



*Academically Focused. Life Skills Driven.*

**AIMHIGH**  
**EMPOWERMENT INSTITUTE**

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## Program Handbook & Best Practices Guide

**THE CALL FOR EPIC IMPACT**  
Competence. Confidence. Character.

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# Founder's Message

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## *“Answering the Call for Epic Impact”*

On behalf of the AIMHigh family, I am pleased to introduce you to the AIMHigh Empowerment Institute (AIMHighEI).

The genesis of AIMHighEI came as a response to a call for Epic Impact. In 2012, that call came from a society that increasingly highlighted the problems with our students but ignored the promise and potential of them. AIMHighEI offers that recognition of promise and potential.

Today, the call comes from an education system that heavily focuses on zero tolerance policies as a means of correction, but lacks a corresponding emphasis on authentic connection; this factor, among many, have left many students uninspired and dispirited, feeling distant from life's calling or purpose, uncertain about the value of education or the very worth of pursuing academic, personal, professional and social endeavors. The answer to this call for epic impact is urgent and imminent.

AIMHighEI is ready and capable of answering this call; we stand ready to ignite a renewed spirit of Ambition, Inspiration and Motivation (AIM) in our students. As an organization, AIMHighEI is committed to keeping our students academically focused and life skills driven.

The AIMHigh Empowerment Institute endeavors to engage, educate and empower a new generation of leaders— students who will be capable of shaping the future with competence, confidence and character—with a sense of calling and with compassion for all humanity. I invite you to join us, as a prospective member, site administrator, empowerment coach, parent, or friend.



-Sherman Browne  
Founder / Chief Empowerment Officer

# INTRODUCTION

## About This Guide

This guide is designed to serve as a management tool for established EI Chapters. Please reference this document when seeking to understand the operational best practices of the AIMHigh Empowerment Institute.

1. Organizational Overview
2. Establishing an Effective EI Chapter
3. Role of the AIMHIGH Site Administrator
4. Qualifications for Coaches & Peer Support Mentors
5. Additional Tools & Resources

### THE AIMHIGH VISION:

To provide all members a game-changing, life-transforming learning experience that will keep them engaged, educated and empowered while developing their competence, confidence and character to ignite a global movement for epic impact.

### AIMHIGH EMPOWERMENT PHILOSOPHIES:

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"You will never give the best of yourself until you discover the rest of yourself."

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"True confidence is not based on compliments, it's built through accomplishments"

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"Your words will set the bar, but your actions show us who you are."



# ABOUT AIMHIGH EI

## WHO WE ARE

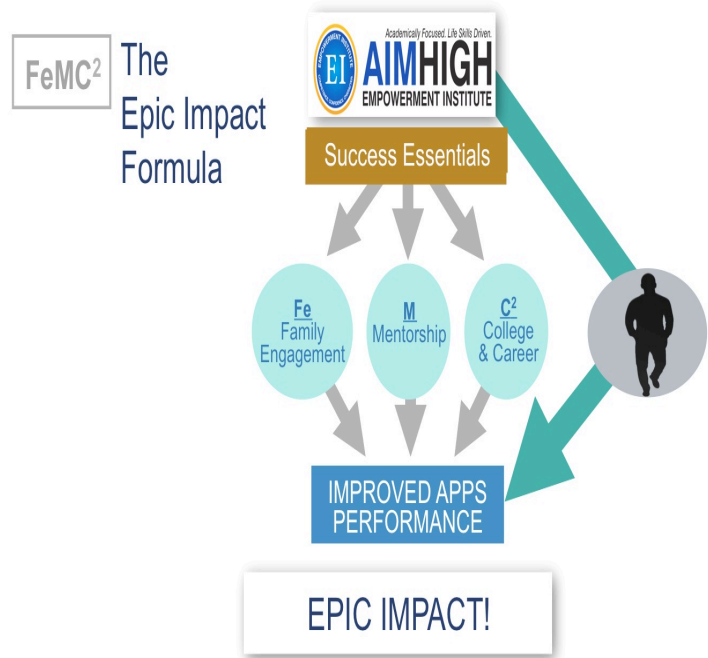
We are a community of students, faculty, staff, alumni, graduate students and industry professionals who are committed to transforming the lives and shaping a better future for students from elementary school to college and beyond.

## HOW WE DO IT...

Using our **FeMC<sup>2</sup>**, we work with students to develop both persistence and intelligence in education. Persistence is measured by their “Character Point Average” (CPA), while intelligence is measured by their “Grade Point Average” (GPA).

## WHAT WE DO

We establish empowerment institutes on school campuses to serve as a **Success Essentials** where student members are able to improve their APPS: **Fe Family Engagement, M Mentorship, C<sup>2</sup> College & Career**.

