

From: [Michael Williamson](#)
To: [Brienne Ritchie](#)
Cc: [HEGEMONY Sports](#); [HOPE Foundation](#)
Subject: Re: Youth Center Building Interest
Date: Tuesday, May 7, 2024 12:02:17 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[OPUD YCB Lease Agreement HOPE Foundation.pdf](#)
[Olivehurst Youth Center Proposal.docx](#)
[Mentor GPS Workbook DRAFT COPY.pdf](#)

Hi Brienne, please see the attached proposal for the youth center. I also included the lease and our guidance workbook we use for career and goal planning.

My hope is we can start paying for the space August 1. That way it allows me a couple months to work out the details, set up the programs, and recruit volunteers. This would be a first for me, so there is going to be a lot of work in setting up and implementing programs.

I think this provides us a great starting point to begin discussions on how our nonprofit can work closely with OPUD in providing an afterschool program in Olivehurst and surrounding areas.

Specifically, I would be interested in getting assistance with any type of grant writers should OPUD have access to people with grant writing experience.

I have a few other questions about the space that I think we can talk through during the board meeting. Please review and let me know if there's anything else you need from me.

If this makes it to the board review meeting, please send the meeting details so I am available.

Thank you.

Milestones Wellness Centers
Michael Williamson, HRM, MBA
Direct: 530-300-1438

visit us on the web - www.milestoneswc.com

Milestones Wellness Centers is not a medical provider and is not engaged in the practice of medicine. All medical decisions are the sole responsibility of Physicians.

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Please consider the environment before printing this e-mail.

From: Brienne Ritchie <britchie@opud.org>

Date: Friday, April 5, 2024 at 11:21 AM



Olivehurst Youth Center & After School Program

The community youth center will serve as a safe place for the youth in our communities to visit and participate in afterschool and community programs.

We plan on offering several programs that include schoolwork tutoring and assistance, promote health living through exercise and sports, developing creative arts skills, and a guidance and mentoring program that assists with career planning, college prep, personal and professional development, and a community clean-up program.

The sports and creative arts programs will work as the feeder for the mentoring & guidance program. Once we build rapport with the youth, we then introduce the mentoring program and focus on personal and professional development.

It is our primary intention and goal to provide sports and the creative arts as an outlet in keeping the kids busy with afterschool activities while working with them on goal setting.

By providing an outlet through sports and the creative arts, we can ignite their interests making it easier for mentors to build relationships and set goals with the kids that are meaningful to them.

The mentoring program will help the youth develop a road map in setting career and personal goals while developing the necessary skills to achieve their goals.

The sports and creative arts program will also teach them the self-discipline and the commitment needed in pursuing and achieving their goals.

Furthermore, we will teach them about giving back to their community and playing a role in helping others. If we can build meaningful relationships and affect positive change this can encourage youngsters to be part of the community which we feel will help deter and reduce vandalism, crime, and minimize the risk of getting in trouble with the law.



Olivehurst Youth Center & After School Program

Hours of operation:

Monday – Friday, 3pm – 6pm

Onsite Staff: 2 – 4

Daily:

School Work Assistance: 3:30pm – 5pm

Tutoring and School Work Assistance.

Free Play: 3:30pm – 5pm

Games, Basketball, Crafts, Mentoring & Guidance.

Sports Program: 5pm – 6pm

Exercise Workouts, Yoga/Stretching, Boxing, Basketball, Jit Jitsu Martial Arts (varies based on availability).

Weekly:

Creative Arts Program – Music Development, Music Lessons, Vocal Lessons, Recording, Mixing, Composing, Producing.

This program will promote goal setting, self-discipline, teamwork, confidence, while building and enhancing creative skills.

Mentoring & Guidance Program – Personal & Professional Development, Career Path Roadmap, Resume Building, Interviewing Silks & Prep, Workplace Etiquette & Expectations, College Prep & Assistance, Computer Skills, Communication and Decision-Making skills.

Monthly:

Community Volunteering – once per month a group of volunteers (kids & adults) from the youth center and community participate in community clean up (garbage, graffiti, vandalism, etc).

Workshops – Classes and Topics will vary based on availability. Classes will promote personal and professional development for the youth and adults.

Seasonal:

NFL Flag Football April – May, October – November

This program will promote goal setting, self-discipline, teamwork, confidence, exercise, and healthy living.

LEASE AGREEMENT

THIS LEASE AGREEMENT (“Agreement”) is entered into on this the 1st day of August, 2024, by and between the Olivehurst Public Utility District a public utility district formed and existing under California law (hereinafter referred to as “OPUD”), and **HEGEMONY H.O.P.E. Foundation, A California nonprofit Corporation**, (hereinafter referred to as “**HOPE Foundation**”).

