicator	SKYE Club Leader Confirmation
BASIC		I have helped implement at least one service-learning project.	
		I have taken part in at least one evaluation meeting where I have reflected on the success and impact of a project.	
		I have contributed resources (research, related books, useful contacts, materials, etc.) for the projects I have been part of.	
		I have found or met with at least 1 community partner, sponsor, or donor for our club's service-learning project.	
		I can identify at least 2 community needs and 2 community assets.	
		I can explain goal statements, objectives, activities, and tasks.	
PROFICIENT		I have predicted possible risks for service-learning projects.	
		I have written a project proposal, including a goal statement, objectives, activities, tasks, budget, target group, and expected outcomes.	
		I have found or met with at least 3 community partners, sponsors, or donors for our club's service-learning projects.	
		I have helped implement at least 3 service-learning projects.	
		I have helped create a Gantt Diagram or budget for a service-learning project.	
		I have taken part in at least 3 evaluation meetings where I have reflected on the success and impact of service-learning projects.	
		I have helped design promotional materials or organize fundraising activities for a service-learning project.	
		I have met directly with community stakeholders to discuss a community service-learning project after its completion.	
ADVANCED		I have completed a SKYE project template.	
		I have taken part in at least one service-learning project with an advocacy component.	
		I have found or met with at least 5 community partners, sponsors, or donors for our club's service-learning projects.	
		I have helped implement at least 5 service-learning projects.	
		I have taken part in at least 5 evaluation meeting where I have reflected on the success and impact of service-learning projects.	
		I have taken part in at least 1 social entrepreneurship project.	
		I have helped create a Gantt Diagram and budget for a service-learning project.	
		I have designed promotional materials and organized fundraising activities for a service-learning project.	
		I can make a basic business plan and marketing predictions for products made and sold by my club.	
		I have met directly with community stakeholders and project beneficiaries to plan a community service-learning project together.	
		I have predicted risks for projects and implemented backup plans when the original plan did not succeed.	

<b>Innovation and Creativity</b>			
	<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
<b>BASIC</b>		I have been part of the design team to create promotional materials for our SKYE club (posters, flyers, etc.) or for a service-learning project.	
		I have participated in at least one fun activity with SKYE members outside of normal SKYE meetings.	
		I have participated in a role play activity at a SKYE meeting.	
		I show respect for other people's ideas and opinions during SKYE meetings, even when they are different than my own.	
<b>PROFICIENT</b>		I found a new partner, sponsor, or donor for a community service-learning project.	
		I have helped our SKYE club brainstorm a product or service to sell for a social entrepreneurship service-learning project.	
		I have organized at least one fun activity with SKYE members outside of normal SKYE meetings.	
		I have helped find a creative solution to an unexpected problem during a community service-learning project.	
		While participating in a debate, I have represented a position different from my own opinion, but have presented fair and reasoned arguments for that position.	
		I encourage other members of our SKYE club and do not get discouraged when we encounter problems.	
		I have predicted risks for service-learning projects and designed backup plans based on those risks.	
		I have been involved in service-learning projects with at least two different themes or topics.	
<b>ADVANCED</b>		I have met directly with community stakeholders and project beneficiaries to plan a community service-learning project together, and have acted on their opinions even when they differed from my own.	
		I have organized at least three fun activities with SKYE members outside of normal SKYE meetings.	
		I have accurately predicted risks for service-learning projects and designed backup plans based on those risks, which were actually implemented when the original plan did not succeed.	
		I have helped our SKYE club produce a product or service to sell for a social entrepreneurship service-learning project.	
		I have designed a product or service to sell as part of a small business, alone or with other SKYE members.	
		I have been involved in service-learning projects with at least four different themes or topics.	

