

The Athena Society

Program Guidelines

The Athena Society is a mentoring/community/volunteer service opportunity that can be implemented by one or more chapters or by one or more individual members. The purpose of the program is to help transition military women from active duty to civilian life, to show support for women currently serving in the United States military and to show support to military spouses and families.

The program consists of six workshops (as needed or requested by participants):

General Comments

- 1) Adjust the workshops to suit the needs expressed by the participants
- 2) Send a reminder to enrollees two days before the program
- 3) Utilize guest speakers – Guest speakers are suggested to maximize the workshops effectiveness
- 4) The Participants are military, not civilians. We are transitioning military to civilian life; don't assume they have a general knowledge of civilian living. They are unlikely to admit that they are not comfortable in civilian life – our goal is to make them comfortable.

Preparation

- ❖ Scout out places to introduce the program
 - ✓ Where to go in your area – Reservist base, Armory, Veterans Administration, Military organizations
- ❖ Scout out place to hold the program
- ❖ Arrange for Presenters – each workshop should have a presenter or a team of presenters
 - ✓ E.g., guest presenters/speakers, family therapist or guidance counselor, representatives from local businesses, etc.
- ❖ Prepare a flyer
 - ✓ include Date, Time, Place of initial meeting, contact person with phone/email and a brief description of each of the workshops (see sample flyer - TK2.01 Program Flyer)
- ❖ Set up a meeting with the person in charge
 - ✓ Introduce yourself and tell them about the Athena Program – workshops for returning and active military
 - ✓ Ask that they post and distribute the flyer

Suggestion: be aware of their schedule, this initial meeting should last no more than 10 minutes

Workshop 1: Introduction

Goal: Getting to know your military person and what programs they want

- Distribute a 'needs assessment' worksheet (see TK 2.01 – worksheet) that includes the following:
 - Name / Address / phone / email of participant
 - Active or Inactive, Married or Single, # of Children
 - List of workshops (with date/time/location) for them to check off if they are interested in attending
- Find out what they need, what they are interested in and plan workshops accordingly
- Explain the workshops

Workshop 2: Finances and budgeting

Goal: to learn to spend their money wisely

- Creating a budget
 - Categories: Housing ,food, clothing, transportation, entertainment, school costs, children insurance, other
 - Divide up your paycheck
- Suggestion: ask a local financial person as guest speaker, to address local bank accounts, fees etc. Research local banks to see if they offer services for military/veterans

Workshop 3: Home Basics

Goal: Creating a home in a civilian world

- Helping to find a home
 - Guest speaker – invite a local Realtor who deals with veterans; some might help with security payments (via voucher) which is repaid monthly by tenant
- Helping to furnish a home
 - Discuss purchases that will be needed and how to maximize purchases with a budget (e.g., cost effectiveness of buying one set of pots instead of many individual ones)
- Helping to decorate home
 - Guest speaker – invite a home décor business to demonstrate decorating on a budget
- Helping to finance a home
 - Guest Speaker – Mortgage broker that handles VA Mortgages
- Keeping House: How to clean without penalties
 - Develop a routine
 - For laundry, vacuum, dusting, making beds, dishes windows
 - How to organize the day: maximize their time but adjust as needed
 - (Note: the goal is to un-militarize their schedule – to clean as needed , as they want; not everything needs to be done before breakfast, and they won't be penalized if not perfect)
- Healthy Food / Shopping
 - Guest Speaker – Nutritionist, dietitian to discuss healthy eating
 - Change military habits (where junk food is preferable to military food)
 - Create a healthy household environment with good health habits

Workshop 4: Resume building

Goal: to create a civilian resume based on their military experiences

Need:

- Access to Computer and printer (i.e., library, office)
- DD214 (discharge papers) - Ask participants to bring to workshop
 - Program Careers for the Transitioning Military: MOS Code to Civilian Occupations Translator

Steps:

- Program will use information on their DD214 into their skills to provide civilian title and job description.
- Log on to Program: www.taonline.com › [Skills Translator](#)
 - Transfer their DD214 information
 - ❖ Enter MOS Code: has 3 numbers, insert numbers
 - ❖ Branch of Service
 - ❖ Military job title
- MOS –Program will provide a general resume for their skill set.

Workshop 5: Dress for Success

Goal: to get a job

- Partner with a local dress shop and other business to discuss:
- Clothes Shop
 - Bring (and hopefully donate) clothes for demonstration
 - Discuss proper way of dressing for interview and work
 - Corporate, Business casual, various careers and norms
- Hairstyle: A local beauty parlor
- Manicure & Pedicure: A local Nail salon
- Ask each business for gift certificate(s) to distribute and donation of clothes, supplies or hairstyle or other services

Workshop 6: Helping with children

Goal: The Children see that their parents are there to help them

- House Chores
 - Discuss delegating chores for specific age groups
- Responsibilities
 - Of the Children – to help with the house
 - Of the Parents – to provide a safe home
 - Be involved in outside and school activities, e.g., parent-teacher conferences
 - Let the children know they are there for them
- Suggested Guest Speaker: someone who works with families, Guidance counselor, Family Therapist.

For information, please email

PPD@nyswomeninc.org<<mailto:PPD@nyswomeninc.org>>

or see Leadership Directory for Chair's contact information