

Penny Harvest[®]

a program of **Common Cents[®]**

Yearlong Report Overview

Congratulations! If you are ready to fill out the Yearlong Report, you and your students have just made your final funding decisions. And while you probably have many great Penny Harvest activities planned for the end of the year, this alone is a huge accomplishment.

This report is due to our office on **April 3rd, 2012**. You can fax it, 212.579.3488, or scan & email!

Here are all of the sections of the Yearlong Report. Use this as a checklist to make sure your report is complete:

FORM A: School & Process Report — *1 for each school/roundtable*

Includes Penny Harvest Coach information, all school participation, process and student leader activities.

FORM B: Grant Decision Report — *1 for each community grant or service grant requested*

There are two types of grants:

Community Grants fund organizations and programs that address genuine community needs. For example, \$250 for a food pantry for supplies or \$700 for a local clinic to help fund their AIDS outreach program. Community grants may be used by charitable organizations to fund general costs (called “general operating”) or for a specific program or project. Community grants may not be awarded to the school and student groups or for sports and music clubs to buy equipment.

Service Grants are community grants that involve any form of student action. This includes funding ‘hands-on’ service projects that the roundtable, or another student group, implements, or providing a cash grant to an organization or cause that includes a volunteer service project. Not all projects require money. Your students may make a service grant for \$0.

Review page 53 in your curriculum guide for a complete description of community and service grants and to review the grant making guidelines.

FORM C: Teacher’s Report for Non-Coaches — *3 per school*

To be completed by at least 3 teachers whose students participated in the Penny Harvest. This form asks about all students (non leaders).

FORM D: Penny Harvest 12/13 Enrollment — *1 per school*

FORM A — School and Process Report

School Information:

District _____ School # and School Name _____

Penny Harvest Coach #1: _____ Penny Harvest Coach #2: _____

1. Do you live in this school district? Yes No If yes, for how many years? _____
2. Do the majority of your students live in this school district? Yes No Not Sure
3. Why did your school choose to enroll in the Penny Harvest? *(Check all that apply)*
 - It aligns with our mission to be involved in the community.
 - It offers tangible connections to academic learning.
 - It generates student outcomes such as leadership skills, higher self-esteem, and greater self-efficacy.
 - It unites our school community around a positive goal.
 - It was offered by NYC Service.
 - Other _____
4. Who decided your school would participate in the Penny Harvest? *(Check all that apply)*
 - Me (The Penny Harvest Coach)
 - My Principal
 - Students
 - Other _____

Tell us about **ALL** students who participated in the Penny Harvest.

5. How many weeks was your school's Penny Harvest? *Circle one:* 2 3 4 5 6 If more, please specify _____
6. How many hours a week did the average student spend on the Penny Harvest, both at school and at home? For example, harvesting in their neighborhood, lessons in class, assemblies, school competitions, etc.
Circle one: 1 2 3 4 5 6 7 8 If more, please specify _____
7. What percentage of the student body do you think harvested pennies?
 Less than 25% 50% 75% Almost everyone (100%)
8. Enter the number of participating students in each grade (non-leaders). (Your best guess is OK!)
Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

9. Below are some statements about **ALL** students at your school that participated in the Penny Harvest. Please indicate how strongly you agree or disagree:

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Answer
Participating in the Penny Harvest increases students' belief that they can make a difference.	1	2	3	4	n/a
Students who Penny Harvest do not have an increased interest and effort in their school work.	1	2	3	4	n/a
Students who Penny Harvest believe that they can do more through working together than by themselves.	1	2	3	4	n/a
Students who Penny Harvest become more likely to be involved in another community or civic activity.	1	2	3	4	n/a
Changes I saw in students who Penny Harvested last year did not continue into this year.	1	2	3	4	n/a
Students who Penny Harvest have greater empathy for the needs of others than they did before.	1	2	3	4	n/a
Penny Harvesting increases students' willingness to help others.	1	2	3	4	n/a
Students who Penny Harvest develop more responsibility to school, peers, adults and the community.	1	2	3	4	n/a

Tell us about your process: Gather Pennies, Make Grants, Take Action and Build Legacy.

