

Life Skills Award

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Life Skills Award

Many kids graduate high school and enter the “real world” completely unprepared to take on the simplest tasks. The Life Skills Achievement Award was written to make sure that kids can perform skills that they will need later in life. These skills include household chores, personal grooming, physical skills, safety skills, financial skills, navigational skills, and basic living skills. To earn this award, kids must be able to complete each skill at their current level as well as all skills of any lower level. If a child has a handicap that makes it impossible for them to do a particular task, they may substitute that task with something similar within their capabilities. They may also substitute a task if they have religious restrictions, such as not eating meat. If substitutions are made, please notify Quest Clubs so that we can share your ideas with others. Keep in mind the idea behind this award is for girls to become proficient in each these skills, not simply perform them one time. (Make sure to follow all state and local age laws involving any of these requirements.) We highly recommend that every Quest member earn this award at every level of Quest.

Life Skills Requirements for Preschoolers

Life Skills Requirements for Level 1

Life Skills Requirements for Level 2

Life Skills Requirements for Level 3

Life Skills Requirements for Level 4

Life Skills Requirements for Level 5

Life Skills Preschool

Preschool Life Skills Requirements

- _____ 1. Know your first and last name and the first and last names of your family members, especially parents, guardians, and frequent caretakers.
- _____ 2. Be able to spell your first name. Know the names of your street, city and state.
- _____ 3. Learn to play a simple group game and wait patiently for your turn.
- _____ 4. Assemble a simple 20-piece puzzle independently.
- _____ 5. Say sorry when you are wrong and ask for assistance when you need help. Learn simple manners such as saying please and thank you, how to politely address adults, and how to request help appropriately. Do not interrupt others when they are speaking. Simply place a hand on their arm until you have their attention and wait for them to address you.
- _____ 6. Listen to and follow simple instructions involving three steps without needing to be reminded what was asked. (Ex: Put away your doll, put on your shoes, and wait by the front door.)
- _____ 7. Count items up to 20, write numbers up to 20, and know how to count to 100 by rote. Also know basic shapes (circle, square, rectangle, triangle, star, crescent and oval) and basic colors (red, yellow, green, blue, etc.).
- _____ 8. Recognize, name, write, and sound all the letters of the alphabet and know whether or not two words rhyme.
- _____ 9. Color inside the lines of a simple coloring book picture. Hold crayons or pencils in appropriate adult-grasp (with first two fingers and thumb) as opposed to a fist.
- _____ 10. Draw a face and be able to identify the different parts (eyes, ears, nose, mouth, etc.) and draw stick people.
- _____ 11. Know left from right. Play a game of Simon Says with a parent giving you directions such as turn left or take three baby steps to the right, etc.
- _____ 12. Help clean your room and help make your bed. Demonstrate that you can put your dirty clothes in the hamper and put your own toys away.
- _____ 13. Set the table with some assistance.
- _____ 14. Eat using all utensils and drink out of an open-top glass (not a sippy cup). Use polite table manners such as chewing with mouth closed, asking someone to pass you something instead of reaching for it, and using your utensils instead of your fingers to eat.
- _____ 15. Cut pictures out of magazines using child-safe scissors (with parental supervision).
- _____ 16. Understand the concept of whole, half and quarter.
- _____ 17. Sort items by size, shape, color, and function (what you eat with vs. what you fix your hair with). Be able to tell when an item does not belong. Match objects that go together: demonstrate your sorting skills by sorting dull knives, spoons, and forks into a silverware tray or by matching socks.
- _____ 18. Pay attention to a storybook story and be able to briefly tell who the main character is and one thing that happened in the story. Be able to identify the

emotions of storybook characters (happy, sad, scared, etc.)

_____19. Understand what is meant by: more, less, same, equal, bigger, smaller, in front of, behind, next to, on top of, inside, outside, up, and down. Learn simple opposites (up/down, hot/cold, etc).

_____20. Sing simple songs, and repeat simple rhymes. Be able to sing a simple, single-verse song with all the words (like Itsy-Bitsy Spider, Mary had a Little Lamb, or Twinkle, Twinkle Little Star). Be able to clap in a rhythm.

