Toolkit Key

July, 2019
001 Amani Project Toolkit Manual

The Manual explains how to use everything in the toolkit. It also offers checklists to ensure everything is going to plan. It is organized around seven steps you’ll take to effectively open your Amani Project Club. Be sure to read the Frequently Asked Questions to find easy answers to important questions.

We recommend that you read through the entire document before using the toolkit as you open your Club. (Maybe twice!)

Each Manual has [ ] pages. You should have [ ] Manual(s) in this toolbox.

002 Club Meeting Checklist

The Checklist helps you remember important things about each Club meeting.

- Who You Need
- What You Need
- Where It Happens
- When It Happens

Each Checklist has [ ] pages. You should have [ ] Checklists in this toolbox.

003 Welcome Survey

The Welcome Survey is the baseline tool for gathering data from Club Members that measures changes in knowledge, attitude, and behavior over time. The primary purpose of this survey is to measure prior experience in music and emotional intelligence. The Survey is then administered throughout the Club Member’s journey to gather data about these changes over time.

(Important note: the survey is a multi-page document and must be stapled at the top left corner before being handed out to Club Members.)

Each Survey has [ ] pages. You should have [ ] Survey(s) in this toolbox.
004 Club Agreement Guide

The Club Agreement Guide is used to ensure that each Club takes place in a safe environment. It outlines common goals and expectations of the group in order to create a positive experience for each person. Club members work together to establish how they want to feel, and what they’ll do to ensure it.

Each Guide has ______ pages. You should have ______ Manual(s) in this toolbox.

005 Club Committee Guide

The Club Committee Guide provides step-by-step instructions for establishing youth-led committees in every Club. The guide also provides a brief explanation of the basic roles and responsibilities of the four committees. These explanations are only intended as a starting point. As the committees grow and strengthen, the roles and responsibilities might shift to the needs of the Club.

Each Guide has ______ pages. You should have ______ Guide(s) in this toolbox.

006 My Amani Journey Card & Sticker Sheets

Each Club Member joins a Journey Team (of about five Members). They use the My Amani Journey Card to keep track of which project badges they have completed. Each project has a number and a title (Example 1.1 - Make an Instrument). When a club member, or group of club members, complete a project, the corresponding sticker is placed on the correct circle on the My Amani Journey Card. These stickers are given out once per month during a Club Award Ceremony.

Each Card has 1 page. You should have ______ Cards in this toolbox.

Each set of stickers has 24 pages. You should have ______ Sticker Sets in this toolbox.
007 MAJ Instruction Cards

The MAJ Instruction Cards provide step-by-step instructions for Club Members to earn the stickers that go on the My Amani Journey Card, as well as the badge-pins for each level. There are six instruction cards for each of the four levels. These cards are printed on thick paper and are laminated so that they can last for years. Each Club receives a few sets of the cards and Club Members share them.

Each Card Set has [ ] pages. You should have [ ] Card Sets in this toolbox.

008 Make Your Own Instrument Guides

The Instrument Guides provide step-by-step instructions for how to make a variety of instruments using found objects in your community. These are intended to be examples and inspiration for Club Members who need additional guidance. There are eight options for building things like a water bottle guitar, a marimba, two types of drums, etc.

Each Guide Set has [ ] pages. You should have [ ] Guide Sets in this toolbox.

009 MAJ Rubrics

There is one Rubric card per badge project. This card is used by the teacher or young adult mentor as a guide to ensure each Club Member has successfully completed the work for the badge project. A set of questions based on the outcomes for the project help the adults determine if a badge is to be awarded, or if more work is required.

Each Rubric Set has [ ] pages. You should have [ ] Rubric Sets in this toolbox.
010 Harmony Breaks Guide

During each Amani Club meeting, Club Members meet with their committees, work on their badge activities, have a light snack, and participate in short, fun activities around music and emotional well-being. These Harmony Breaks include things like songs, skits, and small group self-reflection.

Each Guide Set has [ ] pages. You should have [ ] Guide Sets in this toolbox.

011 Club Tracker

The Club Tracker helps the Amani home team and local community based partner gather data about the Club that can be evaluated over time. At the end of each Club Meeting, the Club Leader notes down information on demographics, successes, challenges, additional materials needed, and much more. This longitudinal process helps us improve the Clubs and learn valuable lessons that can be shared across the global network.

Each Tracker has [ ] pages. You should have [ ] Tracker(s) in this toolbox.

012 Resources: a Emotion Word Cards, b Branded Wall Poster, c Mood Meter Poster, d Mini Mood Meter Cards, e Notebook Stickers, f Pin-back Buttons

- The emotion word cards are used for a wide variety of emotional well-being activities.
- The branded wall poster can also be printed in a standing banner format.
- The Mood Meter poster is used to check in with Club Members throughout each Club meeting.
- A mini Mood Meter card is given to each Club Member so that they can use it home with their family.
- Each Club Member receives a Notebook with a branded sticker.
- Club Members earn a different pin-back button to wear around school after they complete each of the four levels.
1. Follow the steps in the toolkit manual

2. Recruit members

3. Open the club, take the welcome survey

4. Show how the My Amani journey card works

5. Choose a Harmony break to do as a group

6. Create a club agreement

7. Set up your club committees

8. Mentors: fill in and submit your club tracker every week

9. Hold a monthly award ceremony