Student Leader Team:

10. Did you have student leaders during all phases? _____ Yes _____ No
11. How many boy/girls were on the Student Leader Team? _____ # of boys _____ # of girls
12. How many and in what grades were these students? *E.g., 3 from 3rd grade, 4 from 4th*

Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

13. How were your student leaders selected? (*Check all that apply.*)
- Chosen by their peers (voted in, class representatives, etc.)
 - Chosen by you and/or other staff
 - Self-selection (applied, wrote an essay, etc.)
 - Served as part of last year’s roundtable and/or a part of a year-long Penny Harvest leadership team
14. Estimate the total number of hours that each student leader spent on all related activities, including time spent in school, at home, and in the community. (*Check one.*)
- 0-5 hrs: _____ 6-10 hrs: _____ 11-15 hrs: _____ 16-20 hrs: _____ Other: _____

15. During **Gather Pennies**, which activities did your school do? (*Check all that apply*)
- Sent the *Parent Insert* and/or letter home to families to encourage neighbor harvesting.
If yes, which one: _____ Parent Insert _____ Letter _____ Both
 - Held a Classroom kick-off assembly (or other organized kick off activity)
 - Used a Wheel of Caring
 - Had students harvest pennies from their neighbors
 - Organized a school-wide competition (Penny Olympics, etc.)
 - Used a Penny Harvest bulletin board and/or advertised with fliers and posters
 - Held a “Tally Rally” or other closing assembly/event for the end of the Gather Pennies phase

16. During **Making Grants**, how did students identify and research community needs and organizations? (*Check all that apply*).
- Used the Wheel of Caring ?
 - Interviewing or talking with others, such as:
 - Penny Harvest students
 - Other Students
 - Parents, family members, neighbors, or community members
 - Teachers or other school staff
 - General Research, such as:
 - Internet, newspaper, telephone
 - The Organization Finder (*Only in New York City/Metro*)
 - Penny Harvest resources; The Penny Harvest Report
 - Library materials/textbooks
 - Parents, family members, neighbors, or community members

17. Who did the research ? _____ Roundtable Leaders _____ Students at school _____ PH Coach

18. Did you communicate with your grantees before you made your decision? _____ Yes _____ No
- If yes, how? (Check all that apply)*
- Worked with potential organizations _____ How many orgs: _____
 - By hosting a presentation _____ How many orgs: _____
 - By meeting an organization on a site visit _____ How many orgs: _____
 - By talking with an organization on the phone _____ How many orgs: _____
 - Reviewed organization/service project partner literature, brochure or other materials
 - Used previously determined funding criteria
 - Other – please explain: _____

Process Report Continued...

19. If you hosted a presentation, which students participated?
 Roundtable students Another School Leadership Team Other Students
20. How did you tell others about the roundtable's work and funding decisions?
 Held classroom presentations about the roundtable's progress and final decisions
 Updated the Penny Harvest Bulletin Board
 Hosted a school-wide assembly or check presentation
 Wrote an article for a school publication or web site
 Received local press attention, or a visit from a local official
 Other – please explain: _____
21. Did the rest of the school get involved in the grant making process? Yes No

If yes, how? (Check all that apply):

- Polled the school
 Used classroom representatives
 Conducted student/staff interviews
 Suggestion box
 Did their own service project
 Additional collections for community needs
 Other, please explain _____
22. Which community or communities did your roundtable focus on? (*Check all that apply.*)
 School Neighborhood/Local Community City State National World