_____21. When getting ready for the day, brush your own teeth and get yourself dressed, including getting your shoes on the correct feet. Brush your own hair. Demonstrate the ability to operate zippers, snaps and buttons

_____22. Know how to cross the road safely using Stop, Look & Listen with parental supervision.

_____23. Be able to pour milk or juice with some assistance; clean up spills, getting your own cloth. Help make a salad for dinner, including washing vegetables and tearing lettuce.

_____24. Hop on one foot for several steps and jump and land with both feet together. Stand or hop on one foot for 10 seconds without losing balance. Jump 6-inches with both feet together.

_____25. Throw a ball straight to another person and catch a ball thrown to you. Kick a large ball forward 10 feet without losing balance. When someone throws the ball, be able to catch it from a straight-arm position, trapping it against your chest.

_____26. With parental supervision, put your face under water at a swimming pool or lake and blow bubbles.

_____27. With your family establish an outdoor meeting place in case of a house fire, and develop a family stranger danger secret code word. (If someone you don't know does not know the family secret code word, you shouldn't go anywhere with them).

_____28. Learn how to behave safely around animals you don't know.

_____29. Be daytime potty trained. Properly wash your hands with soap, and know when hand washing is needed such as before eating or after using the restroom.

_____30. Understand the basic difference between healthy and unhealthy foods

Life Skills Level 1

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Life Skills Requirements for Level 1

- _____ 1. Be able to complete all Preschool requirements.
- _____ 2. Wash, dry, and brush your own hair. Floss your teeth.
- _____ 3. Sweep the floor and use a dust pan.
- _____ 4. Tie your shoes.
- _____ 5. Properly make a bed.
- _____ 6. Sort laundry for washing; fold and put away your own clothes.
- _____ 7. Tell time on an analog clock.
- _____ 8. Properly set a table.
- _____ 9. Demonstrate the proper way to hold and use a fork, knife, and spoon and where to place your napkin.
- _____ 10. Make a sandwich by yourself (including clean up).
- _____ 11. Pump yourself on a swing.
- _____ 12. Ride a bike with no training wheels.
- _____ 13. Swim 20ft without a flotation device.
- _____ 14. Recognize the values of all US coins and be able to calculate change.
- _____ 15. Know your complete address with zip code, and phone number with area code.
- _____ 16. Identify and be able to use a screwdriver, hammer, wrench, and pliers.
- _____ 17. Know what to do in case of fire, including stop, drop & roll; stay low to the ground, don't open hot doors, fire escape plans, etc.
- _____ 18. Know how to treat small cuts, scrapes and bug bites.
- _____ 19. Properly turn on and shut down a computer.
- _____ 20. Properly insert a CD or DVD into a computer and start movie/game/music.
- _____ 21. Write a thank you note and properly address and stamp an envelope.
- _____ 22. Be able to identify any poisonous plants and dangerous animals in your neighborhood and what to do if you come in contact with them.
- _____ 23. Know how to dial 911 and what type of information you will need to have ready.
- _____ 24. Throw and catch a ball a distance of 10'.
- _____ 25. Properly weed a small patch of your yard, showing how to pull weeds up by the roots.
- _____ 26. Plant and care for a seed and then transplant the seedling to a pot or garden.
- _____ 27. Help cook a simple recipe that includes cracking an egg.
- _____ 28. Show an understanding of basic measurements (inch, foot, yard, mile, ounce, pound, ton, cup, pint, quart, gallon, teaspoon, and tablespoon)

_____29. Walk one mile without complaint.

_____30. Walk 10' on a 4 inch wide beam.

Life Skills for Level 2

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Life Skills Requirements for Level 2

