

Penny Harvest Schools of Excellence 2011-2012 Application

Application Deadline: May 23, 2012



I. INTRODUCTION

What is the Penny Harvest School of Excellence award?

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

How are the Penny Harvest Schools of Excellence honored?

- A celebrated profile on the Schools of Excellence webpage highlighting one of the school's innovative strategies (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

How can my school be honored as a Penny Harvest School of Excellence?

Every school can be a Penny Harvest School of Excellence! Read the following application and find out how your school can qualify to be a Penny Harvest School of Excellence 11/12.

For more information on the Penny Harvest School of Excellence Awards, go to the Schools section at www.PennyHarvest.org/CapitalRegion.

II. APPLICATION

Complete applications with supplementary materials are due on **Wednesday, May 23rd, 2012.**

By Mail:
Common Cents
570 Columbus Avenue
New York, NY 10024
Attn: Kathleen Lynch

By Email:
klynch@commoncents.org
(Photos preferred via email)

By Fax (*No Photos Please*)
(212) 579 3488
Attn: Kathleen Lynch

Schools will be selected based on both the quality of their program and the quality of application. Qualified schools will be notified of their Penny Harvest Schools of Excellence Award in early June 2012.



Schools of Excellence Application Check-List

A complete application includes:*

Part I: Penny Harvest Process

This portion of the application will be used in conjunction with your Year-End Penny Harvest Report for evaluation to help us better understand your Penny Harvest from Gathering Pennies, Making Grants, Taking Action and Legacy Service. Also, this portion will give you a chance to reflect on your experience as Penny Harvest Coach.

- Background information about you and your school
- 2-3 page description and reflection on your Penny Harvest process, detailing:
 - Gathering Pennies
 - Making Grants
 - Taking Action
 - Legacy Service
 - Coach Reflection
- Support documentation for each of the sections listed above (i.e. student reflections, student artwork, photographs, testimonials from parents/families/CBO's) that demonstrate written portion.

Part II: Penny Harvest Student Leader Reflection

This portion of the application is for two of your Student Leaders to complete. Student Leaders will be given the chance to reflect on his/her role as a young philanthropist.

- First year Student Leader Reflection
- Graduating Student Leader Reflection

Part III: Supplemental Materials

- At least one digital photograph of Student Leaders in action with caption included (We encourage as many as possible!). Photos **MUST** be submitted via email to: klynch@commoncents.org or via mail to the Common Cents office.
- Signed parental consent forms for all students appearing in pictures, quotes, written work or artwork depicting or created by students (copy enclosed).

Part IV: Endorsement

Your signature and your principal's signature endorsing your application and committing the ideals of the Penny Harvest Schools of Excellence.

***To apply, you should have already submitted your school's Year-End Penny Harvest Report by April 3, 2012.**



PART I (a): BACKGROUND INFORMATION

Penny Harvest Coach(es) Profile:

Lead Coach Name: _____

Role in school: _____

Number of Years as PH Coach: _____

Email: _____

Co-Coach Name: _____

Role in school: _____

Number of Years as PH Coach: _____

Email: _____

School Profile:

District: _____

School name: _____

Principal: _____

Number of years as Principal at this school: _____

Grades in school: _____

Number of students enrolled: _____

Number of years your school has participated in the Penny Harvest: _____

Past Schools of Excellence Distinctions:

- Check here if you are a Penny Harvest School of Excellence 07/08*
- Check here if you are a Penny Harvest School of Excellence 08/09*
- Check here if you are a Penny Harvest School of Excellence 09/10*
- Check here if you are a Penny Harvest School of Excellence 10/11*



PART I (b): PENNY HARVEST PROCESS

In addition to the information given in your Year-End Penny Harvest Report, please provide detail about your school's 2011-12 Penny Harvest.

On a separate piece of paper, please write 1-2 paragraphs for each section. Use the listed questions as a guide. Please limit your total response to 3 pages, *not including any supporting documents*.

Each section must be accompanied by documentation that demonstrates the process you describe. This can include but is not limited to lesson plans, students' journal entries, reflection essays, artwork, photographs of students in action, or testimonials from students, community based organizations, parents or other supportive adults.

I. Gathering Pennies – Curriculum Connection

- (1) How do you recruit your Student Leaders? Do you pull from multiple grades? If so, how do the responsibilities change from year to year?
- (2) How did your student leaders *engage* the entire school and greater community (i.e. bulletin boards, classroom kick-offs, Penny Olympics, Penny Princess, Tally Rally etc.)?
- (3) How did you *connect* Penny Harvest activities to classroom learning (i.e. Wheel of Caring, other Curriculum Connections)?

