

“ IF NOT ME, THEN WHO ... ”



TRAVIS MANION
FOUNDATION

YOUTH CLUB HANDBOOK





PURPOSE

This handbook is intended for high school-aged youth interested in organizing and participating in a Travis Manion Foundation (TMF) Youth Club at a local high school.

In it you'll find necessary information, guidance, requirements and steps to launch and run a TMF Youth Club.

For contact information specific to your region, please see the TMF Regions map on pg. 12.

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TRAVIS MANION FOUNDATION: WHO WE ARE

OUR INSPIRATION

The inspiration for our Foundation comes from its namesake, 1stLt Travis Manion, USMC, who made the ultimate sacrifice for the safety of his patrol in Iraq in 2007. TMF carries on the legacy of selfless service and leadership embodied by Travis and all those who have served, or continue to serve, our nation.

Before his final deployment to Iraq, Travis left us with a simple but powerful ethos - **“If Not Me, Then Who...”** Those five words describe the sense of duty felt by service members and their families. They are also a constant reminder for all of us to live with character and put the interests of others before our own.

WHAT WE BELIEVE: OUR MISSION AND VISION

TMF empowers veterans and families of fallen heroes to develop character in future generations.

Our Vision is to create a nation of purpose-driven individuals and thriving communities built on character.

OUR VALUES

Build, Measure, Learn, Repeat: We start from a place of “yes.” We embrace an entrepreneurial spirit. When we see an opportunity, we run with it. There is no prescribed formula for achieving our bold mission, so we act with confidence, courage, creativity, flexibility, and independence in pursuit of our goals.

Be Accountable: We take responsibility for our actions. We seek to do what is right at all times. We believe that if we’re big in the little things, we will be big in the big things. We deliver on our commitments to our community, country, and one another. We ensure our external actions match our internal values. When difficult work needs to get done, we roll up our sleeves and help out—no matter our position.

Purpose Begins with Passion: Our commitment to TMF and our mission is a calling, not an obligation. We enjoy building relationships with one another and take pride in having an impact on our communities.

Out of Many, One: We treat everyone with respect. At TMF, our team comes from all walks of life. We have a wealth of experiences, beliefs, and backgrounds. We believe that our differences make us a stronger and a more unified community. We may not always see eye-to-eye, but we work shoulder-to-shoulder to accomplish the mission.

We Are Fueled by Gratitude: We understand that anything of great value requires great sacrifice to achieve. We are deeply grateful for the sacrifices of our families of the fallen, veterans, and fallen heroes. This generous spirit fuels our mission and fortifies our commitment. We sacrifice to achieve our goals, we celebrate our victories, and we acknowledge those who get us there.

Failure is a Bruise, not a Tattoo: With a mission as bold as ours come occasional setbacks. We take ownership and bounce back quickly by seeking solutions. We accept each others’ well-meant shortcomings and we strive together to improve. We are resilient. We are hopeful. We stay in the fight.

Learn more about TMF and how our mission is fueled by character by [watching this video](#).



WHAT IS A TMF YOUTH CLUB?

TMF Youth Clubs are student-led clubs dedicated to the mission of TMF. They provide high school-aged youth with opportunities to lead with service and strengthen their own character as well as the character of those around them by living out the **“If Not Me, Then Who...”** ethos. Clubs are positive and inspire others to be purpose-driven individuals who thrive by using their strengths and applying their passion to serve. Together, we can empower more students and school communities across the country to lead with character.

WHAT DO TMF YOUTH CLUBS DO?

Students who are actively involved in a TMF Youth Club work together with one another and their schools/communities as they **live out character in action**. Living out character in action can look different from club to club as each is based on the needs of individual students, schools and communities. In every case, however, TMF Youth Clubs will be connected with a trained and vetted TMF Character Does Matter Mentor who will visit students, give a presentation about character, and offer support throughout the school year. All TMF Youth Clubs exist to:

1. Share the “If Not Me, Then Who...” ethos
2. Collaborate with local TMF Spartan volunteers and TMF Mentors to promote community engagement
3. Identify needs in the community and facilitate Operation Legacy service projects
4. Learn about and apply individual character strengths to cultivate student leadership

CLUB RULES AND REQUIREMENTS

CLUB EXPECTATIONS

- Be positive, polite, and personable
- Be inclusive of all team members while accepting and appreciating everyone’s strengths, opinions, and input
- Dedicate **12 hours per year** to TMF Youth Club activities. This can include but is not limited to:
 - Meetings at school, the cadence of which will depend on school calendars and protocols
 - Conducting Operation Legacy service projects that fill pressing needs in communities
 - Inviting TMF Mentors to meetings to address specific topics
- Respond to communications from other students and staff in a timely manner
- Live out TMF organizational values
- Embody the **“If Not Me, Then Who...”** ethos
- Have fun!