- _____ 1. Demonstrate the ability to complete all Level 1 Achievement skills.
- _____ 2. Bake and frost a cake by yourself.
- _____ 3. Properly vacuum a room and demonstrate how to clean out the filter or change the bag.
- _____ 4. Change the sheets on a bed.
- _____ 5. Sew on a button.
- _____ 6. Sew a simple seam.
- _____ 7. Properly perform an introduction.
- _____ 8. Properly mop a floor.
- _____ 9. Hand wash and dry dishes.
- _____ 10. Load and unload a dishwasher.
- _____ 11. Swim 30 feet without a flotation device, tread water for 3 minutes, and float on your back for 2 minutes.
- _____ 12. Complete both a forward and backward roll (You can keep from being severely injured during a fall if you know the proper way to roll).
- _____ 13. Throw and catch a ball a distance of 20 feet.
- _____ 14. Know the basic Federal Flag Code rules.
- _____ 15. Safely use a glue gun, be able to hammer in a nail, tighten and loosen screws with a screwdriver and bolts with a wrench.
- _____ 16. Use a can opener.
- _____ 17. Demonstrate how to scramble eggs.
- _____ 18. Fix a complete breakfast including at least one hot food.
- _____ 19. Fix a complete dinner including at least one hot food.
- _____ 20. Wrap a present (with paper, no bags). Learn to fold the ends properly and make a “+” style ribbon tie using only one strand of ribbon.
- _____ 21. Tie two strings/ropes together using a square knot.
- _____ 22. Know the words to the National Anthem and what they mean.
- _____ 23. Know how to use a phone book, dictionary, Atlas, and Encyclopedia.
- _____ 24. Demonstrate how to safely use an internet search engine and research information online (only with parent’s permission).
- _____ 25. Send an email.
- _____ 26. Create a simple flier, card, or invitation using a computer.
- _____ 27. Identify items in a basic first aid kit and know how to use them.
- _____ 28. Know proper first aid for blisters, minor burns or scalds, snakebite, nosebleeds, frostbite and sunburn.

_____29. Prepare a budget for a meal, trip, party, or some other occasion.

_____30. Properly clean a toilet.

Life Skills for Level 3

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Life Skills Requirements for Level 3

- _____ 1. Demonstrate the ability to complete all Preschool, Level 1 & 2 Achievement tasks.
- _____ 2. Do a complete load of laundry (sort, wash, dry, fold, and put away).
- _____ 3. Scrub showers and sinks, including cleaning out the drains.
- _____ 4. Demonstrate how to properly fold the American Flag.
- _____ 5. Demonstrate the Heimlich maneuver and tell when it is used.
- _____ 6. Demonstrate safe handling and cooking of chicken, beef, and pork.
- _____ 7. Demonstrate how a compass works and how to orient a map. Explain what map symbols mean.
- _____ 8. Be able to give accurate directions to your house from several different locations in town.
- _____ 9. Demonstrate how to properly start, tend, and extinguish a fire (with adult supervision). This can be in a fireplace, wood stove, or campfire pit.
- _____ 10. Know first aid for heat exhaustion, heat stroke, hypothermia, serious burns, puncture wounds from splinters, nails and fishhooks, an object in the eye, and shock.
- _____ 11. Demonstrate non-swimming water rescue methods including the following: reaching with an arm or leg, reaching with a suitable object, and by throwing a line or flotation device. Be able to explain why swimming rescues should not be attempted if a reaching or throwing rescue is possible.
- _____ 12. Plan, budget, shop for, and cook a complete meal.
- _____ 13. Know your constitutional rights and obligations as a US Citizen.
- _____ 14. Start a savings account and understand deposits, withdrawals, and balances.
- _____ 15. Send an email with a file attachment and a picture.
- _____ 16. Have a complete understanding of the monthly bills it takes to run a house (mortgage/rent, gas/electricity, water, phones, cable/satellite, internet connections, food, trash, etc.)
- _____ 17. Know how to tell if your favorite produce is fresh and ripe.
- _____ 18. Understand standard measurements for length, width, perimeter, area, volume, height, and weight.
- _____ 19. Be able to round to the nearest dollar and estimate the total cost of 5 items in your head.
- _____ 20. Be able to calculate 10% of any number in your head.
- _____ 21. Understand how our government works at the local, state, and federal levels.
- _____ 22. Understand our judicial system and your role within it (jury duty).
- _____ 23. Demonstrate an organized approach to achieving goals, including identifying and prioritizing tasks and setting and following an effective schedule.
- _____ 24. Demonstrate your understanding of time management and useful tools that can be helpful (calendars, notebooks, computers, etc.)
- _____ 25. Demonstrate your ability to observe things around you. First, walk $\frac{1}{4}$ mile and try to remember how many cars

