

The Coach’s Runbook

How to run the Founder Kit with your kid, start to finish.

You don’t need to be technical. You don’t need to know AI. You need about thirty minutes to set this up and a straight face when you hand over a locked file like it’s classified. This runbook is the one document that ties every piece of the kit together, so start here.

One name to learn: in this program you are the **coach** (sometimes “handler,” when the spy fiction is running hot) and your kid is the **operative**. They’re also, more importantly, the founder.

What’s in your kit

File	What it is	Who it’s for
Coach-Runbook.pdf	This document. The master checklist.	You
The-Founder-Guide.pdf	The flagship curriculum, six phases from blank page to launched business.	The operative
The-Founder-Guide-Adult.pdf	Same program for a grown founder running it solo.	Adults doing it themselves
The-Parents-Helper.pdf	How to coach each phase and when to step back. Deeper companion to this runbook.	You
Founder-Quest.pdf	The whole program as a printable game with levels and boss fights.	The operative
Phase-Checks.pdf	Short end-of-phase quizzes, with a coaching key in the back.	Both (key is yours)
Field-Test-Rubrics.pdf	Pass/fail grading sheets for all six field tests.	You only
Field-Test-Emails.pdf	Copy-paste delivery emails, one per phase. The ritual, scripted.	You only
mission-config.html	The Mission Config page. Personalizes the field tests for your family.	You only

File	What it is	Who it's for
field-tests/	Ready-to-use locked field tests for all six phases.	The operative (locked)
CODES.txt	The access codes and passwords for the ready-made field tests.	You only

The rule of thumb: rubrics, CODES.txt, and the Mission Config page live on YOUR computer, not the family desktop. Everything else, let them find.

Step 1: Set up (before you say a word to the kid)

1. **Read Phase 1 of The Founder Guide.** Twenty minutes. You just need the shape of it.
2. **Get the AI tools sorted.** The Parent's Helper walks through which AI accounts fit which age, with a parent in the loop for under-18s. Do this part together later; know the plan now.
3. **Decide the budget dial.** The program works at any budget: near-free, a few hundred dollars, or a real bankroll. The dial changes which options open up, never whether the program works.
4. **Fill in the Family Setup worksheet** (next page) so the decisions are made once, on paper, before the theatrics start.

Step 2: Make it theirs with Mission Config

Open **mission-config.html** in your browser (double-click it, it runs entirely on your computer, nothing is uploaded anywhere). Fill in:

- **Codename.** Let them pick it, or assign one for the reveal. Codenames stick, choose wisely.
- **Reward per phase.** Money works. So does a camping trip, a late movie night, or the front seat for a month. Specific beats vague: "the reward" motivates nobody, "\$50 and you pick the pizza" moves mountains.
- **Passwords (optional).** Defaults are pre-filled and fine. Set your own and your family's codes exist nowhere else on Earth, which is a fun fact to deploy at dinner.

Click **GENERATE** and it produces personalized field test files with your kid's codename and your actual rewards stamped inside, plus a fresh CODES.txt for your eyes and a **family file** (a small save file you can load next time to change rewards or add phases without retyping everything).

Skipping this step is fine. The ready-made field tests in the kit work as-is with the codes in CODES.txt. Mission Config is what upgrades it from "a worksheet" to "OUR mission."

Step 3: Run the ritual

This is the loop. It repeats every phase and it is the whole product:

1. **They work the phase** in The Founder Guide. You check in weekly; The Parent's Helper tells you what to nudge and what to leave alone.
2. **They say they're done.** Don't take their word. Founders get checked. Send the delivery email for that phase (Field-Test-Emails.pdf has one scripted per phase, access codes come from your CODES.txt) with the locked field-test file attached.
3. **They hit the lock.** An encoded access code and a password box. Decoding it is intentionally part of the test: the intended move is pasting the code into their AI and asking what it says. Do not help. The lock has never once survived a curious kid.
4. **They run the mission** and email you the evidence, subject line: codename + OPERATIVE.
5. **You grade it** against the Field-Test-Rubrics sheet. Missing or faked items go back with exactly what's missing named. No full reward until it's clean. That's the gate doing its job.
6. **Debrief.** Five minutes, out loud: what surprised you, what did the AI get wrong this phase, what would you do differently. Then pay the reward, visibly and promptly. The payout ceremony matters as much as the lock.
7. **Next phase unlocks.** Repeat.

Also run the **Phase Check** (the short quiz in Phase-Checks.pdf) at the debrief, the coaching key in the back tells you what a strong answer sounds like.

The one habit that is the actual point

Every phase, every field test, every quiz asks some version of: **where did the AI get it wrong, and how did you catch it?** That's not a gimmick, it's the curriculum. A kid who finishes this program trusting the tool AND checking it has the one skill most adults using AI don't have yet. If you only enforce one rubric line, enforce the AI catch.

When they're stuck

- **Stuck on the lock:** perfect, that's the design. If frustration turns real after a genuine try, the hint is "you have an AI, and this is exactly what it's for."
 - **Stuck mid-phase:** The Parent's Helper has a per-phase "when to step in" guide. Short version: coach with questions, never with the keyboard.
 - **You're stuck:** the community runs this program in public. Come ask in the group, someone (sometimes the AI co-pilot) will answer:
facebook.com/groups/2714824692233227
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Family Setup Worksheet

Fill this in once, before Phase 1. It's the source of truth for the whole run; Mission Config just makes it digital.

Setting	Your answer
Operative codename	_____
Budget dial (near-free / lean / full)	_____
Phase 1 reward (Prove the Setup)	_____
Phase 2 reward (Prove the Idea)	_____
Phase 3 reward (Make It Real)	_____
Phase 4 reward (Don't Blend In)	_____
Phase 5 reward (Ship It Live)	_____
Phase 6 reward (Go Get Paid)	_____
Weekly check-in day/time	_____

Agree on all six up front, so the whole arc is on the table from day one. The cipher ladder escalates phase by phase: hex, ROT13, binary, Morse, Atbash, Caesar. Every lock is one they've never seen.

The Founder Kit is a free program of Claude, Actually, a program of the AI Actually Foundation, a California nonprofit. Nothing to buy, nothing to pitch. claudeactually.ai