Communication			
	Check here!	Indicator	SKYE Club Leader Confirmation
BASIC		I have an email or Facebook account which I use to communicate with fellow SKYE members.	
		I express my ideas and opinions respectfully and openly during SKYE meetings.	
		I demonstrate respect for others' ideas and opinions through my actions and words.	
		I can explain what SKYE is and what the program means to me.	
PROFICIENT		I have posted pictures, useful links, or other information on my club's Facebook page.	
		I have given and received feedback on my activity at SKYE from at least three fellow SKYE members.	
		I have taken part in a debate during a SKYE meeting and have presented arguments on a specific subject.	
		I have written or recorded at least one success story or testimonial from a community partner, project beneficiary, or fellow SKYE member.	
		I have participated in at least one meeting with other SKYE clubs from my region in order to get to know them better.	
		I have presented information about a community service-learning project to local organizations in order to ask for their support and participation as partners or donors.	
		I have helped resolve a conflict within my IMPACT club.	
		I have signed a petition, letter to the editor, or other public document expressing my position on an issue of advocacy.	
		I can explain what active listening is and demonstrate active listening skills through my behavior at SKYE meetings.	
ADVANCED		I have written or recorded at least 3 success stories or testimonials from community partners, project beneficiaries, or fellow SKYE members.	
		I have given and received feedback on my activity at SKYE from at least five fellow SKYE members.	
		I have initiated contact with at least 2 local organizations in order to arrange meetings to ask for their support and participation in community service-learning projects.	
		I have initiated a partnership with other SKYE clubs from my region in order to work together on a common project.	
		I have presented information about at least 3 community service-learning projects to local organizations in order to ask for their support and participation as partners or donors.	
		I have written a petition, letter to the editor, or other public document expressing my position on an issue of advocacy.	
		I help raise the level of group discussions at SKYE meetings by asking good questions, using active listening skills, and sharing thoughtful insights.	



Technical			
	Check here!	Indicator	SKYE Club Leader Confirmation
BASIC		I can describe what SKYE means, what the acronym stands for, and the role of World Vision in the SKYE program.	
		I have contributed to calculating and writing a budget for a community service-learning project.	
		I have contributed to filling out a project template for a completed community service-learning project.	
		I have an email or Facebook account and use it to communicate with fellow SKYE members.	
PROFICIENT		I have posted pictures, useful links, or other information on my SKYE club's Facebook page.	
		I know how to calculate income, expenditures, and profit.	
		I know how to create a bookkeeping table and use one for my own personal money management.	
		I have participated in multiple parts of an advocacy campaign.	
		I have written a résumé or CV.	
		I have interviewed a local community leader.	
		I can explain the tips for success in a job interview, and I have appropriate business attire to wear to such an interview.	
		I have done research on a specific topic in order to provide information for use in the implementation of a community service-learning project.	
		I have held different roles in the implementation of each community service-learning project I have participated in, and have learned the necessary skills to complete my tasks effectively.	
ADVANCED		I have helped organize an advocacy campaign.	
		I have completed at least one application or letter of inquiry to apply for an opportunity within or outside of SKYE.	
		I have participated in a job interview (real or practice) and answered questions appropriately.	
		I use a personal bookkeeping table and analyze the flow of my money in order to keep myself adherent to my personal budget.	
		I have written a business plan for a small business or a social entrepreneurship project.	
		I have sought out a personal mentor or coach or have found an apprenticeship where I can learn skills for my future.	
		I know how to look for available jobs online, in print, and through local community connections.	
		I have organized meetings with local community leaders or organizations, within or outside of SKYE.	

## SECTION 2: EVALUATION OF SKYE LEARNING OBJECTIVES

This section evaluates your learning in each of the following topical areas:

### **Active Citizenship**

1. Community Service-Learning
2. Advocacy
3. Diversity
4. The Environment
5. Corruption
6. Health
7. Violence
8. Communication

### **Employability**

1. My Profession
2. Personal Development
3. Applying for a Job
4. Financial Responsibility

### **Leadership**

1. Leadership
2. Leading Groups

### **Social Entrepreneurship**

1. My Potential as an Entrepreneur
2. Business Ideas
3. Business Plans
4. Business Operations
5. Marketing
6. Business Financials

Each of the sections listed above has a corresponding chart with a list of indicators. Please take time to read through the lists and check off any indicators that are true for you. If you check off all the indicators in a certain section, it means you have completed all the learning objectives for that topic!

You should then bring your passport to your SKYE club leader and have him/her confirm that you have truly achieved that level. (Please note: although we trust you to be honest and sincere in this self-evaluation, your SKYE leader may ask you to demonstrate or prove that you truly have the knowledge, attitude, or abilities that you have claimed, if he/she has not seen you demonstrate it before.)

Once your SKYE leader has confirmed your achievement, you should receive a certificate indicating your achievement. Try to collect all of the certificates if you can! By the time you have spent 1 ½ years in SKYE, you should have had opportunity to complete all of the learning objectives – but only with hard work and perseverance. Good luck!