you saw, what color they were, what type, where were they parked, etc. Walk it again and pay attention to the people you see. Were they male or female, what were they wearing how old were they, how tall, what color hair did they have, what color eyes, etc. Walk it a third time and observe the buildings. How many stories were they, how many doors and windows did each one have, what color was the main building, what color was the trim, did they pitched roofs or flat, etc. In times of war, crime, and emergencies, good observation skills become critical. To pass this requirement you do not need to have a perfect memory of everything you see. You DO need to understand the importance of observing things around you and how these details may be important in an emergency.

____26. Properly iron a pair of pants, shirt, and dress or skirt.

____27. Understand basic child care including how to properly hold, change, and feed an infant, child proof a room for a toddler, and provide appropriate snacks and entertainment.

____28. Know the difference between “dry clean only,” “hand wash,” “machine wash,”

“tumble dry,” and “line dry.” Understand the consequences of not cleaning an item according to the instructions.

____29. Know the difference between different cooking terms including: fry, baste, broil, bake, sauté, poach, whip, and mix.

____30. Know what the Poison Control Center is and how to reach them if necessary.

Life Skills Level 4

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Life Skills Requirements for Level 4

- _____ 1. Demonstrate the ability to complete all Preschool, Level 1, 2, & 3 Achievement tasks.
- _____ 2. Understand the concept of interest and how it can work both for and against you (investments vs. credit cards).
- _____ 3. Interpret credit applications and recognize how to use and maintain credit.
- _____ 4. Explain how to obtain, maintain, and cancel household utilities.
- _____ 5. Get your drivers license. (If your state law requires you to be 18 years old, this requirement is waived.)
- _____ 6. Be able to compute mileage and gasoline consumption.
- _____ 7. Understand car insurance and what it does and does not cover.
- _____ 8. Be able to read a road map and give accurate directions to the driver from the backseat.
- _____ 9. While driving, be able to listen to and follow directions from someone reading a map.
- _____ 10. Understand basic car maintenance including oil changes, tire pressure, tire rotation, air filters, and tune ups.
- _____ 11. Identify consumer protection resources available when confronted with fraudulent practices.
- _____ 12. Identify procedures the consumer can follow if merchandise or service is unsatisfactory.
- _____ 13. Be able to interpret product guarantees and warranties and how to use them.
- _____ 14. Demonstrate the proper use of savings and checking accounts, including the ATM and writing checks. Demonstrate how to properly maintain, and balance an account.
- _____ 15. Understand your family's medical history and be able to fill out a medical history form. (Ask aunts, uncles, grandparents, etc).
- _____ 16. Be able to interpret nutritional and related information listed on food labels.
- _____ 17. Follow procedures for applying for a job, including interpreting and completing job applications, resumes, and letters of application.
- _____ 18. Understand procedures involved in interviewing for a job, such as arranging for an interview, acting and dressing appropriately, and selecting appropriate questions and responses.
- _____ 19. Understand wages, wage deductions, benefits, and timekeeping forms.
- _____ 20. Understand how to fill out a voter registration card (and where to get one), interpret a ballot, and know where to get information regarding issues and candidates.
- _____ 21. Understand and be able to fill out a basic IRS EZ form. Understand all deadlines and penalties as well.
- _____ 22. Be able to identify and paraphrase pertinent information, defining fact from opinion, in readings as well as in conversations.
- _____ 23. Interpret statistical information used in news reports and articles.
- _____ 24. Plan, budget, shop for, and cook one week's worth of meals.
- _____ 25. Prepare a breakfast, lunch, and dinner from scratch (no prepared or boxed foods allowed).
- _____ 26. Prepare a complete household budget.

