

Moose Youth Awareness Program Instructions for School Administration

- ❖ The envelope you received should contain the following:
 - Instructions for Administration sheet
 - (25) Student information packets
 - Recommendation form
 - (10) Flyers to be displayed throughout the school building.

- ❖ Display flyers in high traffic areas to encourage students to stop into office to pick up information.

- ❖ Collect completed, signed and dated applications from students as they are received. Keep all applications together in a manila folder or envelope. Last day to accept applications is _____.

- ❖ Once all applications are received, review them carefully. Take into account the student's activities and the answers to the short essay questions. Talk with teachers and other administrators to get an idea of the student's personality, attitude and attentiveness.

- ❖ After reviewing all applicants, fill out the recommendation form completely. Each high school should suggest students to be interviewed by the Lodge Youth Awareness Committee. The reason for the school administrators conducting the "pre-interview screening" is that they are the people in contact with the students on a daily basis and, therefore, can provide the fairest judgment as to which students are the best candidates for consideration.

- ❖ The Youth Awareness program is not for kids who have issues with drug and alcohol abuse. This is a program for high school students who can combine academic skills and leadership qualities to target 4 – 9 year-olds with positive messages through KidsTalks.