RECITALS

- A.** OPUD owns and has available for lease certain premises; and
- B.** **HOPE Foundation** is seeking a facility to conduct its recreation programs and is willing to care for the facilities in question and offer low-cost programs to residents from Olivehurst and surrounding communities;
- C.** **HOPE Foundation** will benefit from this agreement in that it will obtain shared use of the premises where it can operate its programs and activities; and
- D.** OPUD will benefit in that it will help to facilitate community-oriented programs coming into Olivehurst and surrounding communities and that said premises will again be utilized for its intended purposes, which is to serve community oriented activities in and around Olivehurst.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby stipulated, the parties agree as follows:

1. AGREEMENT

OPUD is the owner of certain real property situated in the County of Yuba, State of California, commonly known as the Olivehurst Youth Center, located at 1966 9th Ave, Olivehurst, CA 95961 (“the Property”). OPUD hereby agrees to lease the Property to the HOPE Foundation.

2. TERM OF AGREEMENT

The term of this Agreement shall commence upon the execution of this Agreement and continue thereafter until **July 31, 2025** or otherwise terminated by either party, with or without cause. **HOPE Foundation** will reserve the first right of refusal each year to continue the lease or vacate the property.

3. USE OF PROPERTY

HOPE Foundation hereby acknowledges and agrees that the Property shall be used only for community and public purposes consistent with its non-profit status. No use shall be made of the Property, nor any use that would result in an increase in the existing rate of insurance upon the Property, or in a cancellation of any insurance policy covering the Property. **HOPE Foundation** shall not commit waste or any public or private nuisance upon the Property. In addition, the following provisions describe the **HOPE Foundation** use of the Property:

- A. **HOPE Foundation** shall have use of the Property from **9am to 7pm, 5** days a week Monday through Friday. Days to be determined on or before **July 31, 2024**. Any further requests for the space will be determined on a case-by-case basis, and monthly rent amount will be adjusted accordingly. OPUD or other lessees or invitees of OPUD are free to utilize the Property at all other times or upon 2 weeks minimum notice to **HOPE Foundation** an alternative use which OPUD, in its sole discretion, deems is necessary.
- B. No smoking is permitted in the Youth Center Building or on the Property within 50 feet of the Youth Center Building.
- C. **HOPE Foundation** will submit a \$100 key deposit prior to usage and will be issued three keys for the Property. **HOPE Foundation** shall not duplicate the keys and, upon the termination of this Agreement, shall promptly return the three keys to OPUD. If the keys are not returned, in whole or part, or if the keys are duplicated, **HOPE Foundation** shall forfeit the deposit.
- D. At times when either OPUD or **HOPE Foundation** does not use the Property, either party may reserve the use of the Property by means of placing a reservation through the OPUD office located at 1970 9th Ave, Olivehurst, CA 95961.

4. UTILITIES AND SERVICES

OPUD and **HOPE Foundation** shall share Utilities and Common Area Maintenance fees as provided for in this Article 4.

- A. Utilities. **HOPE Foundation** shall pay \$25 per month, per day of the week when classes are held, for its share of Utilities for the Property including, but not limited to, phone, water, electricity, gas, garbage removal, sanitary sewage disposal service and any other costs necessary or incidental to **HOPE Foundation's** use of the property pursuant to this lease (collectively "Utilities"). The payment for Utilities shall be paid by **HOPE Foundation** on or before the tenth (10th) day of each month for the term of this Agreement.

5. TAX EXEMPT STATUS, LIENS, ENCUMBRANCES

The **HOPE Foundation** is a not-for-profit, government agency. The **HOPE Foundation** agrees to keep the Property free and clear of all levies, liens and encumbrances for the term of the lease.

6. ASSIGNMENT OR SUBLEASE

HOPE Foundation will not assign this Agreement, nor sublet the Property, nor any part thereof.

7. MAINTENANCE, REPAIR & ALTERATIONS AND ADDITIONS BY THE _____

The **HOPE Foundation**, with prior written consent from OPUD, may, during the term of the Agreement, make minor alterations, modifications or improvements to the Property provided that same shall not be detrimental to the Property, including its structural integrity and usefulness. Anything used in the alteration process will then become the Property of OPUD. At the discretion of OPUD, the **HOPE Foundation** may be required to return the Property to pre-lease condition upon the expiration of the term of the lease, reasonable wear and tear expected. The **HOPE Foundation** agrees, at the **HOPE Foundation's** own expense, to keep the Property in good condition and repair, and to deliver to OPUD physical possession of the Property at the end of the Term in good condition and repair, reasonable wear and tear and use, and loss by fire or other casualty or by earthquake or other act of God excepted. The **HOPE Foundation** agrees to repair any damage to the Property caused by or in connection with the use of the Property, the removal of any articles of personal property, business or trade fixtures, machinery, equipment, furniture, movable partition or permanent improvements or additions, including without limitation thereto, repairing the floor and patching and painting walls where required by OPUD to OPUD's reasonable satisfaction, all at the **HOPE Foundation's** sole cost and expense.

