



ELITE
LEADER
HANDBOOK

This book belongs to: _____

**Welcome to the
Leadership Team**

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Foreword

Welcome to Elite Freestyle Karate's Leadership Team! This program is designed to teach you how to become a leader in and outside of the Dojo. You will be learning skills such as public speaking, critical thinking, responsibility, conflict resolution, teaching others, and above all else, being a good role model.



This program also includes more intensive and advanced martial arts training as it is extremely important to set a high standard for the lower-ranked leaders in school. We look forward to working with you, training you, and watching you develop.

Sincerely,

Shihan Gary,
Master Sensei Herman,
Sensei Ethan,

Getting Started:

Equipment

Along with the equipment provided upon enrollment in the program, leaders are responsible for acquiring their own notebook and three ring binder. They must also bring their own writing utensils to Leadership class. All the leader's gear needs to have initials written on it, so it may be returned when it is lost or left behind.

Attendance

To advance, Leaders need to reach a leadership class attendance quota. Leaders are expected to write in their own attendance before class, and have it signed off by any EFK staff member each time they take class. Leaders who forget to have their attendance signed, forget their notebooks, or do not fill out their attendance ahead of time, will still receive a regular attendance towards their next belt, but will lose their leadership attendance for that day. It is the leader's responsibility to keep these attendance pages up to date.

Notebooks

Leaders are required to make notebook at the end of each month involving the critical thinking questions from the in-class readings. Entries will be a part of advancement so should be thoughtful and detailed. There is no minimum or maximum length requirements, but it is recommended leaders write at least a short paragraph outlining their thoughts on the subject at hand. Notebooks may also be used to take notes on in-class discussions and lessons. Notes are not required but are highly recommended, so leaders can get the most out of their leadership classes. Notebooks should remain clean and organized.

Assisting in Class

Assisting in class is a privilege offered to Leaders who are doing well in and outside of the dojo. Leaders must approach the head instructor of a school regarding opportunities to lead, and must sign up for a class and commit to it each week. It is acceptable for Leaders to miss leading in class if they are sick, have homework, or other extraordinary circumstances, but the leader, assisted by parent, must call or email ahead of time to let the school know. Like in the real world, not showing up without calling can result in the Leader losing his or her spot, and having to earn it again. Leaders must wear their Leadership uniforms to help in class.

Testing for new Chevrons

When a leader has reached the required number of leadership classes, time, and journal entries, he, or she is responsible for approaching a head instructor to request a testing date. If approved, the leader will then be set to test during a leadership class. While instructors will be happy to help, it is up to each leader to make sure he or she is ready for the test. Leaders should work together to practice, ask questions, and prepare each other as a team. This will be especially important for Leaders of higher Chevron rank.

Becoming an Instructor

Leadership is a great first step for any leader who wishes to someday become an instructor. While there are requirements beyond the Leadership program, many of our great instructors started in this program. Once students have developed in the leadership program, they may apply into the E.I.T program at 10 years old. Those who show consistent work ethic, a passion for teaching, and set the highest examples may be approached with the opportunity to become an instructor as early as 14 years of age.

Leadership Team Ranks

All Ranks

Gi is clean with all patches in the correct spots

3 ring binder is organized with all notes, attendances, and handouts

White Chevron

- Minimum of 10 Leadership Classes
- 3 Monthly critical thinking questions
- 3 Month Minimum in Leadership (start date) _____
- Tie your own belt in 60 seconds or less
- Demonstrate a proper hand shake

Yellow Chevron

- Additional 10 additional Leadership Classes
- Additional 3 Monthly critical thinking questions
- Additional 3 Months in Leadership (Previous Chevron Test) _____
- Demonstrate a proper greeting using "hello Sir" or "Hello Mam".
- Leader Creed # 1.

