



# Ray County Library

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215 E. Lexington St. • Richmond, Missouri 64085-1834

Phone 816-776-5104 / Fax 816-776-5103

Monday -Friday 8am-7pm

Saturday 8am-1pm

Dear Guardians,

We are so pleased you have an interest in our Leadership Discovery Academy! This is an exciting opportunity for children in grades 5<sup>th</sup>-7<sup>th</sup>. Participants will complete tasks that will help establish basic career skills, and more importantly, empower discovery of the leadership qualities hidden within each participant. The academy can improve participants' self-esteem and help them feel they are making a difference. We hope the academy will be a first step in cultivating citizens that are engaged with their community, regardless of their age.

The enclosed information contains a detailed description of the academy, timeline of tasks, guidelines/expectations and an application. Please contact us if you have any questions.

Sincerely,

Shelly James  
Children's Librarian  
Ray County Library

## Leadership Discovery Academy Description

**What is it?** A 21<sup>st</sup> Century Skills learning program for 5<sup>th</sup>-7<sup>th</sup> graders.

- Participants will complete various tasks at the Ray County Library with the guidance of mentors. After the first month of completing tasks, the participants will have one month to complete an independent project of their own design. The program will help participants learn/develop.
  - Listening skills
  - Oral communication skills
  - Decision making
  - Problem solving
  - Self-confidence
  - Self-control
  - Honesty
  - Self-direction
  - Initiative
  - Reliability
  - Cleanliness
  - Accountability

### What are the requirements?

- Participants must be in the 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> grade.
- Participants must be available at the library for 1-2 hours on a weekly basis for a 2 month period. Attendance on a consistent schedule each week is preferred. Available times at the Ray County Library are: Mon. 3 to 6, Tues. 3 to 5:30, Wed. 3 to 5, and Thurs. 3 to 6:30. Summer hours are extended Mon 8-3, Tues. 9-5, Wed. 9-5, and Thurs. 8-6:30.
- Participants must have a consistent means of transportation to the library.
- Library card with permission to have computer access

### How do I apply?

- Applications are available at the Ray County Library.
- The program will run Oct. – Nov., Feb. – Mar. and June –July. Applications for the fall program are due Sept 15<sup>th</sup>, applications for the spring program are due January 15<sup>th</sup> and applications for the summer program are due May 15<sup>th</sup>.
- Potential participants must complete an application with parent signatures. The library will select participants for the program. The selection will be based on first come first served.

### What will I do during the program?

- Each participant needs to be available for a 2 month span.
- During that time, participants will complete a variety of tasks that progressively develop skills.
- Each day the participant will complete a short daily summary of what they liked, what they didn't, what they learned and what they want to learn more about.
- Participants will receive feedback from mentors during or after task completion.

### What happens after I complete the program?

- At the end of the program, participants can apply to complete the program again.

## Leadership Discovery Academy Timeline of Tasks

We are excited to have you! The following information will help you learn more about what you will be doing as a participant in the program.

- Week 1-2: The goal is to learn to take directions, independently complete a task, and ask questions when needed. Below is a list of tasks that will help you reach this goal. Other tasks may be assigned to you as needed.
  - Pick up trash
  - Straighten shelves
  - Straighten computer stations and re-stock with pencils and paper
  - Clean blue trays
  - Clean Community Room tables and chairs
  - Dust book shelves
  - Sanitize books
  
- Week 3-4: The goal is to learn problem solving. Below is a list of tasks that will help you reach this goal. Other tasks may be assigned to you as needed.
  - Read shelves
  - Assist with children's programs
  - Find early literacy tips and at home activities
  - Find activities for future programs
  - Take pictures to advertise future programs
  - Create bookmarks with book suggestions
  - Identify geographical resources in your own community and the library's
  - Identify how to reach other 5<sup>th</sup>-7<sup>th</sup> graders who might be interested in participating in the Academy
  