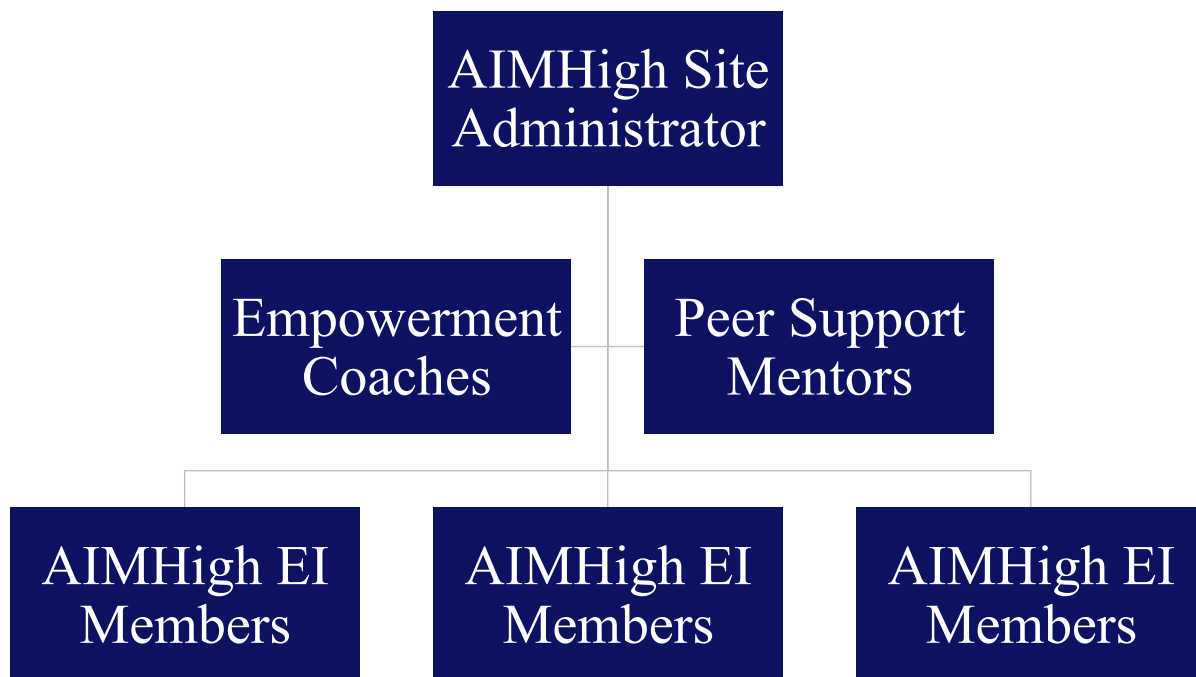


# ESTABLISHING EI



## Establishing AIMHigh on Your Campus: Process & Needs

*Refer to AIMHigh Best Practices Guide on Selection / Qualifications for full details.*



# Roles & Responsibilities

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## Site Administrator

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The Site Administrator serves as a liaison between the school campus and AIMHigh Headquarters. The primary role is to effectively ensure that the program's weekly requirements and overall goals are met. The candidate would typically be a Community Coordinator, Coordinator of Student Activities, Guidance counselor or an individual who understands the mission & vision of AIMHIGH and is able to work with the rest of the school community to carry it out. They will coordinate all aspects of the program and will collect, store and share data as appropriate for reporting purposes

### Requirements

Site Administrators acquire data such as attendance, academic alerts, progress reports and any other needed information. This info will be helpful to coaches in providing guidance and support for students. The primary tasks are

- Planning, Organizing, Leading Controlling.
- Providing insight on campus Policies and Procedures.
- Liaison between families, coaches and AIMHighEI HQ.
- Must be able to make a minimum 1-year agreement to serve.

### Responsibilities

- Have a complete understanding of what the AIMHighEI mission statement, philosophies, and vision.
- Provide clear objectives for the EI chapter, as well as creating long term and short term goals that should be met.
- Provides AIMHighEI Staff with access to resources to meet agreed upon standards.
- Ensure the administration of pre and post assessments.
- Responsible for coordinating training workshops for the Coaches & Peer Support Mentors of the program.
- Responsible for coordinating trips & events.
- Complete all monthly check- ins.

## Empowerment Coaches

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Without question, the driving force behind an EI chapter is the Empowerment Coach. The Coach plays a critical role in the advancement of our student members by providing assistance through encouragement, advice and guidance.

### Requirements

Empowerment coaches are required to be an employee of the institution they represent. No restrictions are made as to the coach's role on campus.

- Coaches must be willing to be transparent and willing to connect through the sharing of stories.
- Must be able to make a minimum 1 year agreement to serve.