Orange Chevron

- [] Additional 10 Leadership Classes
- [] Additional 3 Monthly critical thinking questions
- [] Additional 3 Months in Leadership (Previous Chevron Test) _____
- [] Lead a single item in a scripted warm up. (10 Jumping Jacks, 10 Push Ups, 10 Crunches)
- [] Demonstrate how to cut stripes
- [] Demonstrate ability to collect pads and cones

Blue Chevron

- [] Additional 12 Leadership Classes
- [] Additional 4 Monthly critical thinking questions
- [] Additional 4 Months in Leadership (Previous Chevron Test) _____
- [] Sign up and assist in 4 Lower ranked classes leading by example, no teaching.
- [] Lead a small group through 6 front kicks using PCP
- [] Demonstrate How to hold a square target and a kicking shield
- [] Demonstrate ability to help another leader put on sparring gear

Green Chevron

- [] Additional 12 Leadership Classes
- [] Additional 4 Monthly critical thinking questions
- [] Additional 4 Months in Leadership (Previous Chevron Test) _____
- [] Sign up and assist in 6 lower ranked classes helping with warm ups and leading by example
- [] Lead a small group through 6 front kicks setting an attribute goal.
- [] Demonstrate how to tie another student's belt
- [] Assist in one belt exam
- [] Leader Creed # 2

Purple Chevron

- Additional 12 Leadership Classes
- Additional 4 monthly critical thinking questions
- Additional 4 Months in Leadership (Previous Chevron Test) _____
- Sign up and assist in 8 lower ranked classes as a leader
- Lead a small group through 6 front kicks while using Black Belt per Minute
- Demonstrate ability to meet and greet 10 parents.
- Write a personal testimony about how karate has changed your life (1 page long)
- Leader Creed # 3.

Red Chevron

- Additional 15 Leadership Classes
- Additional 5 monthly critical thinking questions
- Additional 5 Months in Leadership (Previous Chevron Test) _____
- Sign up and assist in 10 lower ranked classes as a leader
- Lead a 90 second full high energy warm up (instructor choice)
- While assisting in class demonstrate proper S.W.A.T technique (including highlights)
- Mentor 1 leader through White Chevron by going through checklist with them
- Leader Creed # 4

Brown Chevron

- [] Additional 15 Leadership Classes
- [] Additional 5 critical thinking questions
- [] Additional 5 Months in Leadership (Previous Chevron Test) _____
- [] Sign up and assist in 12 lower ranked classes as a leader.
- [] Assist with 2 belt exams
- [] Mentor 3 leaders through their first or second Chevron. Go through their checklist with them

Black Chevron

- [] Additional 15 Leadership Classes
- [] Additional 5 monthly critical thinking questions
- [] Additional 5 Months in Leadership (Previous Chevron Test) _____
- [] Sign up and assist in 15 lower ranked classes as a leader.
- [] Create a 60 second video on how Leadership Program has made you a better Leader
- [] Run the Following segment utilizing PCP, black belt a minute, and a Highlight
 - 10 Jumping Jacks, 10 Push Ups, 10 Crunches
 - 6 Jab /Crosses on each lead
 - 6 Up Blocks from Horse Stance
 - 6 Front Kicks on each lead
 - 10 second stretch in a sitting V to the left leg, right leg, and down the middle.
- [] Mentor 5 leaders through their first or second Chevron. Go through their checklist with them

LEADER CREED LIST

Leader Creed # 1

I will develop myself in a positive manner, and avoid anything that will reduce my mental health or physical growth.

Leader Creed #2

I will develop Self-Discipline in order to bring out the best in myself and others.

Leader Creed # 3

I will use what I learn in class constructively and defensively, to help myself and others, and never to be abusive or offensive.

Leader Creed # 4

I'm a dedicated leader of the martial arts. I live by the principles of black belt. Modesty, Courtesy, Integrity, Self-Control, Perseverance, and Indomitable Spirit. Kiai!!!

MONTHLY LEADERSHIP READINGS

Following each month of readings, each student will be asked to write a one paragraph response to the following critical thinking question:

How have I applied this black belt characteristic to my everyday life?

Positive Attitude

Myself: A positive attitude means looking at the bright side of things. I choose to frame problems in a positive way and fill my life with positive phrases. I never “have” to go school, I “get” to go to school. I don’t say I’m “No good”, but rather I say, “I’m improving.” Using positive words is a powerful tool to help me be my best.