- _____27. Demonstrate your ability to comparison shop. Understand the need to balance quality with price. The best price is not always your best deal if the product is inferior.
- _____28. Understand how to check the references of someone you wish to hire. What questions should you ask? If necessary, how would you obtain a background check?
- _____29. Understand and be able to use public transportation.
- _____30. Understand the dangers and conveniences of purchasing items online. Know the difference between purchasing an item from an auction site verses an online store. Know your rights and responsibilities in each case. Look at a purchase form online and understand how to fill one out. If possible, actually make an online purchase. Be aware of online scams. Never use your ATM card online. Use a dedicated credit card.

Life Skills Level 5

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Life Skills Requirements for Level 5

- _____1. Demonstrate the ability to complete all Preschool – Level 4 Life Skill Achievement tasks.
- _____2. Understand how to read a ballot and explain why it is important to read through every bill, proposition, candidate description, etc. before voting.
- _____3. Be able to explain ideals of the various political parties, including all smaller parties on a ballot such as the Green Party or the Tea Party.
- _____4. Vote in your local election, but only after completing requirements 2 and 3. Be able to explain why you should never vote if you do not understand what or who you are voting for.
- _____5. Be able to explain the concepts of media bias and spin when watching, reading, or listening to the news. Be able to explain the importance of getting your news from more than one source and getting both sides of every story. Be able to compare and contrast two news stories on the exact same topic but presented through competing media. Explain what each media source feels is the most important information to get across to the consumer and why it differs from other news sources.
- _____6. Get certified in First Aid.
- _____7. Get certified in CPR.
- _____8. Demonstrate how to change a tire.
- _____9. Demonstrate how to jump start a car.
- _____10. Demonstrate how to tie a tie.
- _____11. Learn how to properly paint a room and paint one if possible. Know what tools are necessary such as painters tape, drop cloths, edging brushes, etc.
- _____12. Make a short informative public speech. This may be a simple update report at work, an announcement at church, etc. Anything that requires you to get up in front of a group of people and speak.
- _____13. Demonstrate how to make a good first impression:
 - Make eye contact
 - Have good posture
 - Give a firm handshake

- Dress appropriately
- Be aware of and stop any nervous fidgeting
- Speak clearly
- Do not interrupt

_____14. Understand the importance of protecting your personal information and how to avoid identity theft. (FTC Identity Theft website: <http://www.consumer.ftc.gov/features/feature-0014-identity-theft>)

_____15. Implement basic computer safety on all your devices. This should include understanding how to create strong passwords, using firewalls, and anti-virus software, and recognizing risky links and fake emails. If you have mobile devices or tablets, learn about various entry safeguards such as setting finger prints, swipe patterns, etc.

_____16. Understand how to protect your privacy on the Internet and mobile devices. Understand all privacy settings of any social program you use such as Facebook, Instagram, Twitter, LinkedIn, Google+, etc. Understand that anything posted to the internet, even in private communications has the potential to be downloaded, saved, shared, and made public.

_____17. Know basic world geography including:

- All seven continents
- Locations of major U.S. cities including: San Francisco, Los Angeles, Seattle, Portland, Dallas, Chicago, St. Louis, New York, Atlanta, Las Vegas, Detroit, Phoenix, Houston, Philadelphia, San Diego, San Antonio, San Jose, Indianapolis, Jacksonville, Columbus, Baltimore, Milwaukee, Memphis, Boston, Charlotte, Denver, Honolulu, Anchorage and Washington D.C.
- Locations of major world cities including: Amsterdam, London, Athens, Beijing, Berlin, Bangkok, Brussels, Budapest, Buenos Aires, Cairo, Sydney, Cape Town, Copenhagen, Damascus, Delhi, Dubai City, Dublin, Han Noi, Helsinki, Jerusalem, Kuala Lumpur, Lisbon, Madrid, Manila, Moscow, Tokyo, Paris, Prague, Rio de Janeiro, Stockholm, Toronto, Vienna, Venice, Zurich.

