



**SKYE clubs**

Skills and Knowledge for Youth Economic-Empowerment Clubs

**JOURNAL**

The SKYE Journal should be used only by trained SKYE leaders recognized by World Vision and New Horizons Foundation. Using these materials in other contexts is acceptable only with the written approval of World Vision and with clear indication of the origin of the materials.

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## **Welcome to SKYE!**

SKYE is a youth program developed by New Horizons Foundation and World Vision. It is a program for people who want to get involved in their communities and find smart, sustainable, community-oriented solutions to existing problems. SKYE is a program for people who believe that they can make a change and who care enough about the people around them to work together to do so!

If you have received this journal it can mean only one thing: you are one of these SKYE members!

The best way to discover this program is not through reading about it, but through getting involved in your club's activities, getting to know your fellow SKYE members, and working together with your community to serve and learn and grow together. Through this you will discover not only SKYE, but the power of change that you have inside yourself!

We hope the following pages help you discover not just SKYE, but also yourself.

- the SKYE team

## **What is the SKYE Journal?**

The SKYE Journal is a tool to help you keep track of your SKYE meetings and projects, and where you can write about the things you learn and the competencies you develop. Through completing this Journal, you will learn more about yourself and be able to reflect further on the experience you have in SKYE – and how it applies to the rest of your life.

This Journal is yours and yours alone. It is designed to help you have an organized space for reflection and further engagement with the learning you do in SKYE, in the time outside of the club meetings.

The Journal is structured just like the SKYE meetings. Like the SKYE Curriculum, the Journal is grouped into the four general learning objectives of SKYE (Active Citizenship, Social Entrepreneurship, Employability and Leadership), and divided into modules within each of those areas.

Each module contains questions and exercises that you can complete in order to reflect further on the experience you had at your SKYE club. At the end of each section there is also blank space for you to keep track of the most important things about the module, as well as any thoughts, discoveries, questions, or other notes.

**Are you ready for a wonderful experience in SKYE? Let's get started!**

## ACTIVE CITIZENSHIP

Through Active Citizenship, young adults like you are encouraged to become responsible, trustworthy citizens, who are able to contribute to the common good of their communities.

The activities in this section of the Journal are designed to help you improve as an individual, but also to help you recognize your role as a member of a larger community. Through the activities you complete during the Active Citizenship meetings in your SKYE club, you will connect more closely with your SKYE colleagues and work together to discover the community you live in– including its strengths and weaknesses– so that you can contribute to helping it become a better place.

We encourage you to use this section of the Journal during the period of time that your club is completing Active Citizenship meetings. In your spare time outside of the club meetings, take a few minutes to reflect on the activities you completed as a club this week. What did you learn? What really challenged or impacted you? Write about those things here, and over time you'll have a fascinating record of your own growth and learning.

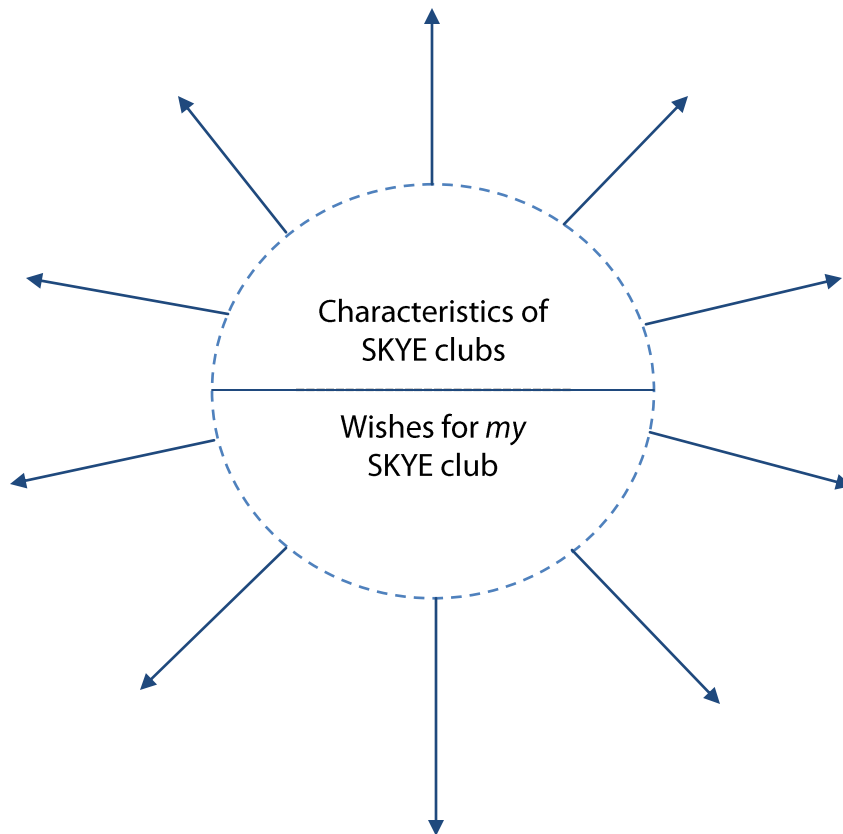
As always, don't forget to apply that learning! SKYE is designed to be a program which encourages you to take real action in your own life and community. Use what you learn; don't just let it stay in here! If you truly engage with SKYE, you will discover over time the strength and wisdom to become an active citizen!

## MODULE 1

### Me and SKYE



Write down some of the general characteristics of SKYE clubs around the top half of the circle. Around the bottom half of the circle, write some the things that you personally are hoping for in your own SKYE club. What do you hope your club is like? What do you hope you will do together?





In the space below, draw an image of your community. You can draw anything, but make sure you include the important people in the community. Be sure to also place yourself in the drawing as a citizen of this community.

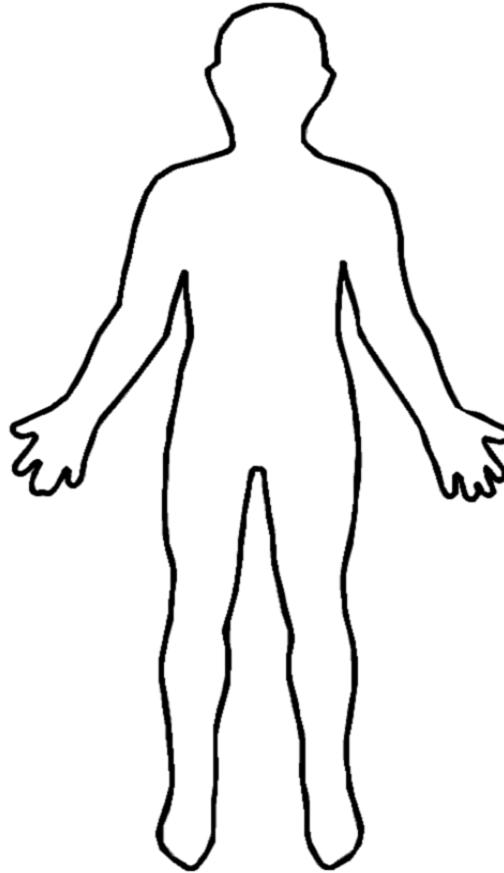
A large, empty rectangular area with a dashed blue border and rounded corners, intended for a drawing.



Imagine that the person below is you. On the left side of the drawing, write down some of the strengths you have as a member of your community – what makes you a good community member? On the right side of the drawing, write down additional strengths you would like to have in order to be an even more positive influence on your community.

**My strengths:**

**Areas I want to grow in:**



Use the space below to identify at least three concrete steps you can take to grow in the areas you listed above. What do you need to do in order to develop as a more active member of your community? How can you do that? Write your ideas below.

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## THE REFLECTION PAGE

Your club has completed the **Me and SKYE** module. What have you learned about yourself, how you identify with the SKYE program, and your desires for your SKYE club? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



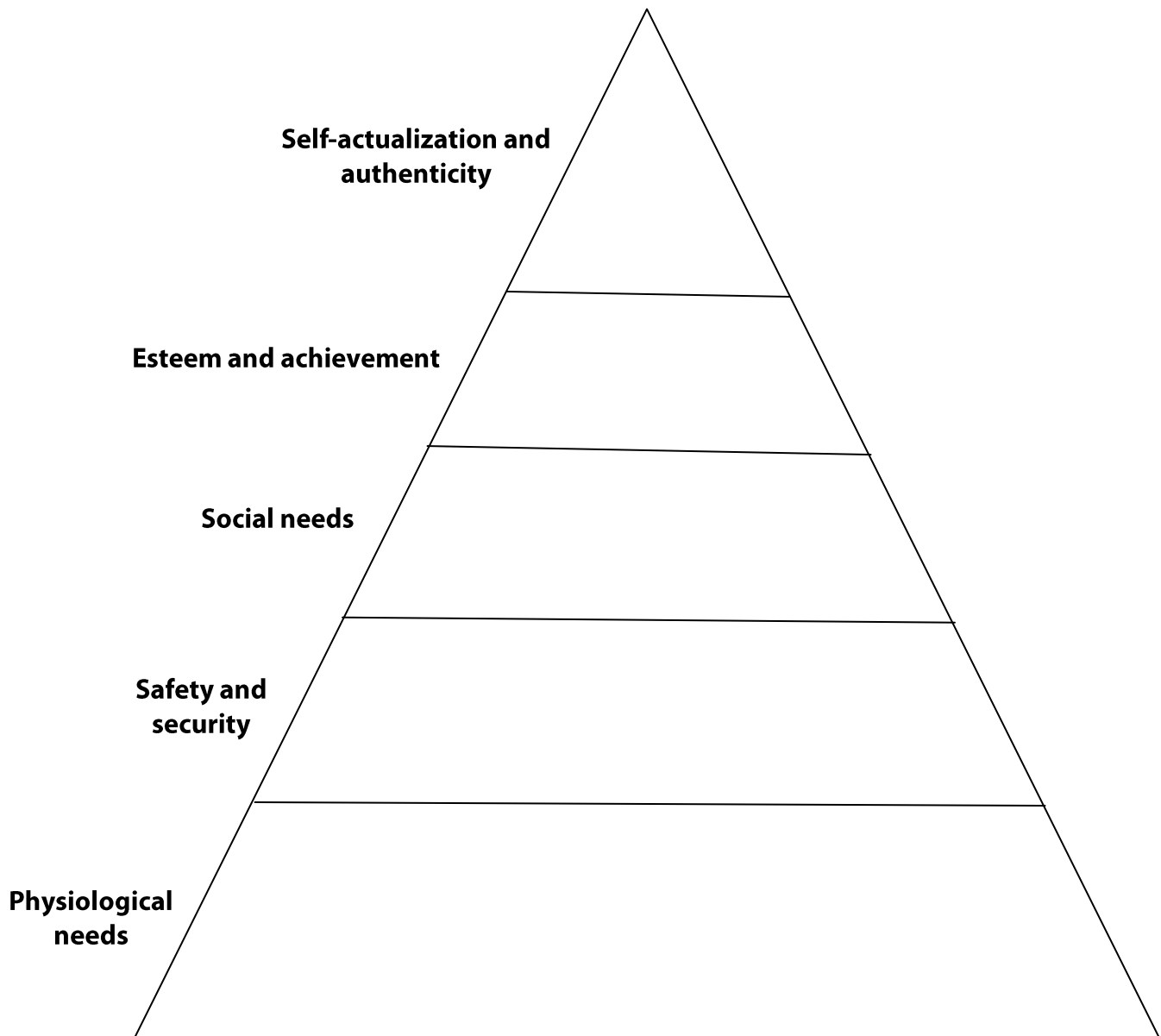


## MODULE 2

### Me and My Community



Below is a picture of Maslow's Pyramid of Needs, which shows the various levels of needs that individual people have in their lives. Look over its categories and think about your community as a whole, keeping in mind discussions your club had while completing the community mapping exercises in this module. Then try to fill in the pyramid for your community as a whole. Where are each of these needs met in your community? Which seem to be more difficult for community members to fulfill?





Take a local newspaper (a credible one, not a tabloid). Read the local news, and then make a SWOT analysis of your community based on what you read in the newspaper. How does the local news portray the strengths, weaknesses, opportunities, and threats of your community? How does this news-based SWOT analysis compare to the assessments of the community that your SKYE club has made?

### **S**trengths

What are the positive internal characteristics of this community?

### **W**eaknesses

What are the negative internal characteristics of this community?

### **O**pportunities

What are external characteristics which affect this community in a positive way?

### **T**hreats

What are external characteristics which affect this community in a negative way?




Imagine that you are a SKYE club leader and you need to explain the process of writing a community service-learning project to your club. How would you do it so that everybody understands the process? Use the space below to write a “presentation plan” and/or a graphic representation of the basic steps used in project writing.

