

# LEAD4CHANGE®

## Core Curriculum | Plus Project Submission Guidelines

For student teams applying for the Lead4Change Small Grant Program, school credit/industry-recognized credential (IA, OH, or TX only), or CTSO competitions.

When you lead your students through the Lead4Change Core Curriculum, they develop real-world leadership skills by planning and completing a service project that makes a meaningful impact in your school or community. Once your students have completed the full Core Curriculum (Modules 1-7, *plus* Modules 8-9, if applying for a grant) and their service project, they'll have the opportunity to submit their Plus Project, which may be used to:

- Apply for a Lead4Change Small Grant
- Earn school credit or an industry-recognized credential (select states)
- Participate in CTSO competitions (e.g., FBLA, DECA, FCCLA, etc.)

### Eligibility

To submit a Plus Project, teams must:

- Consist of **3 or more students**
- Be made up of students in **grades 6–12** who are full-time residents of the 50 U.S. states or the District of Columbia
  - Students may attend public, private, charter, homeschool, or be part of a qualifying youth organization (e.g., Boys & Girls Club, Scouts, Key Club).
- Complete all 7 Lead4Change curriculum modules (Plus Modules 8-9, if pursuing a grant)
- Identify and address a **need in their school or community**
- Complete a **service project** to meet that need
  - We encourage all teams to partner with established non-profits and local agencies.
  - Teams applying for the Small Grants Program must partner with a school or 501(c)(3) nonprofit
- Be sponsored by a registered Lead4Change **adviser** (educator, club leader, or principal, etc.)

### Submission Process

What you'll submit:

- Team name, number of students, and grade level(s)
- Confirmation that the Lead4Change curriculum was taught and the project was implemented
- (1) Completed work sample from the team for each of the following:
  - Select A Problem for Your Project (3.B.1)
  - S.M.A.R.T. Chart (4.B.1)
  - Picking Your Project (4.C.2)
  - Action Plan (5.A.2)
  - Write Your Hook (6.A.2)
  - After Action Review (7.A.2)

- (3) Student Personal Reflections (7.C.1) — combine all into a single PDF
- Adviser/educator reflection (Module 7)  
\*If the adviser has multiple teams, they may submit the same reflection for each team
- 3-10 photos of your service project and/or screenshots of your marketing materials

**If applying for a Lead4Change Small Grant (up to \$10,000), you'll also need:**

- Project Proposal (8.A.1 and 8.B.1 — may be submitted as a typed essay or a designed document) – max 2 pages
- Project One-Pager (9.A.1 — may be submitted as a typed essay or a designed document) – max 1 page
- Project Video (YouTube, max 5 minutes) or Slideshow (max 15 slides)
- Name and EIN/TIN of the grant recipient (must be a U.S.-based school or 501(c)(3) nonprofit)

You can upload your documents as you go and submit when ready.

## Submission Period

If you are **not** applying for a grant, you can submit your Plus Project at any time. If you are applying for a grant, your project must be submitted between **October 1 and June 1** of the current school year.

Submissions received after June 1 will not be eligible for review until the next cycle begins.

*Note: Due to high volume during peak months (April and May), Plus Project submissions may take up to 4 weeks for approval.*

## Judging and Selection

Upon submission, projects will be reviewed by a judging panel from **David Novak Leadership, Inc.** Judges will evaluate submissions based on project clarity, execution, teamwork, and impact.

Advisers will be notified via email regarding submission's approval within approximately 4 weeks.

If approved, you'll unlock:

- Digital completion certificates
- Graduation honor cords (upon request)
- Automatic entry into our \$500 classroom supplies giveaway

Plus, the potential to:

- Gain school credit or an industry-recognized credential (select states)
- Participate in CTSO competitions (e.g., FBLA, DECA, FCCLA, etc.)

*If not approved, in most cases, you'll have the opportunity to reconcile the unmet requirements.*

## Small Grant Winner Selection

If your team applied for a **Lead4Change Small Grant** and is selected as a winner, you will be notified via email within approximately 4 weeks. Upon notification, advisers may be required to complete verification materials, such as:

- Affidavit of eligibility
- Publicity or liability releases
- Grant recipient documentation (EIN/TIN)

If a winning adviser cannot be reached within 10 business days, or verification materials are not returned within 21 days, another winner may be selected.