The **HOPE Foundation** shall after each meeting or use of the Property, clean any debris, trash, or other soiling caused by the meeting or use. The **HOPE Foundation** shall use its own cleaning supplies to perform the same. Included in the obligation to clean and maintain the Property, the **HOPE Foundation** must provide its own bathroom supplies including such items as hand soap, bathroom tissue, and paper towels.

The **HOPE Foundation** will be responsible for any and all costs associated with damages caused to any OPUD property as a direct result of the **HOPE Foundation's** staff, volunteers or members, participants or its invitees.

This Agreement between OPUD and the **HOPE Foundation** is a commercial lease. Therefore, **HOPE Foundation** waives the provisions of California Civil Code §§ 1941 and 1942, the implied warranty of habitability, and any other law or regulation, judge-made or statutory, that would require OPUD to maintain the Property in a tenantable condition other than conditions expressly required by this Agreement.

8. LEGAL TITLE

Legal title to the Property shall remain vested in OPUD.

9. ENTRY AND INSPECTION

OPUD or its agents may, at any time, enter into and upon the Property for the purpose of inspecting the same, or to make repairs, alterations or additions. For those maintenance or repair activities that OPUD has advance notice of, it shall notify the **HOPE Foundation** and coordinate an appropriate time to enter the Property to perform said maintenance or repair. OPUD shall not have access to confidential information related to **HOPE Foundation** business activities.

10. DUTY TO INSURE

HOPE Foundation shall obtain and maintain in force a commercial general liability insurance policy covering liability for injury to persons or property occurring in or about the Property (1 million dollars per occurrence). The required insurance shall be obtained from a company lawfully authorized to do business in California. A certificate of insurance evidencing the foregoing and showing OPUD as an additional insured shall be provided to OPUD contemporaneously with the execution of this agreement.

The **HOPE Foundation** shall forthwith notify OPUD, in writing, with a full description of the facts, circumstances, nature, results, and names and addresses involved about any occurrences on the Property which involve any injury to person or property, and shall provide OPUD promptly with copies of any claims for damages of any sort, including complaints in any court actions involving such claims.

11. SUCCESSORS

OPUD and the **HOPE Foundation**, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this agreement with respect to the terms of this Agreement.

12. WRITTEN NOTICE

All notices to be given between the parties hereto shall be in writing and may be served by depositing the same in the United States mail, postage pre-paid, certified and addressed to General Manager, OPUD, 1970 9th Ave, Olivehurst, CA 95691, or such other address as either party may designate in writing from time to time.

All notices to be given between the parties hereto shall be in writing and may be served by depositing the same in the United States mail, postage pre-paid, certified and addressed to **HOPE Foundation** of Superior California, 729 D Street, Marysville, CA 95901, or such other address as either party may designate in writing from time to time.

13. WAIVER

None of the provisions of this agreement shall be considered waived by either party unless such waiver is specified in writing.

14. LICENSES AND PERMITS

Upon commencement of this agreement, the **HOPE Foundation** will possess all current licenses and permits required by OPUD, the State of California and/or any other applicable public agency to operate as a nonprofit organization.

15. TERMINATION

Either party has the right to terminate this lease, with or without cause, during its term, by giving written notice of its intent to terminate thirty (30) calendar days prior to the intended termination date.

16. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this agreement shall be deemed to be inserted and this agreement shall be read and enforced as though it were included. If through mistake or otherwise, any provision is not inserted or is not correctly inserted, then upon application of either party the agreement shall be amended to make the insertion or correction. All references to statutes and regulations shall include all amendments, replacements, and enactments in the subject, which are in effect as of the date of this agreement, and any later changes, which do not materially and substantially alter the provision of the parties.

17. SEVERABILITY

Should any provision of this agreement be declared or determined by any court of competent jurisdiction to be illegal, invalid, or unenforceable, the legality, validity and enforceability of the remaining parts, terms or provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision shall be deemed not to be part of this agreement.

18. ARBITRATION OF DISPUTES

THE PARTIES AGREE THAT IF ANY DISPUTE SHOULD ARISE UNDER THE TERMS AND PROVISIONS OF THIS AGREEMENT, EACH PARTY WAIVES ANY RIGHT TO COMMENCE LEGAL ACTION OR ARBITRATION OTHER THAN AS PROVIDED UNDER THE TERMS OF THIS AGREEMENT, AND THIS AGREEMENT SHALL PROVIDE THE SOLE AND EXCLUSIVE REMEDY FOR RESOLUTION OF DISPUTES.