*Don't forget to include definitions for goals, objectives, and activities!*

## FUNdraising

All community service-learning projects come from great ideas, and all of them require some sort of resources. But SKYE projects should also be fun! Since fundraising is a major component of all community service-learning projects, let's make it fun!



 Make a list of 10 “fun” and creative fundraising activities that your club could do in order to gather support for your community service-learning projects. In the right column, explain how you would adapt these ideas to work in your own local community.

[illegible]



Think about one of the community service-learning project ideas that your SKYE club has discussed. (It doesn't have to be the one you are currently working on!) For that project, what are three fundraising methods which would be relevant and useful? Write them in the table below. Then, choose one of the ideas and write an action plan for it. Even if you don't use this idea right away, you may return to it later and find it useful!

Project idea: \_\_\_\_\_

Fundraising Idea 1	Fundraising Idea 2	Fundraising Idea 3

The best fundraising idea for this project would be ..... because:

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### Action Plan

Objectives:

Activities:

Timeframe:

Resources needed:



Think about a community service-learning project that you and your club want to implement in the near future. For each of the steps of the project listed below, reflect on what it takes to make a high-quality project.

### **Goal**

What makes a good project goal?

What makes a weak project goal?

### **Objectives**

What do good objectives include?

What do weak objectives look like?

### **Activities**

What do well-planned activities look like?

What do poorly-planned activities look like?

### **Community Engagement**

What does it look like to engage the community in a meaningful way?

What does it look like to use, abuse, or ignore the local community?

## THE REFLECTION PAGE

Your club has completed the **Me and My Community** module. What have you learned about yourself, service-learning, and the community you call home? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 3

### Evaluation



Look back at the activity you completed in the Module 1 section of this Journal, where you listed a few personal qualities you would like to develop in the future in order to become a more engaged member of your community. Then think back through your last few months in SKYE. How has the program helped you? Have you succeeded in meeting those goals, or do you still have more to do?

**Qualities I wanted to grow in** (from Module1):

**Qualities I still want to grow in:**

**How SKYE has helped me grow in those qualities:**

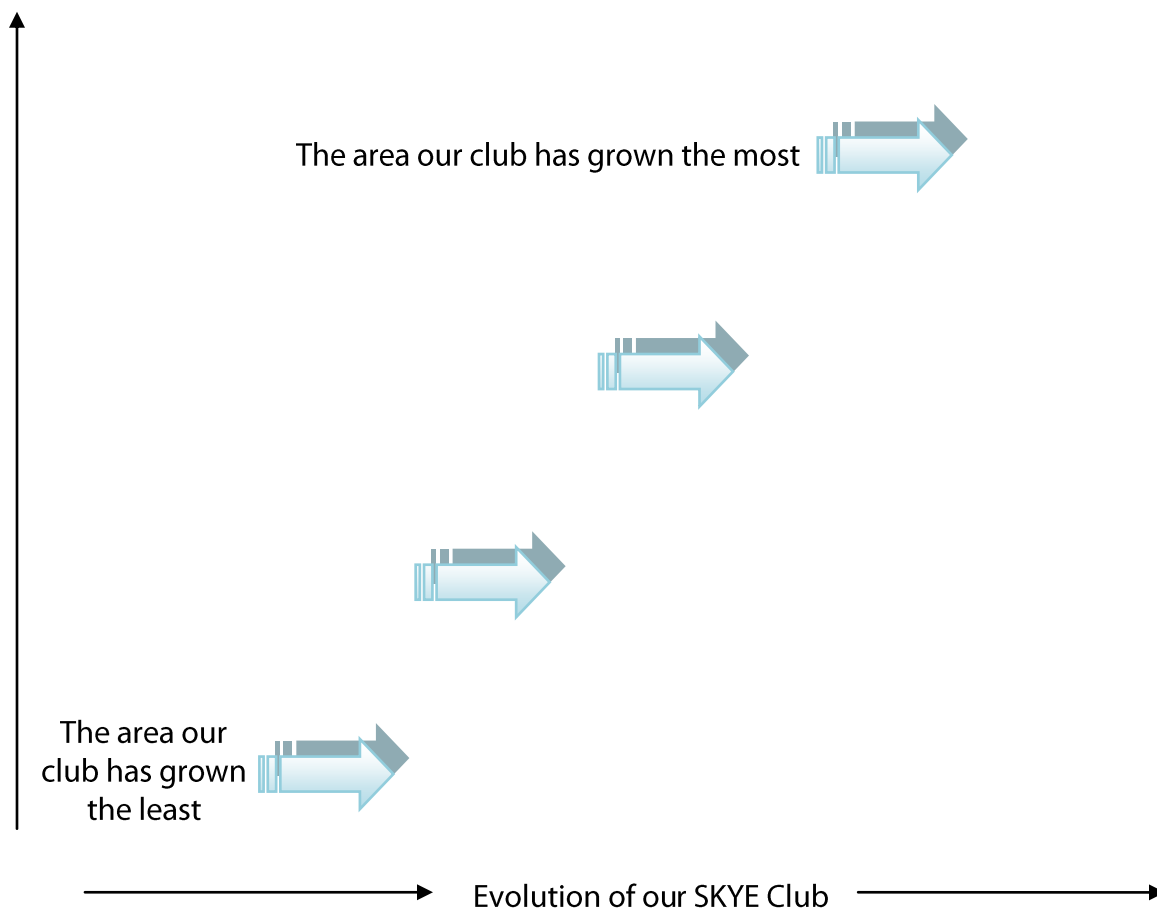




Try to evaluate the evolution of your club in the past months. Where have you grown as a group? Where do you still have weaknesses? Chart those things on the graph below.

Then, based on the growth you have seen so far, set a few goals for the club for the next few months. Be sure to write down what *you* will do to help your club grow in those areas!

### Areas of Growth in our SKYE Club



Where do you hope to see improvement in your club over the next 3 months?

What is your role in helping create that improvement? What concrete steps will you take to transform that hope into reality?

## Evaluating our Community Service-Learning Project



Typically at evaluation meetings your club will do some activities to evaluate the success and the level of difficulty of your completed service-learning project. But in addition to the discussion you have as a club, we encourage you to take some time to reflect on what *you* learned from the project. What impacted you? What challenged you? When did you feel proud of your club or yourself? When did you not feel proud or yourself or your club? How do you feel as you prepare for the next project? Write about your experience below.

## My Personal Learning Plan

Since you will return to the evaluation module many times throughout your experience in SKYE, you can use the table below to help keep track of your goals and accomplishments over time. Write down as many areas of learning as you want to pursue in the next three months, and return to this table regularly to mark down your accomplishments and help guide your future learning!

[illegible]

**MODULE 4**  
Advocacy



Think of the most influential people in your community. They can be from all sorts of institutions, social backgrounds, neighborhoods, etc., and can be influential for a wide variety of reasons, both positive and negative. What do they do in order to get their voices heard in the community? In the space below, write down the names of at least three of these people, their actions/behavior, and the reaction of the community. Then reflect on the way your own voice can be heard in the community too!

Person 1 \_\_\_\_\_

Person 2 \_\_\_\_\_

Person 3 \_\_\_\_\_

Me



Starting from the different definitions of advocacy that you and your group discussed at the club meeting, try to come up with your own definition of the term. On the next page, try to make a drawing which will help you understand the term and its implications.

**ADVOCACY**

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What are the most powerful democratic means of participation and civic involvement that you have heard of? Have you ever taken part in any of these methods? How did you feel, as a citizen, while actively participating in democracy?

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Use the internet, newspapers, and other media sources to look up a couple of local or national advocacy campaigns which interest you. Read their stories and, in the space below, write down notes or draw an inspirational poster which will remind you of the campaign and inspire you to your own advocacy work!

A large, empty rectangular area with a dashed blue border, intended for students to write notes or draw an inspirational poster.

### **Developing an Advocacy Campaign**

What are the most important steps that need to be followed in an advocacy campaign? In the space below, write a general advocacy plan, as well as any advocacy activities that you think that you or your SKYE club could participate in.

## THE REFLECTION PAGE

Your club has completed the **Advocacy** module. What have you learned about yourself, your leaders, and your rights and responsibilities as a global citizen? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 5

### Diversity

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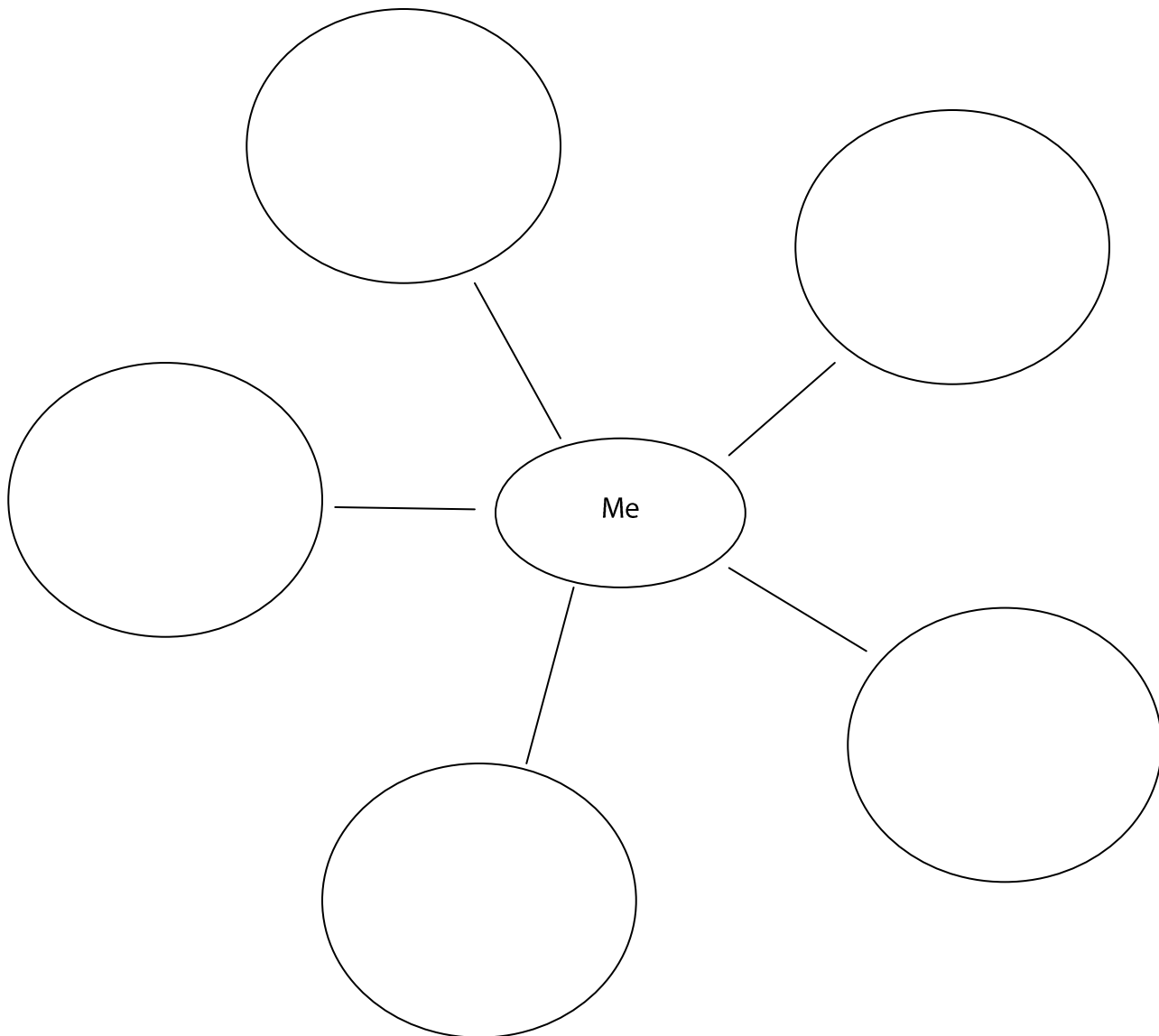




This is a DIVERSITY MAP, an activity with 4 steps. Before beginning this activity, take a few minutes to think about yourself and the people surrounding you: your family, friends, classmates, coworkers, etc. Try to identify all the people in your life who come from different backgrounds (different cultures, races, religions, etc.).

### STEP 1

In the “map” below, write five groups of people who are different from you, one in each of the five circles. These categories can be varied (e.g. you can include people of a different religion, people of a different race, people of a different sexual orientation, etc.)