### Responsibilities

- Provide mentorship by coaching student members through various issues..
- Carry out AIMHighEI Curriculum.
- Conduct at least one lesson per week.
- Respectfully address mentee when behavior is not conducive to growth.
- Responsible for active engagement in coordinating and participating in activities for the entire cohort.

## Peer Support Mentors

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The Peer Support Mentor is a student who provides leadership to his peers. The mentor is a critical member who helps to develop and maintain a community conducive to student success by encouraging positive behaviors and addressing behaviors that are detrimental to the individual and/or community.

### Qualifications

- Willing to grow & teach.
- Juniors and seniors are preferred, but other qualified applicants will be considered.
- Strong interpersonal skills.
- Self-motivated.
- Must be available to attend Peer Support Mentor training.

### Requirements

Peer Support Mentors are required to be a student of the institution they represent.

- Peer Support Mentors must be willing to serve as student role models.
- Must be enthusiastic and voluntarily participate in the role.

### Responsibilities

- Coordinate weekly social and academic activities with EI student members.
- Provide recommendations for tutorial assistance to students
- Maintain Member email list and provide information about academic events and student services activities .
- Facilitate study groups for the student participants.
- Attend weekly meetings.

# Roles & Responsibilities

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## AIMHigh EI Members

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AIMHigh EI Members are students who have committed themselves to improving their academic, personal, professional and social performance. The AIMHigh members are later inducted and become an important asset of the school community. AIMHigh Members discover, develop and deploy the tenets of competence, confidence and character while remaining engaged, educated and empowered in academic and life endeavors.

### Qualifications

- Willing to grow & learn.
- Must be available to attend Peer Support Mentor trainings

### Requirements

AIMHigh EI Members are required to be a student of the institution they represent.

- AIMHigh Members are required to attend weekly and monthly empowerment sessions and activities.
- Must be willing to improve themselves and share best practices with others in the program.

### Responsibilities

- Seek and accept guidance from AIMHighEI Administrators, coaches and peer support leaders.
- Make daily decisions that coincide with positive personal development.
- Enhance strengths while working to improve on areas of weakness.
- Respect themselves, fellow members, administrators and the school community althogher.
- Learn, apply and embrace the AIMHighEI Philosophies, Empowerment affirmation, and mission.

# APPENDIX

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## **AIMHIGH INDUCTION CEREMONY OVERVIEW**

### **WHAT IS THE AIMHIGH INDUCTION CEREMONY?**

The **AIMHigh Induction Ceremony** is a very special event and should be viewed as a dignified celebration of the academic, personal, professional and social commitment of new members of the AIMHigh Empowerment Institute.

It encourages continued involvement of all members and recognizes the special camaraderie of AIMHIGH members on the school campus and everywhere that AIMHigh is established.

### **WHO IS INDUCTED?**

All members who complete the AIMHigh Culture Immersion in good standing are eligible to be inducted. In addition to the student members, AIMHigh Empowerment Coaches are also inducted as part of the ceremonial proceedings.

#### **General Good Standing Requirements**

- Satisfactory Attendance in Class and AIMHigh Sessions
- AIMHigh Affirmation Knowledge and Application
- Increase in Academic Effort
- Avoidance of Disciplinary Issues in school





## **Induction Ceremony Sample Agenda**

**Welcome For Parents** (30 Minutes) – Parents are received and encouraged to mingle. The student stories should be present for parents to view (printed or projected via slideshow). For stories, see template. At the same time all inductees will remain in the AIMHigh room for light refreshments and final preparation.

**Induction begins** (5 Minutes) – Welcome Intro video begins. Young men and/or enter through Auditorium doors.

**Opening Remarks** (5 Minutes) – Dr. Wright gives opening remarks. Recognition / Introduction of Schools Principal.

**Principal's Welcome** (5 Minutes) – Principal's address. After, introduces Sherman Browne or designated AIMHigh Representative.

**AIMHighEI** (5 Minutes) – AIMHigh Representative gives a brief overview of AIMHIGH. Introduces AIMHigh peer support leaders and coaches.

**Official pinning Ceremony Begins** (10 -15 Minutes) – Students will walk onto stage (if not seated there) in rows. They will hand an index card with their name to the Site Coordinator (or other identified staff member). This staff will read their name, the student will proceed to be pinned, shake the hand of all staff members on stage and be seated. At the end they will stand together and recite the Empowerment Affirmation.



Contact: School Contact person and telephone number

Release #: 001 – 2017

### **INDUCTION CEREMONY PRESS ADVISORY**

**Young Men/Women from (School Name) to be inducted into the AIMHigh Empowerment Institute along with (Special Invited guests. i.e. Elected Officials).**

**(Your Borough, NY) (Date)** – Students from (School Name) will be joined by the (Names of special invited guests) for the official induction ceremony of the first Chapter of the AIMHigh Empowerment Institute at (Your School).