When posting on social channels,
tag @travismanionfoundation and
use the #IfNotMeThenWho hashtag.



MINIMUM CLUB REQUIREMENTS

- Identify a School Faculty Liaison (teacher or school administrator) who can support the club, communicate with TMF staff and TMF Mentors, and be present at all in-school meetings.
- Attend an onboarding virtual call with the TMF Manager of Youth Development to ask questions and learn more about TMF Youth Clubs.
- Host a Character Does Matter presentation led by a TMF Mentor for your club.
- Meet monthly (at minimum) as a club, either in person or via video conference.
 - Length of meeting is up to your discretion
- Have all club members create an [InnerView Account](#) to accumulate and track service hours and capture club member engagement. Find more about InnerView [here](#).
 - [Register](#) the school and TMF Youth Club on InnerView. Once registered, you will schedule and attend a live training with a representative from [InnerView](#) on how to manage the club's activities.
- Plan and execute a minimum of two (2) Operation Legacy service projects each academic year.
 - Visit our [TMF Operation Legacy service projects page](#) for details and ideas on how you can fill a pressing need at your school or in your community.
 - All projects must be [registered online](#), which will require the School Liaison to create an account on the TMF Website.
- Keep regional TMF staff informed of all club activities and progress throughout the year.
- Maintain an active and positive presence on the school campus.
- Engage in succession planning to ensure the club continues.
 - Any active TMF Club President will ensure there is a plan to choose the next TMF Youth Club President for the following school year (only when the current president is graduating or chooses to step down from the role).
 - TMF staff will support and communicate with the active TMF Club President to help him or her identify a plan to ensure the club is supported in future years.

Optional: Support [9/11 Heroes Run events](#) held in 90 communities nationwide each year to commemorate the anniversary of Sept. 11, 2001.



CLUB POSITIONS AND RESPONSIBILITIES

REQUIRED POSITIONS

TMF YOUTH CLUB PRESIDENT

Position Overview

The TMF Youth Club President is responsible for the effectiveness and sustainability of the club. He or she supports all club members and provides purpose and direction for the club at large. There are no experience restrictions on who can serve in this role, however, the student in this role must have an understanding of TMF.

TMF Club Presidents should:

- Be comfortable leading diverse people and personalities
- Provide inspiration and motivation to club members
- Be able to communicate effectively
- Organize, manage and coordinate multiple projects and tasks simultaneously

Responsibilities

- Recruit/build and manage a team of students
- Plan and run monthly leadership meetings
- Manage a calendar of club events
- Express gratitude to those in the community who support TMF and the club
- Be receptive and responsive to member feedback
- Adopt guidance and expectations from TMF staff
- Maintain open and regular communication with TMF staff and a TMF Mentor





For new TMF Youth Clubs, the student starting the club is granted the role of TMF Youth Club President. For existing TMF Youth Clubs, future TMF Youth Club Presidents may be chosen by the School Faculty Liaison and club members. Some options for this process may include:

1. Transitioning TMF Youth Club President can choose and/or nominate his or her successor
2. Current club members may choose and/or vote for the next club president
3. School Faculty Liaison can choose the next club president directly

TMF SCHOOL FACULTY LIAISON

Position Overview

The liaison is responsible for collaborating with TMF staff on TMF programs and activities for the club and larger student body. The liaison must be a teacher, school administrator or other staff member affiliated with the school. He or she is expected to serve as the primary point of contact for TMF staff, trained TMF Mentors, and students.

Responsibilities

- Support TMF Youth Club members as they work to incorporate the TMF mission into their school and local community
- Understand the 24 Character Strengths and how they play a role in Character Does Matter
- Assist TMF staff and TMF Mentors in scheduling character presentations at the school
- Attend club meetings
- Assist students with research on emerging community needs and outreach opportunities
- Maintain communication with TMF staff as needed; liaisons should always be copied on email communications to club members and school representatives

For more information on the role of TMF School Faculty Liaisons, [click here](#).



Note: If you have a large number of Student Club Members participating in your TMF Youth Club, it is a best practice to add more optional positions to allow for students to help facilitate.



TMF YOUTH CLUB MEMBERS

Position Overview

Group of students, 8 to 12 at minimum, who serve as members of the local TMF Youth Club. This is to ensure the level of interaction and engagement can be effectively managed by the TMF Youth Club President, the TMF School Faculty Liaison and the TMF Mentor.