**STEP 2**

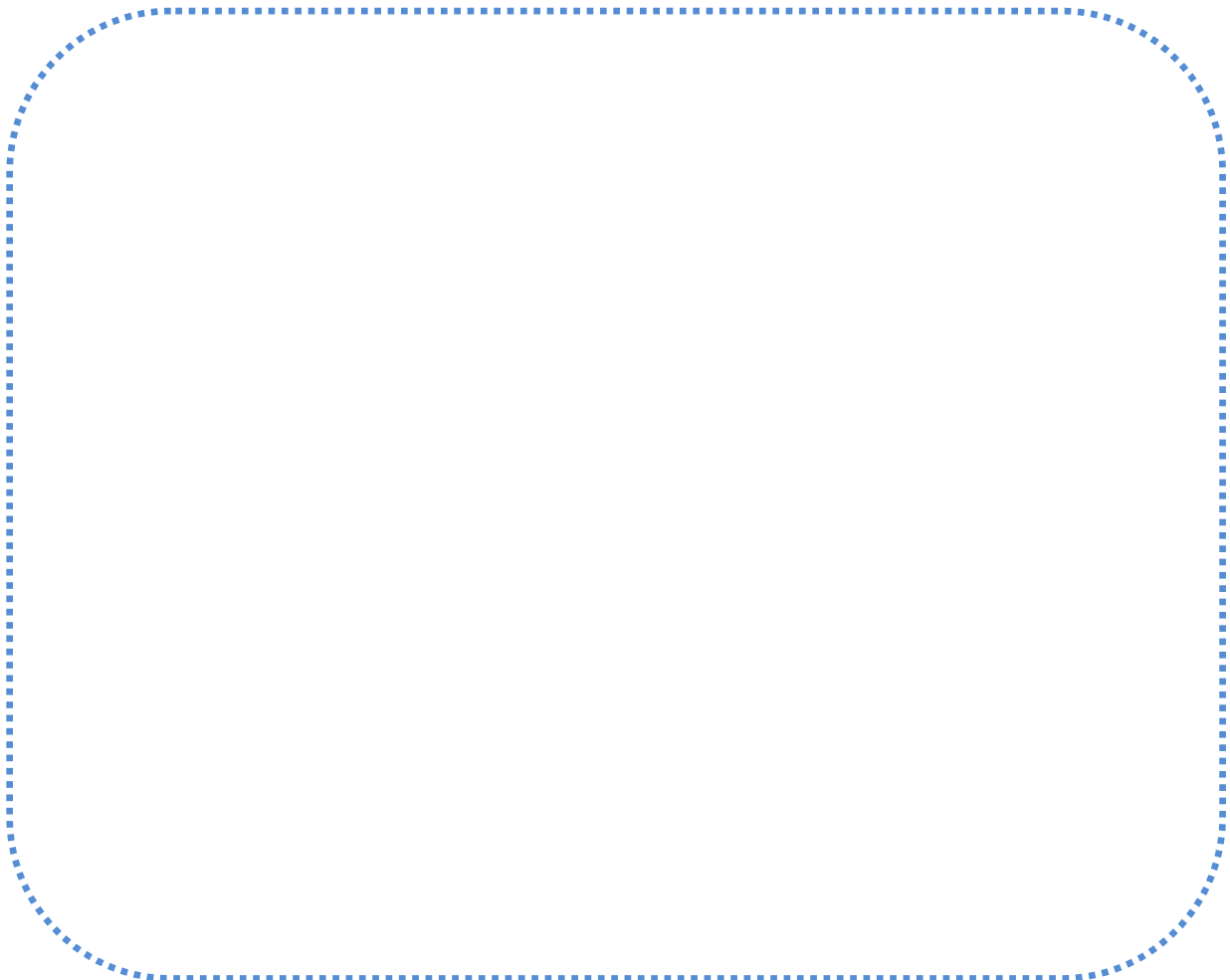
Along the lines connecting each group of “others” to your own circle, write down any stereotypes that you or people similar to you may have about the people in each of those categories. Try to be honest, even if it is uncomfortable to admit – without acknowledging stereotypes they can never be defeated!

**STEP 3**

Below each “other” circle, write down the name of a person you know who belongs to that group. (If you don’t know anyone personally from that group, you can write down the name of someone well-known – a celebrity or leader, for example.) Below that person’s name, write down a few characteristics that come to mind when you think of that individual.

**STEP 4**

Compare the characteristics you wrote down for the individuals and the characteristics or stereotypes written for their groups. Are they different? What does this say about the way stereotypes affect your relationships and your own life? Reflect on that, as well as on steps you can take to help combat stereotypes, in the space below.

A large, empty rounded rectangle with a blue dotted border, intended for reflection and writing.



Write the definition of each term below.

**STEREOTYPES**

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**PREJUDICE**

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**ETHNOCENTRISM**

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**SOLIDARITY**

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What are some examples of solidarity, either small or large?

Small examples of solidarity	Large examples of solidarity

## THE REFLECTION PAGE

Your club has completed the **Diversity** module. What have you learned about yourself, people different from yourself, and the stereotypes or prejudice that you hold or that society teaches you? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 6

### The Environment



List five things you will commit to doing which will help the environment.

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How can you convince your parents, siblings, roommates, or friends to join you?

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How many environmental changes have you have noticed in own community over the last 10 or 15 years? What has changed since you were in elementary school?

During my childhood...	Now...



Identify 5 environmental problems in your area that you and your SKYE club could improve through a community service-learning project. In the space below, write down a few notes about what you would envision. Then propose these ideas at a future club meeting!

### Environmental Problem

### Suggested Project

1 ... ..

2 ... ..

3 ... ..

4 ... ..

5 ... ..

## THE REFLECTION PAGE

Your club has completed the **Environment** module. What have you learned about yourself, your impact on the natural world, the impact of various societal practices, and what you can do to help protect the environment? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.

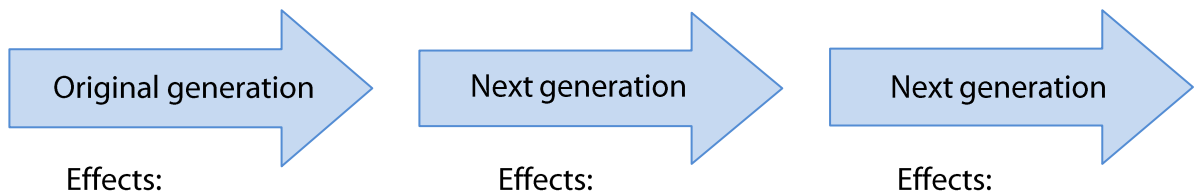


## MODULE 7

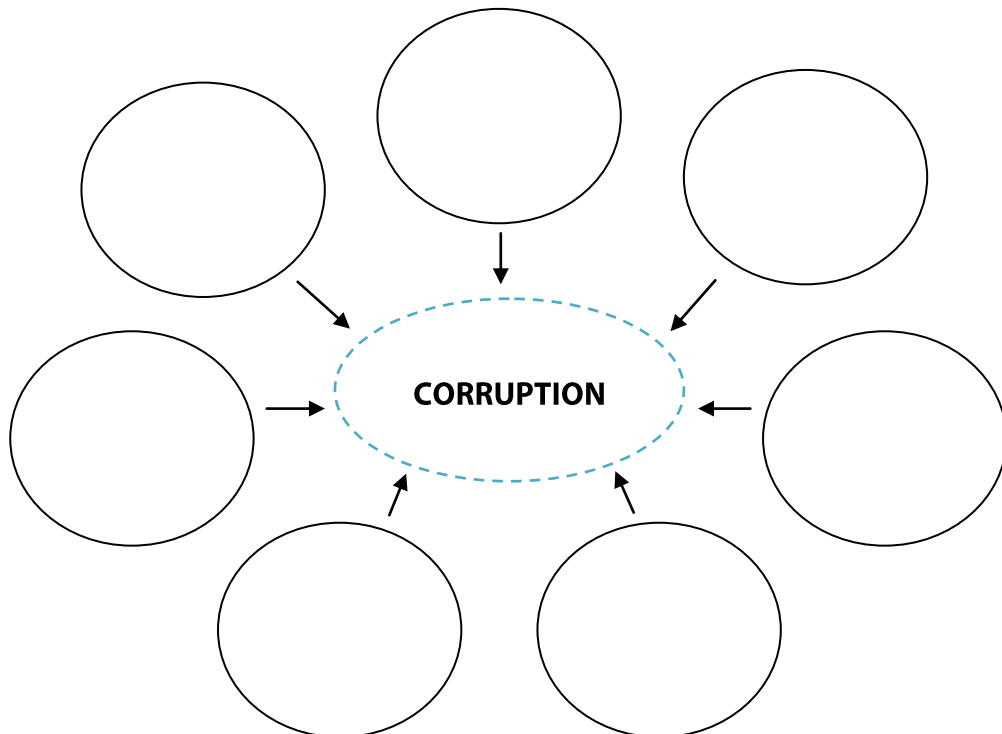
### Corruption



Imagine what would happen over the long term if a simple act of corruption were allowed to persist for generations. What would happen to individuals? The community? Complete the “corruption chain” below with your thoughts, adding more arrows if necessary.



Like everything in this world, corruption has different causes. What do you think are some of the reasons that corruption exists and persists? Write them below.







Search through local or national media sources (internet articles, newspapers, etc.) to find two or three stories of corruption and its consequences. In the table below, write about what the person's corrupt action was, what consequences it caused for others, as well as the eventual punishment that he/she received.

Person	Corrupt Act	Consequences & Punishment



Write below a few things which guide you, help you stay grounded, and maintain your moral integrity.

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## THE REFLECTION PAGE

Your club has completed the **Corruption** module. What have you learned about yourself, the sometimes-surprising and often-hidden roots of corruption, and what you can do to fight it? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 8

### Health



This is a four-step activity which may require you to consult with family members in order to complete it accurately.

#### STEP 1

In the space below, draw your family tree as accurately as you can. Try to go back far enough to include both of your parents' grandparents in the tree.

**STEP 2**

Under the name of each of your family members, write down any chronic illnesses or major health problems they have suffered from.

**STEP 3**

Make a list of all the illnesses present on your family tree. (You may add more rows to the table below if necessary.)

Illness	Prevention Methods

**STEP 4**

Look up any illnesses which occur multiple times on the tree, or any that you know are hereditary (passed on through a family). If they have prevention methods, note those down in particular! Remember, although your family's medical history is not guaranteed to be passed on to you, analyzing your family members' health may give you clues about certain diseases or lifestyle habits that you are predisposed to. Early awareness and a healthy lifestyle are important parts of prevention!

**Healthy habits I will commit to for the next 3 months...**



Count the number of pharmacies in your city and number of medical commercials you see on television in an hour. What does this indicate about the lifestyle nowadays?



Interview a parent, teacher, or other trustworthy adult and ask them how they have seen sexual behavior change over the last 50 years. How do they think that the media has influenced these changes?

Changes

Media Influences



What are the laws in your country regarding rape, sexual harassment, and sexual assault?

## THE REFLECTION PAGE

Your club has completed the **Health** module. What have you learned about your own personal health and lifestyle choices, illness and well-being, and sexual behavior and decision-making? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



**MODULE 9**  
Violence



Make a list of five causes that lead to violence that you have observed in your own community, family, or school. In the right-hand column, list ways to prevent those causes from turning into violence.

Causes of Violence	Prevention Methods



What are the short-term and long-term effects of violence? Think about the question for individual victims and perpetrators, as well as society as a whole.

- Short-term effects
- Long-term effects

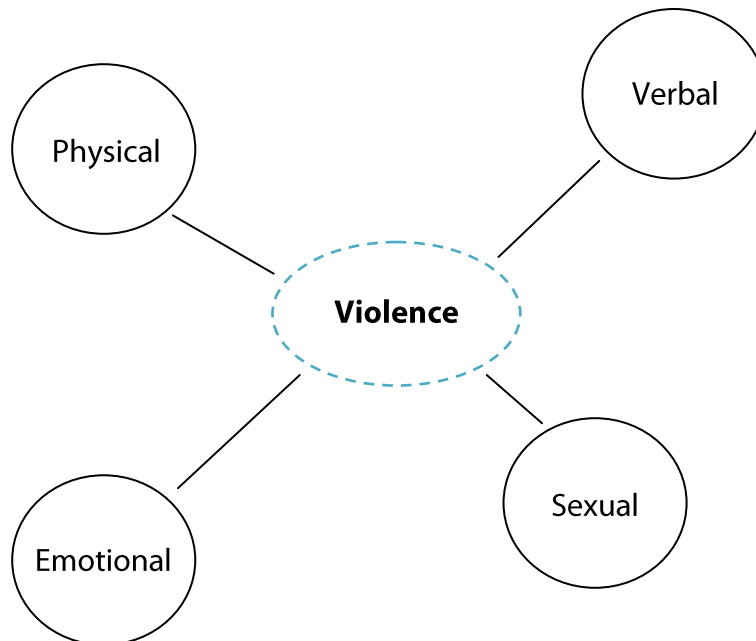


Imagine that you accidentally tripped a classmate during a crowded outdoor activity, and her boyfriend comes over to you and punches you in the stomach, saying "You better not do that again!" What are a few non-violent ways you could respond?