THE DETERMINATION OF THE ARBITRATOR WILL BE FINAL AND BINDING UPON EACH PARTY AND EACH PARTY SPECIFICALLY WAIVES ANY RIGHT TO CLAIM THAT THE ARBITRATOR HAS EXCEEDED THE SCOPE OF THE ARBITRATION, HAS DISREGARDED EVIDENCE OR PRINCIPLES OF LAW, AND FURTHER WAIVES ANY RIGHT TO DISCLAIM THE QUALIFICATION OR FUNCTION OF THE ARBITRATOR IN ANY MANNER OR FASHION.

APPOINTMENT OF THE ARBITRATOR SHALL BE MADE BY MUTUAL AGREEMENT OF THE PARTIES. IF THE PARTIES CANNOT AGREE UPON THE IDENTIFICATION OF THE ARBITRATOR WITHIN THIRTY (30) DAYS FROM THE MAILING OF THE OBJECTION, A PETITION FOR APPOINTMENT OF ARBITRATOR SHALL BE FILED WITH THE SUPERIOR COURT OF THE COUNTY OF YUBA.

THE ARBITRATOR'S FEES AND COSTS OF PETITIONING FOR THE APPOINTMENT OF THE ARBITRATOR SHALL BE PAID BY ONE OR BOTH PARTIES TO THE ARBITRATION IN ACCORDANCE WITH THE DETERMINATION OF THE ARBITRATOR AS TO THE FAIR APPORTIONMENT OF SUCH FEES AND COSTS. THE ARBITRATOR UPON RENDERING ITS AWARD SHALL DETERMINE THE PARTY THAT PREVAILED BASED UPON WRITTEN STATEMENTS MADE BY EACH PARTY AT THE COMMENCEMENT OF THE ARBITRATION AS TO THE POSITION OF THE PARTIES AND THEIR ALTERNATIVES FOR SETTLING THE MATTER. A STATEMENT OF PROPOSED SETTLEMENT SHALL NOT BE BINDING UPON ANY PARTY AND SHALL NOT BE CONSIDERED AS EVIDENCE BY THE ARBITRATOR EXCEPT TO THE EXTENT THAT THE ARBITRATOR UPON MAKING ITS SOLE AND INDEPENDENT DETERMINATION SHALL DETERMINE THE PARTY WHICH PREVAILED BASED UPON THE PROPOSALS FOR SETTLEMENT OF THE MATTER MADE BY EACH PARTY AND SHALL DETERMINE THAT THE NON-PREVAILING PARTY SHALL PAY SOME OR ALL OF THE COSTS OF ARBITRATION INCLUDING ANY COSTS INCURRED BY THE ARBITRATOR AND IN EMPLOYING EXPERTS TO ADVISE THE ARBITRATOR IN REGARD TO SPECIFIC SUBJECTS OR QUESTIONS. THE ARBITRATOR MAY FURTHER AWARD THE COSTS OF ATTORNEYS' FEES OR EXPERT WITNESSES CONSULTED OR EMPLOYED IN THE PREPARATION OR

PRESENTATION OF EVIDENCE TO THE ARBITRATOR BY THE PREVAILING PARTY, IF IN THE ARBITRATOR'S DETERMINATION, THE POSITION TAKEN OR MAINTAINED WAS BASED UPON A FAILURE TO PROPERLY EXCHANGE OR COMMUNICATE INFORMATION WITH THE PREVAILING PARTY IN REGARD TO THE SUBJECT SUBMITTED TO ARBITRATION.

THE ARBITRATOR'S DETERMINATION MAY FURTHER PROVIDE FOR PROSPECTIVE ENFORCEMENT AND DIRECTIONS FOR THE PARTIES TO COMPLY WITH. UNDER SUCH CIRCUMSTANCES, THE ARBITRATOR'S AWARD SHALL BE BINDING UPON THE PARTIES AND SHALL BE UNDERTAKEN AND PERFORMED BY EACH OF THE PARTIES UNTIL (A) SUCH TIME AS THE ARBITRATOR'S DIRECTIONS TO THE PARTY SHALL LAPSE BY THEIR TERM, OR (B) THE ARBITRATOR SHALL NOTIFY THE PARTIES THAT THOSE TERMS ARE NO LONGER IN FORCE OR EFFECT OR (C) THE ARBITRATOR SHALL MODIFY THOSE TERMS.

THIS ARBITRATION PROVISION SHALL BIND THE PARTIES AND THE PARTIES' SUCCESSORS, ASSIGNS, TRANSFEREES, OR ANY OTHER PERSON OR ENTITY ALLEGING RIGHTS BY OR THROUGH DISTRICT OR DEVELOPER.

