



# Journey Into Womanhood

An Empowerment Resources, Inc., Program

In this day in time, there are a number of issues that plague girls and their development into womanhood. For some this development is healthy, as it is nurtured by strong influences such as their parents, family members, and other positive figures in their communities. On the other hand, for some girls, this stage of development can lead to a life-long nightmare. It is the intent of this curriculum to facilitate all that is healthy in voyage into womanhood for **all dedicated and committed** girls ages 9-17 or 3<sup>rd</sup>-12<sup>th</sup> grade (*however you cannot be a senior in high school as a new program participant*).

Over the course of about 20-25 weeks, participants of Journey Into Womanhood (JIW) will be introduced to the following:

- The Value of SELF
- Concepts of Beauty
- Health & Fitness/Food & Nutrition
- Our Society & Social Constructs
- Employment/Career Skills
- "A" is for Academics
- Relationships & Social Skills
- Etiquette
- Community Building
- Abstinence "plus"/STD Prevention
- Drug & Alcohol Prevention
- Investments, Savings and Financial Literacy

Activities include:

- Community and Group Based Mentoring ( done onsite and via electronic communication monthly with female mentors)
- Annual Community Service Project ( volunteer hours apply)
- Life- Skills Workshops and Organizational Development
- Annual College Tour ( when funding available/ may be an additional fee)
- Public Speaking
- Enrichment to possibly include ( STEM, Sewing, Cooking, Leadership Development)
- Enrichment Trips to possibly include ( the Arts, Performances and Sporting Events)

**COVID-19 updates.** In the application you will note some updates related to COVID-19 and our new hybrid approach to offer bi-monthly mentor outings for those on the First Coast who wish to opt in. Transportation will not be offered during the pandemic.

## WHO WE ARE

### **About Empowerment Resources**

Empowerment Resources Inc., a private 501 (c)(3) non-profit organization whose mission is to focus on making children and their families stronger while empowering them to become successful leaders in the community. Empowerment Resource's Journey Into Womanhood (JIW) program originally started as a summer program in 2003. Due to the success of the program and request from parents, youth, and the community, the JIW program was extended throughout the year. Empowerment Resources Inc. currently offers the following services; Journey Into Womanhood program, life-skills workshops for male and female teens, parenting seminars and coaching and to date has served 1,200 youth and families.

**Elexia Coleman-Moss**, executive director and founder of Empowerment Resources, Inc., is a civic-minded humanitarian committed to utilizing her passion, education, experiences and time to empower children and families, by helping them identify and promote the “power” within them.

She is a native of Jacksonville, Florida, but was raised and attended school in Sarasota, Florida. Coleman-Moss exhibited leadership skills as a teen and put her skills to work for the betterment of her school. Elexia has worked throughout her career supporting children, adolescents and families facing social and economic problems. Upon graduation from high school, she furthered her studies at Florida A&M University, where she earned a Bachelor of Science in psychology with a minor in criminal justice. In 2002, she completed coursework at the graduate level for behavior analysis. Mrs. Coleman-Moss is a Nationally Recognized Trainer/Consultant in the Nurturing Parenting curriculum since 2007 and is a certified life coach under the CAPP Institute. In 2013 she completed her Master's in Public Administration.

A tireless advocate for children, Elexia has been nominated for awards to include the City of Jacksonville Mayor's Commission on the Status of Women and received the WJCT's American Graduate award. She currently serves as a dedicated volunteer for the Florida Department of Education as a CROP Advisory Council Member and serves on the Leadership team for the First Coast Girls Initiative.

### **Volunteers and Mentors for the JIW program**

Empowerment Resources, Inc., is run by dedicated community volunteers. All volunteers must go through an application process, which includes an interview, background screenings, DCF Affidavit of Good Moral Character and letters of recommendation before they are allowed to volunteer with the program. All volunteers who serve as mentors must complete a comprehensive training. Only female adults are allowed to volunteer at JIW youth meetings. The JIW program is facilitated by experienced leaders and volunteers who put them on the path to positively impact the communities in which they live. Past mentors for the program have included social workers, educators, marketing managers, physical therapist, nurses and journalist.

