

Penny Harvest[®]

a program of **Common Cents**[®]

Curriculum Guide for Educators

NYC / Metro NY SUPPLEMENTAL GUIDE (SPRING): Penny Harvest 11/12

**This Supplemental Guide and other resources are online:
www.PennyHarvest.org/NYC**

NYC/Metro NY
Supplemental Guide (SPRING): Penny Harvest 11/12

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January 2012

Dear Penny Harvest Coach,

Congratulations on completing the first phase of the Penny Harvest! No matter how many years you've been leading the program, it's never easy to rally your students and school to bring in those pennies. But together, you've managed to do it again: you and your students — alongside coaches, students and families in over 700 other schools — will be depositing over \$200,000 dollars in the Penny Harvest bank account.

During the last few months, many coaches have shared with us how much they've learned at the October training and since then how they've been implementing Legacy Service to grow their Penny Harvest. And while there is an understanding that change is sometimes difficult, we've seen a commitment and dedication by many of our coaches to build a lasting tradition of service-learning and philanthropy in their schools. Now is a good time to pause and reflect on what we've accomplished and set our sights on the most important aspect of the Penny Harvest — providing resources (time, talent, and treasure) to those in need in our community.

To live up to our mission, we've customized our Philanthropy Roundtable professional development sessions to meet each coaches needs, and will allocate roundtables in a way that allows all schools to participate. We've also designed new Legacy Service pieces that will help your students develop into Penny Harvest philanthropists. Finally, we will teach you how to finish the year strong by securing your Penny Harvest for next year through Run for Change.

Just like last year, we will continue The Full Pantry Project — our initiative last spring to match schools with local food pantries, and recognize our most outstanding programs through Schools-of-Excellence.

To help along the way, we've provided even more resources in this guide to help you plan a successful Philanthropy Roundtable and service-learning projects. And, you can always call your local School Support Fellow (contact info enclosed) to help make the second half of your Penny Harvest a success.

We look forward to hearing about the decisions your students make when your Year-Long Reports are due to our office on **Wednesday, April 3rd, 2012**. But most of all, we look forward to hearing about the new partnerships your students in their community and the thoughtful debates that lead to their final decisions.

We will see you on April 29th at the Run for Change!

Best,

Keith Hickman
NYC Program Director
khickman@commoncents.org

Gracie Rifino
Program Manager
grifino@commoncents.org

Spring 2012 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**.

Geo. District	School Support Contact	Ext.	Email
1, 5, 7, 11, 12, 32, Independent schools	Whitley Plummer	x115	wplummer@commoncents.org
2, 3, 10, 18, 26	David Inkeles	X111	dinkeles@commoncents.org
4, 8, 24, 27	Stephanie Odino	X121	sodino@commoncents.org
6, 9, 15, 16, 25	Nia Challenger	x123	nchallenger@commoncents.org
13, 22, 23, 31	Kathleen Lynch	x117	klynch@commoncents.org
14, 17, 20, 29	Genesis Taveras	X113	gtaveras@commoncents.org
19, 21, 28, 30	Michael Karp	X116	mkarp@commoncents.org

February 2012

Mon	Tue	Wed	Thu	Fri	Sat/Sun	CHECKLIST
		1	2	3	4/5	<input type="checkbox"/> Explain to students their role as leaders and community change makers (p.56) <input type="checkbox"/> Review Grant Making Guidelines (p.51) and Roundtable Decision Report <input type="checkbox"/> Introduce the concept of philanthropy—teach the <i>Curriculum Connection: The Meaning of Philanthropy</i> (p.57) <input type="checkbox"/> Assign roles and responsibilities (p.60) <input type="checkbox"/> Have students name the roundtable and take a pledge (p. 61)
6	7	8	9	10	11/12	
13	14	15	16	17	18/19	
20	21	22	23	24	25/26	
Public schools closed for mid-winter recess						
27	28	29				