19. VENUE/GOVERNING LAWS

This agreement shall be governed by the laws of the State of California and venue shall be exclusive to Yuba County, California.

20. INDEMNIFICATION; ATTORNEY'S FEES

The **HOPE Foundation** shall indemnify, defend and hold harmless OPUD and its officers, officials, employees and agents from and against any and all liability, loss, damage, expense, and costs, including without limitation costs and fees of litigation, of every nature and kind arising out of or in connection with the **HOPE Foundation's** performance or work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage that is caused by the intentional misconduct of OPUD, its employees, agents or contractors. This indemnification includes any and all costs and expenses for attorneys' and consultants' fees in litigation, mediation and arbitration.

If suit is brought by either party to this Agreement to enforce any of its terms, the prevailing party shall be entitled to recover their reasonable attorney's fees and costs.

21. ENTIRE AGREEMENT

This agreement represents the entire agreement between OPUD and the **HOPE Foundation** and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended or modified only by an agreement in writing, signed by both OPUD and the **HOPE Foundation**.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

OPUD:

Name Signature

Position Title Date

HEGEMONY H.O.P.E.
Foundation:
(Organization)

Michael Williamson

Name Signature

President

Position Title Date



HEGEMONY
—H.O.P.E. FOUNDATION—
RESULTS NOT EXCUSES

GPS

**Growth, Progression,
Sustainability**



HEGEMONY
—H.O.P.E. FOUNDATION—
RESULTS NOT EXCUSES

Week 1

Getting to know you

Growth Mindset



© Big Char

A growth mindset is a belief that intelligence and skill can be developed.

People with a growth mindset understand that they can get smarter & develop new skills through hard work, the use of effective strategies, and help from others when needed.

Questionnaire

Do you want to graduate on time with your class? _____

How much time is left until you graduate? _____

What are your grades like...Are your grades on track or behind to graduate?

IF not on track, what can you do to make up your credits?

Do you need help with a Counselor? Teacher(s)? Tutoring?

Have you asked for help? _____

What are your plans after graduation? _____

Personal Goals: _____

Professional career Goals: _____

What are your career interests? _____

Why? _____

What do you do for fun, any hobbies? _____

What types of work/jobs interest you most? _____

Why do these types of work/jobs interest you? _____

Do you know of anyone who has any of the work/jobs you listed?

_____ If so who: _____

What hourly rates \$ do you perceive as good pay? _____

Do you or have you had a paid job? _____

How important is it to achieve your goals...Low Importance, Average Importance, High Importance? _____

What are you currently doing to achieve your goals? _____

Personal Goals: _____

Professional career Goals: _____

What can you do, or do more of, to make progress toward achieving your goals?

Do you believe you can create the life you want? _____

How committed are you to impact positive change for yourself...Slightly committed, Average committed, Highly committed? _____

Commitment Letter to YOU

I will put in the energy and effort to build and create the life I want.

I know it will be hard, and at times I will feel like quitting, but I promise myself that I will not give up because I know that I can be successful.

I won't allow other people's opinions to deter me from accomplishing my goals. I will trust the process and believe that my mentor will be there to support me.

I will lean into the community that is provided for me during this journey. I will ask questions and participate in the discussion to help my growth.

I am committed to being a student of life and always learning how I can better serve the community.

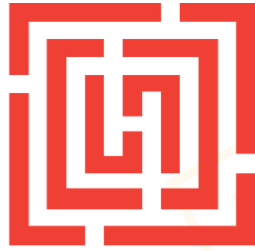
When I see other people's success, I will see what is possible for me.

I will take radical responsibility for my choices and reactions.



Dear Me

DRAFT



HEGEMONY
—H.O.P.E. FOUNDATION—
RESULTS NOT EXCUSES

Week 2

Seek Clarity

Clarity Assessment

Three words that describe my best self are:

How can I embody these words more often in the next few weeks:

The 3 skills I'm trying to develop most in my life:

How can I learn or practice those skills:

What are your values:

What are your hobbies:

What are 3 areas of opportunity?