Grant funds are **non-transferable** and awarded directly to the identified Qualified Organization. The Qualified Organization may waive the right to receive the grant. Prizes not claimed by **July 31** may be forfeited. See fine print for full details.

## Questions?

Check your curriculum's **Resources tab** or reach out to our team anytime at [hello@lead4change.org](mailto:hello@lead4change.org).

## Copyright & Usage

By submitting a project, teams grant Lead4Change and its sponsors an exclusive, royalty-free, perpetual license to use the submitted content (in whole or in part) for any purpose, in any media, including the internet, without additional compensation. This includes videos, photos, student reflections, and project materials.

All submitted content must be the original work of the student team. Entries containing plagiarized or previously submitted content may be disqualified.

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## Small Grant Program Fine Print

### Submission Requirements:

All entries must be submitted online and must include, without limitation, the name of the sponsoring parent, teacher, or adult adviser, their email address and phone number, the name of the school or club or organization, the number of students completing the lessons and participating in the service project, the Team's Qualified Organization, along with the additional materials described above. Upon hitting the "submit" button in the entry form, the team's parent, teacher, or adult adviser electronically signs the entry, verifying the accuracy of the project information and student participation. All entries must be received by 11:59 p.m. (E.T.) on the day of the deadline.

All entries must be the sole, original work of the Team members (including the videos, photographs, and written components). The Project judges may disqualify previously entered written components or videos. All standard rules of copyright apply. Sponsor will not be responsible for incomplete, lost, late, misdirected, garbled, inaudible, or illegible entries, or for failure to receive entries due to transmission failures or technical failures of any kind, including, without limitation, malfunctioning of any network, hardware or software, whether originating with sender or Sponsor. All entries become the property of Sponsor and none will be returned.

**Winner Notification:**

Winning advisers will be contacted approximately 4 weeks after submission by phone or email during regular business hours at the number or email address included with the entry. Winning adviser names and schools will be included in a public winner list. Failure to reach the teacher or sponsoring adult within 10 business days may result in disqualification of the Team, and selection of a substitute winner from among all remaining eligible entries.

After confirming with the winning Teams that they are in compliance with the Official Rules, Sponsor will coordinate delivery of the prizes to the Qualified Organizations selected by the winning Teams. The Qualified Organizations supported by the winning Teams may waive their right to receive prizes. Prizes are non-assignable and non-transferable. No substitutions are allowed by the winning Teams or the Qualified Organizations. The Qualified Organizations supported by the winning Teams, the schools, and local clubs and organizations are solely responsible for reporting of any prizes or grants received. Winning Teams and their sponsoring teacher or adult adviser and the parent or legal guardian of Team members may be required to complete (i) an affidavit of eligibility certifying that the Team's submission is the Team's original work, that the Team owns rights to the work, and that the Team has complied with the Official Rules of the Contest, and (ii) a liability and publicity release (except where prohibited by law), which must be executed and returned as instructed. The Qualified Organization may be required to complete documentation required by Sponsor to confirm its 501(c)(3) and public charity status. Failure to sign and return the affidavit or release, any required documentation, or to comply with any terms or conditions of these Official Rules within 21 net days, may result in a winning Team's disqualification, forfeiture of the prize and the award of the prize to an alternate winner. Except where prohibited, acceptance of any prize constitutes consent by each winning Team, by each Qualified Organization selected by a winning Team, by each school and by each local club or organization to the publication of his/her/its names, biographical information and likeness in any and all media now known or hereinafter invented for any commercial or promotional purpose, including, without limitation, the internet without additional compensation.

Prizes and grants not won and/or claimed by eligible recipients, in accordance with these Official Rules, will not be awarded and will remain the property of Sponsor. Any prizes or grants unclaimed as of July 31 will not be awarded. Prizes and grants not won and/or claimed by eligible recipients, in accordance with these Official Rules, will not be awarded and will remain the property of Sponsor. Any prizes or grants unclaimed as of July 31 will not be awarded.