March 2012

Mon	Tue	Wed	Thu	Fri	Sat/Sun
			1	2	3/4
5	6	7	8	9	10/11
12	13	14	15	16	17/18
19	20	21	22	23	24/25
26	27	28	29	30	31

CHECKLIST

- Teach and distribute the *Curriculum Connection: What Does Community Mean?* (p.64)
- Guide students to interview community members (p.66)
- Have students generate a long list of community needs and narrow to 3–5 issues of focus (p.68, 72)
- Have students identify potential organizations (www.PennyHarvest.org/OrgFinder)
- Have students conduct site visits, presentations, phone interviews with organizations (p.78)

April 2012

Mon	Tue	Wed	Thu	Fri	Sat/Sun
2	3 Year-long Report Due	4	5	6 <i>Public schools closed</i>	7/8
9	10	11	12	13	14/15
Public schools are closed for spring recess					
16	17	18	19	20	21/22
23	24	25	26	27	28/29
30					

CHECKLIST

- Have students review information gathered from site visits/presentations/ phone interviews, etc (p.81)
- Ask students to discuss the pros and cons of each potential grantee and review initial funding criteria (p.81)
- Have students which organizations to fund as well as grants for neighborhood service projects (p.81)
- Facilitate students final consensus on grant recipients and grant amounts (p.81)
- Fill out and submit Roundtable Decision Report—on time!

May 2012

Mon	Tue	Wed	Thu	Fri	Sat/Sun	
	1	2	3	4	5/6	
7	8	Schools of Excellence Application due		10	11	12/13
14	15	16	17	18	19/20	
21	22	23	24	25	26/27	
SCHOOL CLOSED – Memorial Day	29	30	31			

CHECKLIST

- Have students consider service projects related to the roundtable's 3 –5 issues of focus and funding decisions
- Help students determine scope of project(s)(p.86)
- Motivate students to involve the school community and parents in service (p.88)
- Have students consult organizations, the experts on the issue(p.93)
- Guide students to create an action plan and take action! (p.101)
- Help students reflect and celebrate (p.102)
- Submit the Service Report to your Penny Harvest Office

June 2012

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				1	2/3
4	5	6	Public schools closed		9/10
11	12	13	14	15	16/17
18	19	20	21	22	23/24
25	26	Last day of school		29	30

CHECKLIST

- Help students plan and hold Check Award Ceremony (p.121)
- Guide students through reflection activities (p.113)
- Have students create a Penny Harvest Plan and present to principal (p.113)
- Encourage students to tell the community about their success! (p.110, 116-117)
- Inform us about any changes in your school that could affect the program (p.110)
- Party! Recognize your leaders for their sweat by celebrating (p.122)

