¡Adelante! America
Program Handbook
2021-2022

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About LULAC

The mission of the League of United Latin American Citizens (LULAC) is to advance the economic condition, educational attainment, political influence, housing, health and civil rights of the Hispanic population of the United States.

As the premiere grassroots Hispanic organization in the United States, LULAC has a rich history of providing Hispanic communities with the technological skills needed to reduce the economic and educational disparities that are all too prevalent in our communities.

Over the last 15 years, LULAC has empowered communities to immerse themselves in the digital age by providing state-of-the-art computer technologies and safe spaces in the United States and Puerto Rico to bridge the digital divide in our communities through robust programming. To learn more, visit www.LULAC.org.

About ¡Adelante! America

¡Adelante! America is an educational leadership program that allows students to develop personal and professional skills and encourages them to think about their college options after high school. This year we are also adding in STEAM (Science, Technology, Engineering, Arts, and Math) workshops to the program to help introduce students to that field. STEAM education helps students engage in meaningful learning activities, become adaptable problem solvers, become creative thinkers and take risks. STEAM education helps students develop the skills necessary to succeed in college and their respective careers.

The network of the ¡Adelante! America program seeks to develop and enhance the effectiveness of future Latino and Latina leaders by focusing on education as preparation for the workplace. Our network is designed to increase the capacities of Latino and Latina leaders to effectively address the challenges Latinos face throughout the United States and Puerto Rico.

The central mission of the ¡Adelante! America Program is to foster and support a network of interdependent programs aimed at improving the quality of life for Latinos in the United States. Each ¡Adelante! America program is structured to accommodate the diversity prevalent at all levels of the Latino community.

Our goal is to continue the tradition of strengthening ethically and socially responsible leaders with a demonstrated commitment to those communities from which they emerge.

Goal

LULAC's ¡Adelante! America Program seeks to create a motivational environment for Hispanic high school students that encourages and nurtures them to become leaders in their communities. Designed as a leadership development program, the ¡Adelante! America does more than simply expose participants to new ideas; it helps students take an active role in the decisions that shape their community.

This cycle students will learn more about the STEAM fields and ¡Adelante! America provides exceptional personal development via one-on-one academic counseling sessions. Participation in ¡Adelante! America provides students with an expanded world-view and the tools necessary for succeeding in that world through college education.

Through its highly interactive and thought-provoking curriculum, ¡Adelante! America transitions students from the paradigm of observation to the paradigm of participation. Students gain a greater awareness of their own decision-making process, as well as respect for the unique world views of others. Once this basic idea is established, progress toward common goals such as succeeding in school, getting into college, getting a good job and being a productive member of society can be achieved.

Program Overview

The focus of this initiative is to help moderately at-risk students complete high school successfully. The program will continue to target at-risk youth in grades 8–12 cultivate optimism, build resilience, and improve their academic skills. The program will develop a set of services and activities that link classroom learning with the challenges students face in post-secondary education and the workplace of the future. Sites will contribute to achieving the following overall project goals:

- increase rates of on-time promotion to the next grade;
- improve the academic performance of the students as measured by grades and attendance rates;
- improve interpersonal relationships between the students and their peers, teachers, other adults, and family members;
- reduce the dropout rate of the youth;
- reduce juvenile delinquency and involvement in gangs by the youth; and
- achieve the target graduation rate for its participants
- Promote STEAM career exploration and mentorship
- Raise confidence levels in

Benchmarks

- 95% of students regularly participating in the program will achieve an on-time promotion rate to the next grade.
- Students regularly participating in the program will show improvement in the performance measure of school attendance and reduced disciplinary referrals. Seventy percent (70%) of the project's 25 participants identified as having a school attendance problem will reduce their number of absences per report card period by 20%.
- Seventy-five percent (75%) of the project's 25 participants identified as having a disciplinary issue will reduce their number of disciplinary infractions by 25% per report card period.
- Ninety percent (90%) of the project's 25 participants, who graduate high school, will enroll in a post-secondary institute.
- Seventy (70%) of students participating will be exposed to a new STEAM concept and learn how to use appropriate grade level science and math concepts.

Curriculum

- LULAC will provide templates for the coordinators to utilize when coming up with their lesson plans and curriculum, and the coordinator will be responsible for coming up with the topics, activities, workshops, and guest speakers that they feel will best benefit their students. Topics must pertain to the STEAM fields and leadership.
  - Example Topics:
    - Career Development
    - Leadership Development
    - Problem Solving
    - STEAM Careers
    -
- Center will host the scheduled *¡Adelante! America* program services at least one day a week (3 programming hours and 1 tutoring hour) which will alternate between structured learning experiences and educational field trips. Scheduled program activities will be one to two hour long in duration; minimum of 4 hours of programming a month.
- Field trips should provide students with transportation. Program staff and parents should be invited to serve as chaperones;*
- Students should have additional meetings with community mentors outside of the regularly scheduled courses.