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In the chart below there are different types of violence. Around each one, write examples of how that type of violence can be manifested. How does thinking about different types of violence affect the way you think about violence's presence in society?







Search in the local newspapers or online news sources for at least 3 articles about violence of any kind. How prevalent are these stories? What does this say about the community you live in? What do the articles *not* say about your community? What does this say about the community you live in? How does the media portray violence in your community? Write a short summary of each of the articles in the space below.

#### ARTICLE 1

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#### ARTICLE 2

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#### ARTICLE 3

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## THE REFLECTION PAGE

Your club has completed the **Violence** module. What have you learned about your cultural and personal acceptance of violence, the different kinds of violence in society, and how you can respond to violence with nonviolence? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 10

### Communication



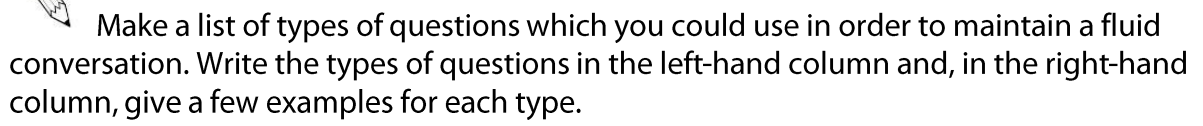
"I know that you believe you understand what I said, but I am not sure that you realize that what you heard is not what I meant." (Robert McCloskey)



What do you think about the quotation above? Have you ever had that experience?



What do you think are the elements of the communication process? In the space below, draw a picture or diagram explaining how communication works. After you do so, write next to each role or participant what they can do in order to help the communication process go smoothly.

[illegible]

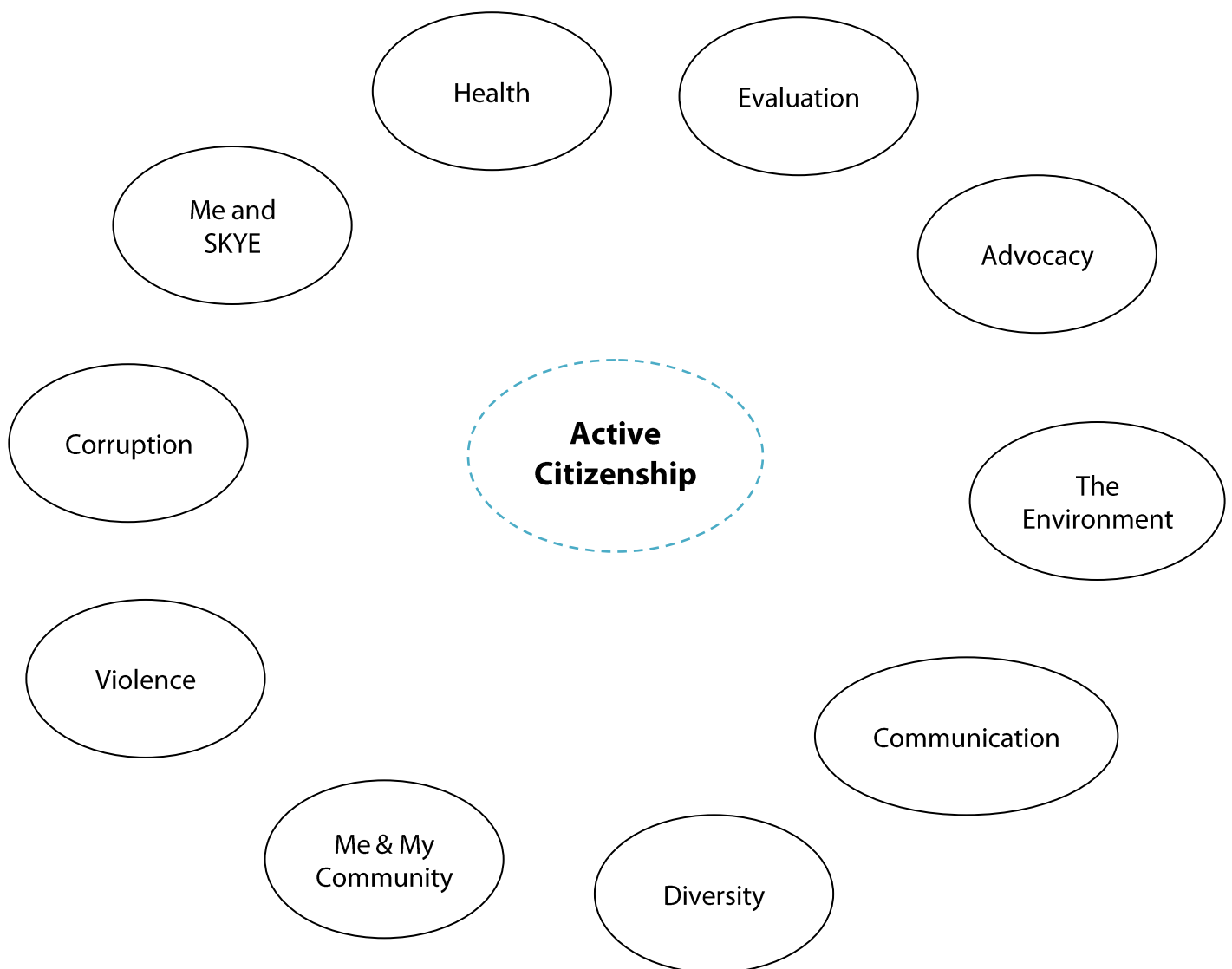
## THE REFLECTION PAGE

Your club has completed the **Communication** module. What have you learned about the way you communicate, your own strengths and weaknesses in communication, and how communication matters? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



The first SKYE component, Active Citizenship, has come to an end. We hope you have enjoyed the meetings with your club, learned a lot, and gained meaningful insights from the time spent reflecting in this Journal. As a way to tie together all that you've learned, let's look back on all of the modules you completed in this phase of SKYE.

Think about the ways that each module connects to the central theme of Active Citizenship. What are the connections you see? Draw lines connecting the modules to the central theme, as well as to each other, and jot down next to each line the connection that it represents.



# EMPLOYABILITY

Through Employability, young adults like you can gain the knowledge, skills, and attitudes which will help you to earn and maintain a job in a competitive market. In addition, the SKYE Employability meetings will help develop awareness of your own assets and strengths, as well as employers' perspectives and interests as they look for capable, motivated, and responsible employees – like you!

Although you and your fellow SKYE members will continue learning and serving together, the activities in these modules are more focused on you as an individual than the previous modules. This means that real learning and application in your life will depend on *you* and your willingness to challenge and improve yourself in this domain, both inside and outside of SKYE club meetings.

We encourage you to use this section of the Journal during the period of time that your club is completing Employability meetings. In your spare time outside of the club meetings, take a few minutes to reflect on the activities you completed as a club this week. What did you learn? What really challenged or impacted you? Write about those things here, and over time you'll have a fascinating record of your own growth and learning.

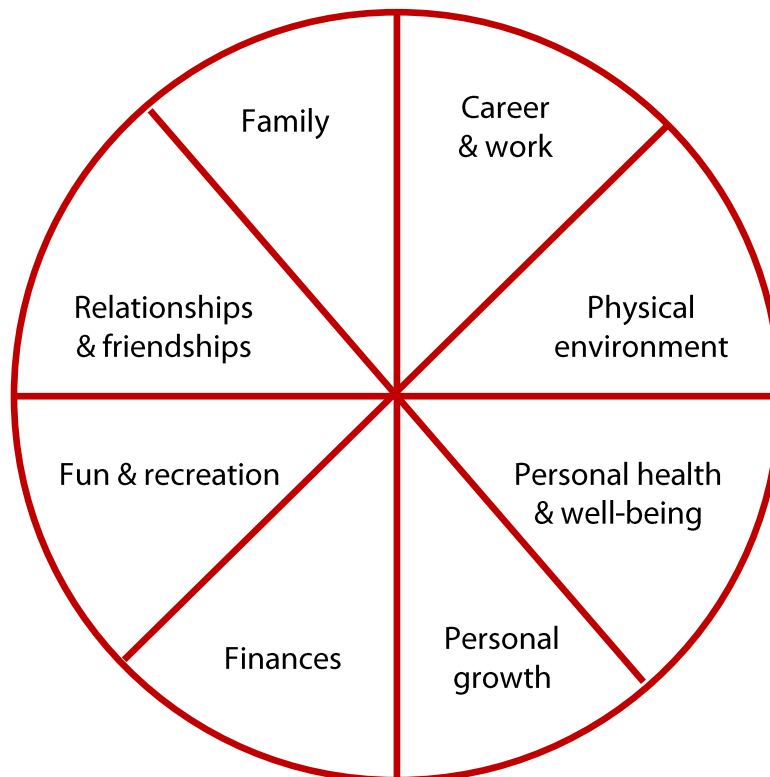
We wish you success as you explore these themes!

## MODULE 11

### My Profession



The eight concepts below form the wheel of a balanced life. Read through them and in the space surrounding the wheel, write 1-3 goals that you personally would like to accomplish in each "slice" of your life.







Read the questions below. Some of the questions are funny, but all of them are intended to help you reflect on your own strengths, interests, and goals. Write your reflections in the space below each quote. These questions are inspired by an article by Mark Manson.

***What is the worst food you could eat... and does it come with an olive?*** Life is full of struggles and sacrifices. But amidst the unpleasantness, we can still make life better by adding “olives.” What things in life are you willing to suffer for? What are the “olives” that make the struggles more pleasant along the way?

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***What is true about you today that would make your 8-year-old self cry?*** What was something you liked to do when you were a child, simply for the sheer joy of it? What childhood pleasures have been minimized or destroyed in your adult life?

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***What makes you forget to eat and drink?*** What keeps you so focused that you forget to do the simple and routine things of daily life (eat, sleep, go to the bathroom, etc.). And what motivates you to do these activities which keep you so engrossed?

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***How can you better embarrass yourself?*** What is something that you are not good at? What are the reasons you are not doing it? If you avoid doing anything that could embarrass you, then you will never end up doing anything that feels like an important accomplishment.

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***How are you going to save the world?*** Find a problem of this world that you care about and start solving it. Obviously you are not going to fix the world’s problems by yourself. But you *can* contribute to making things better.

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***If you had to leave the house all day long, every day, where would you go and what would you do?*** How would you fill your days if you could do anything in the world?

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***How do you want to be remembered?*** What are the stories that you want people to tell?

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You should have made a personal SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis during a SKYE meeting. Reflect on that exercise and, in the space below, write down the things that scare you when you think about pursuing a profession or career. Then, for each item on your list, try to think about where the fear comes from (its cause) and any possible ways to overcome it.

<b>My fears about a profession or career</b>	<b>Why I have that fear</b>	<b>Ways to overcome my fear</b>



What are the fundamental rights every worker has in your country? How many of those rights apply to workers in the black market/ workers without proper documentation?

Working legally

Working illegally



Based on what you discussed at your SKYE club meeting, or research you've done, list the key features of your country's youth labor market.



Set one short-term goal and one long-term goal related to any parts of your "wheel of life." Below the goal, list three concrete steps you will take to achieve it.

### Short-Term Goal

1.

2.

3.

### Long-Term Goal

1.

2.

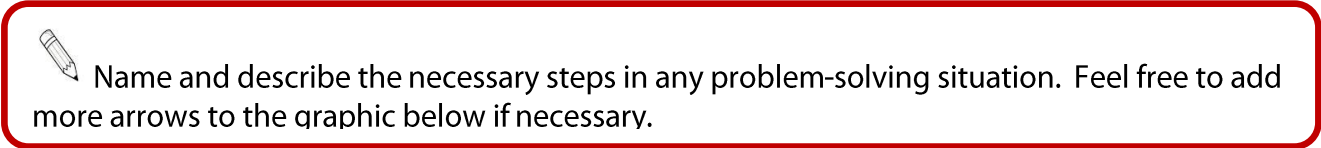
3.

## THE REFLECTION PAGE

Your club has completed the **My Profession** module. What have you learned about yourself, your strengths and interests, and your possible future profession? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



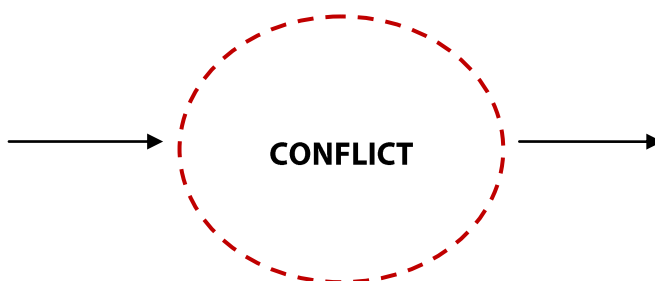
**MODULE 12**  
Personal Development





Think of a conflict in which you have taken part – it could be an interpersonal problem, a clash of ideas at school, a political disagreement, or anything else. No matter how big or small, all conflicts have causes – reasons why they appear – and effects, especially if they are left unresolved. In the space below, write down the causes and effects of the conflict that you experienced. If the conflict was eventually resolved, add the effects of resolution to the end of the chart.