**WHAT:** Induction Ceremony

**WHO:** AIMHigh Empowerment Institute, (Name of School),

**WHEN:** Day and Date

**WHERE:** Address for the Ceremony

NOTE: THIS SHOULD BE SENT OUT AT LEAST ONE WEEK IN ADVANCE OF THE CEREMONY.

###



Contact: School Representative, (Contact #)

Release #: 001 – 2016

### **Induction Ceremony Press Release**

**25 Young Men & Women at Bronx HS along with their fellow students, parents, school administrators gathered to be officially inducted as New Members of the AIMHigh Empowerment Institute**

**Bronx NY – April 6<sup>th</sup>**, twenty-five male & female students, empowerment coaches, and school administrators gathered at Bronx HS to participate in the official induction ceremony for new members of the AIMHigh Empowerment Institute.

At the event, proud parents and fellow students witnessed the ceremony, which serves as a dignified celebration of the academic, personal, professional and social commitment of new members. The students pledged to beat the odds and work diligently to complete high school and progress towards college, the military, a trade school, employment or entrepreneurship.

“Principals Quote”

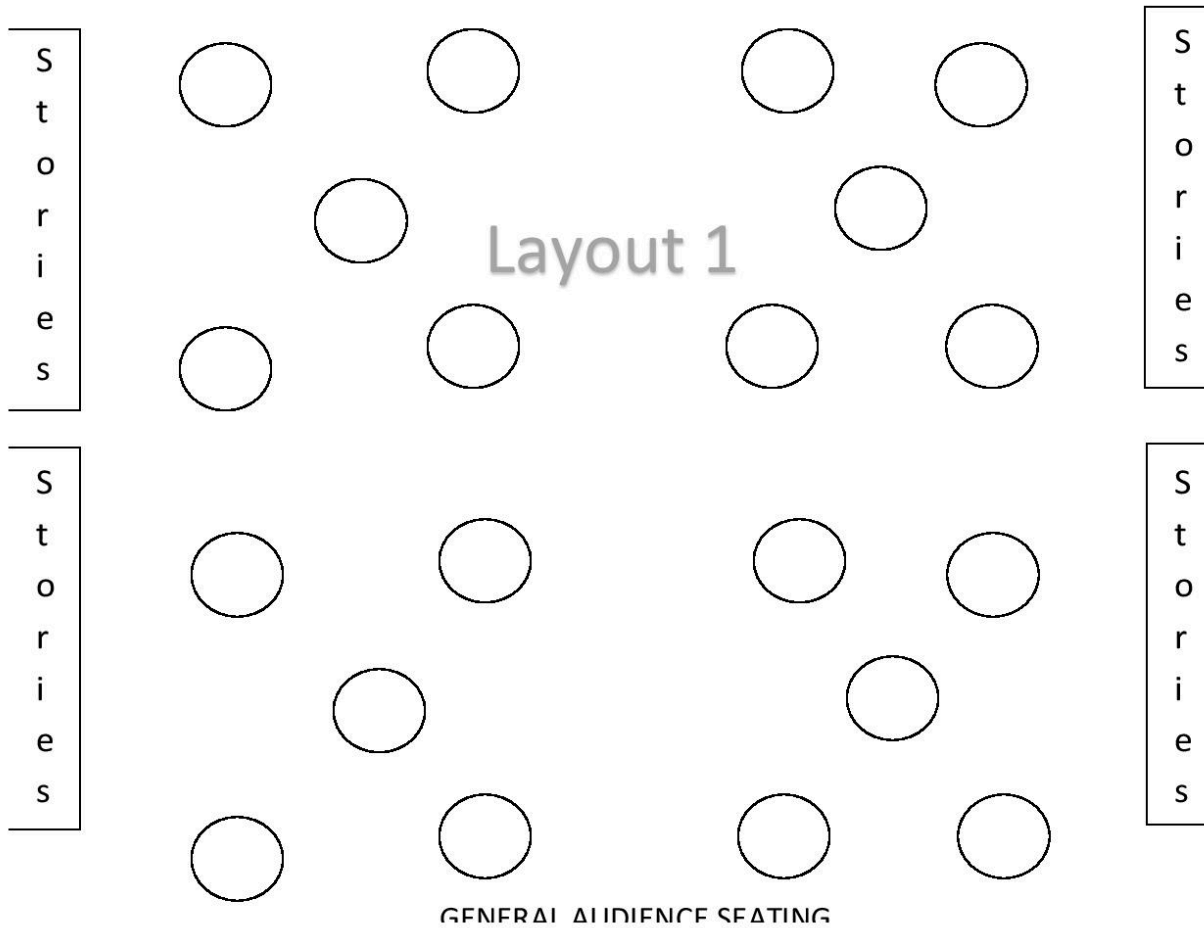
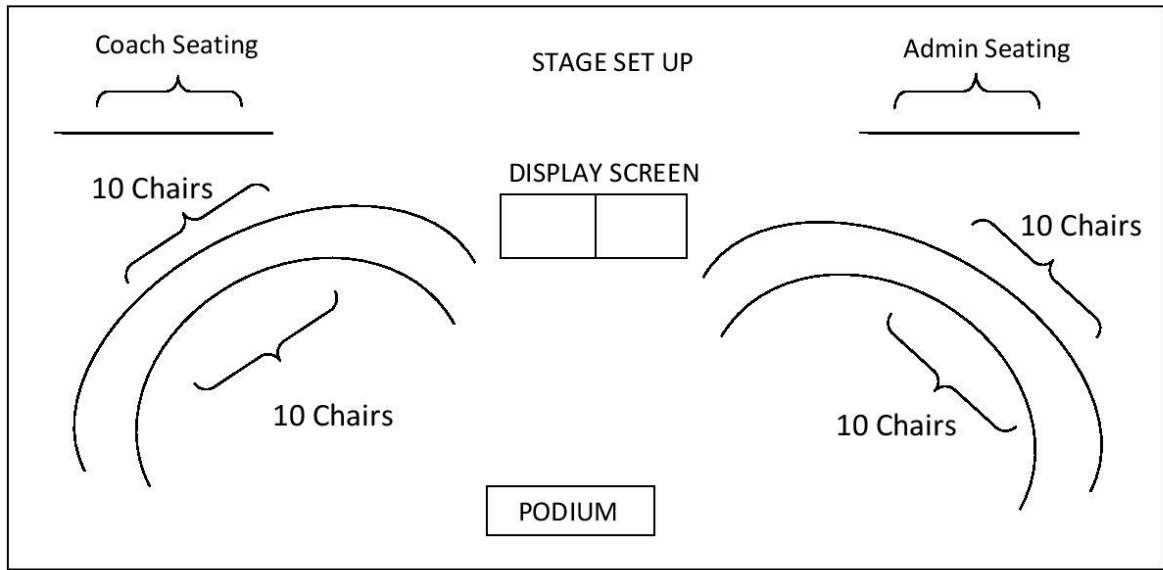
“Student Quote”

