



## Penny Harvest 2014/2015

### Policies and Expectations

*updated 9/2014*

#### Overview

Common Cents operates the Penny Harvest in the New York City Metro area as a membership program where schools enroll annually. The annual cost of participation is \$1,500. In 2014/2015, Common Cents has secured sponsorships for up to 700 schools to participate at no cost to the school. We encourage all schools to develop local resources to sustain the program throughout the year and participate in the Penny Harvest Run for Change 5k fundraiser.

For the cost of participation, Common Cents commits to deliver the following services:

- Program Materials — participation badges for all students, penny collection sacks and zip-ties, a Penny Harvest poster, Leadership Pins, and resource CD.
- Logistical and technical support — coin pick up from your school\*, coin processing and grant administration, ongoing assistance by phone, email and on-site visits. Each school is designated 1 full-time staff member and 1 part-time intern to offer administrative and curriculum support via phone, email, fax and school visits. Staff members are available from 9am-5pm, Monday through Friday.
- Service-Learning Curriculum and Teacher Training — curriculum guide with age-graded lessons tied to academic studies, access to online curriculum as well as a full day of professional development in service-learning and the Penny Harvest program for up to three educator coaches.
- Advanced Professional Development — professional development for up to three educators on student leadership and developing community partnerships using our service-learning model.
- Program implementation support — trained staff to troubleshoot challenges, problems or concerns as soon as they arise and work towards a quick resolution. Common Cents staff will also work to recognize the accomplishments of successful programs.
- School-based reports — access to online reports detailing the history and impact of philanthropy and service by students.

## Policies & Expectations

### Program Enrollment

By enrolling in the Penny Harvest program, the school principal has agreed to fully support the Penny Harvest in their school; and identified one-two community-minded educators to serve as Penny Harvest Coach(es) to facilitate the program in his/her school. Penny Harvest Principal and Coaches agree to the following:

#### *Principal:*

- Encourage coaches to complete all phases of the program; including a *Student Philanthropy Roundtable*.
- Release time for coaches to attend two professional development sessions, one in the fall and the other in the spring.
- Provide the coach and student leaders with the necessary support and resources, including adequate space and time to hold meetings.

#### *Coach(es):*

- Attend both professional development sessions.
- Honor and encourage the leadership of the student body by facilitating service opportunities that engage the whole school.
- Communicate with Common Cents staff – informing staff of challenges, problems or concerns.
- Share information related to service-learning projects and practices.
- Get consent from parents to use student photos and names for Common Cents program materials.
- Submit all requested paperwork by the designated deadline to ensure timely delivery of program services and support.

### Penny Pick-up

In early December\*\*, Common Cents administers pick-up of coins from participating schools within the NYC/Metro area. Schools must comply with Common Cents' Penny Pick-up instructions in order to receive an accurate calculation of the school's collection.

***\*To ensure Penny Pick-up, coaches must confirm their participation by the specified date in early November.***

\*\*Pickup dates are subject to change.

**Pickup Methods.** Coaches should prepare in advance how to organize their harvest by selecting one of the options outlined below. Please note the level of accuracy that can be given when calculating the total value of a school's collection.

Organize Your Harvest (Penny Harvest funds)	Level of Accuracy	Pickup at School
Estimate using lines on Penny Harvest Sack	Lowest	Yes
Weigh mixed coins (pennies and silver coins together)	Medium	Yes
Sort and weigh each denomination separately (i.e. separate counts of pennies, nickels, dimes, quarters)	High	Yes
Mail check to PH Office, or, deposit coins at TD Bank (Coach is responsible for submitting check with total value of harvest or depositing collection into the Penny Harvest account at a local TD Bank branch.)	Exact Count	No

Penny Harvest Coaches will be notified by email, fax and phone of their scheduled pick-up date at least one week prior to their date. A school representative must be present to release the collection and complete the receipt for the designated pick-up driver. If the scheduled date poses a conflict, the coach must notify their Common Cents representative as soon as possible. *Changes cannot be accommodated 48 hours prior to the scheduled date.*

**Missed Pick-ups.** Common Cents is not able to provide make-up dates for schools that miss their scheduled pick-up. The Penny Harvest Coach, along with support from the school community and organizational staff, will need to find an alternative method to submit the collection to Common Cents.