**Causes of the conflict**



**Effects of the conflict**



What are the positive outcomes or advantages that a conflict can produce, when it is well-managed and resolved? Think about your SKYE club and any conflicts you experienced together. Were they well-managed? What positive results did they ultimately produce?

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Imagine that days now have 25 hours. How would you spend the extra hour? How would it change your life and the world around you? Draw or write about it below.

A large rectangular area with a dotted red border, intended for a student to draw or write their response to the prompt above.

You have probably heard the saying, "Time is money." What do you think about it? Write your arguments and thoughts in the space below.



Complete the table below by reflecting on three different ways to make decisions, and the times in which they are appropriate, advantageous, or unwise. Try to think of specific scenarios or examples from your own life in order to help you reflect well on the exercise.

	<b>NO DECISION</b> Letting others decide for you	<b>SNAP DECISION</b> Making rush decisions, with no consideration of the result	<b>RESPONSIBLE DECISION</b> Making decisions with careful consideration for yourself and your future
When is this an appropriate way to make a decision?			
What are the advantages of this type of decision-making?			
What are the disadvantages of this type of decision-making?			
What is the likely long-term outcome of making decisions in this way?			



How do you usually make decisions in your own life? What do you typically take into consideration when you make a decision?





Who are the people who influence your decisions? Give at least three examples of people who influence your decisions and the reasons why you give such importance to them.

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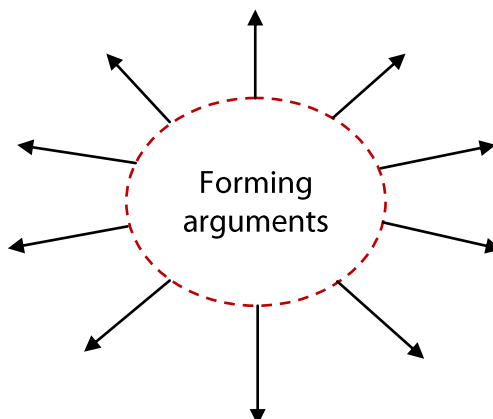


What are the differences and similarities between innovation, creativity, and imagination?

Imagination	Innovation	Creativity



What are the things you need to take into consideration when forming an argument in front of somebody else? Write down the major aspects.





Think of three things that are important to you and which you believe should also be important to other people (faith, family, freedom, education, etc.). In the space below, write the three items and explain why each of them is important to you. Try to formulate at least 5 strong arguments to demonstrate the importance of each of the items you chose in your own life and in the world.

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## THE REFLECTION PAGE

Your club has completed the **Personal Development** module. What have you learned about yourself? What new competencies have you developed? What do you have left to learn? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 13

### Applying for a Job



Search on the internet or in a local newspaper for two or three jobs that sound interesting to you, based on your competencies and personality. Then, write a CV or résumé and adjust it to be suitable to each unique job possibility.

What sort of jobs caught your eye?

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What interested you about them?

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Based on what you learned at your SKYE club meeting about job interviews, or other stories you've heard, write down a few tips and tricks for a successful job interview.

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What are coaching, mentoring, and apprenticeship? What do they have in common? What distinguishes them from each other? List those characteristics in the chart below.

	Similarities	Differences
Coaching		
Mentoring		
Apprenticeship		



Think of the people who could play a mentoring or coaching role in your life. Who are they? What do you admire about them? Why would you choose them as a mentor or coach? What concrete steps do you need to take to cultivate a mentoring or coaching relationship with them?



This is a 3-step activity. Reflect on each step in order, without reading ahead.

### **STEP 1**

Choose your dream job. (It can be anything!) Write about it below.

### **STEP 2**

What requirements would your dream job have? What assets do you need to possess in order to do your dream job well?

### **STEP 3**

If you were the boss at your dream job's company, what would you expect from your employees?

## THE REFLECTION PAGE

Your club has completed the **Applying for a Job** module. What have you learned? What stuck with you that you will use in the future? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 14

### Financial Responsibility



What are the main functions of money? Think about other countries and times throughout history, not just your current context. What has money signified or been used for throughout the world?

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Reflect on the difference between needs and desires, and on the needs and desires you have in your own life. Write them in the space below, and then circle the ones that you need money to fulfill. Do you need money for all of them?

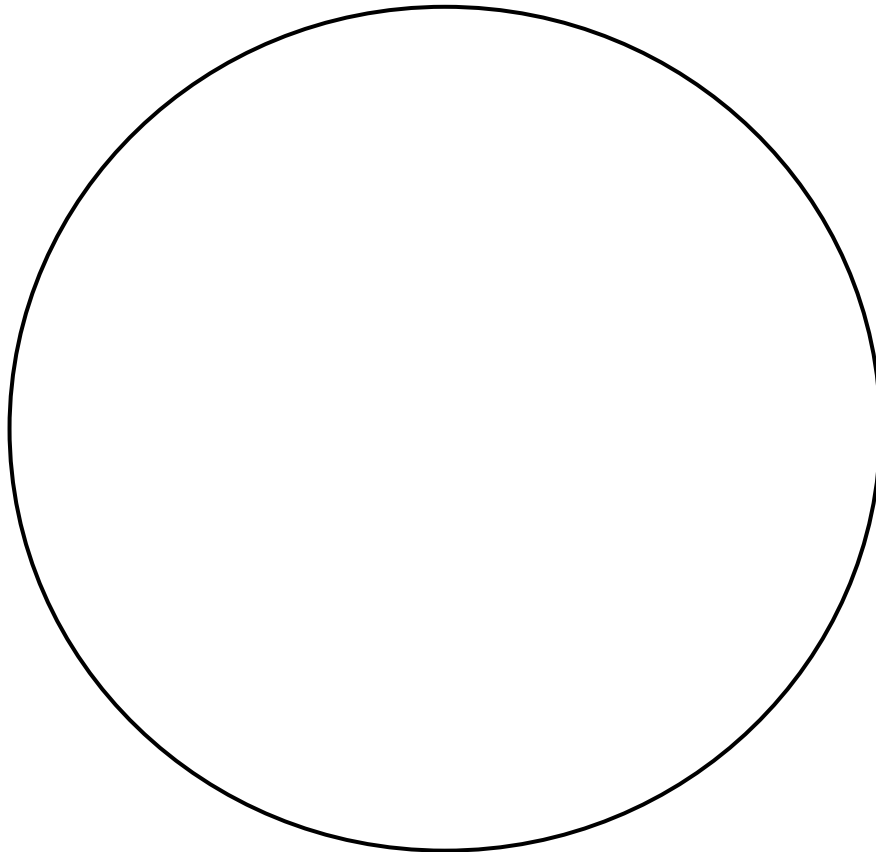
**Needs**

**Desires**





Throughout this module, you should have been tracking how you spend your money. Once you have kept track for a couple of weeks, take some time to divide your spending into categories. Then, in the circle below, make a pie chart to represent the proportions of your money that you spend on each category. Below the pie chart, write down the reasons you spend your money the way you do. How do you decide what expenses are most important?





Based on the work you've done at SKYE meetings regarding how to do personal bookkeeping, use the space below to keep track of your spending and expenses over the next few weeks. Refer back to it often, as it may help you stop unnecessary spending and help you create a personal budget.

Date	Transaction Description	Amount	(Mark one)		Spending Category
			Income	Spending	

What are your biggest expenses?

How can you prevent unexpected expenses, or deal with them well when they occur?



Talk to your parents or grandparents, or other older community members, about their family's expenses 50 years ago. What has changed? What has remained the same?

Then	Now



Write down one of the personal goals you have written throughout these modules in the space below. Then, make a budget in order to see how much money you will need to save or earn in order to accomplish that goal. Use this budget as an incentive – something to motivate you to work hard and save!



Make a list of the ten best tips for financial responsibility.

TIPS FOR FINANCIAL RESPONSIBILITY



Make a list of three things that you believe are worth saving money for.

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What have you learned about each of the specialized financial institutions listed in the table below? Are there any examples of these institutions in your community?

	Advantages	Disadvantages	Local Examples
Commercial banks			
State-owned banks			
Credit unions			
Credit cooperatives			



What are the differences and similarities, as well as the pros and cons, of the two savings methods listed in the chart below?

Time Deposit	Traditional Savings Account



Each of the two situations below involves the same amount of money, and yet they may result in very different results. What would you do in the following situations? How would you use the money?

What would you do with 5,000 Euros that you...

- Won in the lottery?
- Had been saving for 10 years?

Are your answers different? If so, what does that say to you about the importance of long-term financial responsibility and savings, as opposed to quick windfalls?



What are the most frequent reasons that people take out loans? What do you *personally* consider an appropriate reason for a loan?

#### Reasons People Take Out Loans

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#### Reasons I Would Take Out a Loan

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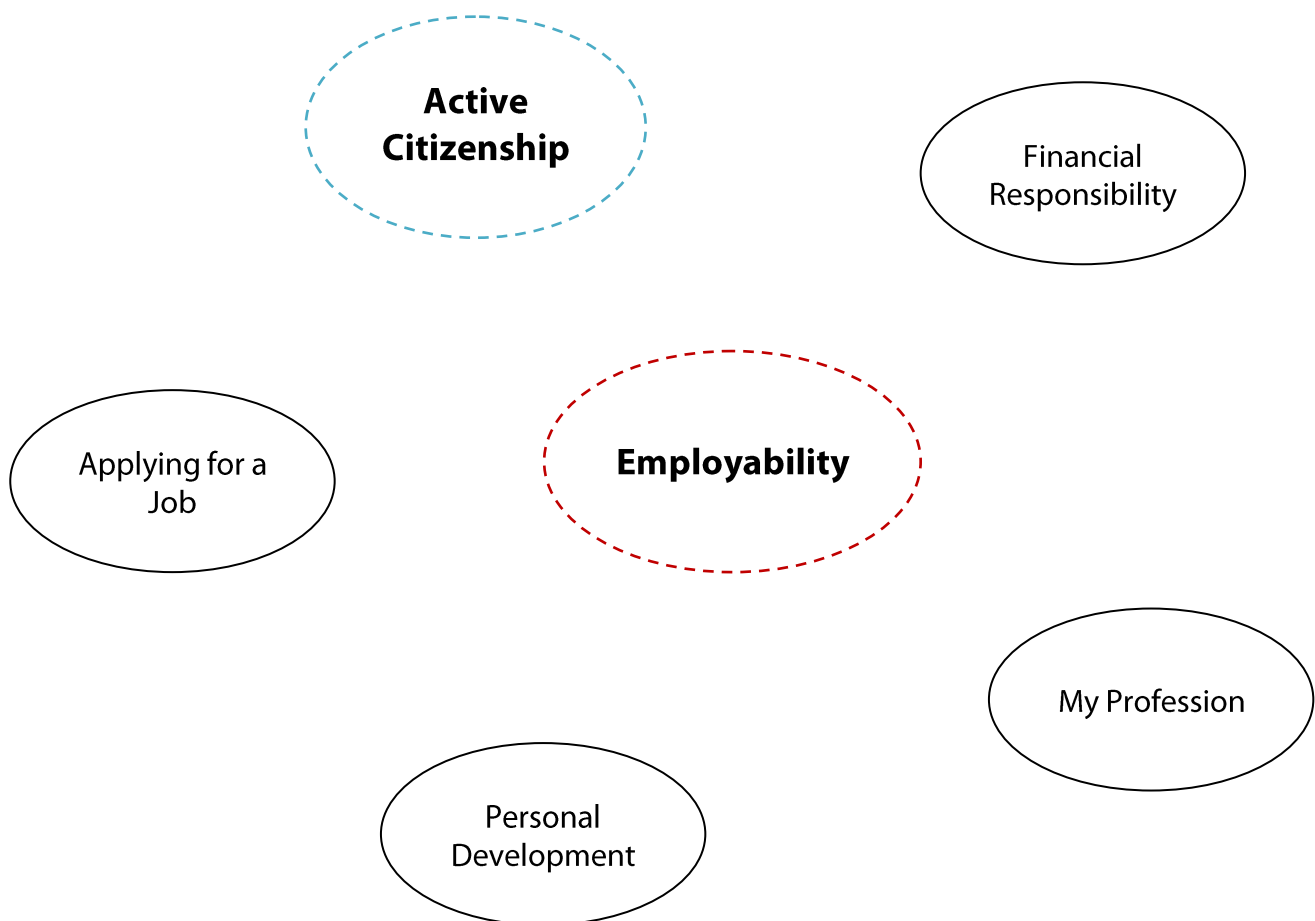
## THE REFLECTION PAGE

Your club has completed the **Financial Responsibility** module. What have you learned? What stuck with you that you will use in the future? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



The second SKYE component, Employability, has come to an end. We hope you have enjoyed the meetings with your club, learned a lot about your own future career and ways to begin it, and gained meaningful insights from the time spent reflecting in this Journal. As a way to tie together all that you've learned, let's look back on all of the modules you completed in this phase of SKYE.