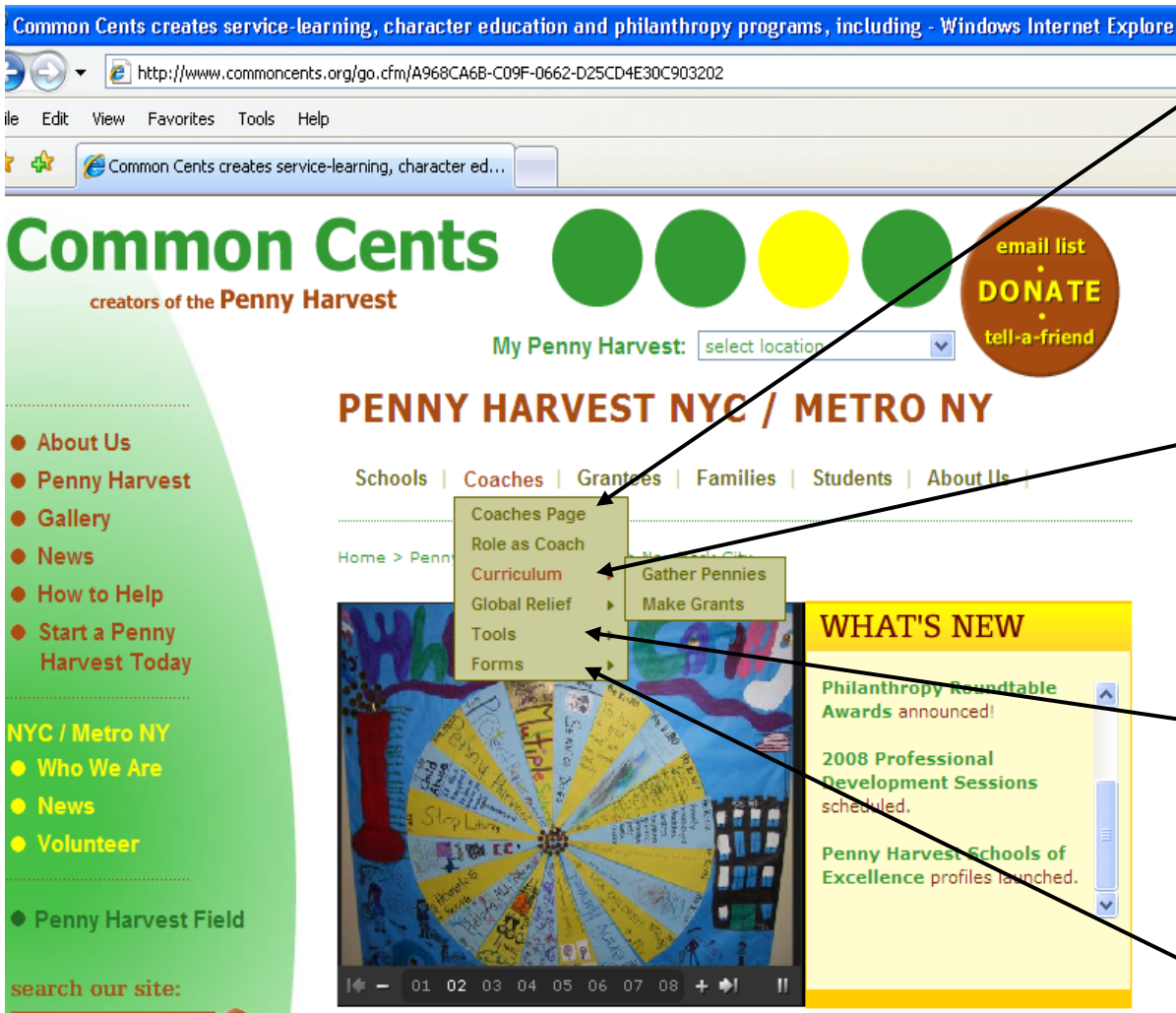
Penny Harvest Website Guide

www.PennyHarvest.org/NYC

Everything you need to know—and more— available on the Penny Harvest website. Find up-to-date information, news announcements, the curriculum guide, supplemental guides, forms, other “downloadables” and tools for students.

How to make the most of the Penny Harvest website:

1. Go to www.PennyHarvest.org/NYC
2. Select the page you want targeted at different audiences:
Schools | Coaches | Grantees | Families | Students
3. Bookmark the *Coaches Page* for future access



The **Coaches Page** should be your “go-to” page. It will help you stay on track and find all the forms, tools and tips you need with links to other relevant website pages.

The **Curriculum** page mirrors the Penny Harvest Curriculum Guide and includes downloadable sections and Quick-Links to Curriculum Connections, activities for students and tools for families

Under **Tools**, find sample bulletin boards and certificate templates.

Under **Forms**, find the Penny Harvest Report, Roundtable Decision Report, Parental Consent Forms and more.

USE THE COMMON CENTS ORGANIZATION FINDER!

www.PennyHarvest.org/OrgFinder

First, **search** for an organization!