*While still following CDC Guidelines and your cities guidelines as well. The health and wellness of the students and coordinators is of the utmost importance.

Class Profile/Student Profile

To select promising Hispanic students to participate in the ¡Adelante! America Program.
Program coordinators will partner with selected high school and middle schools to recruit
Hispanic youth exhibiting leadership potential. The Council President and Program
Coordinator will meet, interview and select all the program participants. A minimum of 25
eligible students are to be enrolled at each site.

Class Profile

Recruitment efforts should be tailored to reach students who fit the class profile outlined
below in order to make the selection process easier and more effective. The following
standards have been established for the program class:

- 60% of enrolled students **must** be in grades 9-12.
- The participant group should be composed of roughly equal numbers of males and
  females. Under no circumstances should any one sex account for more than 60% of the
  participants unless this has been preapproved by LULAC National.
- Participants should identify themselves as Hispanic.
- *Existing sites may allow returning seniors to remain in the program but they must
  recruit any additional 25 students who will be able to commit to the program
  October 2021 - July 2022.*

Student Profile:

The program seeks to identify especially promising individuals who have the potential to
become leaders in their school and community. The following criteria should be used as a
guide when selecting the participants:

- Satisfactory academic performance (passing all subjects).
- Interest in community involvement.
- Demonstrated or potential leadership ability.
- Applicant's commitment to stay with the program through completion.
- Recommendations by teachers/counselors/principal/past participants.
- Students who qualify for free/reduced lunch or who live in households under income
  poverty lines.

Suggested Recruitment Plan

High schools with a high percentage of Hispanic students are the primary source of recruitment for program participants. Additional recruitment efforts can include:

- Working with your network of educational partner organizations
- Working with dedicated STEAM teachers, guidance counselors, and principals
- Promoting opportunity through local and school newspapers
- Utilizing local news and radio stations
- Distributing recruitment materials such as flyers and posters
- Promoting through social media platforms
- Hosting info sessions for parents and students
- Social Hour or Open House at your school or afterschool program location

Selection Process

The process used to select students will look different for each site. We encourage sites to implement the strategy that works best for you. Below are some examples:

- **Strategy 1:** Select and enroll students on a first-come-first-serve basis.
- **Strategy 2:** Implement an application process to select students that fit your program's goals best.
- **Strategy 3:** Work with key stakeholders who can nominate students to join the program. For example, ask that your local school's counselors identify students to participate.

Enrollment Process

A minimum of 15 students must be fully enrolled in the program. Students will be fully enrolled after submitting the following materials:

- Student Entry Survey
- Parent Entry Survey (completed by parent/guardian)
- Media Release Form (signed by parent/guardian)
- COVID-19 Policy (signed by parent/guardian)

All materials can be found via the Student and Parent Portal. At the Program Coordinator's discretion, supplemental information can be requested. Program Coordinators must ensure students complete all enrollment materials by the given date**.**

Please ensure that students enrolled in the program are committed to participating for the full duration of the program.

Required Data Collection

LULAC Institute, Inc. will use quantitative and qualitative data collection methods to ensure program sites are achieving the outlined goals, benchmarks and performance measures. The evaluation will be comprehensive in its approach and will collect anecdotal data and interview data from site visits, teachers at target schools, project partners, student participants, and guardians. The criteria used as a reference point for data analysis will include pre-program self-reported survey data of students' skills, attitudes, academic performance, and behavior as well as proposed cohort goals and objectives established at the beginning of the project.

Data Collection Checklist

- **Student Information:** All participants must complete a student program application / entry survey at the beginning of the program and an exit survey at the conclusion of the program.
- **Parent / Guardian Information:** One parent / guardian for each participant must complete an entry survey at the beginning of the program and an exit survey at the conclusion of the program.
- **Program Coordinator Information:** Program Coordinators must complete a survey at the conclusion of the program.
- Program Coordinators are required to work with LULAC Institute, Inc. staff to coordinate site visits. LULAC Institute, Inc. staff representatives may schedule visits to collect on-site data regarding program effectiveness.

Program Reporting Requirements

The Program Coordinator will be responsible for providing all reporting and data collection requirements to LULAC Institute, Inc. in a timely manner.

Accurately tracked data and activities will demonstrate the program is meeting the outlined goals, benchmarks and performance measures. Failure to submit required materials each reporting period will delay payment. Note that continuation of program funding is contingent on meeting program goals and reporting requirements.