Think about the ways that each module connects to the central theme of Employability. What are the connections you see? Draw lines connecting the modules to the central theme, as well as to each other, and jot down next to each line the connection that it represents. In addition, take some time to reflect on how what you have learned in Employability relates to the first SKYE theme of Active Citizenship. What connections do you see between being a responsible employee and being an active citizen? Draw lines between those two circles as well, and write down the connection that each line represents.





# LEADERSHIP

Through Leadership, you will discover the competencies which help you to become a leader, someone who helps empower others and encourages them to reach their goals. In addition, the SKYE Leadership meetings will help develop awareness of your strengths and weaknesses, as well as teach you hands-on skills for leading groups in engaging, fun, and transformative ways.

Although the activities in the Leadership modules can be used in any part of life, they are particularly designed to prepare you to lead a SKYE club yourself. Upon completion of the Leadership component of SKYE, you can choose to attend further trainings and become a leader of a new SKYE club – or you can put your new-found leadership skills to work in another part of your life!

We encourage you to use this section of the Journal during the period of time that your club is completing Leadership meetings. In your spare time outside of the club meetings, take a few minutes to reflect on the activities you completed as a club this week. What did you learn? What really challenged or impacted you? Write about those things here, and over time you'll have a fascinating record of your own growth and learning.

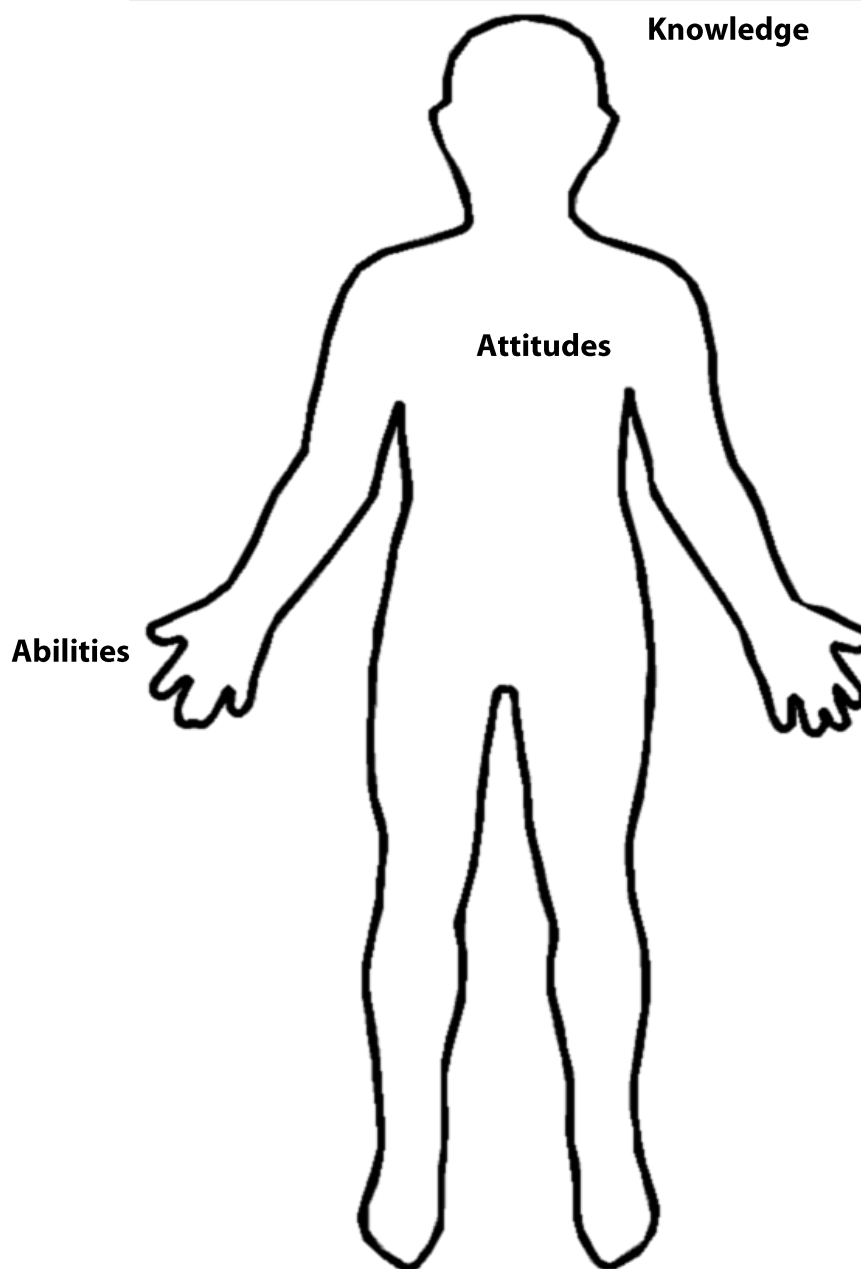
We wish you success as you explore these themes!

## MODULE 15

### Leadership



What makes a good leader? In the space below, write down the attitudes, abilities, and knowledge that a good leader should possess.

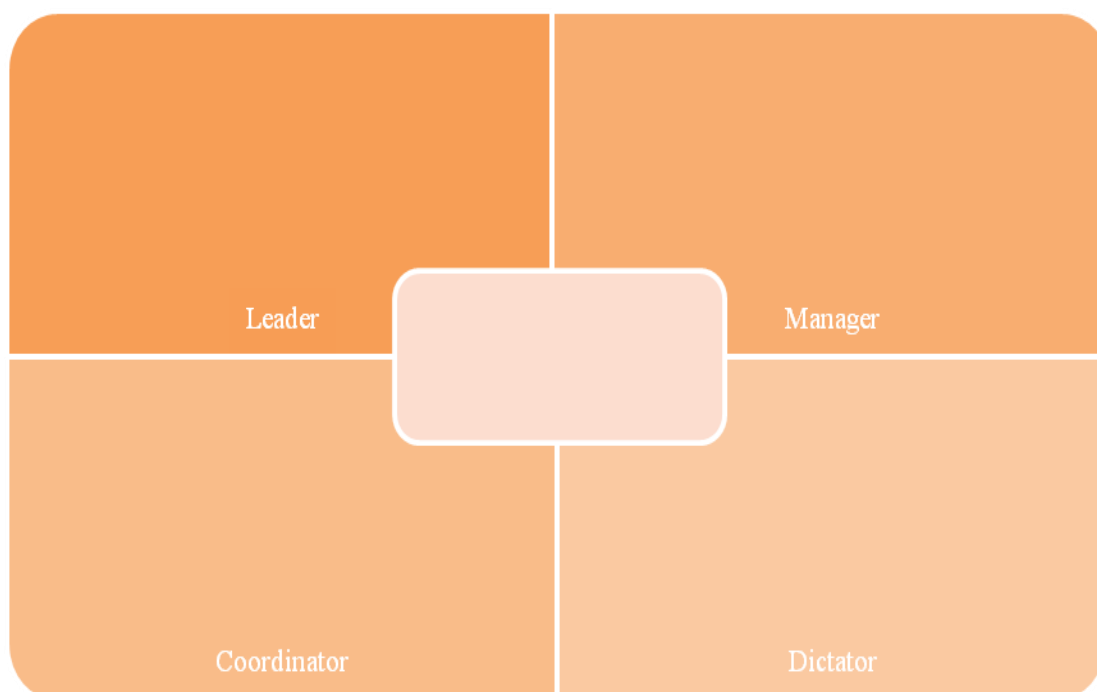




What kind of leader would you like to be? What would you like to be remembered for in your community? Reflect on those questions in the space below.



What are the differences between a leader, manager, coordinator, and dictator? What do they have in common? Write their differences in the individual spaces and their commonalities in the middle of the chart below.





Give examples of countries with different types of leadership models, including your own country. What is life like for citizens of those countries? In addition, if the leadership model of your own country has changed in recent memory, how has that change in leadership affected the lives of your fellow citizens?

Country	Type of Leadership	Effects on Citizens



What makes a good leader a good manager? What makes a good manager a good leader? Reflect in the space below.



Below are listed various spheres of possible leadership in your community. For each category, write down a few examples of leaders in that area, and below their names, write down a two or three traits which make them a good leader.

- Social leaders
- Business leaders
- Political leaders
- Educational leaders
- Religious leaders

## THE REFLECTION PAGE

Your club has completed the **Leadership** module. What have you learned about yourself, your strong points as a leader, and the areas in which you want to improve? What have you learned about what it means to truly be a leader? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 16

### Leading Groups



What are the five stages of group development? What characteristics does a group demonstrate in each stage? What happened in your SKYE club when you went through each stage? (If you have not reached all the stages yet, leave that box blank and return to it later.)

Stage	Characteristics	My SKYE Experience



Reflect on the difference between a “group” and a “team.” Which category does your SKYE club fall into? Why? Write down the evidence you have for your opinion in the space below.



Look up four quotes about healthy teams, the relationship between team members, positive teamwork, etc. Write them in the space below. How have these quotes applied to your SKYE club?

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Imagine that you are the leader of a team (a SKYE club, basketball team, etc.). What sort of activities would you propose to help your team in each of the following situations?

**After a disappointing failure**

**After a surprise victory**

**After a key member left the team**





What is the role of feedback? How should you give and receive feedback?

**The role of feedback in a group...**

**Giving feedback...**

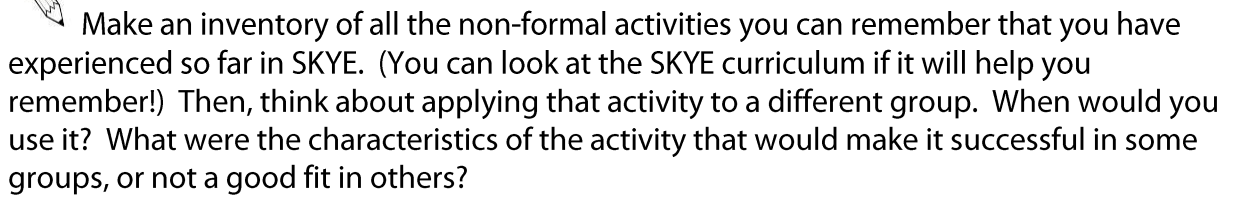
**Receiving feedback...**



What are some communication barriers you've experienced in groups in the past? How were those barriers eventually overcome?



In the space below, draw the Experiential Learning Cycle in a creative way – something different than the diagram you were taught. For each stage, write down notes on the role of a leader during that stage, as well as debriefing questions which are appropriate to the stage.

[illegible]



What are the main issues that a leader should take into consideration when setting the learning objectives for a group?

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Think of three ways you would like to improve your personal leadership skills, and write those goals below. What concrete steps will you take to reach each of those goals?