Responsibilities

- Actively participate in all club meetings, activities, and service projects
 - Be sure to track your TMF Youth Club participation on InnerView
- Contribute to the success of the club by sharing your ideas and input
- Embody the “If Not Me, Then Who...” ethos by incorporating it into your daily routine and serving as a visible example of character to classmates, friends and family

OPTIONAL POSITIONS

There are additional optional positions to consider adding to meet the needs of your TMF Youth Club. Students are welcome to assign various roles to other members at their discretion. Positions may be discussed at the school level and organized by students and the TMF School Faculty Liaison. Examples may include (but are not limited to):

Vice President

- Ensures the TMF Youth Club President maintains all aspects of the club. Assists with operations in the absence of the president.

Treasurer

- Oversees club finances (if applicable) and fundraising throughout the year. This position is recommended if the TMF Youth Club plans on facilitating fundraising events to benefit TMF throughout the year.

Secretary

- Records notes and maintains official records of each meeting. Assists with circulation of notes for students who are absent.

Operation Legacy Service Project Leader

- Collaborates with community organizations for service projects on behalf of the TMF Youth Club. Enlists help from the TMF School Faculty Liaison or TMF Mentor as needed. The [TMF Operation Legacy service project page](#) is a great resource for this role.



TMF STAFF SUPPORT POSITIONS

TMF REGIONAL STAFF

TMF staff partners with the school and club members to offer guidance and support where needed. It's up to club members, specifically the TMF Youth Club President and the School Faculty Liaison, to keep TMF staff up to date on club activities. This includes any activities the club hosts, service projects members organize, or any fundraisers it holds. TMF staff will also assist with coordinating Character Does Matter presentations led by TMF Mentors.

TMF CHARACTER DOES MATTER MENTOR

TMF Mentors are veterans or family members of the fallen who build relationships with TMF Youth Club members to help further develop character in a number of different areas. In addition to delivering a required Character Does Matter presentation at schools where a TMF Youth Club is formed, Mentors also offer guidance to clubs as needed. TMF staff will help identify a TMF Mentor in your area and facilitate an introduction to start the relationship.





5 STEPS TO TAKE BEFORE LAUNCHING A NEW TMF YOUTH CLUB

1. Identify a TMF School Faculty Liaison to act as the adult advisor for the club.

- Choosing a School Faculty Liaison is an important first step to take before formally launching a club. In his or her role, the liaison will help identify the club's areas of focus, recruit students and ensure the club is supported by the school.

2. Develop a club description that is clear, concise and aligns with your school and TMF. Consider the following:

- What will club members do during meetings?
- How often will the club meet?
- Where will the club meet?
- What are the goals of the club?
- What Operation Legacy service project ideas do you have that will benefit the community? Learn more about Operation Legacy service projects [here](#).
- Do potential members need to apply to join the club, or will anyone be allowed to join? Members should be able to answer the following questions:
 - i. What does leadership mean to you?
 - ii. How are you going to leverage your individual strengths to benefit the club?

3. Register your club with your school, if you have not done so already.

- Most high schools require clubs to go through a process for approval. If you're not sure how to do this, ask your School Faculty Liaison. Your student handbook may also have information on registering clubs.
 - If you have not done so already, create your [InnerView Account](#) and [register](#) your school and club on the InnerView platform.

4. Attend TMF Youth Club onboarding session with TMF staff.

- After reading through this handbook, you will have the opportunity to meet with a TMF staff member virtually (or in person, if applicable). This time will be spent answering questions the club may have in addition to receiving helpful guidance on starting and operating a club.

5. Recruit students to join your club!

- Decide if you want or need TMF informational one-pagers (provided by TMF staff via email)
- Make flyers to post around school, if permissible. Be sure to include the club name, purpose, date and time of the first meeting, and who to contact with questions.
- Consider sharing our TMF signature [What is Character?](#) video during your first meeting.



4 STEPS TO TAKE AFTER LAUNCHING A NEW TMF YOUTH CLUB

After a new TMF Youth Club is launched, students work to complete the following steps to understand and effectively communicate TMF's mission and opportunities.

1. Hold the first meeting.

- Introduce yourself, share your “why” with members, and what you hope to accomplish throughout the school year.
- Share what you believe members will do and any potential ideas you have for future meetings and service events.

2. Complete the Values in Action (VIA) Character Strengths Survey.

- Encourage all members to complete the survey linked above in order to understand their individual character strengths and how they can contribute to the club's service to the school and community.

3. Schedule and plan for a Character Does Matter presentation at your school.

- Work with the School Faculty Liaison and TMF staff to determine a mutually agreeable date and time for a trained and vetted TMF Mentor to visit your school and give a presentation. Most presentations are 45-60 minutes.

4. Determine the club's meeting cadence, projects and potential service opportunities.

- Connect with your TMF staff for more information on available projects and service opportunities for clubs to participate in and support.