The screenshot shows the 'THE ORGANIZATION FINDER' web form. It has a green header with the title 'THE ORGANIZATION FINDER'. Below the header are three main sections: '1 What Issue(S)?', '2 What Borough?', and '3 What Grant?'. The 'What Issue(S)?' section has a list of issues with checkboxes. The 'What Borough?' section has a dropdown menu. The 'What Grant?' section has checkboxes for 'Service Projects' and 'Community Grants'. There is also a 'Common Cents APPROVED' logo and a checkbox for 'Search on organizations with complete profiles only?'. At the bottom is a 'Search now!' button. Five callout boxes with arrows point to specific parts of the form: 1) points to the 'What Issue(S)?' section; 2) points to the 'What Borough?' dropdown; 3) points to the 'What Grant?' checkboxes; 4) points to the 'Common Cents APPROVED' logo; 5) points to the 'Search now!' button.

1) Select the issue you care about most.



2) Select the borough your school is in.

3) Choose the type of grant you want to make. Select both to find organizations to give a “Community Grant” (cash donation only) AND organizations that need your hands-on help through a “Service Project!”

4) Check “Common Cents Approved” to search for organizations with full profiles only. If you want to see all organizations listed, leave the box blank.

5) Click “Search now!” to complete your search!

Then, **learn more** about them!

1. Click on the organization name in red if you see this logo:  That logo means that the organization wants to work with you and will be ready to hear from you.
2. Read about **what** the organization does, **where** it is located, with **whom** you will be working, and **how** your roundtable can be helpful, either through money or service.
3. Share what you learn with the rest of your roundtable. Click “e-mail this page” or “print this page” in the top right-hand corner.
4. If you and your roundtable decide you want to learn more about the organization and possibly make a grant to them, call or e-mail the listed contact person. He or she would love to hear from you!
5. This icon recognizes organizations that volunteered to thank Penny Harvesters for their generosity at the Penny Harvest Field at Rockefeller Center in Dec 2007. 

PENNY HARVEST SCHOOLS OF EXCELLENCE 11/12

What is a Penny Harvest School of Excellence?

Penny Harvest Schools of Excellence is an annual distinction awarded to a select group of schools that have demonstrated their commitment to and understanding of all phases of the Penny Harvest: Gathering Pennies, Making Grants, Taking Action and Legacy Service.

Schools of Excellence exemplify the very best of the Penny Harvest, ranging from creating a multi-grade student leadership team that engages the school community and builds connections with the greater community, to creating opportunities for student leaders and other students to develop their skills and community-mindedness. Schools of Excellence submit applications that are reviewed by the Common Cents New York City Advisory Board. A Penny Harvest School of Excellence is a year-long honor of ongoing recognition opportunities.

How are Penny Harvest Schools of Excellence honored?

- A celebrated profile on the Schools of Excellence webpage highlighting one of the school's innovative strategies to maximize student and community outcomes (To view Schools of Excellence profiles, go to the "Schools of Excellence Page" under the "Schools" tab at www.PennyHarvest.org/NYC)
- A framed certificate of recognition
- A public announcement in a press release
- A special highlight in the online Penny Harvest report.
- An acknowledgement at local Professional Development Training sessions
- Ongoing recognition opportunities and special invitations to Common Cents events

How do I become a School of Excellence?

Every coach is encouraged to apply regardless of the number of years participating or harvest total. Simply submit the Schools of Excellence application by May 9th. **The application process for Schools of Excellence is a fun reflection opportunity for you and your students!** Applications can take a variety of forms—the limit is your imagination! Represent your school's year of service with either a scrapbook, portfolio, binder, poster board or video. Begin gathering student work, take photographs and document your process as your students journey to connect with their community, create grants and service projects. Presentation is important for not only the application, but also a great way to accurately showcase the outstanding work you and your students throughout the year.

What do I do next?

Download an application on the Schools of Excellence page at www.PennyHarvest.org/NYC. Under the "Schools" drop-down menu, select "Schools of Excellence." Read about the current 10/11 Schools of Excellence and their exemplary practices that earned them the distinction.