II. Making Grants – Student Leadership and Voice

- (1) How were the responsibilities divided among the student leaders during the Roundtable? What were some roles students held?
- (2) How did your student leaders engage the entire school and the greater community during the Philanthropy Roundtable? (i.e. Wheel of Caring, polling the student body etc.)
- (3) **Describe your students' process in researching and ultimately reaching a decision about where to give the school's Roundtable funds.**

III. Taking Action -Community Based Organizations and Involvement

- (1) How did students plan and implement a neighborhood service project?
- (2) Did your students partner with any community organizations during their service project? How do you plan on keeping this relationship going?
- (3) Did your students create an annual service project that will become a tradition in your school?

IV. Legacy Service –Party and Plan

- (1) How did (or will) Student Leaders reflect on their experience and plan for next year? (i.e. Check Award Presentation, scrapbook of trade secrets, essays, artwork, etc).
- (2) How do you honor your Student Leaders for giving of themselves to help the school and community? Have you seen changes in student leaders because of these honors?



- (3) Have you selected your Student Leaders for next year? How did your graduating Student Leaders pass down the responsibilities?
- (4) What areas in the program can you improve in your school **to make next year's** Penny Harvest the best yet? How do you plan to make those improvements?

V. Coach Reflection

We know that being a successful Penny Harvest Coach requires a lot of your time and energy. From working with your student leaders to rally the whole school to facilitating their learning during the roundtable.

(1.) Why do you continue to take on this role in your school? What are the benefits to you personally and professionally?

(2.) **How is the Penny Harvest engraved in your school's culture and would this continue if you were unable to be the coach next year?**

PART II: PENNY HARVEST STUDENT LEADER REFLECTION

Please include two Student Leader Reflections, one from a younger student who participated as a Student Leader for the first time (page 8) and an older graduating Student Leader (page 9). Older or more advanced students may choose not to use the template, but to write their own reflection concerning their overall experience as a Student Leader:

- What is the most important thing you learned as a Student Leader? Why?
- How do you plan to continue being a positive change-maker in your community?
- What did you accomplish as a Student Leader that you hope to see continue in your school?

PART III: SUPPLEMENTAL MATERIALS

Include a visual representation, supporting documentation, student work, photographs, etc.

PART IV: ENDORSEMENT

- I agree that all of the information provided in this application is accurate and submit this to Common Cents for consideration for the honor as a Penny Harvest School of Excellence.
- I will commit **to my school's Penny Harvest participation in the** 11/12 year.
- COACH: If selected as a School of Excellence, I am interested in the possibility of being a resource for other Penny Harvest schools to consult, and be available for contact to advise other coaches around the city. (*optional*)

Penny Harvest Coach Signature: _____

Principal Signature: _____



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a program of **Common Cents[®]**

PARENTAL CONSENT FORM

On behalf of myself and my minor child, _____, I hereby consent to and waive all rights regarding the use and publication by Common Cents New York ("Common Cents") of

1. my child's image, likeness and appearance in photographs taken at my child's school or while participating in programs or activities sponsored by my child's school or Common Cents,
2. any statements made by my child regarding Common Cents, its activities and/or programs, and any writing or artwork as described in more detail below, and
3. my child's first name and affiliation with Common Cents, its activities and/or programs (including my child's participation in a specific activity or program and the borough in which my child's school is located),

any of which I understand may be distributed, published and publicly displayed worldwide in any form of media, including brochures, newspapers and the Internet, to promote the activities of Common Cents.

I understand that any information from my child's school record, including academic, guidance, permanent or cumulative records (e.g., grades or attendance records) will not be published. I also understand that my child's last name, address or other biographical or identifying information will not be published unless I give my consent in advance.

Parent/Guardian Name:

Signature:

Date: _____

Parent/Guardian's Email: _____

Child's School: _____

School's Region /Borough: _____

Child's Grade: _____

Penny Harvest Coach: _____

___ Check here if you do **not** want to receive future correspondence from Common Cents



1st Year Student Leader Reflection

Name _____

Grade _____

of years as Student Leader _____

Why did you choose to become a Student Leader?

The most important thing I learned as a Student Leader in the Penny Harvest is...

I chose that as the most important thing because...

I will continue to be a positive change-maker in my community by...

Are you planning on being a Student Leader again next year? Why or why not?



Graduating Student Leader Reflection

Name _____

Grade _____

of years as Student Leader _____

Why did you choose to become a Student Leader?

The most important thing I learned as a **Student Leader in the Penny Harvest** is...

I chose that as the most **important thing** because...

I will continue to be a positive change-maker **in my community** by...

What did you accomplish as a Student Leader that you hope to see continue in your school after you graduate?