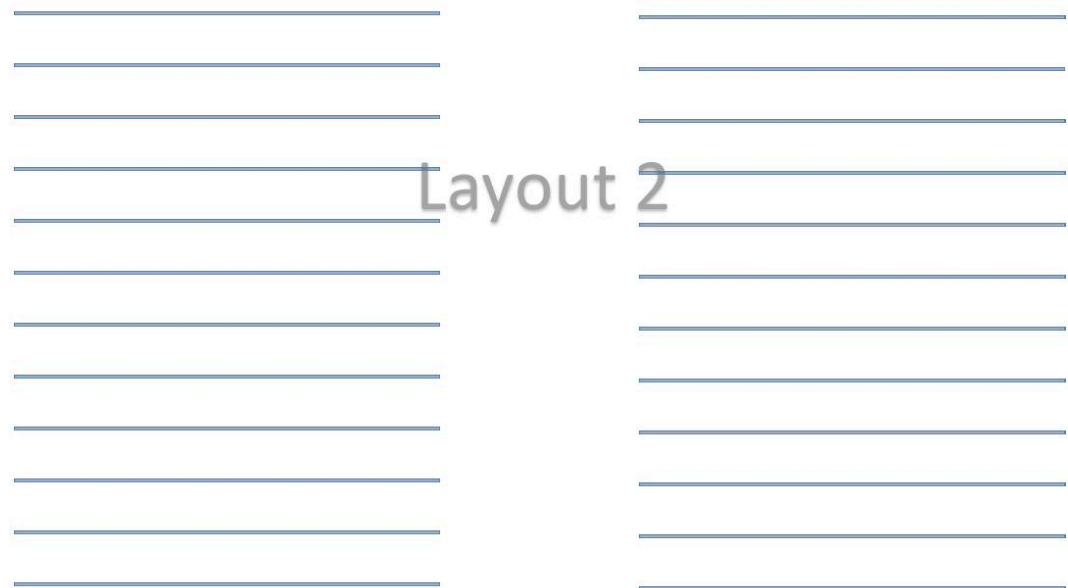
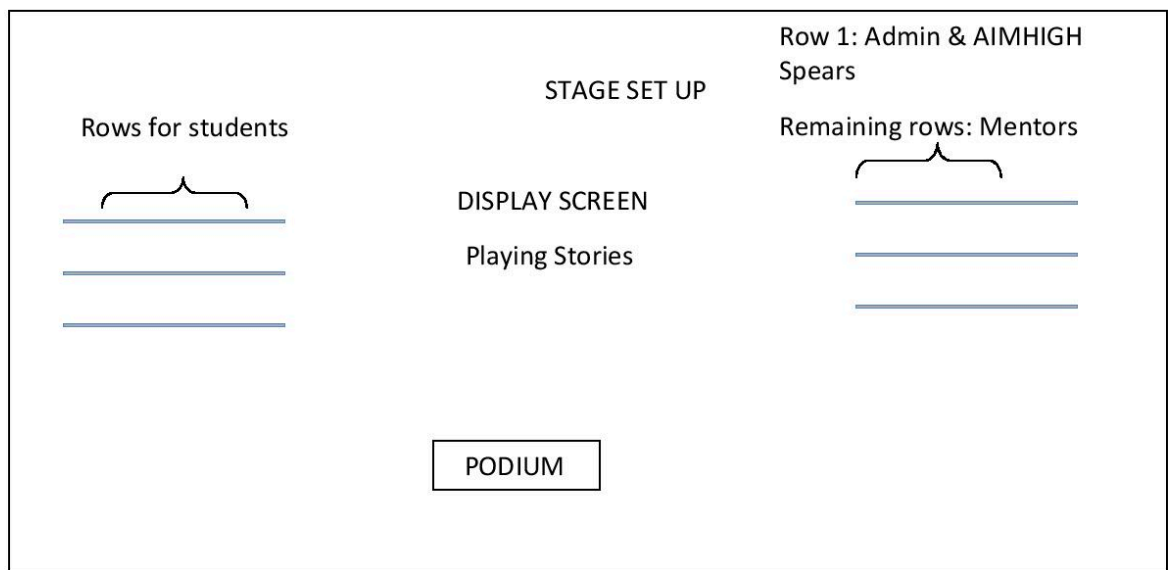
“While others keep on talking about the crisis of our young men, we choose to focus on the promise. Today these young men and women are committing to excellence in both academic and life endeavors” said Sherman Browne, Chief Empowerment Officer of the AIMHigh Empowerment Institute. “It doesn’t matter where they come from, or what they’ve been through, geography doesn’t determine biography. Our young men & women will write a new story for their lives.