My Home: Every morning when I get up, I look in the mirror and say positive things about myself. I start my day thinking “I’m going to make this the best day I have ever had”. On top of positive energy for myself, I show positivity to my family. When I get to do chores I don’t like, I surprise the people around me by smiling and making the best of it.

Leading in the Dojo: When I lead in the dojo, I make other people feel happy on purpose. I come up with reasons to compliment all the students, and even some of the parents. Even when I have had a tough day before class, I put that aside and wear a smile for classes. If I can correct students, I don’t tell them what they are doing wrong. Instead, I tell them how to make it better.

My Legacy: I will be known as a leader in positivity. When I walk into a room, I have the effect of making everyone a little bit happier. I will spend my life helping others see the bright side, and inspire them by showing them all they could be someday.

Attitude is a little thing that makes a big difference.

(Winston Churchill)

Nothing can stop a man with the right mental attitude for achieving his goal

(Abraham Lincoln)

Choose the positive. You have choice. You are master of your attitude. Choose the positive, the constructive. Optimism is a faith that leads to success.

(Bruce Lee)

Innovation

Myself: I am always changing. Daily choices and habits such as what I eat, how much I sleep I get, and how I treat the people around me all shape the kind of person I will become. I take control of my life, and I make choices that help me become my best self. I am constantly learning, growing, and improving myself.

My Home: I am a master of routine at home. I try to improve my tasks with the idea of Black Belt Level in mind. Black Belt Level means out of all the different ways to do something, I have figured out the best way. Innovation at home means constantly elevating myself to Black Belt Level. Once I have completed one task like a Black Belt, challenge myself to find a new way to improve.

Leading a Team: When leading a class at the dojo, I am a problem finder. I spot loose belts before they fall off, and help to tie them. I look for students who need help, and help them before they ask. I even look for nervous students, and try to compliment them and help them feel comfortable without the instructor reminding me.

My Legacy: I will be known as a leader in innovation and creative solutions. I look at life with fresh eyes, and never do something the same way simply because it's the way everyone else has always done it. I change the way things are done and invent better ways to live. I share my problem solving with others to improve the lives of those around me.

Innovation distinguishes between a leader and a follower (Steve Jobs)

We cannot solve our problems with the same level of thinking that created them (Albert Einstein)

If I had asked people what they wanted, they would have said faster horses (Henry Ford)

Communication

Myself: Communication is the ability to help people understand me, and what I want them to understand. Great communication is more than words. My posture, facial expression, and my tone of voice all have an impact on what I'm trying to say. I practice communicating clearly so that I may have a stronger impact on those around me.

My Home: The most common reason for an argument is not what I say, but how I say it. For example, if my mom asks me to wash the dishes and I throw my hands up in the air, sigh loudly, and say "I'm getting to it!". The words are not impolite, but my tone and body will cause an argument. Mastering communication at home means thinking carefully about how I say things to make sure I give the right meaning.

Leading a Team: When I'm leading on the floor, I need to look like a leader so that people see me as a leader. I communicate confidence by standing up straight, looking others in the eyes, and speaking loud and clear. I learn from how my Sensei's teach and try to match my communication to theirs.

My Legacy: I will be known as a master in communication. When I say something, people understand exactly what I mean. When I speak to someone, I don't just communicate words, but also emotion. I look and sound like a leader, so others may follow and trust me.

Every problem a school has ever had, followed far enough back, can be traced to an issue in communication. (Master Christopher Rappold)

We have two ears and one mouth so that we can listen twice as much as we speak (Epictetus)

Gratitude

Myself: The secret to happiness in life is to focus on being a giver instead of a taker. Even if other people have more than I do, I focus on being happy for what I do have. I am thankful for my life, my family, and all the small gifts the world has given me.

My Home: When I wake up in the morning, I start my day by visualizing three things that I am thankful for. If I had nothing in the whole world, I would still find three things to be thankful for. I can be thankful for the people in my life, the things I have, and the experiences life has given me. By practicing being grateful every day it becomes a habit, and therefore changes my mindset.

