

Talitha Cumi Urban Etiquette Academy

www.FLAWLESSGIRLZ.org

718-530-8935

LadyPamela@TalithaCumiAcademy.org

S.W.A.G.G

Sophisticated, Wise, Graceful, Girlz



Teen **L**eadership

Course

Parent Information Packet

Lady Pamela Damon, Director & CEI
Talitha Cumi Urban Etiquette Academy
North Eastern Regional Director, NAUEP

www.FLAWLESSGIRLZ.org

718-530-8935

Rising Up a Generation of Ladies & Leaders!



S.W.A.G.G.

Teen Excellence Job Readiness

&

Leadership Course (TLC)

Parent Information Packet

Talitha Cumi Urban Etiquette Academy offers a wide range of programs designed to Impact and Empower our girls between the ages of 7-19

For further information, visit www.FlawlessGirlz.org

Developed By

LadyPamela Damon

Certified Etiquette Instructor & Founder

Talitha Cumi Urban Etiquette Academy

Esther 4:14

Rising Up a Generation of Ladies & Leaders!



Talitha Cumi Urban Etiquette Academy

www.FLAWLESSGIRLZ.org

718-530-8935

LadyPamela@TalithaCumiAcademy.org

Greetings **S.W.A.G.G.** Teen Leadership Candidates and Parents,

Welcome to the **S.W.A.G.G.** Teen Excellence Job Readiness & Leadership Course (TLC) where we are **Rising Up a Generation of Ladies & Leaders!**

Participating in **S.W.A.G.G.** means your daughter will be exposed to crucial leadership skills necessary in today's very competitive world. Your daughter will learn the basic social graces needed in a diverse scope of social environments as well as basic skills related to relationships, self-worth and community service.

The following weeks will challenge your daughter to become a leader and community change agent. Your Teen Leader will be supported by LadyPamela and Mentors who will work closely with you during the duration of the program providing her with real work & life skills.

This package will answer some general questions regarding the Teen Leadership program which includes our commitment and your daughter's responsibility. Please take some time to read the information thoroughly to prepare your daughter for the **S.W.A.G.G.** Teen Excellence Job Readiness & Leadership program.

Welcome to a time of great discovery.

In His Service

Lady Pamela Damon, Director & CEI

Talitha Cumi Urban Etiquette Academy

www.FlawlessGirly.org LadyPamela@TalithaCumiAcademy.org

718-530-8935

815 Allerton Ave., Bronx, NY 10467

Rising Up a Generation of Ladies & Leaders!



COURSE DESCRIPTION

The **S.W.A.G.G.** Teen Leadership Course is designed to build leadership, character and self-worth in young women. While preparing our girls for higher education and career development.

TLC is a twelve-session course focusing on the leadership skills of young women.

MISSION STATEMENT

The mission of the **S.W.A.G.G.** Teen Leadership Course is to impact the lives of teens 13-19 years age through professional, personal, and social development thereby guiding them to the purpose for which they were designed. The **TLC** equips young ladies with basic social graces which include basic charm and etiquette skills through exercises and activities.

STATEMENT OF OBJECTIVES

- ✿ Empower young women with a strong foundation.
- ✿ Assist young women in developing a positive self-image.
- ✿ Learn social graces related to charm and etiquette.
- ✿ Improve self-esteem and self-worth.
- ✿ Recognize healthy and unhealthy relationships.
- ✿ Be encouraged to maintain their health.
- ✿ Recognize the part they play in their school, family and community.
- ✿ Develop leadership skills.
- ✿ Award financial prizes & scholarships to assist our Teen Leaders begin to reach their dreams.

VISION STATEMENT

Talitha Cumi: S.W.A.G.G.
Rising Up a Generation of Ladies & Leaders

Talitha Cumi Urban Etiquette Academy

www.FLAWLESSGIRLZ.org

718-530-8935

LadyPamela@TalithaCumiAcademy.org

I. Program Fee: \$165.00

Breakdown: Registration fee: \$55.00

Session fee: \$10 per session (11 sessions)

The Program Fee includes:

11-12 week Training Program

Student Work Manual

Course supplies

Session Refreshments

Graduation Ceremony

Certificates(s)

Food Handler's Certificate (+Cost)

II. Sessions: Meet: Twice a month on Thursdays Time: TBD. Teen Leaders will use their student manuals, have hands on activities and guest speakers will join us on various days. Parents are not to sit in the sessions.