## COVID-19 information

**Please note a few updates have been made to the application due to COVID-19.**

As of 9/1/20 JIW will be offered as a virtual program (for girls on First Coast and beyond). We will remain virtual until COVID-19 numbers decrease, our board recommends returning to normal, and until our staff and families feel safe. We are however offering an option to opt in bi-monthly face to face outings (if you reside on the First Coast). These outings will be prearranged in an outdoor setting where mask and temperature checks may be required along with additional permission slips and Covid-19 forms to include a Self-Declaration form.

## JIW CODE OF CONDUCT

1. **HONESTY** - I will approach all that I do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate good character I will, act in a trustworthy manner, neither lying nor intentionally misleading others.
2. **RESPECT** *For myself and others* - As a member of the community, I will do my best to make a positive contribution. Therefore, to show respect for myself and others, I will:
  - Not engage in name calling, use of profanity, hitting, or purposely hurting, offending, verbally attacking, humiliating, or belittling another person, even though there may be disagreements in beliefs, choices, and/or behaviors.
  - **Listen** while others are talking.
  - Choose appropriate words when speaking to my elders/adults and my peers.
  - Be attentive during face to face and online meetings and create a safe space (no cyberbullying).
  - **Cell Phones** – When not being used for educational reasons or Zoom, are to only be used at the beginning and end of meetings, unless permission is granted. Violation of this rule will result in removal of phone for the day and will be returned to an adult only at the end of the meeting.
  - I will be responsible for my personal belongings and equipment and will label all. I will not hold Empowerment Resource Inc. or any other individual or program provider responsible for my loss or damage due to my negligence.

*For community and surroundings* - I will respect our community property. I understand the importance of respecting the possessions of others. Therefore, to show this respect, I will:

- Properly dispose of trash, waste, recycle when appropriate, and avoid any action which unduly contributes to pollution.
- Not damage, deface, destroy or vandalize any community, school, or individual property.
- Not take things that belong to others.
- NO GUM CHEWING at meetings or outings

## DRESS CODE

**JIW girls will be required to wear their JIW T-shirt to meetings with appropriate bottoms and shoes. See below for the more details. For special meetings and outings, advanced notice will be given to JIW participants and they will be allowed to wear “non-JIW uniforms”. In general, please follow these guidelines for dress attire:**

1. Skirts and shorts must meet the fingertip test for length.
2. Shirts must be long enough that they can be worn tucked inside (no bare midriff or belly buttons showing)! JIW shirts must be worn (to include virtual meetings), unless otherwise noted.
3. Shoes- Appropriate footwear should be worn at all times. No slippers or flip-flops (shoes must have a back). Shoes should fully cover feet when going on outings/trips.
4. No see through clothing.
5. Clothes advertising illegal substances (drugs, alcohol, tobacco products) for teens or language and writing that is inappropriate or offensive (sex, profanity, racial or ethnic slurs, gang related attire, etc) may not be worn.
6. Bonnets are not allowed for online and in person meetings in dress code.

**Failure to follow these rules and code of conduct can result in suspension from the program and trips or dismissal from the program.**

I understand that by being a part of the Journey Into Womanhood program, I must respect myself and others by exhibiting appropriate behavior, wearing appropriate dress attire and a positive attitude.

I \_\_\_\_\_ agree to this statement and to follow these rules as well as the Participant/Parent Manual. (*Participant/Parent manual to be given out at youth and parent orientation*)

\_\_\_\_\_  
JIW youth (sign and date)

\_\_\_\_\_  
Parent (sign and date)

## SIGN IN AND OUT POLICY

*Once we return to in person meetings:* For safety and liability please sign your child in and out of meetings. Do not drop off your children. During dismissal please be prepared to show proper photo ID until our volunteer team learns each authorized person listed on the application. If a person not listed on the application is picking up the child, we will need written permission from the parent/caregiver and a photo ID. Please pick up your child promptly after each workshop. We do our best to dismiss between 12:55pm and 1:05pm. A small grace period of a few minutes is offered, however we reserve the right to charge a late pick up fee of \$25 for each 30 minutes you are late.

\_\_\_\_\_  
Parent (sign and date)

### LOCATION, TIME, and DATES

Journey Into Womanhood usually takes place **ONCE A MONTH** on Saturdays, from **10:00 a.m. – 12 p.m.** The program runs from September until early May. **For a listing of dates, time and location, please email us for a semester calendar. Due to COVID-19 the JIW program will meet virtually via Zoom.** Once COVID-19 safety restrictions have been lifted or terminated, we will meet at First United Methodist Church (Spirit Café), 225 East Duval Street, 32202, located in the downtown/east side of Jacksonville and public transportation is near. Additionally girls are required to meet once a month via Zoom with their assigned mentor via Zoom. Schedules to come once assigned a mentor. Parents are only welcomed to sit in on meetings when invited (i.e. parent/youth meetings). This allows your child to open up and develop a bond with the volunteers and program directors.

