

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 and Taking Action.

All Penny Harvest schools are invited to apply to the Penny Harvest New York City Advisory Board. A Penny Harvest School of Excellence is a year-long honor of ongoing recognition opportunities.

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 10/11.

For more information on the Penny Harvest School of Excellence Awards, go to: www.PennyHarvest.org/NYC.

II. APPLICATION

Complete applications with supplementary materials are due on **Wednesday, May 11th, 2011.**

By Mail:
Common Cents
570 Columbus Avenue
New York, NY 10024
Attn: Katherine Cho

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

By Fax (No Photos Please)
(212) 579 3488
Attn: Katherine Cho

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 2011.



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 Long Penny Harvest Report for evaluation to help us better understand your Penny Harvest, from Gathering Pennies to Making Grants and Taking Action. Also, this portion will give you a chance to reflect on your experience as Penny Harvest Coach.

- Background information about you / your school
- Additional details of your school's year long Penny Harvest and your reflection

Part II: Penny Harvest Strategies and Innovations

This portion of the application is your opportunity to showcase a creative Penny Harvest practice. Choose one question and describe in-depth how you successfully implemented the practice to increase student, school and community outcomes.

- Detailed description of Penny Harvest innovation/strategy (approx. 1 page)
- Support documentation (i.e. student reflections, student artwork, photographs, testimonials from parents/families/CBO's) that demonstrates this innovation/strategy

Part III: Penny Harvest Student Leader Reflection

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

Part IV: Supplemental Materials

- At least one digital photograph of Penny Harvest student leaders, caption included (You may include more in a scrapbook if you like) (Photos **MUST** be submitted via email to: kcho@commoncents.org or via mail to the Common Cents office)
- At least one sample of student work (artwork, written reflection, journal entry) or testimonial from two or more students
- Signed parental consent forms for all students appearing in pictures, quotes, written work or artwork depicting or created by students (copy enclosed)

Part V: Endorsement

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

*To qualify, you should have already submitted your school's Year Long Penny Harvest Report (in April)



PART I (a): BACKGROUND INFORMATION

Penny Harvest Coach Profile:

Name: _____

Role in school: _____

Number of Years as PH Coach: _____

Email: _____

School Profile:

Region: _____

School name: _____

Principal: _____

Number of years as Principal at school: _____

Grades in school: _____

Number of students in school: _____

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 06/07*
- 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*



PART I (b): PENNY HARVEST PROCESS

In addition to the information given in your Year-Long Program Report, we'd like to learn more about your school's Penny Harvest:

On a separate piece of paper, please write 1-2 paragraphs for each section. Describe each phase of your process and then reflect on your experience as the Penny Harvest Coach this year. Use the listed questions as a guide. Please limit your total response to 2 pages.

I. Gathering Pennies

- (1) How do you recruit your Student Leaders and how do you ensure overlap in the student leadership team year-to-year?
- (2) How did your student leaders *engage* the entire school and greater community (i.e. bulletin boards, Kickoff Assembly, classroom presentations, Penny Olympics etc.)?
- (3) How did you *connect* Penny Harvest activities to classroom learning (i.e. Wheel of Caring, other Curriculum Connections)?
- (4) What was the key to your success in the gather pennies phase?

II. Making Grants

- (1) How did students decide which issues to focus on and which organizations to donate to?
- (2) Tell us how you/your leaders partnered with organizations.
- (3) How did your student leaders engage the entire school and the greater community during the Philanthropy Roundtable?
- (4) What was the key to your success in the Making Grants phase?

III. Taking Action

- (1) How did students plan and implement a neighborhood service project?
- (2) What was the key to your success in the take action phase?

IV. Party and Plan

- (1) How did (or will) student leaders reflect on their experience and plan for next year? (i.e. Check Award Presentation, 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) 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. Why do you continue to take on this role in your school? What are the benefits to you personally and professionally?



PART II: PENNY HARVEST STRATEGIES AND INNOVATIONS

Penny Harvest Schools of Excellence stand apart because they develop creative strategies/innovations that other Penny Harvest schools can learn from. Show us how you have successfully implemented one of these strategies by responding to **ONE** question. Your response should be approximately 1 page in length.

Responses must be accompanied by documentation (i.e. students' journal entries, reflection essays, artwork, photographs of students in action, or testimonials from students, CBO's, parents or other supportive adults) that evidence the practice(s) you describe.

- 1. Curriculum Connections:** Penny Harvest activities (i.e. researching community issues, writing 'Dear Neighbor' Letters, etc) inspire many 'teachable moments' to reinforce academic lessons and skills in the subject areas of math, ELA, social studies and others. Describe how you OR other teachers integrated the Penny Harvest with classroom learning by using/distributing your own academic lessons, engaging other teachers, or deepening the academic skills that meet NYC's standards.
- 2. School Culture:** Penny Harvest Coaches report year after year that the Penny Harvest brings about change to their school climate (i.e., united the school community). **How has the Penny Harvest program changed your school culture/climate?** Select 1-2 changes that you've seen and describe how the Penny Harvest helped make a difference.
- 3. Service-Learning:** Service-learning meets educational objectives through real-world experiences, while tapping youth as resources to benefit their schools and communities. The Penny Harvest incorporates all the "service-learning standards" created by the National Youth Leadership Council and RMC Research Corporation. Choose ONE of the 4 service-learning standards listed below and describe in detail how this standard was magnified through this project.

Standards for Quality Service-Learning Practice:

- 1. Partnerships**
Service-learning builds partnerships between young people and the broader community, bridging intergenerational, ethnic, and cultural gaps.
- 2. Meaningful Service**
Service-learning actively engages participants in meaningful and personally relevant service activities that fit the ages and developmental abilities of the participants.
- 3. Youth Voice**
Young people are active partners in a service-learning project, with strong voices in identifying community needs and planning service activities. This nurtures youth ownership of the project, which in turn empowers young people to take control of their learning.
- 4. Diversity**
Service-learning promotes an understanding of all forms of diversity and fosters mutual respect among participants. Students learn to identify and analyze different points of view to gain understanding of multiple perspectives.



PART III: PENNY HARVEST STUDENT LEADER REFLECTION

Have a Student Leader complete the template (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?

PART IV: SUPPLEMENTAL MATERIALS (*please attach*)

PART V: 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.



Student Leader Reflection

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...