23. What were the top three community needs that your school identified? *Choose three:*
- | | | |
|---|---|---|
| <input type="checkbox"/> Adults in Need | <input type="checkbox"/> Educational Issues | <input type="checkbox"/> Healthcare/Wellness |
| <input type="checkbox"/> Animal Care | <input type="checkbox"/> Elder Care | <input type="checkbox"/> Hunger/Homelessness |
| <input type="checkbox"/> Women's Issues | <input type="checkbox"/> Infant/Children/ Youth in Need | <input type="checkbox"/> Global Issues |
| <input type="checkbox"/> Disabled Persons' Issues | <input type="checkbox"/> Families in Need | <input type="checkbox"/> Conflict Resolution/Crime Prevention |
| <input type="checkbox"/> Diversity/Tolerance | <input type="checkbox"/> Environment/Beautification | <input type="checkbox"/> Other: |

24. Do your students feel their grants met the needs identified in Question #23 ? Yes No
25. During ***the Check Award Ceremony***, how will you reflect, evaluate, and celebrate the program in your school? (*Check all that apply.*)
 Host a Check Award Ceremony
 Have graduating senior leaders pass down trade secrets
 Have graduating seniors develop a Legacy script and present the program license
 Conduct reflection activities
 Other – please explain: _____

26. How will you plan for next year's Penny Harvest? (*Check all that apply.*)
 Create a Penny Harvest Plan around Legacy Service
 Fill out a registration form and set goals
 Pass on the leadership roles to new students
 Recruit a new coach. *If yes, please explain :* _____
 Other - explain _____

Signatures:
We, _____ and _____, declare that the roundtable
Student leader #1 signature *Student leader #2 signature*
decisions were made by roundtable students and are consistent with the roundtable grant making guidelines. I,
_____, declare that the roundtable decisions were made by roundtable students
Penny Harvest Coach signature
and that I served in a facilitative role.

Did you use Penny Harvest Curriculum Connections?

27. What percentage of classrooms in the whole school completed the Wheel of Caring Lesson?

Less than 25% 50% 75% Almost everyone (100%)

28. Who taught the Wheel of Caring Lesson?

PH Coach Other teachers Both Other (*please specify*): _____

29. Did your school use the Penny Harvest Curriculum Connections or other related lessons? (*Check all that apply*)

PH Curriculum Connections Your own lessons Didn't use any Supplemental Guide
 From another curriculum: _____ (curriculum name)

30. What percentage of classrooms completed one or more of the other Curriculum Connections?

Less than 25% 50% 75% Almost everyone (100%)

31. Which teachers used these lessons? (*Check all that apply*)

Cluster Teachers ESL Teachers Math and Science Teachers
 Social Science Teachers Special Education Teachers Other (*please specify*): _____

32. What type of lessons did they use? (*Check all that apply*)

Math Skill Lessons Writing Skill Lessons Research Skill Lessons
 Social Science Teachers Civics Lessons Self Regulation Lessons
 Teamwork Lessons Language Arts Lessons Supplemental Guides
 Other (*please specify*): _____

33. Who taught the lessons?

PH Coach Other teachers Both Other (*please specify*): _____

Tell Us How You Engaged Both Community Members and Parents.

34. What percentage of teachers and other school staff participated in the Penny Harvest?

Less than 25% 50% 75% Almost everyone (100%)

35. Did Parents help students Neighbor Harvest? Yes No

36. Did the PTA participate in the program? Yes No

37. How did parents get involved in the grant making process?

PTA participation Participated in Presentations
 Chaperoned Site Visits Parents were interview Other (*please specify*): _____

38. Are other community members aware of this program at your school? Yes No Don't Know

39. Did students place signage in local businesses? Yes No

40. Did you notify your City Council member of the program or ask for their involvement? Yes No

In what ways were they involved? _____

41. Did the community get involved in the *grant making* process?

Yes No

If yes, how? (i.e. community members were interviewed, businesses/community response to grant decisions)

42. Did any Community Based Organizations contact you about funding or service projects this year?

Yes No

If yes, were they previous grant recipients or applicants? Yes No

Tell us about outcomes for students and your experience.