- Month 2- The goal is to combine everything you've learned by doing an independent project. Items in this group can be used for the independent project, or you can create your own idea for a project. The independent project must be something you can do with little guidance from library mentors. Your idea for the project must be approved by the library mentors at the beginning of your 2<sup>nd</sup> month.
  - Create passive activities for children to complete in the library
  - Create book displays
  - Create book lists by grade level, interest, etc.
  - Create beginner, intermediate and advanced tech tips of the week
  - Write book reviews for publishing to Facebook and in the library
  - Create a puppet show to be used in Storytime
  - Continue working on all the above task as needed

# Leadership Discovery Guidelines/Expectations

## Guardian Guidelines

- Participants will best learn reliability if they are dropped off and picked up in a timely manner each day they are present. Please contact your library mentor at 816-776-5104 if there is an issue. The library will not be able to provide transportation for program participants.
- Participants will best learn time management and consistency by maintaining a regular scheduled time. Occasional conflicts with outside activities are okay. Please help your child learn communication skills by notifying the library mentors as soon as possible if there is a conflict.
- Participants will be best able to learn independence and self-confidence by having direct contact with the library mentors whenever possible. Please do not discuss your child with the mentor in the presence of your child. If you think there is something the mentor should know, please contact them when your child is away.
- Please do not deprive your child of the weekly scheduled time as a means of discipline.
- Please contact the Library Director or Children's Librarian if you have any concerns about your child's participation in the program.

## Participant Expectations

To make sure you have the best possible experience, you will be expected to...

- Be respectful to other participants, volunteers, library staff and library patrons
- Ask questions when unsure of duties
- Fulfill duties to the best of your ability
- Remain in public areas unless accompanied by a staff member
- Refrain from disruptive behavior
- Be a positive presence in the library
- Be punctual in arriving for your scheduled time
- Communicate with library mentors if there is a conflict with your scheduled time
- Be open to feedback from library mentors
- Be willing to give feedback to library mentors
- Follow library standards for cleanliness and appearance. (1) Neat, professional appearance (2) No shorts or tank tops (3) Tennis shoes and jeans are allowed

## Library Expectations

Participants and guardians can expect the following from the library:

- The library mentors will do their best to make the program a positive learning experience for each participant. This includes coaching the participants when needed, allowing them to learn from mistakes and regular communication with participants about their assigned tasks.
- The library mentors will follow national and state labor standards for children.
- The library mentors will be flexible in working with participants who may have schedule conflicts due to other activities.
- The library mentors' schedules change occasionally due to circumstances outside their control. The mentors will notify participants and guardians as soon as possible if there is a change that affects the participant's scheduled time.

## Leadership Discovery Academy Contact Information

Please contact us if you will be late, if you have a schedule conflict, if you have questions or if you have any concerns about your participation in the program.

- 816-776-5104
- Children's Librarian [rclchildrenslibrarian@gmail.com](mailto:rclchildrenslibrarian@gmail.com)

# Leadership Discovery Academy - Participant Application

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Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Age: \_\_\_\_\_

Grade: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Ray County Library Weekly Availability (1-2 hours a week):**

Monday	Tuesday	Wednesday	Thursday
Between 3-6PM	Between 3-5:30 pm	Between 3-5pm	Between 3-6:30 pm

**Ray County Library Summer Weekly Availability (1-2 hours a week):**

Monday	Tuesday	Wednesday	Thursday
Between 8-3	Between 9-5	Between 8-5	Between 8-6:30

**Monthly Availability:**

October thru November	February thru March	June thru July
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Why do you have an interest in this opportunity?

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As the Guardian and Applicant listed above, I fully understand the Leadership Discovery Academy's purpose, timeline, and expectations set forth. If at any time there is an issue, question, or concern I will not hesitate to contact the library staff to receive assistance in finding a solution.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION DEADLINES:**

- (1) September 15<sup>th</sup> to be considered for the fall academy.
- (2) January 15<sup>th</sup> to be considered for the winter academy.
- (3) May 15<sup>th</sup> to be considered for the summer academy.
- (4) It is the policy of the Ray County Library to provide equal volunteer / employment opportunities without regard to race, color, religion, sex, national origin, age or handicap.