### ATTENDANCE and ARRIVING ON TIME

Participants are encouraged to attend monthly. Absences are allowed for illness and special family circumstances. If absence is known in advance, please notify one of the program coordinators. Since this program has limited seating, we ask that all ladies attend on a consistent basis. If more than 4 meetings are missed, consideration for future outings will be pending. We make an effort to start and end of time to be fair to our presenters, volunteers, and the youth. **Please have your child arrive between 9:50am-10am to assist us with staying on schedule.**

### PARTICIPANT EVALUATIONS

In order for a participant to remain in the program this year, you must remain in good standing through the entire program year. Participants may be evaluated mid-year to ensure they remain in **Good Standing**. The following criteria must be met to remain in Good Standings:

- Attendance 85 % (no more than 4 absences for the JIW year, September-May)
- Program participation
- Behavior and Attitude
- Parent Participation (more to come during quarterly parent meetings)

### PROGRAM FORMS THAT MUST BE TURNED IN

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 2 page application (pages 5,6)                    | <input checked="" type="checkbox"/> Code of Conduct/Sign Out Policy (pg 3)        |
| <input checked="" type="checkbox"/> Essay for new JIW girls (page 8)                  | <input checked="" type="checkbox"/> Copy of report card from 19-20 send via email |
| <input checked="" type="checkbox"/> Field Trip, Medical Release, Media Consent ( pg7) | <input checked="" type="checkbox"/> Payment #1                                    |

### REGISTRATION/SEMESTER FEES/Contact info

**Total 2020-2021 fees are as follows:**

- **NEW participant ( Virtual only)-** (includes a onetime application fee and a T-shirt) **\$125**
- **RETURNING participant (Virtual only) -\$100**
- **NEW participant (Hybrid) -**Virtual meetings and bi-monthly face to face outings with mentors. Price includes a onetime application fee and a T-shirt. **\$175**
- **RETURNING participant ( Hybrid)-**Virtual meetings and bi-monthly face to face outings with mentors) **\$150**

**On average** the cost comes out to about \$5.00 a workshop. The fee schedule pays for journal/day planner, JIW materials, and some enrichment trips. Last year, the average program cost per child was \$850. **PLEASE make your payments on time. We are a small nonprofit organization.** At times, we receive additional funding through our annual end of the year JIW program, fund-raising events, public donations and grants. No refunds will be offered. A limited number of financial assistance scholarships are available. Please contact us for more info. Valid proof of income is required.

- **Payment #1 due 10/1/20- \$25.00**
- **Payment #2 due 10/22/20- \$50.00**
- **Payment #3/final payment and balance due 11/7/20**

**Money orders and cashiers checks can be made payable to Empowerment Resources Inc. No checks will be accepted!** A \$25 late fee will be applied after 11/30/20 and participants will be dropped from the program if the payment is not made. **NO REFUNDS**

Payments can also be made via credit card by visiting our website, [www.empowermentresourcesinc.org](http://www.empowermentresourcesinc.org) Click on the programs/JIW page and look for the payment button that will take you to Paypal. NO Paypal account is required. Help us save by paying via Paypal friends under [info@empowermentresourcesinc.org](mailto:info@empowermentresourcesinc.org)

**Mailing Address:** 3820-010 Baymeadows Road, Unit 348, Jacksonville, FL 32217

Voice Mail Number: 904.268.8287 Cell:904-834-1188 E-mail: [ellexia@empowermentresourcesinc.org](mailto:ellexia@empowermentresourcesinc.org)

**\*\*Incomplete applications will not be processed. Please see the checklist above\*\***

## 2020-2021 JOURNEY INTO WOMANHOOD APPLICATION

### APPLICANT/PARENT INFORMATION (please print or type)

Child Last name:		First:	Middle initial:
Date of birth:	Age:	JIW Email address:	
Name of parent/guardian:			
Address			
City & State:	Zip Code:	Email address:	
Home phone:	Work phone:	Cell phone:	

### EMERGENCY CONTACTS

Name:	
Relationship:	Phone:
Name:	
Relationship:	Phone:

### PERSONS AUTHORIZED TO PICK UP APPLICANT

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

### MEDICAL INFORMATION

Child's Doctor:	Phone:
Insurance Provider (if none list "none"):	Policy Number:
List any medication your child is currently taking:	
List any occurring allergy (ies):	
Does your child have any medical condition that would limit or prohibit normal physical activity? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain.	