Leading a Team: When I help on the floor, I thank all the students in the class. I thank them for being there, for working hard, and for their positive attitude. On a good day, I find a way to say thank you to at least ten different people from the time I arrive to the time when I leave. Thanking others shows that I appreciate them and will make me a build a relationship which allows me to be a better leader.

My Legacy: I will be known as a grateful person. I show appreciation for everyone who helps my community be great. I thank the mailman every time she drops off mail, the teachers in my school every time class ends, and every other person that does any task that helps me. Sometimes a thank you from a total stranger can make someone's entire day. I will always appreciate the gifts life has given me.

Gratitude is the answer to anger and fear. You can't be afraid and grateful at the same time... You can't be angry and grateful at the same time (Tony Robbins)

When we focus on gratitude, the tide of disappointment rushes out and the tide of love rushes in (Kristen Armstrong)

Be thankful for what you have; you'll end up having more. If you concentrate on what you don't have, you will never, ever have enough. (Oprah Winfrey)

Goal Setting

Myself: Whenever possible, I set goals in five areas of my life. I set Family Goals, Financial Goals, Wellness Goals, Learning Goals, and Friend Goals. I constantly strive to improve myself, because I lead best when I have learned more than the people I am helping.

My Home: I write down my goals at home in a place where I see them every day. I have small goals I can complete in a week. I have medium goals that take a month, and long-term goals that take up a year or more. Setting goals and working towards them keeps me learning and growing.

Leading a Team: When I help in the dojo, I help other students get excited for their goals. I congratulate them on the stripes they have. I tell them I can't wait to see them get to their next belt, and I remind them that they will be a great black belt someday. These are short, medium, and long-term goals that will lead other students to be successful.

My Legacy: I will be known as a great goal setter for myself and other people. I will spend my life helping other people set short and long-term goals, then finding ways for them to achieve those goals. Doing so is one of the major characteristics of a black belt leader, and there is nothing more special than to spend my life helping other people succeed.

"I think Goals should never be easy, they should force you to work, even if you are uncomfortable at the time. (Michael Phelps)

"One of the lessons I learned growing up was to stay true to yourself and never let what somebody else says distract you from your goals." (Michelle Obama)

"Goals are not always meant to be reached, it is something to aim at" (Bruce Lee)

Vision

Myself: I take time once a week and picture myself ten years from now. I think about the kind of life I want to live, the type of people I want to be surrounded by, and the kind of person I want to be. This can change over time, but simply by envisioning a great future for myself, I will take some control over the path I walk in my life.

My Home: In the morning, I envision the perfect day where I am my best self. I am happy, healthy, confident, and live my day to the fullest. I think about all the things I will do, and then I open my eyes and live as closely to that vision as possible. By envisioning myself at my best, I empower myself every day.

In a Team: A secret about people, is many of them try to live up to the expectations of others. If no one believes in a person, then that person will not believe in themselves either. When I help other people in class, I picture them as the best version of themselves. I create that vision, so my students can also begin to picture a better version of themselves. I tell people they are strong, smart, and amazing every time I lead a class.

My Legacy: I will be known for having huge plans for the world. I can close my eyes and see so many ways to make this world a better place. I then believe in that vision so strongly that other people will follow my lead. Having vision gives me control over my future and the future of this world.

If you can dream it you can do it (Walt Disney)

Determine that a thing can and should be done and then we shall find a way (Abraham Lincoln)

Good business leaders create a vision, articulate the vision, passionately own the vision, and relentlessly drive it to completion (Jack Welch)

Self-Discipline:

Myself: I am a master of myself and my actions. I do what I need to be whether I want to do it or not. I prioritize my actions and I always do what's important before I do what is fun. By living this way, I oversee my life and can enjoy my free time knowing all my tasks were done completely and correctly.

At Home: Learning Self-Discipline gives me control over my life. Completing small tasks like brushing my teeth without being asked proves that I am reliable. Taking care of my things proves that I can have nicer things, knowing they will last. Having great Self-Discipline ultimately gives me the trust and freedom to live the way I want, then to help others do the same.

Leading a team: When I lead a class, I am a black belt example for all my students. Those participating in class should see my self-discipline and learn how to be better. If I observe the rules, always bow in and out, and maintain good technique while teaching, my students will learn to do the same. Leading in this way is one of the most effective ways of creating a school of discipline future black belts.