To be completed by Penny Harvest Coach:

How do you think **students** changed as a result of participating in Roundtable. (Circle the answer that most strongly reflects your opinion on each statement)

Students Leaders:	Strongly Agree	Agree	Disagree	Strongly Disagree	No Answer
Being on the roundtable increases students' belief that they can make a difference.	1	2	3	4	N/A
Roundtable students believe that they can do more by working together than by themselves.	1	2	3	4	N/A
Students who participate in the roundtable have greater empathy for the needs of others than those students who do not participate in the roundtable.	1	2	3	4	N/A
Roundtable students are no more likely to be involved in another community or civic activity than their peers.	1	2	3	4	N/A
By participating in the roundtable, students develop stronger research and observation skills.	1	2	3	4	N/A
Students on the roundtable are more likely to be leaders on other school projects.	1	2	3	4	N/A
Students on the roundtable are likely to feel more comfortable in taking on a leadership role in the future.	1	2	3	4	N/A
Roundtable students do not have an increased interest and effort in their school work.	1	2	3	4	N/A
Being on the roundtable increases students' abilities to make decisions and solve problems.	1	2	3	4	N/A
For experienced Penny Harvest Coaches ONLY: Changes I saw in students who participated in the roundtable last year did not continue into this year.	1	2	3	4	N/A

How do you think **you** have changed as a result of participating in Penny Harvest program? (circle the answer that most strongly reflects your opinion on each statement)

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Answer
My participation in Penny Harvest increased my sense of belonging in the school.	1	2	3	4	N/A
The Penny Harvest engaged teachers and staff to share responsibility for youth development.	1	2	3	4	N/A
Teachers and/or staff valued students' activities with the Penny Harvest .	1	2	3	4	N/A
The work I've done with the Penny Harvest has allowed me to relate better to all students.	1	2	3	4	N/A
The work I've done with the Penny Harvest has helped me to relate better to the school community.	1	2	3	4	N/A
The work I've done with the Penny Harvest has helped me feel more a part of my own community.	1	2	3	4	N/A
My school and home communities are not the same.	1	2	3	4	N/A
I feel my school is better connected to the surrounding community this year.	1	2	3	4	N/A
My school is now a recognized community resource.	1	2	3	4	N/A

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FORM C — Teacher's Report (for Non-Coaches)

TEACHERS: Tell us about your students that participated in the Penny Harvest. Your responses are tallied with thousands of teachers and used as part of an ongoing study on the outcomes of the Penny Harvest. Your name will not be associated with any of the responses. Please hand this completed form to the Penny Harvest Coach.

School Information:

District ____ School # and School Name _____

Your Information:

Name _____ Title _____

Are you the Penny Harvest Coach ____ Yes ____ No

What percentage of the student body do you think harvested?

__ 25% __ 50% __ 75% __ 100%

Please estimate the number of students in each grade that participated in the Penny Harvest. (Your best guess is OK!)

Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Did your class participate in the Penny Harvest? ____ Yes ____ No

How many sacks did **your class** collect? ____

If you found the program successful how so?

__ Met curriculum goals __ Increased student engagement
 __ Increased attendance __ Encouraged more philanthropic/ service projects
 __ Other: _____

Did you have a Penny Harvest Roundtable Leader in your classroom? ____ Yes ____ No

If yes, please tell us if you saw any personal growth over the course of the program?

__ Student had increased leadership skills __ Improved academics
 __ Increased connection to curriculum __ Increased confidence
 __ Other: _____

What type of resources did you find most helpful?

____ Curriculum Connections ____ Online Resources

Please specify: _____

Teacher Report Continued...

Tell us about your Penny Harvest students.

Below are some statements about ALL students at your school that participated in the Penny Harvest program. (Circle the answer that most strongly reflects your opinion on each statement.)