_____18. Learn how to remove various stains including blood, grease, and dirt.

_____19. Learn how to find a doctor, make an appointment, and what your health care options are.

_____20. Know how stress affects your life and your health and how to develop positive coping skills that work for you. Identify three ways to reduce or eliminate stress and practice for a week and evaluate the effectiveness of each strategy.

_____21. Education does not end with high school or college, but should continue for the rest of your life. Set up a plan for continuing education. This could be books you plan to read, subjects you wish to research, classes you wish to take, skills you wish to learn, etc. Write down how you plan to continue your education.

_____22. Learn time management skills and create a general weekly and monthly schedule that will allow you to complete all your necessary activities and still leave some time to relax and have fun.

_____23. Describe and research ways to search for a job (friends or relatives, newspaper ads, applying directly to an employer, temporary agencies, internet research, government agencies, school placement center). Define transferable job skills and their value in getting a job. (Skills you get from different roles you play in life- such as athlete, volunteer, artist, friend, family member, co-worker, and how to bring this up on a resume/interview). Describe ways to keep a job, ways to lose a job, and how to best deal with issues that may arise in the workplace. Describe dress code as it pertains to various jobs.

_____24. Learn how to safely plan and pay for travel. (<http://www.usa.gov/topics/travel/tips.shtml>)

- Check out the seller. Ask tour operators and travel agents whether they belong to a professional association, then check to see if they are members in good standing. Contact your state or local consumer protection agency and the Better Business Bureau to find their complaint history.
- Beware of unusually cheap prices and freebies. It could be a scam and you could end up paying more than the cost of a regular package tour.
- Comparison shop. Determine the complete cost of the trip in dollars, including all service charges, taxes, processing fees, etc.
- Make sure you understand the terms of the deal.. If you're told that you've won a free vacation, ask if you have to buy something else in order to get it. If the destination is a beach resort, ask the seller how far the hotel is from the beach. Then ask the hotel.
- Pay by credit card. It's not unusual to make a deposit or even pay in full for travel services before the trip. A credit card gives you the right to dispute charges for services that were misrepresented or never delivered. If a travel agent or service provider tells you that you can't leave for at least two months, be very cautious-the deadline for disputing a credit card charge is usually 60 days and most scam artists know this.
- Call your credit card company with your travel plans. At least a week prior to your travel, call your credit card company to let them know where you are going and when you will be there. Otherwise they may put a fraud alert on your account when they get charges from a location that is not normal for your account and your card will get declined.
- Insist on written confirmations. Ask for written proof of reservations and dates.
- Ask about cancellation policies. You may want to look into trip insurance for added protection. InsureMyTrip.com offers pricing and policy information on plans from different companies and describes the different forms of policies available.
- Do not post your travel plans online. Social media sites are great for staying in touch with friends, but advertising when your house will be empty is never smart and invites theft. Wait until after your trip to tell all your friends about it.
- If traveling outside the U.S., make sure to leave a copy of your passport with a friend or relative. This way if yours is lost or stolen, they can at least fax it to the embassy to speed up the process of replacing it.

_____25. Learn how to properly use a fire extinguisher.

_____26. Learn how to put on snow chains or cables or how to drive in inclement weather in your area (hydroplaning, ice, flooding, high winds, etc.)

_____27. Learn how to calculate a tip. Average tip is usually 15% – 20% of the total bill. Simple trick to calculating a 20% tip. Move the decimal over one place to the left and double that total. So, if your bill is \$100.00, it would be \$10.00 x2 = \$20. Or if your bill is \$5.23, your tip should be .52 x2= \$1.04. Demonstrate this skill at a restaurant.

_____28. Learn how to properly plant, care for, and maintain a plant, flower, shrub, or tree in your yard or home. Understand what type of plants grow in your area, what type of sun/shade they need, and how much water they require.

_____29. Learn basic yard maintenance. Understand how to use a lawn mower (if you have a lawn) and hedge trimmers as well as the proper way to pull weeds. Understand the safety issues of using chemicals to kill weeds and unwanted shrubs.

____30. Learn the warning signs of violence toward oneself and of violence toward others. Make a list of local resources for getting help with violence.