In the Community: In the community being a leader requires not only self-discipline for yourself, but also for those who follow you. When I find myself in a place where many people count on me, I must have both discipline for myself, and discipline for those who follow me. While this is a huge amount of responsibility, it is also a gift that allows me to change the world for the better.

I think Self-Discipline is something. It's like a muscle. The more you use it, the stronger it gets. (Daniel Goldstein)

Respect your efforts, respect yourself. Self Respect leads to Self Discipline. When you have both firmly under your belt, that's real power. (Clint Eastwood)

For a man to rule himself is the first and noblest of all victories (Plato)

Motivation

Myself: Most people start motivated to try something new, but lose excitement as soon as things get hard, then quit. Keeping myself motivated is one of the keys to success. One way to stay motivated is to close my eyes and picture myself already mastering the skill. For example, I might picture putting my black belt on for the first time in front of all my friends and family while they cheer. The second technique for staying motivated is to set small goals. Getting a black belt takes a long time and a lot of work, but focusing on the next step like a stripe or a belt makes a big difference.

At Home: Home is where we are usually most comfortable. While that is great from time to time, comfort can easily lead to doing nothing all day when home. I work hard at home stay motivated in my tasks and my personal growth. I limit my time in front of screens, and set time aside every day for self-improvement and helping my family.

Leading a Team: Keeping motivation strong in a team means using the same techniques for myself for other people. I help everyone get excited about how great the project will be when it's done, and set small achievable goals so no one feels overwhelmed. In the studio, I help other students see themselves as blackbelts, and set small goals and achievements with them.

In the Community: An old rule is that the more people who have a say, the harder it is to get everyone to agree. Helping large group of people stay motivated means providing a great "Vision" that everyone is a part of, and assigning small teams who all have their own tasks. A great leader then continues to monitor these teams to keep them on task and progressing.

What if I told you that 10 years from now, your life would be exactly the same? I doubt you'd be happy. So, why are you so afraid of change? (Karen Salmansohn)

I know the price of success. Dedication, hard work, and an unremitting devotion to the things you want to happen (Frank Lloyd Wright)

Fall down seven times, stand up eight. (Japanese Proverb)

Integrity

Myself: Integrity means I do the right thing, even when no one is looking. Imagine a teacher gave the entire classroom a hard test that everyone would fail, but then the teacher left the room with all the answers sitting on the desk. You could cheat without ever getting caught. What is more important? Getting an A, or doing the right thing? A person with integrity would not look, even if it meant getting a bad grade.

At Home: Having integrity at home is what builds trust. Imagine when parents leave a child at home alone for the first time. The child knows the rules, but the parents should trust their child has integrity, and will continue to follow all the rules even when no one is there to tell them what to do. I work hard to do what I am supposed to even when my parents aren't around to watch me.

Leading a Team: People want someone in charge who is fair, and does the right thing, not just the easy thing. When I lead a team, I follow the same rules and expectations that I have as others. I also make sure everyone else follows the same rules. I can't let one person break the rules all the time, or everyone would be allowed to break the rules.

In the Community: Having integrity in the community means making sure I do the right thing. I don't let other people's actions act as an excuse for my own. For example, if everyone on my street littered trash without caring, I would still pick up trash and throw it away. Having integrity is not about what everyone does, but what is the right thing to do.

The greatness of a man is not in how much wealth he acquires, but in his integrity and his ability to affect those around him positively. (Bob Marley)

Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not. (Oprah Winfrey)

Commitment

Myself: Commitment is a word which carries a lot of meaning, and being committed to one's self is the most important part of this attribute. To be committed to yourself is to understand how to better yourself and be willing to do whatever it takes to get there. Even if the road is long, being able to put one foot in front of the other until you reach the better version you are trying to achieve.

At Home: To be committed at home I must be willing to work and contribute to the family team. Family is the first commitment and therefore will be the longest commitment I ever fulfill. To be committed to my family, means to help them regardless of what it is, keeping their best interests at the heart of everything I do. Whether it's helping with chores, following the rules of the house, or making sure to respect all members of my family, being committed in the home is an important key to success.