Applications are due Wednesday May 9th, 2012.



**Hands-on service opportunity for your students:
Adopt your local food pantry!**



Last year, students made **200 grants** and donated over **\$50,000** to their local food pantry!

What is the Full Pantry Project?

In 2009, Common Cents created the Full Pantry Project in response to the economic crisis that put many families, many for the first time, in need of help. Penny Harvesters leapt into action by adopting their local food pantries creating grants and volunteering their time. Over the years, many schools have built strong relationships with their pantries and have become a recognized community leader in assisting families in need. We want this **tradition** to continue to grow and flourish!

This year we are encouraging all schools to develop rich partnerships with their local food pantry. Site visits are the best way to build a strong relationship and impact students' learning about the issue of hunger and the people affected. If your school has an existing partnership, reach out to find out how to help. Students of all ages can help their local pantry by collecting non-perishables, stocking shelves and writing inspirational cards to visitors. The Full Pantry Project is a great way for students to help families in their community and create a lasting legacy!

How can my students get involved?

Contact Michael Karp at mkarp@commoncents.org with your school name and district or contact your school support staff at 212-579-0579. We'll e-mail you within 24 hours with the food pantry nearest to your school.

Visit www.PennyHarvest.org/FullPantry for details and curriculum.

First Responder's Fund

An emergency can strike at any time. Through the events of September 11th to last year's earthquake and tsunami in Japan, Penny Harvest students have demonstrated their compassion and eagerness to be one of the first to respond in times of crisis.

Common Cents has created an opportunity for students to respond quickly in the event of an emergency affecting their school community. This initiative is a **\$10,000 fund** that has been set aside to augment your school's Roundtable award.



We hope that providing extra funds to help in times of crisis will allow students to continue to utilize their Roundtable funds on addressing ongoing issues within their local and global communities.

How can my Student Leaders apply?