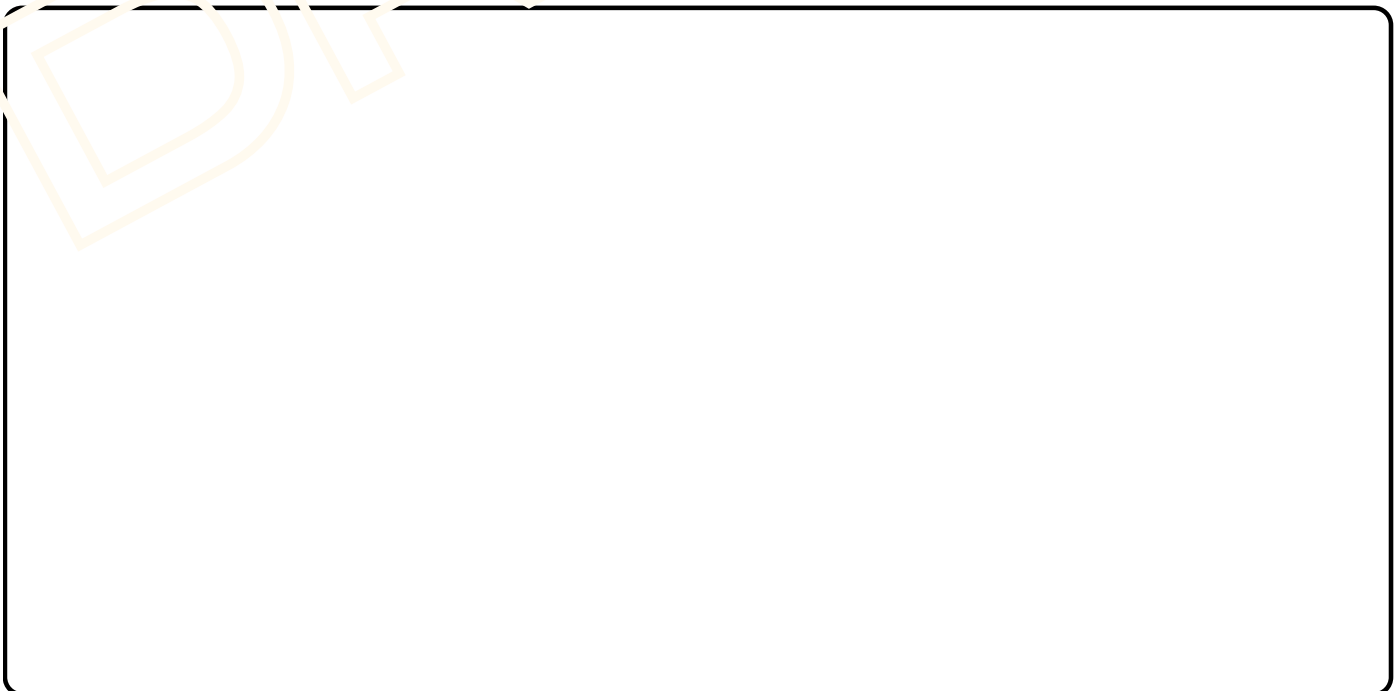
About You

List 3 skills you have that make you successful.



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List 3 skills you want to develop for greater success.



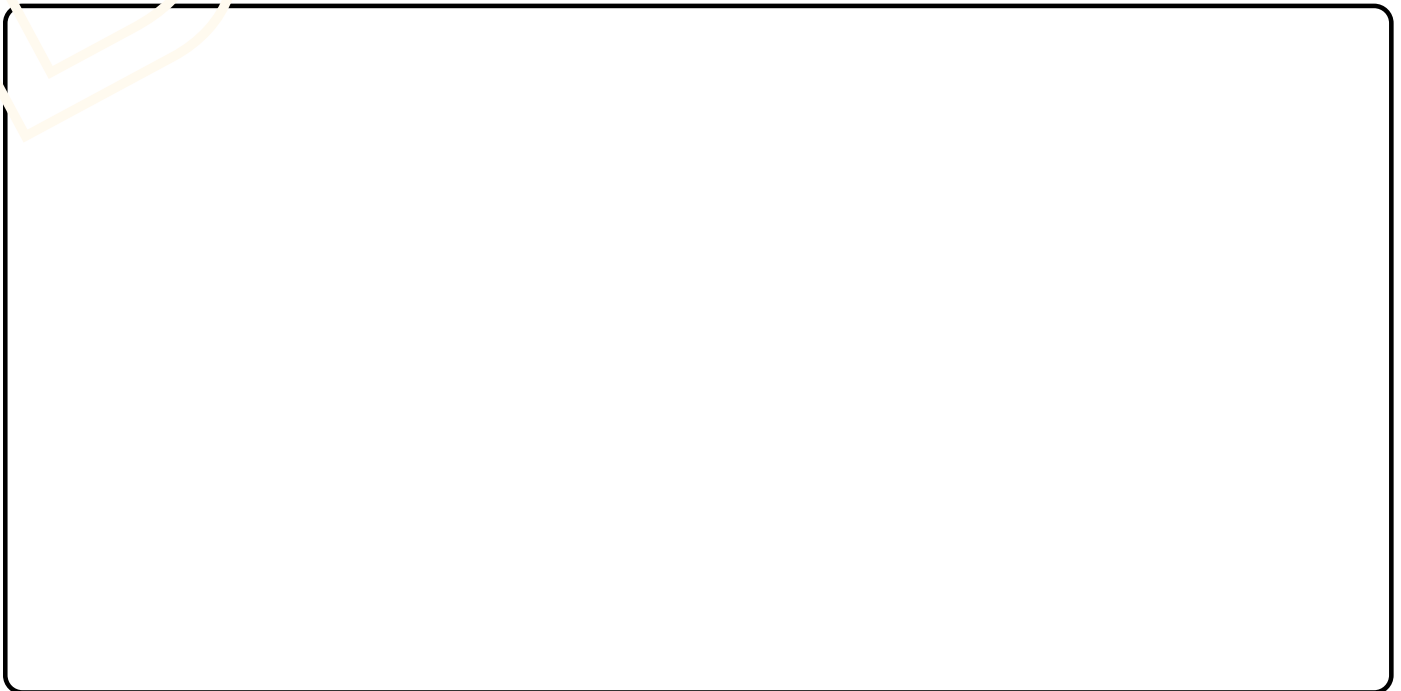
A large, empty rectangular box with a black border, intended for writing the answer to the second question. A faint, light-colored watermark reading 'DRAFT' is visible diagonally across the box.