III. Fund Raisers: We request each member participate in our two scheduled fund raiser events

- 1) Girl Rising Movie Showing
- 2) Annual Tea Celebration
- 3) Candy Sale (To Be Confirmed)

III. Teen Leadership & Pre –Deb Graduation

At the conclusion of the **S.W.A.G.G.** Teen Leadership Course, Teen Leaders will celebrate graduation in a number of ways which include:

* Surprise Leadership Outing

*“Afternoon of **S.W.A.G.G.**” (Sophisticated, Wise, Accomplished, Graceful, Girlz) Leadership Luncheon

* *Pre-Debutante* Graduation Banquet, teen leaders will attend and take part in the ceremony

Attire:

Leadership Luncheon: *black business suit, stockings or tights, white blouse, black shoes, white pearls & small pearl or stud earrings*

Graduates attend the graduation celebration at no cost; however, parents will incur some costs in preparation for the graduation ceremony.

Leadership Luncheon & Graduation Banquet Tickets: \$35.00 parents and guest.

Attendance:

Pre –Debs are expected to arrive promptly and be picked up immediately at the close of each meeting.

Pre-Debs are expected to attend all the sessions. If she is going to miss a session, please notify Talitha Cumi Academy ASAP.

Assignments:

The success of our members depend a great deal on their full participation in the program, all assignments must be completed and handed in on time.

Rising Up a Generation of Ladies & Leaders!



Talitha Cumi Urban Etiquette Academy

www.FLAWLESSGIRLZ.org

718-530-8935

LadyPamela@TalithaCumiAcademy.org

Meeting Behavior:

During meetings Teen Leaders are expected to treat everyone with respect. Foul language and speaking to one another harshly will not be tolerated. Parents will be notified immediately if belligerent and disrespectful behavior is displayed. We must all maintain a friendly, respectable attitude within and beyond our meetings.

Volunteer Activities:

All Teen Leaders are expected to participate in all community service activities.

Teen Leader Chats:

Allows our members to speak openly and freely about personal issues, concerns, and feelings. This is a judgement free environment. Gossiping will not be tolerated.

Workshop Titles

- Week 1:** Welcome Teen Leaders
- Week 2:** A Teen Leader's Leadership
- Week 3:** A Teen Leader's Poise and Grace
- Week 4:** A Teen Leader's Personal Style Appropriate attire, health & beauty
- Week 5:** Pre-Assessment Test, Interest and skills Inventory
- Week 6:** Goal Setting (Education & Career)
- Week 7:** Customer Service
- Week 8:** Communication (school, workplace, social media)
- Week 9:** Basic Life Skills (conflict resolution, Etiquette, transportation, assertiveness training)
- Week 10:** Applications, Resumes, Etc.
- Week 11:** Interviewing and Essential Follow-Up

Enrichment Activities

In addition to completing the initial enrollment criteria, to graduate Teen Leaders & Pre-Deb must also complete the following three Developmental criteria.

Developmental Criteria I: Outreach Enrichment

Maturing emotionally is a main focus of the **S.W.A.G.G.** Teen Leadership Course. Activities that lead Young Ladies to look beyond their self is the goal of this activity. The Teen Leaders must collectively plan an event where they IMPACT the lives of other young ladies, example fashion show, talent night, career day, etc. They must bring in a guest or attending a girl's activity will meet the Outreach enrichment criteria.

Development Criteria 2: Personal Enrichment

Teen Leaders will put to practice their social graces during an evening of grace. They will attend an elegant dinner where she will utilize the social graces learned during the program.

Transforming girls & teen into Ladies & Leaders!



Talitha Cumi Urban Etiquette Academy

www.FLAWLESSGIRLZ.org

718-530-8935

LadyPamela@TalithaCumiAcademy.org

Development Criteria 3: Social Enrichment

Impacting the community in which we live and serve is a priority of the **S.W.A.G.G.**

Teen Leadership Course. Teen Leaders will participate in a local community service event selected and designed by the Teen Leaders & LadyPamela. The Teen Leaders will jointly select a cause to enrich their community, then create a special event to bring attention to the cause and their work.

Helping others is a covenant step of obedience as we vow as Leaders to reach out and touch the communities in which we live. Community service fosters compassion, creativity and faith in the lives of participants and staff.

Program Criteria

Age: Teen Leaders must be between the ages of 13 - 19 years of age.

Grades: All Teen Leaders must pass all their school classes. Teen Leaders who have failed one class in one grading period will be placed on probation and have to pass their upcoming grading period to remain in the program.

Discipline: Teen Leaders & Pre –Deb who have more than one write-up in one grading period will be placed on probation until the following grading period in which they may receive no more write ups. Suspensions and in- school suspensions will be determined on a case-by-case basis.

Community Service: Teen Leaders are not required to have previous community service experience, however, Teen Leaders who have some background in community service is helpful. Each Teen Leader must complete at least 10 hours of community service before the graduation ceremony.

One Page Paper: Teen Leaders must write a one-page report outlining why they would like to be a

S.W.A.G.G. Teen Leadership Candidate.