Leading a Team: Commitment to a team defines what it means to be a true leader. Commitment is to ensure every member of that team succeeds. Taking a common goal and committing one's self to achieving it, while still helping others along the way, truly separates a good leader from a great one.

In the Community: Community is a group of people who work towards a common goal. Like with anything, commitment to making your community better means bringing value into the group. Taking your specific skill set whether it be leadership, problem solving, organization, or any other strength, and applying it whole heartedly to the common goal is a recipe for success.

Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort. (Paul J. Meyer)

The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor. (Vince Lombardi)

Problem Solving

Myself: One of the positives of being a leader is the ability to be independent. By successfully navigating and solving problems, I can keep the need for outside help to a minimum. I can manage my own agenda and face whatever issues arise head on. Problem solving allows me to grow faster and be a stronger person at the end of each day.

At Home: The home and the family is built on problem solving. When you live with someone it is impossible for everything to always go according to plan. However, it is important when things go astray to fix the issue as a team. For example, instead of fighting over whose turn it is to use the iPad, working out a sharing schedule so everyone gets a fair chance. Creating solutions like this one will keep the peace and will make the home a better place.

Leading a Team: Being a problem solver is a trait all the greatest leaders in history share. The ability to take an issue and turn it into a strength, is mindset which will never stop being useful. Having this ability to direct and control problems will also allow your team to trust you more. By keeping their trust, you will be able to work through more issues together, and in turn become a closer team.

In the Community: Problem solving in the community helps to define what a community is. Working towards a common goal requires consistent, quality problem solving from everyone in the group. Problem solving as a community requires individuals to put their heads together, using multiple ideas and working as a unit to find a solution. The stronger each individual problem solver is, the more efficient the community will be at completing their goal.

Never bring the problem solving stage into the decision making stage. Otherwise, you surrender yourself to the problem rather than the solution. (Robert H. Schuller)

Expertise

Myself: Expertise is picking a skill and working towards a mastery of that trait. It is said mastery comes after 10,000 repetitions of any activity. Repetition is the key to mastery, and ensuring practice of basics will make more advanced activities simpler. Bruce Lee once said, I fear not the man who has practiced 10,000 kicks once, but I fear the man who has practiced one kick 10,000 times.

At Home: Expertise of a task is not limited to personal growth. To become an expert in the home I must develop good habits which will continue for a lifetime. An expert in the home will have the ability to complete chores in a timely fashion, to keep the home orderly. When chores are done completely and consistently, then true mastery has been achieved

Leading a Team: Expertise does not always refer to a single physical activity. Mastering a character trait, such as leadership, is also a skill I can be an expert in. When mastering a leadership, I must take in to consideration every level of the skill. Communication, motivation, and delegation are only some of the aspects in which someone can master leadership.

In the Community: The community is a place where expertise is extremely important. The older you become the more your expertise begin to help others. This is the idea behind a career or job. You become a master in a field, able to provide a service to help others who are not as skilled. Your involvement in the community can start as early as you are able to master any skill. One example is your leadership at the dojo. While working towards mastery of your teaching you can assist others learning about the martial arts.

True intuitive expertise is learned from prolonged experience with good feedback on mistakes. (Daniel Kahneman)

Order and simplification are the first steps toward the mastery of a subject. (Thomas Mann)

White Chevron Attendance Tracker

Number	Date	Time	Location	Staff Approval
1				
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Yellow Chevron Attendance Tracker

Number	Date	Time	Location	Staff Approval
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Orange Chevron Attendance Tracker

Number	Date	Time	Location	Staff Approval
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Blue Chevron Attendance Tracker

Number	Date	Time	Location	Staff Approval
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Green Chevron Attendance Tracker

Number	Date	Time	Location	Staff Approval
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Purple Chevron Attendance Tracker

Number	Date	Time	Location	Staff Approval
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Red Chevron Attendance Tracker

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Brown Chevron Attendance Tracker

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Black Chevron Attendance Tracker

Number	Date	Time	Location	Staff Approval
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