**Community Service-Learning** *(based on Active Citizenship modules 1-3)*

Check here!	Indicator	SKYE Club Leader Confirmation
	I can describe a SKYE club and list the benefits of being involved in one.	
	I can explain what service-learning is.	
	I come to SKYE meetings on a regular basis.	
	I understand and accept the full value contract of my SKYE club.	
	I can list some of the skills, knowledge, and values that I will develop through participation in SKYE.	
	I actively participate in discussions about my personal values and beliefs.	
	I have written a personal learning plan which will help me meet my future goals, and I am actively working to implement it.	
	I have participated in the implementation of a community service-learning project, from start to finish.	
	I have created a community map and can identify at least two needs and two assets of my community.	
	I can explain what the goal, objectives, activities, tasks, and methods are in community service-learning projects.	
	I can identify the target group and beneficiaries of our club's most recent community service-learning project.	
	I recognize the importance of planning and preparation in effective community service-learning, and I demonstrate that through my actions at SKYE meetings.	
	I can list at least 5 fundraising methods and describe how to adapt them for use in our SKYE club.	
	I work with other SKYE members a team for a common purpose.	
	I have participated in fundraising activities for a SKYE community service-learning project.	
	I can list reasons to monitor and evaluate a community service-learning project, and explain how we evaluated our most recent project.	
	I showed honesty and integrity in our project evaluation.	
	I am willing to evaluate my own performance in SKYE club and the community service-learning project, even if it means recognizing personal weaknesses.	
	Demonstrate the ability to plan personal goals.	
	I stay in touch with my SKYE club leader and other members outside of SKYE.	
	I have taken part in at least one evaluation meeting.	
	I use my SKYE Journal to help record my thoughts about what I am learning in SKYE.	

**Advocacy** (based on Active Citizenship module 4)

Check here!	Indicator	SKYE Club Leader Confirmation
	I can give examples of various advocates from around the world or in my local community.	
	I can define advocacy.	
	I can distinguish between different types of civic engagement.	
	I demonstrate confidence in the importance of personal democratic participation through my actions inside and outside of SKYE, including voting when possible.	
	I can share examples of community service-learning projects which included advocacy campaigns.	
	I can explain the steps of an advocacy campaign.	
	I have been involved in an advocacy campaign as part of a SKYE community service-learning project.	

**Diversity** (based on Active Citizenship module 5)

Check here!	Indicator	SKYE Club Leader Confirmation
	I can explain the concept of an "onion layer."	
	I recognize the effects of stereotypes and can describe those effects, as well as admit what stereotypes I personally hold about others.	
	I can define prejudice and ethnocentrism.	
	I am aware of the gender stereotypes in my own culture and can explain the way that they have affected my own life.	
	I respect other people and cultures through my words and actions.	
	I can define solidarity and give examples of it in practice.	
	I recognize the cultural, historical, and societal structures that cause people to be excluded from society, and can give concrete examples.	
	I can identify social exclusion in our own community.	
	I have been part of a community service-learning project in SKYE to help combat social exclusion, stereotypes, and/or prejudice.	

**The Environment** (based on Active Citizenship module 6)

Check here!	Indicator	SKYE Club Leader Confirmation
	I can define environment and ecosystem and give examples of human effects on both.	
	I have made a personal commitment to limit my environmental impact, and I can give evidence showing my ongoing commitment to caring for	

	the environment.	
	I can point out some of the positive and negative effects of human action on the environment in my own community.	
	I have been part of a community service-learning project in SKYE to help care for the environment.	

<b>Corruption</b> <i>(based on Active Citizenship module 7)</i>		
<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can define corruption and give examples of how it is manifested.	
	I can list some of the costs of corruption.	
	I have spoken out against corruption inside and outside of SKYE meetings.	
	I can identify solutions or actions to help prevent corruption.	
	I have been part of a community service-learning project in SKYE to help fight corruption.	

<b>Health</b> <i>(based on Active Citizenship module 8)</i>		
<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can define health and explain its various components, including physical, emotional, and spiritual health.	
	I can identify my own positive and negative personal habits and behaviors.	
	I have written personal goals to help reduce my negative health habits, and I am actively working to carry them out.	
	I can describe the emotional, physical, and social consequences of sexual activity.	
	I have a strategy in place in order to maintain my own sexual limits.	
	I have reflected on what my personal values mean for my own sexual well-being and limits.	
	I can use assertive communication to express my sexual limits.	
	I demonstrate confidence and care for my own body, well-being, and health, as well as that of others, through my actions and words.	

<b>Violence</b> <i>(based on Active Citizenship module 9)</i>		
<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can list causes that lead to violence in society and in situations I have personally observed.	
	I am committed to promoting nonviolence in my personal life, and	

	have demonstrated this commitment through specific actions.	
	I can analyze the negative effects of violence at many levels.	
	I can identify violence in many forms.	
	I know what abuse is, how it differs from violence, and how to seek help in abusive situations.	