AIMHigh provides rites of passage programming for cohorts of young men & women to improve academic, personal, professional and social outcomes. The goal is to dismantle the “School to Prison Pipeline” while establishing a new “School to Prominence model.”

NOTE: THIS SHOULD BE SENT OUT THE DAY OF ALONG WITH PICTURES.

###





GENERAL AUDIENCE SEATING

# Salah Taleb

Salah is one of the distinguished  
Legacy Cohort Members of the  
AIMHigh Empowerment Institute  
@ Life Sciences Secondary School

INDUCTED: March 16, 2017



## Salah's Story

My name is Salah Taleb. I was born in Yemen and spent a majority of my life living there. Now I live in New York City and attend the Life Sciences Secondary School.

My deepest aspiration has always been to join a team or be a part of an academy in New York City, but I've experienced much difficulty in this area because I found that many organizations are either full or not as inclusive. I truly enjoy sports and hope to become a pro soccer player. My journey has just begun and I look forward to achieving greatness.



From today on I affirm that...

I'm a man with ambition, inspiration and motivation. My attitude and actions will transform this nation. I'm a man with competence, confidence and character. I walk with integrity and return with honor. I'm engaged, educated and empowered; persistence and intelligence is the source of my power. I'm a man of distinction, living this life by design, moving forward together, no man left behind. #AIMHIGHEI



## Letter to Students

Dear Student,

Congratulations! You have been selected as a potential candidate for the highly esteemed AIMHigh Empowerment Institute at YOUR INSTITUTION. AIMHighEI is an exclusive opportunity to join an elite program that exposes students to positive influences, help them gain access to academic and professional resources and receive customized personal and professional development training. Students in the program also connect with "Empowerment Coaches" who are dedicated to helping you develop academic and life-skills to ensure your success in high school and beyond.

We have many talented high school students who are eligible for acceptance into the AIMHigh Empowerment Institute, but **we are only admitting 25 students this year.**

All students selected for the AIMHigh Empowerment Institute for the 2018-2019 year must attend the Meet and Greet DATE SELECTED at (TIME?). During this event, you will have the opportunity to meet the Founders of the Institute, Empowerment Coaches and other key personnel. Selected students must also attend the Induction Ceremony on DATE OF INDUCTION at (TIME).

To reserve your seat in the AIMHigh Empowerment Institute at YOUR INSTITUTION, please contact Site Administrator at PHONE # or via email at siteadmin@email.com no later than CHOSEN DEADLINE.



