

## LEADERSHIP LUNCHEON PLANNING

1. Principal, Teacher, or Safe School Committee member will assign meeting area for Attribute Champions to assemble for monthly leadership luncheons (ie: staff room, library).

**Note: a list of champions names should be recorded each month using an excel spreadsheet and used to track names for the monthly posters (typically 1 student per classroom).**

2. Allot a lunch hour once a month (or at another mutually agreed upon time) for the leadership luncheons to be executed.
3. One or two people can facilitate leadership luncheons with the students. It's helpful to have someone monitoring and another leading the session.

**Optional:** Staff can give the champions a 'treat' to enjoy after their lunch, such as a cookie or mini-chocolate (nut-free, of course!)

## LEADERSHIP LUNCHEON EXECUTION

1. 15 minutes prior (or based on the room availability) set up a few stations for the Champions to interact and mingle. Principal, Teacher(s), or Safe School Committee member(s) are responsible for bringing Champions to their meet location and help them setup any equipment if required. In addition, will be responsible for helping make sure all students are participating and playing in an appropriate manner. Any additional volunteers can act as floaters and help direct students to activities and/or fill in as required.

**Library ideas:** Lay out attribute related books, board games, crafts, team building challenges, computer games, building blocks, colouring pages, etc.

**Lunch room ideas:** Leadership games, team building challenges, colouring pages, decorating a bulletin board in the school, etc.

2. Introduce yourself. Welcome and congratulate your Champions; remind them of the Attribute that they are being acknowledged for. While waiting for all the students to arrive, start leading the leadership lunch simply by asking those present what they did to be chosen for their Champion attribute (i.e., do they understand? especially for the younger grades).
3. Once all champions have arrived explain to them what is going to happen:
  - They're going to have "special champions" lunch together and talk about their acknowledgement (how they were chosen)
  - Share ideas of how they could get their peers to motivate them to act out character traits.
  - Following the leadership luncheon students will have games/activity stations that ALL students can participate in (safe, fun and age-appropriate for all) until the bell rings indicating the end of the lunch period.

**Note: depending on school size you may want to split the luncheons each month. All Champions do participant in the leadership luncheons each month regardless of age and grade.**

4. Once the students have completed their lunches the Principal, Teacher, or Safe School Committee member can dismiss them to participate in their activity of choice. The Safe School Committee member will announce what games/ activities are happening and in where they are (on the playground/ in the gym). Depending on the size of your school/group of champions assign champions to available activities. Try and guide them so that they are spread out evenly.

5. At the end of the leadership luncheon the bell will ring to announce the lunch period is over. The adult volunteers and the Attribute Champions need to gather up all the equipment from their activity and bring it back to its designated area.

6. Have a backup plan/date in case of busy schedules/other school events.

**Please note: It is essential that the leadership luncheons do not get cancelled. If there is additional space indoors to do any of the planned activities, please try to do so.**