NYC / Metro NY
SPRING SUPPLEMENTAL GUIDE:
Penny Harvest 2014-2015

This Supplemental Guide and other resources are online:
www.PennyHarvest.org/NYC
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<th>Homework: Leaders/Coaches</th>
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<td><strong>7</strong></td>
<td>Party and plan (p. 107)</td>
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**Condensed Version of the Roundtable Phase (4 Meetings or Less)**

- **1.** Introducing the Roundtable
  - Explain what the Roundtable is (p. 57)
  - Curriculum Connection: "The Meaning of Philanthropy" (p. 57)
  - Have leaders discuss responsibilities and choose name for Roundtable
  - Have students interview family members, staff and administration to research the needs of their community

- **2.** Assessing Community Needs
  - Researching and Identifying Issues (p. 63)
  - Do Curriculum Connection exercise: "What my community means to me" (p. 63)
  - Review identified community issues (p. 77)

- **3.** Coming to an Agreement
  - Review identified community issues (p. 77)
  - Come to a consensus
  - Brainstorm organizations that could be chosen or how to find organizations

- **4.** Gathering Information
  - A Review of organizations (p. 71)
  - Discuss with students funding criteria (p. 77)
  - Call & schedule interviews to speak to organizations (p. 76)

- **5.** Making Decisions
  - Final Review: Choose a list of organizations that one will support

- **6.** Taking Action
  - Review Roundtable Funds

- **7.** Party and plan (p. 107)

**Total Meetings: 7 or less. Each Session: approx. 40 minutes. Materials: Penny Harvest Curriculum Guide (CC)**
Spring 2015 Penny Harvest Calendar

ACTION PLANNING WORKSHEET

Use this calendar to help you plan the next phases of the Penny Harvest: Making Grants, Taking Action and Legacy Service. The monthly “checklist” on the right-hand column (with corresponding pages in the Penny Harvest Curriculum Guide) will help you plan your roundtable meeting agendas. Most roundtables meet weekly before school, after school or during lunch. Remember to involve, inform and gather input from the rest of the student body as you guide your student leaders through the Philanthropy Roundtable. Your School Support Fellow can help you plan. Call 212-579-0579.

<table>
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<tr>
<th>Geographic School District</th>
<th>School Support</th>
<th>Email @commoncents.org</th>
<th>Direct Phone</th>
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<td>1, 2, 13, 14, 18, 19, 21, 22, 23, 24, 26, 27, 28, 29, 30, 32, 32, 400</td>
<td>Agnes Rybak</td>
<td>Arybak</td>
<td>718-747-8430</td>
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<td>3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17, 20, 25, 31</td>
<td>Kenny Montilla</td>
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February 2015

CHECKLIST

- RT/SL: Complete coaching team. Develop schedule and plan. Secure Principal approval. Share with faculty and staff. Encourage parents to volunteer, attend RFC, and secure photo/travel consent.
- RT: Recruit sophomore contingent, favoring diversity (especially by gender). Explore leadership role to represent students, and communicate regularly with “outside world” and “inside world.”
- SL: Review prior senior benchmarks, and set goals for their Senior Legacy, including RFC participation and neighborhood service goals.
- RT: Decide as a group on expectations and rules. Review grants history and other accomplishments by studying school’s web pages and Roundtable’s Album. New Roundtables select name.
- RT: Graph and analyze school concerns and service commitments, using the six issue areas as major headings. Review existing partnerships. Develop list of priorities for grant-making and service.
- SL: Enlist Roundtable, senior , family and friends to register for Run for Change. Set and meet monthly, weekly, daily benchmarks.

RT: role of roundtable leaders  SL: role of Senior Leaders for Legacy Service
### CHECKLIST

- **SL:** Select fundraising techniques. Register for Run for Change. Create school team page and runner profiles. Set periodic goals and deadlines.

- **RT:** Develop “long list” of possible grantees using a variety of research methods: neighborhood walk, (five blocks in all directions), school and parents surveys, internet.

- **SL:** Prioritize service goals. Design service project, size, duration, learning outcomes, and sustainability. Refine plan with input from faculty and staff, and Common Cents.

- **RT:** Develop criteria for narrowing focus, and use it to cut list down. Involve school through polling. Consult with Seniors to create a balance between grant-making and service.

- **SL:** Secure local partnerships for service project. Secure school, grade, or class participation in project. Set date for project. Prepare materials and plan training.

- **RT:** Thoroughly investigate short list, using a variety of review techniques: site visits, in-school interviews, online research.

- **SL:** Implement special fundraisers to boost Run for Change! participation and collection. Make last big push to meet and surpass goals. Prepare permission slips to attend the event.

- **RT:** Roundtable reaches consensus using a variety of democratic decision-making tools: speech-making, debating, voting, and polling.

- **RT Grant Decision Report Due April 1st!**
### May 2015

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**CHECKLIST**

- **SL:** Host Service Project with student body and community partner(s). Organize and participate in reflection on issues uncovered, accomplishments, and challenges.

- **RT:** Honor service partners at ceremony. Complete Diamondbacking Certificate and present to Juniors. Accept honors before graduating.

- **SL:** Honor partners at assembly with Penny Harvest grants and service projects. Seniors present Juniors with Diamondbacking Certificate. Seniors receive special honors before graduating.

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### June 2015

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**CHECKLIST**

- **RT:** Juniors plan next year’s Penny Harvest, set goals, and go online to place product order with Common Cents. Secure faculty leadership team.

- **SL:** Sign each other’s Certificates. Share contact information with fellow seniors and coaches. Join Penny Harvest Alumni Association.
USE THE COMMON CENTS ORGANIZATION FINDER!
www.PennyHarvest.org/OrgFinder

First, search for an organization!

The Organization Finder is a tool that aids the children that participate in the Penny Harvest program to find the right destination for their grants.
The Philanthropy Roundtable Pledge

Creating a Penny Harvest Pledge is one of the most important first duties a Roundtable will agree on as a governing body. Your Student Leaders can choose to use the pledge below or create their own. See page 62 of the Curriculum Guide or your Resources CD for more ideas.

We, the Penny Harvest Roundtable of <Name of School>

Pledge to be leaders in all ways.
Serve our fellow students – even on bad days.
When reaching a decision, we’ll try to make it fair,
Because everyone’s important, with a special strength to share!
To make the world a better place is the leader’s quest.
And doing good together turns “better” into BEST!
So year after year, cent after cent,
We pledge to help the whole school make a difference.