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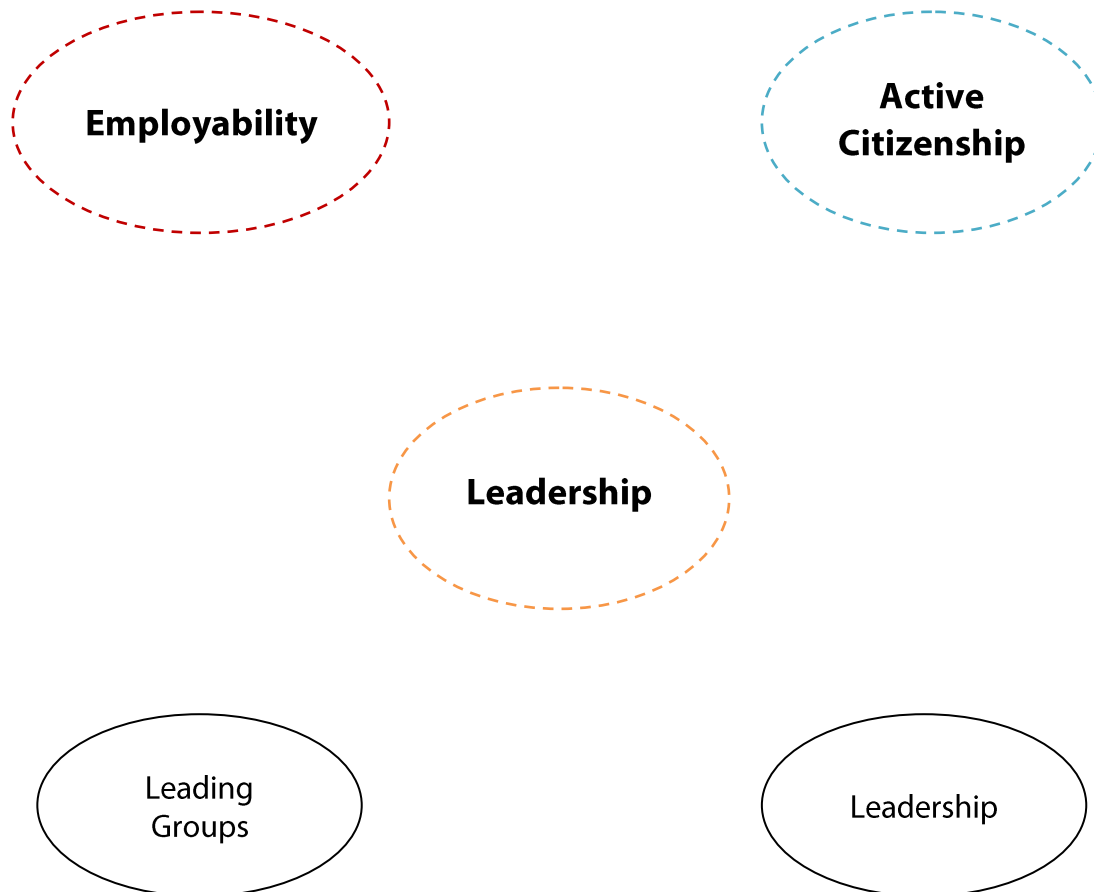
## THE REFLECTION PAGE

Your club has completed the **Leading Groups** module. What have you learned about group dynamics and needs, how to be a good facilitator, and your future goals as a leader? What have you learned about what it means to truly be a leader? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



The third SKYE component, Leadership, has come to an end. We hope you have enjoyed the meetings with your club, learned about what it means to be a leader, and gained meaningful insights from the time spent reflecting in this Journal. As a way to tie together all that you've learned, let's look back on all of the modules you completed in this phase of SKYE.

Think about the ways that each module connects to the central theme of Leadership. What are the connections you see? Draw lines connecting the modules to the central theme, as well as to each other, and jot down next to each line the connection that it represents. In addition, take some time to reflect on how what you have learned in Leadership relates to the first two SKYE themes, Active Citizenship and Employability. What connections do you see between being a courageous and moral leader, a responsible employee, and an active citizen? Draw lines between those two circles as well, and write down the connection that each line represents.



## SOCIAL ENTREPRENEURSHIP

Through Social Entrepreneurship, you will be encouraged to turn your competencies and values as an active citizen and leader in a specific direction – the direction of opening a business in your community which can help create social good.

By participating in the modules of the Social Entrepreneurship curriculum with the rest of your SKYE club, you will learn the basic steps necessary to open a social business, and be equipped with tools to help you succeed in a new and creative business venture. Please note that although the SKYE meetings you participate in will be a great help to you as you develop a business plan, you will also need to do a lot of work outside of the club meetings. Opening a social business and becoming a successful entrepreneur takes passion and commitment – but we are confident that your involvement in SKYE so far has helped form you into the type of person who can succeed in this area!

Throughout the Social Entrepreneurship modules, you should also be paired with a business mentor in the community who will help encourage and guide you as you begin working on developing your business idea. But as always, you and your fellow SKYE members will continue to meet together, learning and serving as a group, even as you begin to take steps into this next, post-SKYE phase.

We encourage you to use this section of the Journal during the period of time that your club is completing Social Entrepreneurship meetings. In your spare time outside of the club meetings, take a few minutes to reflect on the activities you completed as a club this week. What did you learn? What really challenged or impacted you? Write about those things here, and over time you'll have a fascinating record of your own growth and learning.

We wish you success as you explore these themes!

## MODULE 17

### My Potential as an Entrepreneur



Make a list of your own personal strengths and weaknesses in light of the Personal Entrepreneurial Competencies. Rank them from the biggest to the smallest. Then, circle two or three of your weaknesses and write down 3 concrete steps you will take to improve in each of those areas.



**Steps to Improvement:**





Identify five entrepreneurs in your community. Spend some time talking with them or researching their story to find out how they got their original business ideas. How did they get started? How has their business changed since that original idea?

Entrepreneur	Original Business Idea	Business Today



In the table below, write down your current favorite business idea – one which makes you want to become an entrepreneur! Then, fill in the rest of the chart with thoughts about people who might help you, risks involved in that business idea, and how your business could help the community.

Business Idea	People	Risks	Community Benefits



Take a good look around you at the community you live in. What are the assets your community offers? Make a detailed list of the opportunities an investor could see in your area, and dig deep – there are always plenty of opportunities and strengths that are visible only after a little creative thinking! Below are some categories to help you brainstorm.

**Institutions**

**Buildings**

**Open areas and spaces**

**Local people/public figures**

**Regional/seasonal events**

**Special laws or policies**

**Others**

## THE REFLECTION PAGE

Your club has completed the **My Potential as an Entrepreneur** module. What have you learned about yourself, the stories of other entrepreneurs, your own strengths and weaknesses, and what it takes to succeed as an entrepreneur? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 18

### Business Ideas



Make a list of five things you care about and identify other colleagues in your SKYE club who share those passions. Find some time to talk to those colleagues about those interests and ways that you could possibly turn them into business ideas.

Passions	Business Ideas
1	
2	
3	
4	
5	

### Food for Thought

Take some time to reflect on the SKYE colleagues you have talked to about the business ideas listed above. Choosing business partners is a very important decision. Talk to your business mentor about this, and reflect carefully on your relationship with your SKYE colleagues. Do you trust each other? Do you work together well? What expectations do you have for each other as you begin thinking about developing a business idea together?



Go back a few pages and read through the list of community assets you made at the end of the “My Potential as an Entrepreneur” section of this Journal. How could those assets be specifically used to develop a business idea?

Community Asset	Business Idea Which Uses That Asset



Think about the businesses in your community. Make a list of five of the businesses that seem to be thriving. (These can be any type of business, from restaurants to vegetable stands to fitness studios!) Why do you think they are successful? Which domains do they belong to? What does their success say about your community?

## 5 Thriving Businesses in My Community

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- 2.
- 3.
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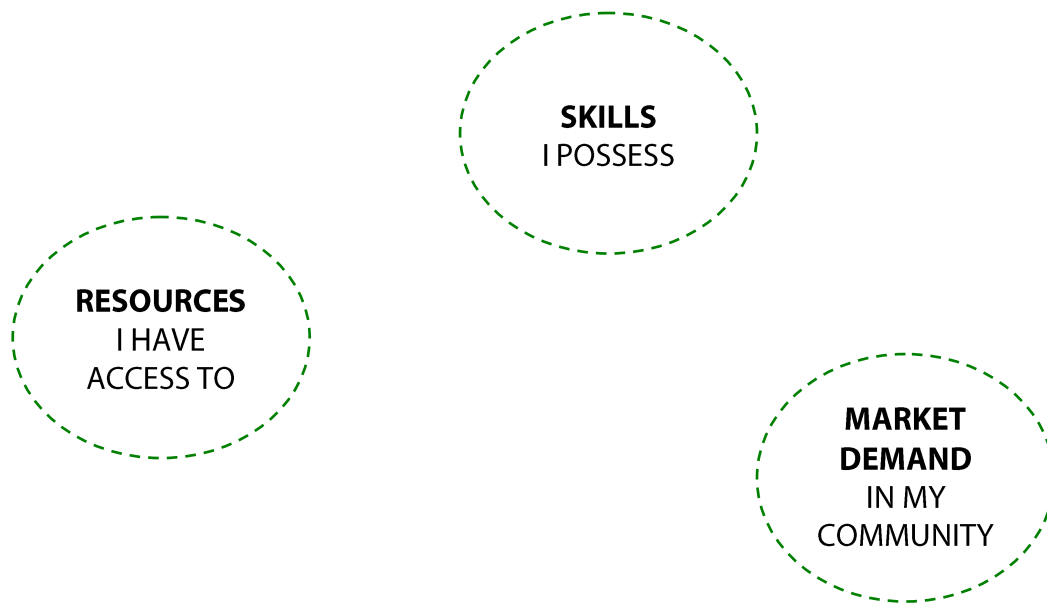
**What are the keys to their success?** (If you don’t know the answer, go talk to them!)



Below is a two-step activity meant to help you develop a business idea.

### STEP 1

Read the three terms in circles below. Around each circle, write down related words or ideas based on your own personal situation and your community. *(For example, for the “resources” circle, you may be close friends with a local gym owner; for the “skills” circle, you may be an excellent guitar player; and for the “market demand” circle, you may know that there is a lot of desire among your friends for more recreational opportunities in your town.)* Don’t worry about whether or not these ideas seem realistic or relevant to a business – just write down as many responses as you can to each category.



### STEP 2

Try and combine ideas from each of the three categories into a creative, feasible business idea which uses your skills and available resources to meet a demand in the market. *(For example, using the examples from Step 1, perhaps you could use your skills at guitar and your relationship with a local gym owner to begin hosting dances with live guitar music at the gym once a month, in order to provide a fun recreational opportunity for members of the community, who would pay a small price to enter. You could use the gym’s open space, your own guitar prowess, and the interest of community members to create a fun, profitable event!)* Write your own ideas here:



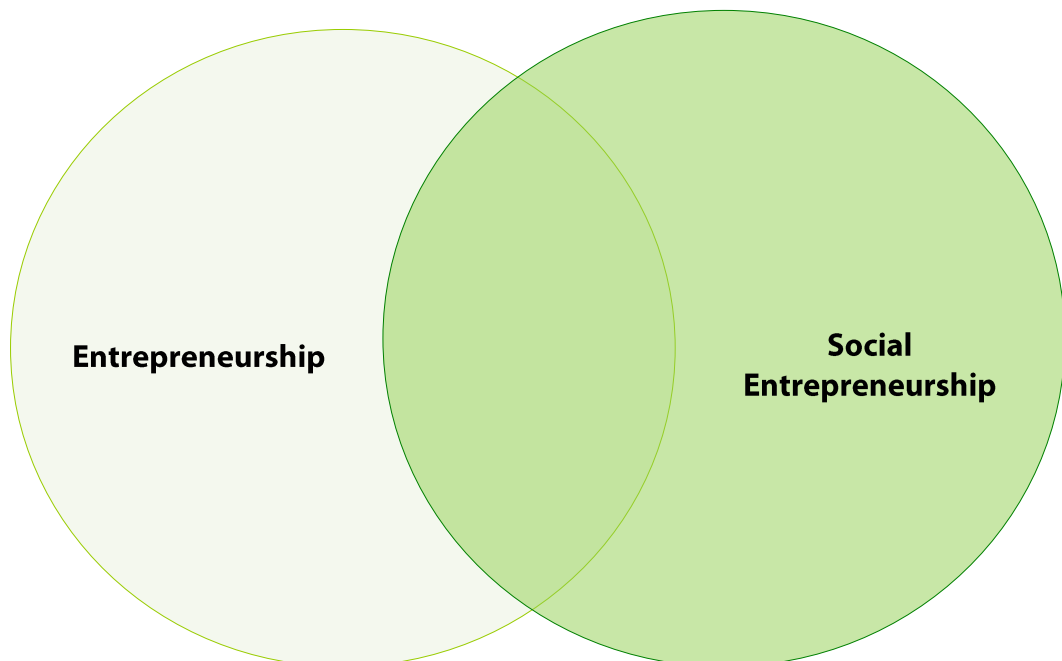
Think about the community service-learning projects your SKYE club has done together. Could any of those projects be turned into a long-term business idea? How could incorporating a business idea help make the social outcome of your project more sustainable?

### **SKYE Service-Learning Projects**

### **Ways to Sustain the Project through Business**



What are the differences and similarities between entrepreneurship and social entrepreneurship? What are some synonyms for each of the terms? How do they overlap? Fill in the Venn Diagram below to explain your thoughts.



## THE REFLECTION PAGE

Your club has completed the **Business Ideas** module. What have you learned about the process of developing a business idea, the needs of your community, and how your personal skills and community assets can combine to meet those needs? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.





## MODULE 19

### Business Plans



What are the elements that define a product or a service? How can business owners explain or show what makes a product or service special and unique? In the space below, write down all the ideas that come to your mind for how to differentiate products & services.

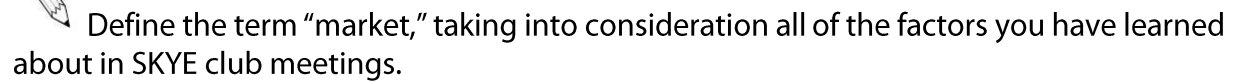
**Products**

**Services**



By now, you should have honed in on a *specific* idea for a product or service that you would like to provide in your own business. How will you make sure that your product or service is unique? What makes it special compared to other similar products or services on the market?