**Penny Pick-up Instructions:**

1. All Penny Harvest Sacks must be filled with only coins to the 30lb line and secured with a zip-tie. Only one sack that does not reach the 30lb line is permitted.
2. All cash and checks must be kept in a sealed envelope with the school’s name printed on the front. Cash and/or checks left in the sacks will not be counted.
3. The Penny Harvest Coach or designated staff member is responsible for accurately reporting the coin and dollar amount that is handed to the pick-up driver on the Penny Harvest Pick-up Receipt. Common Cents will calculate the harvest total for each individual school based on data reported on the Pick-up Receipt.
4. Any subsequent funds that are collected by the school after the Penny Pick-up can be mailed to the Common Cents office up to one month after the pick-up date. Checks must be made payable to Common Cents. Enter “School name Penny Harvest” in the memo line. For example: PS 570’s Penny Harvest.

## Roundtable budget allocation

All Penny Harvest schools are awarded a Roundtable Budget based on the amount of money they collected in the Penny Harvest. Each school will be notified of their Roundtable budget approximately 2-3 weeks after their penny pick-up.

Each school's total is calculated by weight of coins, value of silver coins, if separated, and the total value of cash and checks. If a school chooses to convert their collection into a check or deposit into the Penny Harvest account, they will receive the exact dollar amount for their Roundtable.

Roundtable budgets are calculated solely on information reported on the Penny Pick-up Receipt. Due to the high volume of participating schools and the bank's capacity, Common Cents is not able to count each school's collection separately. If the school desires an accurate or exact count, please see the Pickup Methods section to determine the best option.

Schools that opt to have a Penny Pickup are subject to Common Cents' allocation formula. Each school's total is calculated by weight of coins (or value if separated) and the total value of cash and checks, rounded to the nearest increment.

*Roundtable budget increments are as follows:*

\$100	\$1,500
\$200	\$2,000
\$300	\$2,500
\$400	\$3,000
\$500	\$3,500
\$600	\$4,000
\$750	\$4,500
\$1,000	\$5,000** Maximum allotment

If the Penny Harvest Coach or principal believe their Roundtable budget is not representative of their collection, he/she should contact a Common Cents staff member to resolve the matter.

Common Cents reserves the right to adjust roundtable allocations depending on projections of the Penny Harvest total once penny pick-up is complete.

## Grant making

Every school must participate in the Roundtable phase and recruit a student leadership team in order to allocate the allotted Roundtable budget. The grant decisions must be made by the student leadership based on their research of community needs and areas of concerns by the school community.

Once the grant decisions have been finalized, the Penny Harvest Coach must submit a completed Grants Report and Progress Reports to the Common Cents office by the designated deadlines. Common Cents will administer the grant processing of checks based on the requests of each student leadership team. A grant package containing all checks and check cards for the

recipients will be mailed to the school upon which the Penny Harvest Coach, student leadership team and school community will decide the manner in which to present the grants to the recipients. Common Cents' staff can help the Penny Harvest coach with ideas and planning.

All grant checks must be delivered and cashed within 90 days.

**Check Reissues:** Checks not cashed within 90 days will be voided and allocated to other schools for grant-making and service.

If a check is lost, a school representative or Penny Harvest Coach may request a reissue up to one year from the check date. A reissue fee of \$30 will be deducted from the check amount in order to cover the cost of bank fees Common Cents will incur for placing a stop-payment on the original check. To avoid the reissue fee, mail the original check to Common Cents' NY office.

Common Cents reserves the right to make changes to this policy as necessary throughout the 2014-15 year.