### **Communication** *(based on Active Citizenship module 10)*

<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can identify the different parts of the communication process.	
	I can explain how prejudice and assumptions can be barriers to effective communication, and give an example of a situation in which that was the case.	
	I use active listening skills in SKYE meetings.	
	I show respect to other SKYE members and leaders when I communicate with them.	
	I am open and honest about my feelings and thoughts at SKYE meetings, and I feel comfortable sharing.	
	I recognize the importance of effective communication and demonstrate that through my actions and words.	

### **My Profession** *(based on Employability module 11)*

<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I have a positive attitude towards the future, and I show that through my words and actions at SKYE.	
	I show responsibility in making decisions which will help me find a job.	
	I have created a personal profile with my values, interests, skills, and attributes.	
	I have set personal goals for my future and am actively working on accomplishing them.	
	I know what my rights are as an employee and can identify situations in which employees are not treated fairly.	
	I am aware of the importance of a balance between work and the rest of life, and I show my commitment to maintaining it every day.	
	I can describe a SWOT analysis and have completed one regarding my future career.	
	I can list various methods that can be used while looking for a job, and have tried out at least two of them.	
	I am aware of my own value and strengths, and show self-confidence as I think about my future profession.	

**Personal Development** *(based on Employability module 12)*

<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can describe the steps necessary in any problem-solving situation, and have implemented them to solve a problem inside or outside of SKYE.	
	I have resolved a conflict in our SKYE club.	
	I know what time management is and can explain how good time management helps in achieving personal goals.	
	I demonstrate openness, thoughtfulness, and care for others when making decisions at SKYE.	
	I show openness to unusual, new, or risky ideas at SKYE meetings.	
	I am able to prepare and present relevant arguments when debating or discussing a topic.	
	I recognize the importance of not acting on assumptions and can identify mistaken assumptions I have had in my own life in the past.	
	I have developed and implemented creative and original ideas for promoting our SKYE club or a community service-learning project.	
	I show respect for other SKYE members and leaders when discussing or debating topics.	

**Applying for a Job** *(based on Employability module 13)*

<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can explain the purpose of a résumé or curriculum vitae and the benefits of having one.	
	I have written a résumé or curriculum vitae.	
	I can describe what factors I should take into consideration before, during, and after a job interview in order to have success.	
	I have practiced answering sample job interview questions.	
	I am aware of the importance of a job interview and assume responsibility for personal preparation.	
	I can explain the benefits of having a mentor.	
	I have found a personal mentor or coach, and I meet with him/her regularly.	
	I can describe the most important skills and attributes that most employers are looking for in employees.	
	I have reflected on my own skills and attributes from the point of view of a prospective employer and have an idea of where my strengths and weaknesses are.	

**Financial Responsibility** (based on Employability module 14)

<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can distinguish between needs and desires, and have used that distinction to help me prioritize and make at least 1 financial decision.	
	I can explain the benefits of tracking the flow of my money.	
	I have a personal bookkeeping table which I use to monitor the flow of my own money.	
	I can list various methods for saving money and the advantages and disadvantages of each.	
	I have created a saving plan to meet my personal financial goals.	
	I have opened a bank account.	
	I can name different financial lending options and assess the risks and benefits of each.	
	I demonstrate a prudent spirit regarding money management, which I demonstrate through my actions at SKYE and in my personal life.	
	I can explain the goal of a budget and how to create one.	
	I have created budgets for SKYE community service-learning projects and/or for my own personal use.	
	I can evaluate my own personal creditworthiness based on my financial history, and am committed to being a responsible steward of my financial resources.	

**Leadership** (based on Leadership module 15)

<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can give examples of leaders from around the world who I find inspiring.	
	I can list and describe characteristics of an effective leader, and also explain differences in various leadership styles.	
	I can explain the importance of sharing a vision and being proactive as a leader.	
	I understand how leaders can misuse their power if not guided by moral values, and can give examples of situations in which that happened.	
	I practice cooperation, respect, communication, and participation through my behavior at SKYE.	
	I can explain the difference between leadership and management.	