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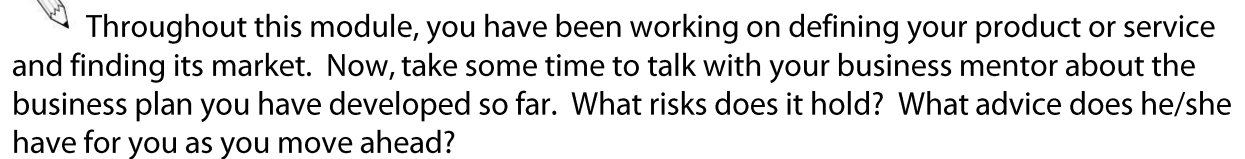


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## THE REFLECTION PAGE

Your club has completed the **Business Plans** module. What have you learned about business plans and how to write a business plan? How optimistic are you feeling about your personal business plan? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 20

### Business Operations



What are your standards or ideals for the four categories below: money, community, personnel, and product? What is your vision for your business in each of these areas? What sorts of principles do you commit to upholding as you plan your business operations?

### My principles regarding...

**Money**

**Community**

**Personnel**

**Product**

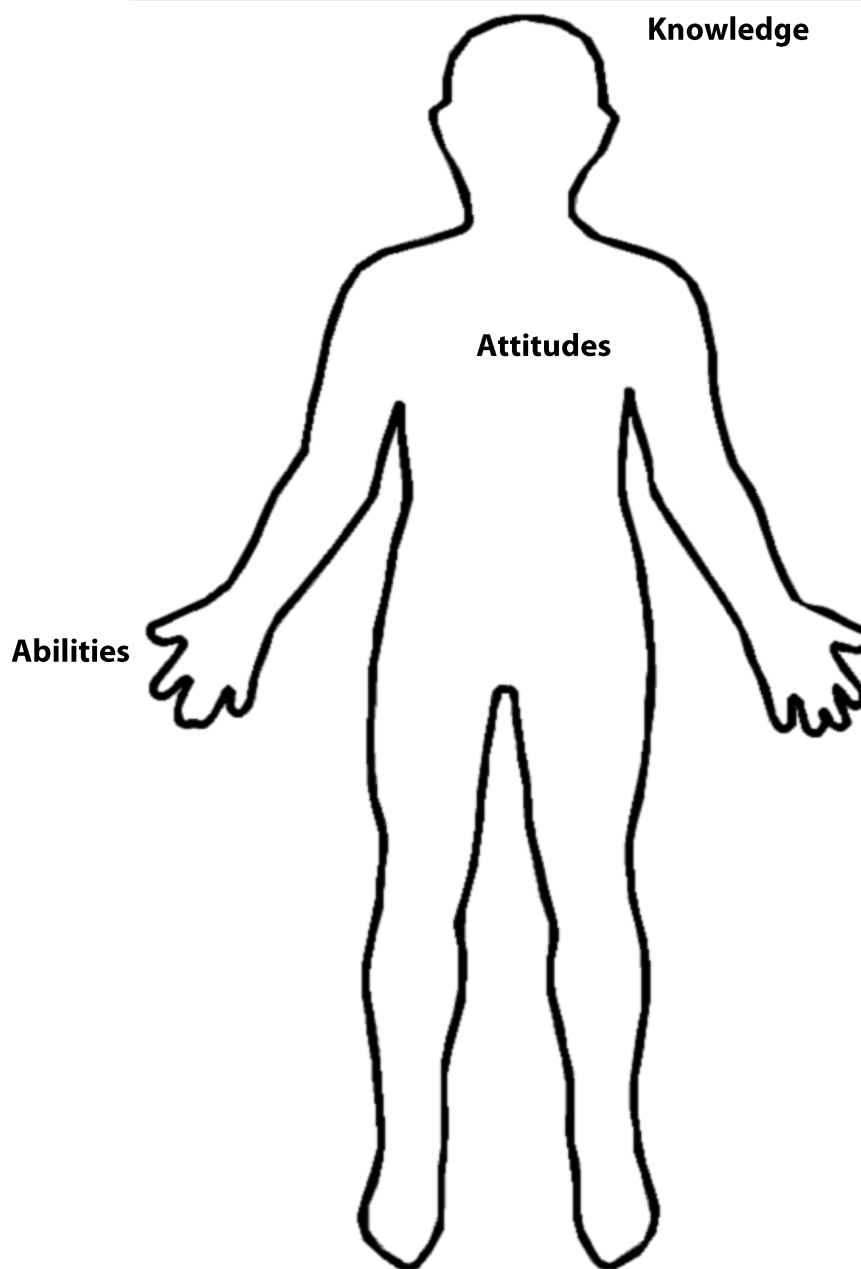


What is the production process for your product or service? Map it out visually in the space below. Then, mark the places where different human resources will be needed for each step in the process. In the end you should have a “map” of how your product or service will get from raw materials to the point where it is ready for distribution or sale.

A large, empty rectangular area with rounded corners, outlined by a dashed green line. This space is intended for the user to draw or map out their production process.



In the SKYE Leadership curriculum, you learned about the distinctions between good leadership and good management. Now, let's apply that to your business plan! You (and your team) are the visionaries who are providing entrepreneurial leadership to the business. But do you have what it takes to also manage the business well? In the space below, draw the qualities you think a good manager needs to have to oversee your business. Then take some time to reflect on which of those qualities you have and which you may need to develop or find elsewhere.



## THE REFLECTION PAGE

Your club has completed the **Business Operations** module. What have you learned about the nitty-gritty details of making a business work? What have you learned from your business mentor lately? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 21

### Marketing



Read each of the terms below and write a short definition or “reminder words” next to the printed term. Then, draw lines connecting related pairs of words to each other.

**Location**

**Distribution**

**Cost**

**Price**

**Break-Even Point**

**Variable Costs**

**Fixed Costs**

**Marketing**



How are you going to set the price for your product or service? In the space below, list all the variables you need to consider as you set the price.

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What ideas do you have for maintaining the popularity of your product/service among consumers? What specific deals, promotions, or special offers do you hope to include in order to entice them? For ideas, think about the deals or promotions you have seen in other businesses that have interested you or convinced you to buy a product!



Think about the community mapping you have done in SKYE and the community survey you did at a recent SKYE meeting. What are the characteristics of your community? What sorts of products or services might appeal to this type of market? How does *your* product/service meet their needs?

Age, gender, and religious characteristics

Typical level of income

Typical type of industry/job

Style and trends (More traditional? Modern? Cosmopolitan?)

Open or closed community (Lots of tourists or visitors? Few outsiders?)

Demonstrated needs and interests

**How does my product/service fit into this market?**



In the space below, make a Gantt Diagram for your marketing plan for the next three months.

## THE REFLECTION PAGE

Your club has completed the **Marketing** module. What have you learned about promotion and the way that your business idea will fit into the local market? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



## MODULE 22

### Business Financials



What is the meaning of the following words? How are these terms related?

**PROFIT**

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**EXPENSES**

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**CASH FLOW**

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**INCOME**

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### Food for Thought

Business financials can be complicated. Talk to your business mentor about the material you have learned in your SKYE club meetings and ask him/her about any questions you have had. What have you learned? Where do you still have questions or concerns?



With all this talk of business plans, keeping track of finances, marketing strategies, and so on, you may have lost sight of the first idea introduced in this unit – the idea of *social* entrepreneurship. Does your business still have social good as one of its outcomes? How can you transform your business into a social business, or do something meaningful and positive with your profits? Use the space below to write about ways that your business will benefit the community.

A large, rounded rectangular box with a dotted green border, intended for students to write their reflections on social entrepreneurship.

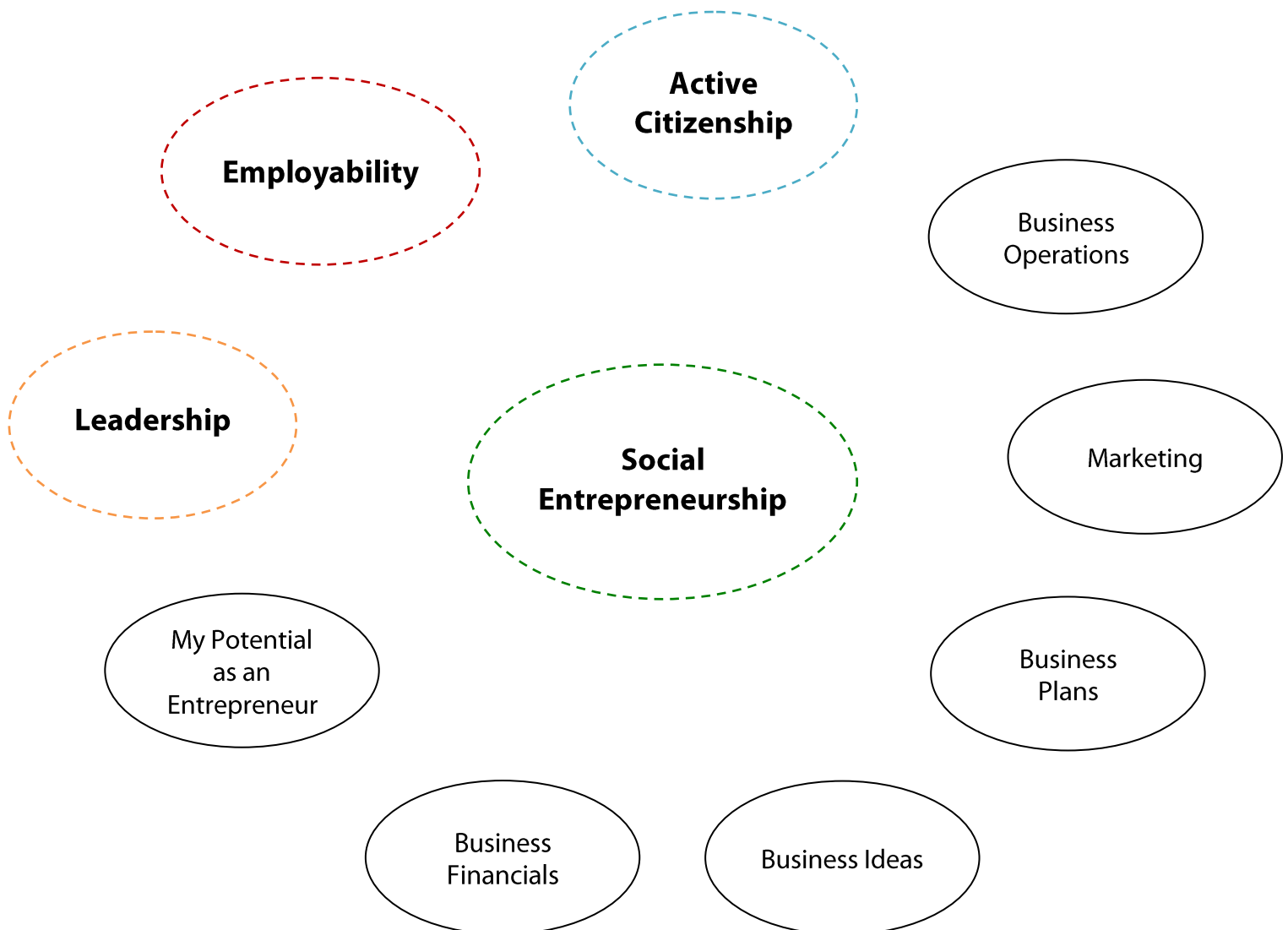
## THE REFLECTION PAGE

Your club has completed the **Business Financials** module. What practical tools have you learned to use? How do you feel about the financial prospects for your business? Use this Reflection Page as a space for you to look back through this module and write down your thoughts, questions, insights, and desires for the future.



The fourth SKYE component, Social Entrepreneurship, has come to an end. We hope you have enjoyed the meetings with your club, feel confident and encouraged in the development of a social business in your community, and have gained meaningful insights from the time spent reflecting in this Journal. As a way to tie together all that you've learned, let's look back on all of the modules you completed in this phase of SKYE.

Think about the ways that each module connects to the central theme of Social Entrepreneurship. What are the connections you see? Draw lines connecting the modules to the central theme, as well as to each other, and jot down next to each line the connection that it represents. In addition, take some time to reflect on how what you have learned in Leadership relates to the other SKYE themes, Active Citizenship, Employability, and Leadership. What connections do you see between being a social entrepreneur, a courageous and moral leader, a responsible employee, and an active citizen? Draw lines between those circles as well, and write down the connection that each line represents.



You have now completed the SKYE Journal!  
Congratulations!

As you go into the world, with your SKYE experience under your belt, we hope you continue to reflect on the experiences you have had in SKYE and the moral values, practical skills, and useful knowledge you have developed throughout your SKYE experience. We are proud of you and know that you will go on to do great things in your communities and throughout the world!