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Answer
Participating in the Penny Harvest increases students' belief that they can make a difference.	1	2	3	4	n/a
Students who Penny Harvest do not have an increased interest and effort in their school work.	1	2	3	4	n/a
Students who Penny Harvest believe that they can do more through working together than by themselves.	1	2	3	4	n/a
Penny Harvest students are more likely than their peers to participate in the classroom.	1	2	3	4	n/a
Students who Penny Harvest become more likely to be involved in another community or civic activity.	1	2	3	4	n/a
Changes I saw in students who Penny Harvested last year did not continue into this year.	1	2	3	4	n/a
Students who Penny Harvest do not have greater empathy for the needs of others than other students.	1	2	3	4	n/a
Penny Harvesting increases students' willingness to help others.	1	2	3	4	n/a
Students who Penny Harvest are more likely to become leaders in other school projects.	1	2	3	4	n/a
Students who Penny Harvest develop more responsibility to school, peers, adults and the community.	1	2	3	4	n/a

Tell us about your experience with the Penny Harvest.

How do you think you have changed as a result of participating in Penny Harvest program? (Circle the answer that most strongly reflects your opinion on each statement.)

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Answer
My participation in Penny Harvest increased my sense of belonging in the school.	1	2	3	4	n/a
Penny Harvest engaged teachers and staff to share responsibility for youth development.	1	2	3	4	n/a
Teachers and/or staff valued students' activities with Penny Harvest .	1	2	3	4	n/a
The work I've done with Penny Harvest has allowed me to relate better to all students.	1	2	3	4	n/a
The work I've done with Penny Harvest has helped me to relate better to the school community.	1	2	3	4	n/a
The work I've done with Penny Harvest has helped me feel more a part of my own community.	1	2	3	4	n/a
My school and home communities are not the same.	1	2	3	4	n/a
I feel my school is better connected to the surrounding community this year.	1	2	3	4	n/a
My school is now a recognized community resource.	1	2	3	4	n/a

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FORM D
1 of 1

Sign up TODAY for Penny Harvest 12/13!

Get Ready for next year — transition student leader responsibilities (pg. 115 of the Penny Harvest Guide).

Will you be the Penny Harvest Coach next year? If not, please work with your principal now to identify a new coach. Coach turnover is the primary reason schools discontinue the program. **DON'T LET THIS HAPPEN TO YOUR SCHOOL—assign a new coach now!**

School Information

District: _____ School # / Name: _____

Grades in your school: _____ Estimate # of students at your school (important): _____

Address: _____

City: _____ State: _____ Zip: _____

Principal Information

Name: _____ Email (important!): _____

Phone #: _____ ext. _____ Fax: _____

Rank preferred method of contact: _____ Phone _____ Fax _____ Email

Penny Harvest Coach & Assistant Coach Information

Coach: _____ Email (important!): _____

Phone #: _____ ext. _____ Fax: _____

Home/Cell Phone #: _____ Is this your cell #, home #, other (specify): _____

Rank preferred method of contact: _____ Phone _____ Fax _____ Email

Title (*6th grade teacher, Guidance Counselor*): _____

Have you/this person been a Penny Harvest Coach before? ____ Yes ____ No

Assistant Coach: _____ Email (important!): _____

Phone #: _____ ext. _____ Home/Cell #: _____

PHC's Title (*6th grade teacher, Guidance Counselor*): _____

Have you/this person been a Penny Harvest Coach before? ____ Yes ____ No

I hereby verify that my school will participate in the 12/13 Penny Harvest. I will provide the coach and student leaders with the necessary support and resources, including adequate space and time to hold meetings. I understand that by enrolling my school in the Penny Harvest I am empowering my students to decide for themselves how to best improve their community and I am joining a national movement of principals helping students to demonstrate their power in the community through service and philanthropy.

Principal Signature: _____ Date: _____

Principal Name: _____

RT FORMS