CLUB MEMBER RECOGNITION

Our TMF team values and appreciates the service that all of our amazing youth volunteers and TMF Youth Clubs do each day. To show our appreciation for the work your club conducts and the value you bring to your school and community, we manage a recognition program for all of our youth Spartans. In addition to volunteer milestones tracked on InnerView, if your club facilitates any Character Does Matter programming or Operation Legacy service projects, you will receive TMF swag and T-shirts. For eligibility, make sure to track all service hours in InnerView.





TMF YOUTH CLUB RESOURCES

Here are a few TMF Youth Club resources you can access - some of which are linked within this handbook. If you have any additional questions, please reach out to TMF staff.

[VIA Character Strengths Survey](#)

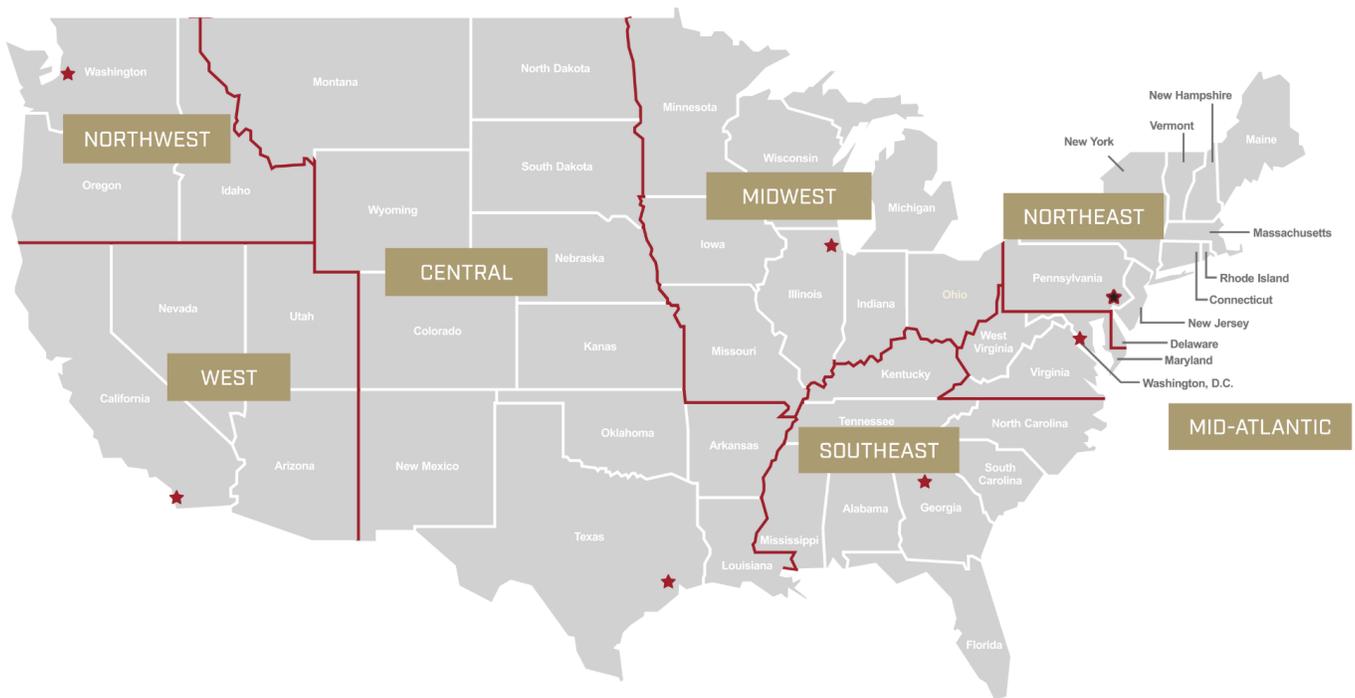
[What is Character? Video](#)

[InnerView TMF Student Account](#)

[InnerView Main Website](#)

[TMF Club School Faculty Liaison One Pager](#)

TMF REGIONS



- ★ National HQ
- ★ West
- ★ Midwest
- ★ Central
- ★ Northeast
- ★ Mid-Atlantic
- ★ Southeast
- ★ Northwest

- Doylestown, PA
- San Diego, CA
- Chicago, IL
- Houston, TX
- Philadelphia, PA
- Washington, DC
- Atlanta, GA
- Seattle, WA

- info@travismanion.org
- west@travismanion.org
- midwest@travismanion.org
- central@travismanion.org
- northeast@travismanion.org
- midatlantic@travismanion.org
- southeast@travismanion.org
- northwest@travismanion.org



The primary audience for this handbook is high school-aged youth (9th-12th graders), however it is possible to start a college-level TMF Club. If you are interested in bringing TMF to your college or university, or have any other questions, please contact: youthengagement@travismanion.org.