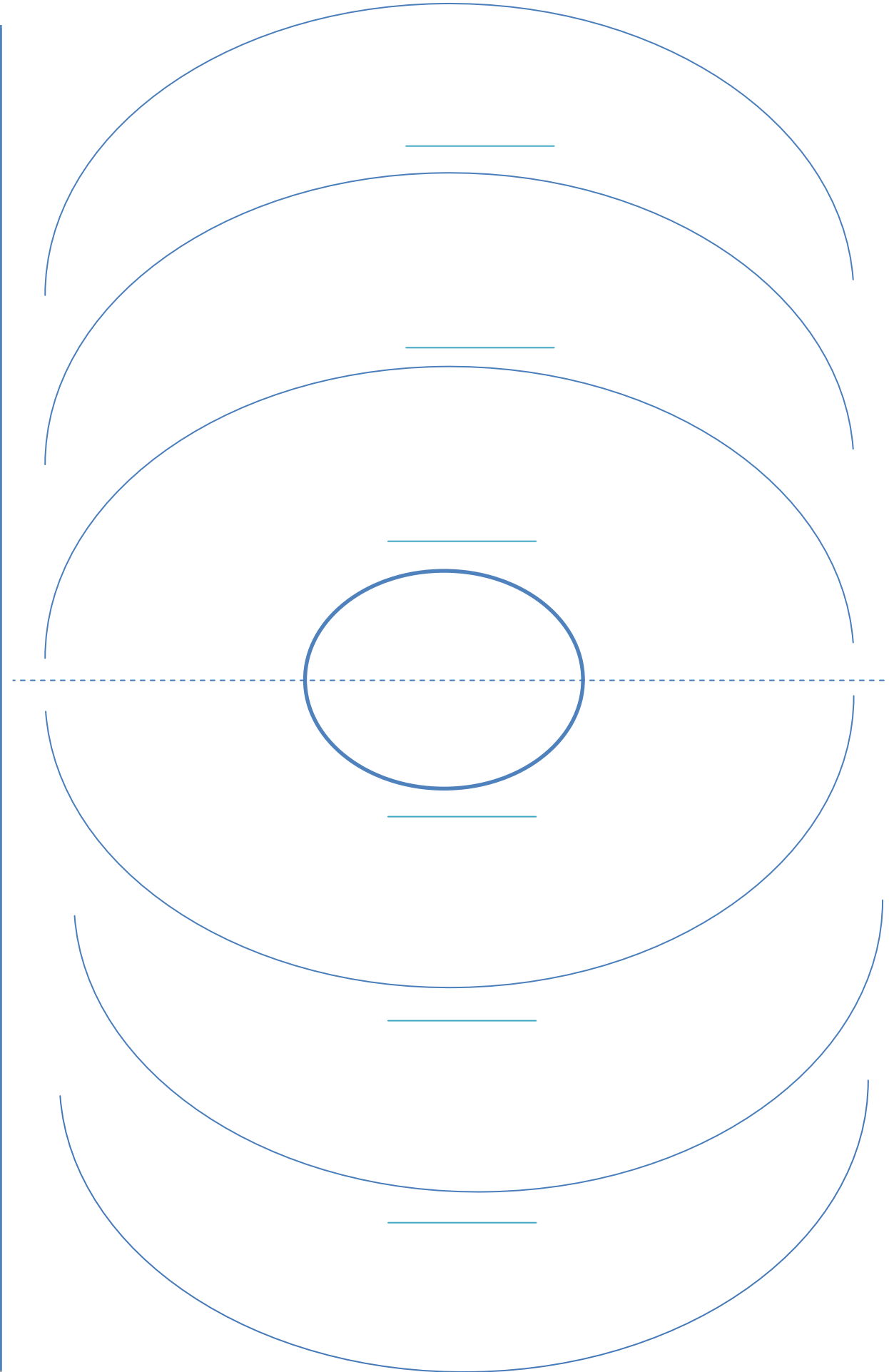
If your school community experiences a local emergency notify your School Support Fellow. He/she will follow up on how your students can continue the Penny Harvest tradition of being leaders in their community through the First Responders Fund.



COMMUNITY MAP
Matching Needs to Resources

NEEDS

RESOURCES



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.*

Senior Leader Script

Use this sample script as your graduating Student Leaders prepare remarks for their Check Award Ceremony or other recognition events to pass down leadership duties to the young leaders that will fill their shoes the following year. See pg.119 of the Curriculum Guide for ideas on planning a successful Check Award presentation.

Graduating Leader #1:

Third and fourth graders, we've been watching over you. We've heard so much about you from you <Penny Harvest Coach #1> and <Penny Harvest Coach #2> . They're so proud of you. We have a special presentation to make to you. We're graduating next week, we want to reflect with you for a moment.

Graduating Leader # 2:

Fourth graders, You helped us raise the most Penny Harvest money ever - the most in the whole country. How much was it Marina?

Graduating Leader #1:

We collected \$1,250—all in pennies!

Graduating Leader #2:

You helped us count every coin and dollar at the Ton-A-Thon. We ran the Tally Rally with you. Remember how Liz taught you the rap? We saw you study the Wheel of Caring to decide how the <Philanthropy Roundtable Name> should allocate our school's biggest Penny Harvest ever. We saw you interview the different organizations. We are thrilled with the organizations you selected.

Gradating Leader #1:

Third graders, we've been watching you too! We see that you are learning to be leaders. You're learning that it's your job as leaders to make our school feel great about all the hard work the students have done bringing in the pennies. We saw you rehearsing your phone calls to the organizations you found. We saw you doing the interviews. We are also amazed by the organizations you chose. And even more incredible, we ran the Run for Change with you!

Graduating Leader #2:

We know that you're ready now. You're ready to carry on our work. We know that we can move on. Without further ado, we want to prepare you with this special license:

THE LICENSE TO OPERATE THE PENNY HARVEST AT <School Name>!