Three Nomination Forms: Ask 3 responsible adults who know the Teen Leader & Pre –Deb Candidate well, to complete a nomination form providing a recommendation for acceptance into the **Teen Leadership & Pre –Deb Candidate Course**.

Transforming girls & teen into Ladies & Leaders!



Talitha Cumi Urban Etiquette Academy

www.FLAWLESSGIRLZ.org

718-530-8935

LadyPamela@TalithaCumiAcademy.org

Teen Leadership & Pre-Debutante Application

Name _____ Date of Birth: _____

Address _____

City _____ Zip Code _____

Telephone _____ Email _____

School _____ Grade: _____

Hobbies _____, _____, _____

Favorite Subject in School _____ Why _____

Least Favorite Subject in School _____ Why _____

What do you do in your free time _____

What are your 2 top concerns in your life right now? _____

If you could do one thing to improve the life of a young girl what would it be? _____

Use the back of this page to describe why you want to participate in the **S.W.A.G.G.** Teen Leadership. You may use additional paper if needed.

Parent or Legal Guardian Information:

Parent/Guardian Full Name: _____

Parent Telephone Number: _____ Parent Email: _____

Parent/Guardian Signature: _____ Date: _____

Transforming girls & teen into Ladies & Leaders!



Talitha Cumi Urban Etiquette Academy

www.FLAWLESSGIRLZ.org

718-530-8935

LadyPamela@TalithaCumiAcademy.org

S.W.A.G.G. Teen Leadership & Pre-Debutante Course

*"This is you now and you have a picture of who you would like to become.
You shall soon see the results of your efforts."*

PARTICIPANT RELEASE AND INDEMINITY AGREEMENT

We (or I) requests that you accept the participation of my child (please legibly print child(ren) name) _____ for activities associated with the Talitha Cumi Urban Etiquette Academy S.W.A.G.G. Teen Leadership & Pre-Debutante Course. In consideration of acceptance, we (or I) hereby release Talitha Cumi Urban Etiquette Academy S.W.A.G.G. Teen Leadership & Pre-Debutante Course and all its agents and all persons associated with Talitha Cumi Urban Etiquette Academy S.W.A.G.G. from all claims or causes of actions arising from damage or injury to the person or property of my child resulting from participation in field trips and classes, whether such damage or injury is the result of negligence or some other cause. We (or I) hereby agree to indemnity and hold harmless proceedings of every kind and character which may be presented or initiated by any other persons or organizations and which arise directly or indirectly from my child's participation in Talitha Cumi Urban Etiquette Academy S.W.A.G.G. Teen Leadership & Pre-Debutante Course activities, including, but not limited to field trips. If medical attention is required for injury or illness while participating in field trips or classes, we (or I) give our (or my) permission for such medical care. In the event of illness or injury requiring treatment, hospitalization and/or surgery, we (or I), the child's family or their medical insurance is responsible for the cost. We (or I) will accept all expenses for such treatment.

We (or I) give permission for Talitha Cumi Urban Etiquette Academy S.W.A.G.G. Teen Leadership & Pre-Deb Course to use photographs of my child for publicity, advertising or other commercial purposes. We (or I) have read and understand the Talitha Cumi Urban Etiquette Academy S.W.A.G.G. Teen Leadership & Pre-Deb Course Indemnity policy and release agreement.

Signature
(Parent or Legal Guardian)

Date _____

Transforming girls & teen into Ladies & Leaders!



**S.W.A.G.G. Teen Leadership Course
Nomination Form**

Candidate's Name _____

Nominator's Contact Information

Nominator's Name _____ Telephone _____

Email _____

Please use the following space to describe why you feel the nominee should participate in the
S.W.A.G.G. Teen Leadership.

Signature _____ Date _____



Talitha Cumi Urban Etiquette Academy

www.FLAWLESSGIRLZ.org

718-530-8935

LadyPamela@TalithaCumiAcademy.org

Registration & Information Session

Dates: TBD

Time: 6:00pm – 8:00pm

Register online: www.FlawlessGirl.com

Location: The Sanz Banquet Hall

Address: 815 Allerton Ave. Bronx, NY 10467

Contact Information: LadyPamela Damon

Email: LadyPamela@TalithaCumiAcademy.org

Telephone #: 718-530-8935

Submit the following documents by Orientation Day,

1. Application
2. One-page paper stating why you want to be a **S.W.A.G.G.** Teen Leader /Pre-Deb Candidate
3. Three completed nomination forms from people who can describe your character.
4. Emergency Release (will receive during orientation)
5. Signed Participant Release Form
6. \$55.00 Registration Fee deposit. Tuition: \$10 per session (11-12 sessions)

Transforming girls & teen into Ladies & Leaders!