### MISCELLANEOUS and DEMOGRAPHIC INFO

T-Shirt Size all Adult unisex sizes: XS S M LG XL 2X 3X <span style="float: right;"><b><i>Please circle one</i></b></span>
School Name: Grade level for 20-21 year: Year to date G.P.A. (for high school only: ) Student Number (for grant reasons):
<b><i>Please include copy of the end of the year 2019-20 recent report card or online grade print out with application</i></b>
Type of School <input type="checkbox"/> Public <input type="checkbox"/> Charter <input type="checkbox"/> Private <input type="checkbox"/> Homeschool/Virtual

How did you hear about the program? <input type="checkbox"/> Email <input type="checkbox"/> Ad <input type="checkbox"/> Web site <input type="checkbox"/> Flyer <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other Are you new to JIW? YES NO If no, how long have you been in the JIW program? _____

<b>DEMOGRAPHIC INFO ( for grant purposes)</b>
Parent and or Guardian's Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced
Participant's Race/Ethnicity (circle one): <input type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Bi-racial <input type="checkbox"/> Other
Primary Household Composition: <input type="checkbox"/> Two Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Other Relative
Household Income ( Choose one) <input type="checkbox"/> \$0-9,999 <input type="checkbox"/> \$10,000-12,999 <input type="checkbox"/> \$13,000-14,999 <input type="checkbox"/> \$15,000-24,999 <input type="checkbox"/> \$25,000-34,999 <input type="checkbox"/> \$50,000-74,999 <input type="checkbox"/> \$75,000-99,999 <input type="checkbox"/> over \$100,000
Guardian's Employer and Occupation:
Is your child on Free or Reduced Lunch? <input type="checkbox"/> YES <input type="checkbox"/> NO
Number of persons living in the primary household?
If your child was previously in JIW, have you received financial assistance from the JIW program? <input type="checkbox"/> YES <input type="checkbox"/> NO
Is your child involved in other non-school related agencies? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes provide examples: _____
Has your child received any disciplinary action at school or in the Juvenile Justice System? <input type="checkbox"/> YES <input type="checkbox"/> NO

<b>SIGNATURES</b>	
I hereby certify the accuracy of all information provided above. This form provides permission for my child to participate in JIW activities. Accordingly, in the event of illness or injury of my child, during JIW activities, I hereby release, discharge and hold harmless the JIW/Empowerment Resources Inc., staff and volunteers. I also agree that the JIW/Empowerment Resources, Inc., staff and volunteers will not be held liable for (all claims and demands/rights and cause of action) personal injuries and property damage resulting or occurring during the aforementioned activity or transit to and from said activity. It is also understood that no legal action will be brought against Empowerment Resources Inc., or subsidiaries or authorized personnel by you or your child because of any matter directly or indirectly related to you and your child's participation in any session or events held by Empowerment Resources Inc..	
Signature of Applicant:	Date:
Parent/Guardian Signature:	Date:

<b>Office use only</b>				
Type of Payment:	Cash	Online	Money order	Date received



**EMPOWERMENT RESOURCES, INC.**  
 3832-010 Baymeadows Road Suite 348  
 Jacksonville, Florida 32217  
 Phone (904) 268-8287

**FIELD TRIP RELEASE FORM** *(please sign but this will go into place once we return to regular meetings)*

I consent to \_\_\_\_\_ to attend said activities with Empowerment Resources for the 2020-2021 program *Print child's name*

I understand that transportation will be provided. I agree to release and discharge Empowerment Resources Inc., its officers, agents, volunteers and employees, exercising reasonable care within the scope of their employment, from liability (all claims, demands, rights and cause of action) growing out of personal injuries and property damage in the aforementioned activity or in transit to and from said activity.