**Leading Groups** (based on Leadership module 16)

<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can describe the five stages of group development and identify what stage our SKYE club is in currently.	
	I demonstrate perseverance, open-mindedness, and flexibility when our SKYE club encounters difficulty or conflict.	
	I can explain the role that I fulfill in our SKYE club.	
	I am willing to compromise in order to let our club succeed.	
	I can identify the characteristics of an effective team member, and I strive to be a good member of our SKYE club.	
	I understand that there are different factors which motivate people to join groups, and I can identify and analyze the factors which motivate my own participation in SKYE and/or other groups in which I take part.	
	I can list the characteristics of useful and constructive feedback, as well as the characteristics of unhelpful or hurtful feedback.	
	I can explain the experiential learning cycle.	
	I recognize the importance of debriefing and processing conversations after activities, and demonstrate that through my own participation in debriefs at SKYE meetings.	
	I can describe at least three non-formal group facilitation techniques.	
	I recognize the importance of adapting plans to the learning needs of a group, and can explain what that means and why it is important.	
	I have written a personal leadership development plan.	

**My Potential as an Entrepreneur** (based on Social Entrepreneurship module 17)

<b>Check here!</b>	<b>Indicator</b>	<b>SKYE Club Leader Confirmation</b>
	I can describe the characteristics of an entrepreneur.	
	I can give examples of local entrepreneurs and tell how they got their start in business.	
	I understand the importance of self-esteem, persistence, character, and initiative in entrepreneurship, and demonstrate my self-esteem through my actions and words.	
	I can list and describe the ten Personal Entrepreneurial Competencies.	
	I have assessed my own strengths and weaknesses from among the Personal Entrepreneurial Competencies.	
	I demonstrate the value of cooperation, building relationships, and fulfilling commitments through my behavior at SKYE.	

**Business Ideas** (based on Social Entrepreneurship module 18)

Check here!	Indicator	SKYE Club Leader Confirmation
	I have used the Random Word Technique to help stimulate creative thinking, outside of a SKYE meeting.	
	I demonstrate openness to the ideas of others in SKYE.	
	I can explain the difference between a “normal” and a “social” business.	
	I recognize the importance of active observation and input of other community members in the process of generating a good business idea, and I have discussed my business ideas with people outside of my SKYE club.	
	I can distinguish between an idea and an opportunity, and give an example of each.	
	I can explain the decision-making process and have used that process to make a wise decision in my own life.	
	I can list at least three social entrepreneurial project ideas that could be initiated in my community, based on its needs and assets.	
	I can define the term market demand.	
	I can identify the skills, resources, and market demand in my community.	
	I have selected an opportunity with potential to become a viable business or social business, and I am actively working on developing it.	
	I have consulted with my business mentor about my business idea.	

**Business Plans** (based on Social Entrepreneurship module 19)

Check here!	Indicator	SKYE Club Leader Confirmation
	I can explain what a business plan is.	
	I can list the pieces needed to develop a business plan.	
	I demonstrate commitment to the process of responsible planning, and show that commitment through my behavior at SKYE meetings.	
	I have written the product/service part of my business plan using specific terms to describe my product/service.	
	I have discussed business plans with my business mentor.	

**Business Operations** (based on Social Entrepreneurship module 20)

Check here!	Indicator	SKYE Club Leader Confirmation
	I can identify and differentiate between transformed and transforming resources in the production process.	
	I can describe the steps of the production process for my	

	product/service.	
	I have determined the human resources needed for my business.	
	I recognize the diverse factors which motivate people to work, and have shown my commitment to motivating my future co-workers by encouraging fellow members of my SKYE club in various ways.	
	I appreciate the efficient use of resources, and demonstrate that commitment by not wasting materials at SKYE meetings.	
	I have discussed operational details of my own business with my business mentor.	

### Marketing *(based on Social Entrepreneurship module 21)*

Check here!	Indicator	SKYE Club Leader Confirmation
	I can explain what conditions make for a successful distribution location, and have made a list of possible distribution locations for my own business.	
	I have written a distribution plan for my product/service.	
	I know how to calculate the appropriate price for my product/service.	
	I have discussed my product with people outside of SKYE, and have taken their opinions seriously as I considered its pricing.	
	I can describe the target group and market for my product/service.	
	I have designed a market survey and conducted it in my community.	
	I can list the components of a marketing mix.	
	I have written a promotion plan for my business.	
	I have discussed marketing with my business mentor.	

### Business Financials *(based on Social Entrepreneurship module 22)*

Check here!	Indicator	SKYE Club Leader Confirmation
	I can explain the personal values which help me make business decisions.	
	I have written the financial section of a business plan.	
	I can complete a profit and loss statement.	
	I know what the importance of a profit and loss statement is for a business.	
	I can define net and gross profit.	
	I can distinguish between fixed and variable costs.	
	I can explain what a balance sheet is and why it is important for a business.	