## Letter to Parents

Dear Parent,

We have exciting news! Your son/daughter has been selected as a potential candidate for the highly esteemed AIMHigh Empowerment Institute at Your Institution.

The AIMHigh Empowerment Institute is an exclusive program that gives young adults exposure to positive influences, access to academic and professional resources and customized personal and professional development training. Students in the program connect with “Empowerment Coaches” who are dedicated to helping them develop academic and life-skills to ensure their success in high school and beyond. Our team will work with students to help them develop the 3 C’s.

- Competence – The ability to acquire knowledge, improve skill-sets and conduct themselves appropriately in various environments.
- Confidence – The belief in themselves and their ability to accomplish goals and aspirations.
- Character – The comprehensive mental, moral, social and personal qualities distinctive to an individual.

We have many talented high school students who are eligible for acceptance into the Institute, but **we are only admitting 25 young men this year**.

All students selected for the AIMHigh Empowerment Institute at Your Institution for the 2018-2019 year must attend the Meet and Greet event on DATE SELECTED at (TIME?). During this event, students will have the opportunity to meet the Founders of the Institute, Empowerment Coaches and other key personnel. Selected students must also attend the Induction Ceremony on DATE SELECTED at (TIME).

To reserve their seat in the AIMHigh Empowerment Institute at Your Institution, please contact Site Admin at PHONE # or via email at SiteAdmin@ email.com no later than CHOSEN DEADLINE.





## **Guidelines for Courtesy and Respect**

We would like to welcome you into an environment that creates a sense of community, pride, courtesy, and respect; we are all here to work cooperatively and to learn together.

In order to create a smooth and harmonious learning community, please make every attempt to attend all the empowerment sessions, arrive on time, and stay until the end of every session unless you have informed us that you must leave early. There may be a time when you are unavoidably late for the session. In that case, please come into the room quietly and choose a seat closest to your mentor.

At AIMHigh, we have a special culture of caring and respect for one another. In the spirit of this culture, members are asked to be sensitive and courteous to others and refrain from using cell phones during session time. Cell phone calls in classrooms, and in the hallways are a distraction and disruption to your fellow brothers, and your empowerment facilitator. Please remember to turn off your cell phone while in session, and check your messages when we are completed or during a break. If you need to make a call, please step outside the room.

Once the session has begun, please do not leave the room and then re-enter unless it is absolutely necessary. If you miss a session for any reason, you should ask for all material covered, announcements made in your absence, and reach out to acquire any materials that may have been distributed in session.

It is important that we are all able to stay focused on the discussion. For this reason, only one person at a time in the class should be speaking. Side conversations are distracting for surrounding members and Empowerment Facilitators. As you can see, simple norms of courtesy should be sufficient to have our session run in the best interests of all of us. Thank you in advance for your cooperation.



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# AIMHIGH

EMPOWERMENT INSTITUTE

## COACH INTAKE FORM

### 1. PERSONAL INFORMATION

*Please print or type. It is important that all questions are answered completely. All information provided is confidential and used only for agency purposes.*

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. EMPLOYMENT/EDUCATION

If currently employed, name of employer: \_\_\_\_\_

Work address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Highest level of school Completed:

High School ☐      GED/Equivalency ☐      Some College ☐

Associate Degree ☐      Bachelor's Degree ☐      Master's Degree ☐      Ph.D. ☐

### 3. PERSONAL/INTERESTS

Do you have any physical problems or limitations? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain: \_\_\_\_\_

Have you ever seen a social worker, counselor, therapist, psychologist, or psychiatrist?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, dates: \_\_\_\_\_

Reason: \_\_\_\_\_

What activities do you enjoy during leisure time? (hobbies/ interests)

\_\_\_\_\_  
\_\_\_\_\_

List any service/social groups you belong to as well as volunteer activities you've been in.

\_\_\_\_\_  
Briefly, why do you want to be an AIMHigh Empowerment Coach?

What three adjectives best describe you? 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Can you make a minimum commitment of at least one academic year (September - June)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Can you meet with students twice a month, at least for 2 hours? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a preference as to:

a. The grade level of your student mentee? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, State Preference \_\_\_\_\_

Would you be willing to work with an academically challenged child? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Please send completed applications via email to: [info@aimhigh.org](mailto:info@aimhigh.org). For additional information, please contact AIMHigh Empowerment Institute at 347.835.2552



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## Coaching Agreement

As an Empowerment Coach for the *AIMHigh Empowerment Institute*, you will make a good faith effort to:

- Make a one-year commitment to coaching and advising;
- Attend Empowerment Events;
- Conduct a minimum of one lesson per week;
- Be on time for scheduled meeting appointments with students;
- Engage in the relationship with the student with an open mind;
- Keep discussions with the student(s) confidential, unless the student's safety or well-being is at risk or you suspect abuse;
- Ask program support staff when you need assistance, do not understand something or find that you are having difficulty with the student relationship;
- Notify the site administrator of any changes in your schedule, ability to perform task;
- Notify the site administrator of any significant change in the student

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FULL NAME PRINT

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PHONE NUMBER

---

FULL NAME SIGNATURE



## Student and Parent Agreement

I, \_\_\_\_\_, agree to participate in the AIMHigh Empowerment Institute. I understand that the Coach is a volunteer who wants to help me to be a success in school and in life and will act as a friend, advisor, and role model. I also understand that the coach or program provides no monetary assistance.