\_\_\_\_\_  
 Parent or Legal Guardian (print name and date)

\_\_\_\_\_  
 Parent or Legal Guardian's Signature

**Medical Release Form**

We would like to have this medical release form in case of an emergency. This would allow Empowerment Resources, Inc., staff person/volunteer to take your child to the doctor/hospital if we were unable to reach a parent or guardian.

**Authorization for examination and treatment of a minor.**

In the interest of \_\_\_\_\_, a minor, I have read the above request for medical care and as a parent or legal guardian of this child, I hear-by authorize medical examination and/or treatment as deemed necessary by the doctor(s) (and whom ever he or she may designate as assistants).

\_\_\_\_\_  
 Insurance Type ( i.e.BCBS/Florida Kids Care)

\_\_\_\_\_  
 Insurance Number

\_\_\_\_\_  
 Parent or Legal Guardian (print name and date)

\_\_\_\_\_  
 Parent or Legal Guardian's Signature

\_\_\_\_\_  
 Emergency Phone numbers ( two please)

\_\_\_\_\_  
 Empowerment Resources Inc. staff

**Communications and Media Consent Form**

Participant/youth name: \_\_\_\_\_

I \_\_\_\_\_ hereby give permission to Empowerment Resources Inc. or news and media organizations to take or allow photographs/videotape of the above named child and to release this material to the communications media. I understand that the photographs/videotape may be used indefinitely unless otherwise indicated. The photographs /video may be used in newspapers, magazines, brochures, websites, television, and or film. I hereby waive my right to inspect and or approve the finished product. I am aware that unless otherwise stated, I will not receive payment. If I refuse to consent, my refusal will not affect my child's participation in the program. I understand that any photograph(s) may be released to others, including other agencies and organizations. I further understand that this information and material(s) may be re-disclosed without my further authorization and that Empowerment Resources, Inc., cannot guarantee that the recipient of the photograph(s) and the other material(s) also will not re-disclose. I understand that I have the right to revoke this authorization, but only to the extent that Empowerment Resources, Inc., has not already relied on this authorization and that it will not expire unless revoked. I may revoke this authorization by providing a written statement to Empowerment Resources, Inc., 3832-010 Baymeadows Road, Unit 348, Jacksonville, FL 32217.

\_\_\_\_\_  
 Parent or Legal Guardian (print name and date)

\_\_\_\_\_  
 Parent or Legal Guardian's Signature

**Please have the proposed JIW participant complete the essay questions below in her own words (Print or Type. No word Count required). FOR NEW JIW's only**

Question 1: Based on what you have read or seen about the JIW program, (example, from our website or social media such as our news interview or Facebook page), how do you feel Empowerment Resources *Journey Into Womanhood* program will assist you?

Question 2: What skills or qualities would you bring the *Journey Into Womanhood* family and program?

Question 3: Tell us about a time in your life when you've had to make a difficult decision. Describe how you handled the situation and how it has made an impact on your life.



## JIW Meeting Dates Sept. to Dec. 2020

- Sat. Sept. 19, 2020 from 10am-12pm JIW Kick off
- \*Sun. Oct. 4, 2020 from 2pm-3pm- JIW Drive-Thru Meet and Greet ( location to be emailed to those who register)
- Sat. Oct 10, 2020, from 10am-12pm- Regular JIW meeting
- \*\*Sun. October 25, 2020 from 6pm-8pm- Fall Mentor Outing
- \*Fri. Nov. 13, 2020 from 6pm until – Cardboard City; virtual volunteer project (more details to come in October). Service hours provided to those who participate.
- Sat. Nov. 14, 2020 from 10am to 12 noon – Regular JIW meeting
- Sat. Dec. 12, 2020 from 10am-12pm- Regular JIW meeting
- \*\* -Sun. Dec. 20, 2020- Holiday Mentoring Outing

- ❖ *A complete calendar to include topics covered will be issued once enrolled in JIW program*
- ❖ *The January to May calendar will be issued in early December*
- ❖ *All face to face meetings are downtown at First United Methodist Church (225 E. Duval St., 32202), for Sept. to Dec. 2020, all regular meetings are virtual via Zoom unless listed otherwise*
- ❖ *Calendar can be modified at any time. Participants will be notified in advance of any changes.*
- ❖ *JIW girls will also have monthly 1 hour group zoom mentor connections. Exact dates to be determined by mentors in October.*

\*= optional event

\*\*= Hybrid