Student Enrollment Materials

- **Student Entry Survey:** Each student enrolled in the program must submit a Student Entry Survey provided by LULAC Institute, Inc.
- **Parent Entry Survey (completed by parent/guardian):** One parent/guardian for each student enrolled in the program must submit a Parent Entry Survey provided by LULAC Institute, Inc.
- **Media Release Form (signed by parent/guardian):** Each student enrolled in the program must submit a Media Release Form provided by LULAC Institute, Inc. signed by their parent/guardian.
- **COVID-19 Policy (signed by parent/guardian):** Each student participating in in-person programmatic activities must submit a COVID-19 Policy provided by LULAC Institute, Inc. signed by their parent/guardian.

Monthly Reports

The following reporting materials must be submitted to LULAC Institute, Inc. All reporting templates will be provided by LULAC Institute, Inc.

- **Activities Report:** Program Coordinator must submit the activities log Excel sheet provided by LULAC National with dates and attendance records of program participation for tutoring, meetings, mentoring, workshops, and all other ¡Adelante! America events are held each month.
- **Attendance Report:** Program Coordinator must submit attendance sheets from all meetings, tutoring sessions, events, etc. held each month.
- **Lesson Plan Feedback Survey:** Program Coordinator must complete a short survey to share their feedback for the intro lesson plan for each pillar of the program curriculum.

Mid Year Reports

The following reporting materials must be submitted to LULAC Institute, Inc. All reporting templates will be provided by LULAC Institute, Inc.

- **Financial Reports:** Program Coordinator must submit an expenditure report to ensure funding is being adequately spent. All receipts from incurred expenses are to be submitted to LULAC Institute, Inc. along with the detailed budget narrative.
- **Marketing Report**: Program Coordinator must submit updates on the promotional plan being implemented, provide a minimum of one (1) student, parent, teacher, or principal testimonial of the impacts of the program, and publish a minimum of two (2) social media posts using the appropriate handles and hashtags.
- **Student Spotlight:** Program Coordinator must select a minimum of one (1) student per reporting period to complete a Student Spotlight profile and record a 2-3 minute video talking about their experience in the program.

Exit Materials

- **Student Exit Surveys:** Each student enrolled in the program must complete a Student Exit Survey provided by LULAC Institute, Inc.
- **Parent Exit Survey:** One parent/guardian for each student enrolled in the program must complete a Parent Exit Survey provided by LULAC Institute, Inc.
- **Program Coordinator Exit Survey:** Program Coordinator must complete an Exit Survey provided by LULAC Institute, Inc.

Adelante Coordinator and Student Portal

Coordinator Portal: www.LULAC.org/AACoordinatorportal
Please note that the URL is capital sensitive. Coordinators have access to ¡Adelante! America Coordinator Portal. This site can only be shared with LULAC National staff and program coordinators. This tool has been created for program coordinators to have easier access to program materials. The site contains the following:

- *Templates:* Under this section you will be able to download any templates mentioned in this handbook such as; student application, letter of appreciation templates, parent permission slips, student surveys, budget actual templates, etc.

- *Surveys*: All three program coordinator surveys can also be found in this section.
- *Monthly Report*: On this page we have included a link to your Google Sheet where monthly activities must be reported.

Student Portal: www.LULAC.org/AAstudentportal
Please note that the URL is capital sensitive. Only students that are a part of the program should be provided with the website to the student portal. This tool has been created for students to have easy access to the student application and end of the year survey.

Student-Run Leadership Conference
To provide students with the opportunity to exhibit their own leadership.

During the final stage of the program, the Coordinator guides the participants in planning and hosting a youth conference of their own design prior to the end of the program cycle. The goal is to encourage the students to apply the leadership skills they developed in the first two stages of the program with some practical experience. Alum of the program is invited to help guide their peers in planning the conference. The Coordinator should contact the speakers and mentors from previous workshops about the possibility of advising student planning committees. Local businesses and institutions are encouraged to co-sponsor the event.

The actual conference should be held towards the conclusion of the spring semester, but planning activities should begin several months before. From the start of the program, participants should be encouraged to begin thinking about their conference as the culmination of the program. Pick topics that may be utilized in the conference. The conference should include workshops on the issues addressed during the course of the program and demonstrates to student peers many alternatives to gang activity, violence, and dropping out of school. The importance of a college education should be emphasized throughout the Leadership Conference.

You should recruit students to attend the conference by targeting middle schools or high schools in the community with publicity campaigns. The conference should have a keynote speaker given by a well-known community leader. In addition, the conference should have breakout workshops which are facilitated if not conducted by the ¡Adelante! America participants. The following are suggestions to keep in mind when planning.

- Students should develop the tasks, responsibilities and committees needed to carry out the conference.
- Students should meet with conference and event planning professionals very early.
- The local community should be involved in the conference as much as possible.
- Students should have the primary responsibility for planning the conference.

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