About You

List 3 current activities that bring you meaning.



List 3 distractions that you want to reduce or get rid of.



About You

When are you most productive?

- Mornings
- Afternoon
- Evenings

Intent:

If you have an intent, you have a motive or purpose. Intention and intent are synonyms, but with a subtle difference. Intention implies a general desire or plans to accomplish something,

Action:

Taking action is a deliberate move toward a predetermined end. When you take action in your life you move with intent. You are taking intentional action toward your goal, dream, or desire. It's active, not passive. It's active, not reactive!



HEGEMONY
—H.O.P.E. FOUNDATION—
RESULTS NOT EXCUSES

Week 3

Create Energy

Smart Goal Plans

S

Specific

M

Measurable

A

Achievable

R

Relevant

T

Time-bound

60 Day Goals

Write down the goal you'd want to achieve and why it's important to you. Write what the measurable outcome would be if you've achieved the goal.

Goal 1 :	Why it's important :
	Measurable Outcome :
Goal 2 :	Why it's important :
	Measurable Outcome :
Goal 3 :	Why it's important :
	Measurable Outcome :



JOURNAL ENTRY

DATE:

DRAFT





HEGEMONY
—H.O.P.E. FOUNDATION—
RESULTS NOT EXCUSES

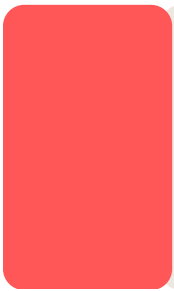
Week 4

Find your Path

Write 3-5 Career Interest



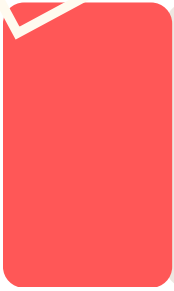
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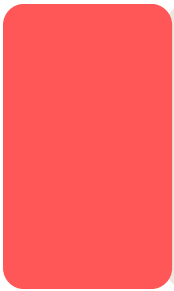
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DRAFT



JOURNAL ENTRY

DATE:

DRAFT





HEGEMONY
—H.O.P.E. FOUNDATION—
RESULTS NOT EXCUSES

Week 5 & 6

Career Exploration

Career Research

EMPLOYER INFO

Name:

City & ST:

FT or PT:

Hourly Pay:

Source:

EMPLOYER INFO

Name:

City & ST:

FT or PT:

Hourly Pay:

Source:

EMPLOYER INFO

Name:

City & ST:

FT or PT:

Hourly Pay:

Source:

Career Planning

Career:

Education:

Degree or Certification:

Timeframe:

Cost:

Career:

Education:

Degree or Certification:

Timeframe:

Cost:

Career:

Education:

Degree or Certification:

Timeframe:

Cost:

Local Business of Interest

[Redacted]
Employer name:

Address:

Phone:

Website:

[Redacted]
Employer name:

Address:

Phone:

Website:

[Redacted]
Employer name:

Address:

Phone:

Website:

JOURNAL ENTRY

DATE:

A spiral-bound notebook is shown at an angle. The page is lined and has a date field at the top right. The notebook is decorated with yellow geometric shapes and red dashed lines. The spiral binding is on the left side. The page is mostly blank, with some faint lines and a date field.



HEGEMONY
—H.O.P.E. FOUNDATION—
RESULTS NOT EXCUSES

Week 7

What sets you apart

Resume Importance

Your resume communicates your qualifications and your brand, who you are and what makes you different to employers and recruiters. In a tough job market, you need a resume that helps you stand out in a sea of applicants.

Ultimately, the purpose of a strategically targeted, polished resume is to get you an interview.

