



Circle Leader Overview

Circle Leaders are participants who are on a path to leading themselves out of poverty. CIRCLES® USA describes Circle Leaders as “hardworking and motivated, but often overwhelmed by the daily struggle to make ends meet. Circle Leaders commit to completing training, setting goals for themselves, and attending weekly Circles meetings. Circle Leaders educate their middle-income and upper-income Allies about poverty, and they lean on their Allies for advice and encouragement,” (“What Is CIRCLES®,” 2020).

Potential Circle Leaders meet with CIRCLES® Lexington County Staff to go over all requirements, expectations, and benefits in more detail prior to joining a Cohort, a group of Circle Leaders and Volunteers that begin their participation at the same time. Below is an overview and a step-by-step guide to becoming a Circle Leader.

REQUIREMENTS

Primary criteria for becoming a Circle Leader:

- Live at or below 185% of the Federal Poverty Guidelines (see page 3)
- At least 18 years old
- Speak and read English
- Able to faithfully attend weekly meetings, attending at least 75% of all required weeks
- Relatively stable (not currently homeless or dealing with domestic abuse)
- If history of alcohol or other addiction, has been in recovery for at least the past 6 months

EXPECTATIONS

Commitment made by Circle Leaders:

- Complete a Circle Leader Orientation
- Complete 12-week Circle Leader Training
- Participating in Matched Circles for a minimum of 18 months (this starts after Circle Leader Training is complete)
- Attend weekly meetings, 75%/quarter
- Identify ways to contribute to CIRCLES® by joining a Resource Team
- Complete a Progress Report with a CLC Staff member once every six months

Additional commitments made by ALL Circle Leaders and Volunteers:

- Willingness to learn and apply new ideas
- Build intentional relationships across class and cultural lines
- Make progress towards specific goals
- Sign and adhere to a Confidentiality Agreement and Code of Conduct set forth by CIRCLES® Lexington County

BENEFITS

Support Circle Leaders receive:

- Tools that help with managing money and time more effectively
- Training in communication skills for effective relationships
- Caring Allies and Resource Teams to join the journey towards self-sufficiency
- Weekly meetings in which meals and children's programming are provided
- Trained staff available to answer questions and provide mentoring
- Commitment of confidentiality for personal and financial information

STEPS TO BECOMING A CIRCLE LEADER

Use this guide to help stay on track towards becoming a Circle Leader. All documents that require you to review and sign are *italicized* below and can be found by contacting CIRCLES® Lexington County staff at circleslexingtoncounty@mthorebumc.com.

STEP ONE

- Review the CIRCLES® brochure and this Circle Leader Overview
- Submit a *Circle Leader Application*
- Have an adult from outside of your immediate family submit the *Circle Leader Referral Form*

STEP TWO

- Meet with CIRCLES® Lexington County staff
A staff member from CLC will contact you to set up a time to discuss program requirements, expectations, and benefits of participation in greater detail than what is listed here.

STEP THREE

- Attend Circle Leader Orientation
Once your application has been reviewed and a staff member has asked you to join a Cohort, you will receive information on your Circle Leader Orientation date.
- Submit the following documents:
 - ✓ *Agreements and Permissions Form*
 - ✓ *Family Information Card*
 - ✓ *Circle Leader Training Course Graduation Requirements*

STEP FOUR

- Complete the 12-week Circle Leader Training Course as a "Circle Leader in Training".
All work associated with each module must be completed.
No more than 2 absences are permitted during Circle Leader Training and all work from any missed meetings will have to be completed outside of normal meeting times with the CIRCLES® Lexington County staff.
- Submit a fully completed and typed portfolio (you will work on this during training).

Once a potential Circle Leader has completed these steps prior to the Circle Leader Graduation Ceremony, the participant can graduate the training course and officially become a Circle Leader.

At this same time, potential Volunteers are going through a similar process of application, orientation, and training course.

The process of Matched Circles begins after Graduation, where Allies are matched with Circle Leaders.

Federal Poverty Level (FPL)

A measure of income issued every year by the Department of Health and Human Services (HHS). Federal poverty levels are used to determine your eligibility for certain programs and benefits, including savings on Marketplace health insurance, and Medicaid and CHIP coverage.

The 2020 federal poverty level (FPL) income numbers below are used to calculate eligibility for Medicaid and the Children's Health Insurance Program (CHIP). 2019 numbers are slightly lower and are used to calculate savings on Marketplace insurance plans for 2020.

- \$12,760 for individuals
- \$17,240 for a family of 2
- \$21,720 for a family of 3
- \$26,200 for a family of 4
- \$30,680 for a family of 5
- \$35,160 for a family of 6
- \$39,640 for a family of 7
- \$44,120 for a family of 8

CIRCLES® Lexington County
1205 Old Cherokee Rd.
Lexington, SC 29072

circleslexingtoncounty@mthorebumc.com



Circle Leader Application

Contact Information	
Name and Age	
Address	
Cell Phone	
Home Phone	
Place of Employment	
Work Phone	
E-Mail Address	
Preferred Method of Contact/ Best Time	

Person to Notify in Case of Emergency	
Name	
Address	
Home Phone	
Work Phone	

Primary Criteria for Becoming a Circle Leader
<input type="checkbox"/> Live at or below 185% of the Federal Poverty Guidelines (see page 4)
<input type="checkbox"/> At least 18 years old
<input type="checkbox"/> Speak and Read English
<input type="checkbox"/> Able to attend Weekly Classes or meetings
<input type="checkbox"/> Motivated (interested in learning and applying new ideas)
<input type="checkbox"/> Willing to build intentional relationships across class and cultural lines
<input type="checkbox"/> Family supports and encourages involvement in Circles program
<input type="checkbox"/> If history of alcohol or other addiction has been in recovery for at least the past 6 months
<input type="checkbox"/> Relatively stable (not currently homeless or dealing with domestic abuse)
Availability
CIRCLES® Lexington County meets on Tuesday nights from 5:30-7:30pm at Mt. Horeb UMC in Lexington, SC. Transportation to and from the meetings is the responsibility of the Circle Leader.

Have you ever been convicted of a felony? Yes No

Currently have pending court cases? Yes No

Any active warrants? Yes No

If yes, please explain below.

Household Information

Please list the all adults living in the household.

Please list each child living in the household.

Name

Age

School

Grade

Background Information

1) Summarize skills, qualifications, and or training you have acquired from employment, education, life experience or through activities, including hobbies or sports.

2) List passions and talents you would like to share with others.

3) List community/social/faith-based groups and organizations you are involved with that referred you or that you may be able to share with a participant.

How did you hear about Circles?

What about being a Circle Leader is of interest to you?

What would you like an Ally to know about you before being matched?

What behaviors do you find most frustrating in people?

I am really good at:

I am not so good at:



Mail or email this application to:

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