I understand that the coach agrees, for one year, to meet with me at set times, In return, I agree to:

- Try hard to have a good relationship with the coach;
- Keep all appointments with my coach;
- Notify my coach if I cannot keep an appointment for any reason;
- Respect the guidelines set by my coach;
- Attend all required program activities;
- Abide by the rules and regulations of the program;
- Communicate with the program coordinator if I feel uncomfortable or experience problems at any time during the program; and
- Fill out a survey at the start and end of the year.

I understand that if I miss three mentoring sessions I may lose the privilege of participating in the AIMHigh Empowerment Institute.

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Parent/Guardian Signature

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Student Signature

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Date



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### Media Consent Form

I hereby grant permission to the rights of my child's image, likeness and sound of my voice as recorded on audio or video tape without payment or any consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waived the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational and promotional settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- Conference presentations
- Educational presentations or courses
- On-line educational courses
- Educational videos

By signing this release, I understand this permission signifies that photographic, audio and/ video recordings of me may be electronically displayed via the internet, video tapes or in public educational setting. \_\_\_\_\_ (Initials)

There is no time limit on the validity of this release, nor is there any geographic limitation on where these materials may be distributed. \_\_\_\_\_ (Initials)

This release applies to all photographic, audio or video recordings collected as part of the sessions listed on this document only \_\_\_\_\_ (Initials)

By signing this form, I acknowledge that I have completely read and fully understand the about release and agree to be thereby. \_\_\_\_\_ (Initials)

Full Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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



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## QUALITIES OF SUCCESSFUL MENTORS

- **Personal commitment to be involved with another person for an extended time — generally, one year at minimum.** Mentors have a genuine desire to be part of other people's lives, to help them with tough decisions and to see them become the best they can be. They have to be invested in the mentoring relationship over the long haul to be there long enough to make a difference.
- **Respect for individuals and for their abilities and their right to make their own choices in life.** Mentors should not approach the mentee with the attitude that their own ways are better or that participants need to be rescued. Mentors who convey a sense of respect and equal dignity in the relationship win the trust of their mentees and the privilege of being advisors to them.
- **Ability to listen and to accept different points of view.** Most people can find someone who will give advice or express opinions. It's much harder to find someone who will suspend his or her own judgment and really listen. Mentors often help simply by listening, asking thoughtful questions and giving mentees an opportunity to explore their own thoughts with a minimum of interference. When people feel accepted, they are more likely to ask for and respond to good ideas.
- **Ability to empathize with another person's struggles.** Effective mentors can feel *with* people without feeling pity *for* them. Even without having had the same life experiences, they can empathize with their mentee's feelings and personal problems.
- **Ability to see solutions and opportunities as well as barriers.** Effective mentors balance a realistic respect for the real and serious problems faced by their mentees with optimism about finding equally realistic solutions. They are able to make sense of a seeming jumble of issues and point out sensible alternatives.
- **Flexibility and openness.** Effective mentors recognize that relationships take time to develop and that communication is a two-way street. They are willing to take time to get to know their mentees, to learn new things that are important to their mentees (music, styles, philosophies, etc.), and even to be changed by their relationship.

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Courtesy of MENTOR/National Mentoring Partnership.



## AIMHIGH EMPOWERMENT AFFIRMATION

We are Men with **Ambition, Inspiration & Motivation**

Our Attitudes and Actions will transform our Nation.

We are Men with **Competence, Confidence & Character**

We walk with Integrity and Return with Honor.

We are **Engaged, Educated & Empowered**

Persistence and Intelligence is the Source of our Power

We are men of Distinction, living this life by Design

We move forward together, **"No Man Left Behind"**.

## #AIMHIGH EI





## AIMHIGH EMPOWERMENT AFFIRMATION

We are women with **Ambition, Inspiration & Motivation**

Our Attitudes and Actions will transform our Nation.

We are women with **Competence, Confidence & Character**

We walk with **Integrity** while **Leaving a Legacy**.

We are **Engaged, Educated & Empowered**

**Endurance** and **Wisdom** is the Source of our Power

We are women of **Significance**, living this life by Design

We move forward together, **"All Women Unite"**.

## #AIMHIGH EI