List skills / strengths:

-
-
-
-
-

List experiences, volunteering, etc:

-
-
-
-

SAMPLE

FIRST & LAST NAME

DESIRED TITLE



+123-456-7890



hello@reallygreatsite.com



123 Anywhere St., Any City

About Me

Lorem ipsum dolor sit amet, bonorum pertinax patrioque et pri, ne pri audire molestie ponderum, ei eripuit habemus delicatissimi cum. Iuste feugait theophrastus, nec quaestio intellegat at. Pro inermis quaestio splendide id, meliore ancillae sea et. Et mea tunc consul, an aequae alienum delicatissimi nec.

Experience

Company Name 2017 - 2020

Job Position

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Company Name 2020 - 2021

Job Position

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Education

2015

University Name

Your Degree

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2015

University Name

Your Degree

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2015

University Name

Your Degree

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Language

Spanish

English

Japanese

Korean

Expertise

- ui/ux
- visual design
- leadership
- coaching

Reference

Lorna Alvarado

Company Name/Position

Phone

+123-456-7890

SAMPLE

JOURNAL ENTRY

DATE:

A spiral-bound notebook is shown at an angle. The page is lined and has a date field at the top right. The notebook is decorated with yellow geometric shapes and red dashed lines. The spiral binding is on the left side. The page is mostly blank, with some faint lines and a date field.



HEGEMONY
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RESULTS NOT EXCUSES

Week 8

First Impression

You only get ONE first impression

DO's

- Arrive 15 min early
- Research the company
- Ask questions
- Dress professional
- Follow up with a thank you email

DON'Ts

- Don't be late
- Don't check your phone
- Don't Interrupt
- Don't badmouth
- Don't lie

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

DRAFT

JOURNAL ENTRY

DATE:

A spiral-bound notebook page with horizontal lines. The page is tilted slightly to the right. The spiral binding is on the left side. In the top right corner, there is a small rectangular box with the word "DATE:" written inside. The page is surrounded by decorative red and yellow elements, including a large red shape in the top left, a red cloud-like shape in the bottom right, and several red dashed lines and yellow geometric shapes scattered around the notebook.



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Week 9

Why should we hire you

Interview

Hi Name,

We look forward to meeting you,

Date:

Time:

Address:

JOURNAL ENTRY

DATE:

A hand-drawn illustration of a journal page. The page is tilted slightly to the right. On the left side, there is a spiral binding. The main body of the page is filled with horizontal lines, suggesting a ruled notebook. In the top right corner, there is a small rectangular box with the word 'DATE:' written inside. The page is decorated with several yellow geometric shapes, including squares and rectangles, some of which are overlapping. Red dashed lines are scattered around the page, particularly on the left and top right sides, giving it a dynamic, hand-drawn feel. The background is white, with a red abstract shape in the top left corner and a red cloud-like shape in the bottom right corner.



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Week 10 & 11

A day in the life of...

Site visit questions

Location Name:

Location Address:

Location Contact Information:(Name; Phone #; Email)

- What do you like Most about your career?
- What do you NOT like about your career (if anything)?
- How did you get into this Career/Industry?
- Are you satisfied with your career choice?
- Are you satisfied with your career compensation?
- If you could redo a career choice, what would you do differently?
- How long did it take you to get into this Industry/Position (Training/Schooling)?

Site visit questions

- How long did it take you to get to a comfortable position in this industry?
- Would you recommend this Career/Industry choice to someone starting out?
Yes or No & Why:
- What advice do you have for me regarding my interest in achieving my goals?

JOURNAL ENTRY

DATE:

A hand-drawn illustration of a spiral-bound notebook page. The page is tilted slightly to the right. It features a black spiral binding on the left side. The main body of the page is filled with horizontal grey lines, suggesting a ruled notebook. In the top right corner of the page, there is a small rectangular box with the word "DATE:" written inside. The entire illustration is surrounded by decorative red and yellow elements, including a large red shape in the top left, a cluster of red dashed lines in the top right, and a red cloud-like shape in the bottom right. There are also several yellow-outlined geometric shapes (squares and rectangles) scattered across the page, some overlapping the lines.



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Week 12

Graduation!!!

6 Month Goals

Write down the goals you'd like to achieve and why it's important to you. Write what the measurable outcome would be if you achieved your goals.

Goal 1:	Why it's important :
	Measurable Outcome :
Goal 2:	Why it's important :
	Measurable Outcome :
Goal 3:	Why it's important :
	Measurable Outcome :

Certificate of Completion



PRESENTED TO

First & Last Name

This certificate is awarded on 15 March 2023.
for completing GPS Program



HEGEMONY
—H.O.P.E. FOUNDATION—
RESULTS NOT EXCUSES

Name

Mentor

Michael Williamson

President