



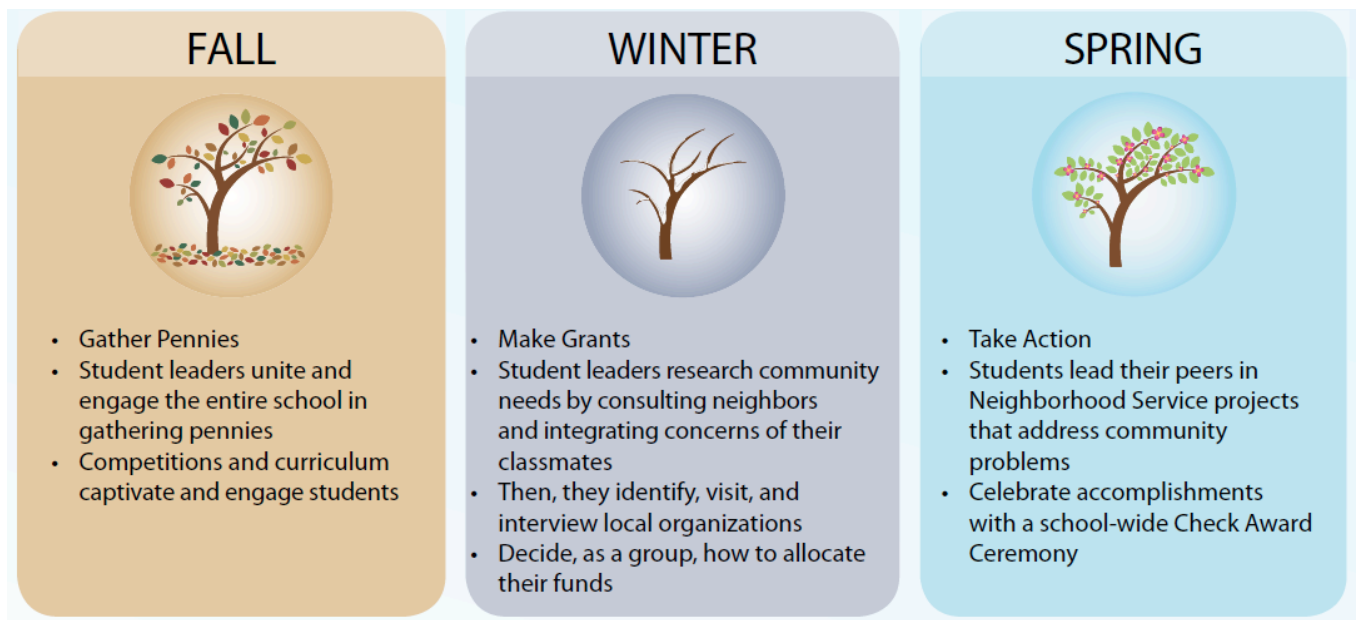
# Penny Harvest

A program of  
YOUNG **PHILANTHROPISTS** FOUNDATION

## **Overview of Program:**

The Penny Harvest is not a fundraiser; it is a FREE, school-based citizenship and leadership service-learning program that integrates with the school calendar (and was also the inspiration for Oprah's Angel Network!). Students harvest "idle pennies" from family and friends, use those funds to make micro-grants to nonprofit organizations, and participate in corresponding service projects. Unlike other coin harvesting programs, Penny Harvest gives students total autonomy to decide where the money should go.

Through this character-building experience, students learn the importance of civic engagement, philanthropy and teamwork and develop a greater understanding of their classmates, their school and their community, as well as the needs of others around them. The Penny Harvest is not an "add-on" program. It serves as a framework for existing philanthropic projects, helps build consistency among student groups, and provides the foundation for a stronger school culture.



## **Penny Harvest: Phase-by-Phase:**

**Phase 1:** Gathering Pennies takes place in the fall, connecting students with their community, building relationships, and identifying need, by collecting idle pennies from friends, family and neighbors. One hundred percent of the funds collected are then utilized in Phase 2, the Philanthropy Roundtable.

**Phase 2:** Philanthropy Roundtable challenges students to use the Penny Harvest funds to make grants to nonprofit organizations of their choice. Students learn to assess and prioritize community needs and ultimately decide how their money can best make a difference.

**Phase 3:** Neighborhood Service allows students to go beyond grant making to improve their communities. Schools partner with nonprofits to learn more about specific needs, then plan and execute service projects to meet those needs.

**Phase 4:** Celebration takes place at the end of the year and gives students the opportunity to celebrate and reflect on their experiences.

# Penny Harvest Coach FAQ

**Q:** Who can be a Penny Harvest Coach (PHC)?

**A:** Successful coaches are community-minded, respected, interested in service learning and have access to students during the day throughout the year. In the past, coaches have included all types of school staff (teachers, counselors, principals, librarians), parent volunteers, PTA leaders, and AmeriCorps members.

**Q:** What is the role of the PHC?

**A:** The PHC works with a team of student leaders while simultaneously engaging all students. It is the job of the coach to spearhead the program, working closely with the principal and other school staff. The role is one of manager, motivational speaker, teacher, coordinator, planner, and organizer. Above all, the PHC is a facilitator.

**Q:** What are the responsibilities of the coach?

**A:** It is the responsibility of the Penny Harvest Coach to inspire and coordinate all members of the school community. In the fall, the coach works with a group of 10-15 student leaders to coordinate activities and involve the entire school in gathering pennies. During the winter/spring the PHC facilitates the Philanthropy Roundtable as Student Leaders study community problems, debate and prioritize the most pressing issues and determine which organizations can best alleviate those problems. Finally, the coach must assist the students as they take their philanthropy one step further and complete a Neighborhood Service Project.

**Q:** How much time needs to be devoted to being the coach?

**A:** Although the amount of time will vary throughout the school year, most coaches report that they spend between 1-2 hours a week on Penny Harvest related activities. The program is flexible, and meant to fit with your school culture. We allow you to adapt the program to your individual school's needs and schedule your own time frame for Leadership meetings. The program is scalable, so most schools start out on a smaller scale, and add components each year as they become more familiar and comfortable with the overall process.

*"My favorite volunteer activity has been as a Penny Harvest Coach! For a small time commitment, I watch with a smile as students pledge to take actions outside of school to help their favorite organizations. The students do the work - my role is to coach them through it and enjoy every minute of their excitement in helping others and their enthusiasm that kids make the decisions!"*

*-Julie Berg, PHC at John Hay Elementary*

**Q:** What resources/support do coaches receive?

**A:** Penny Harvest provides coaches with everything needed to run the campaign including collection bags, posters, badges, informational DVD, student leader pins, a letter to parents and neighbors, and a curriculum guide. In addition, coaches receive a full-day training twice per year and support via email, phone calls, site visits, Supplemental Guides and the PH News. We guide you through the grant-making phase and neighborhood service process and provide helpful search engines and tips for your students on how to make funding decisions.

**Q:** Are there staff members available to come and meet with me?

**A:** Yes! Our Program Manager and Penny Harvest Advisory Board Members would be happy to come meet with you to guide you through curriculum lessons, help brainstorm ways to get the program up-and-running, tricks for getting administrative and colleague buy-in, and any other ways we can assist you in facilitating the program. We spend as much time with you and your students as you need, and are always glad to help!

**Q:** Where can I get more information about Penny Harvest?

**A:** For more information about Penny Harvest visit [www.PennyHarvest.org/colorado](http://www.PennyHarvest.org/colorado) or contact Program Manager, Kelly Hayes at [khayes@ypfoundation.org](mailto:khayes@ypfoundation.org).



## **2012/13 Penny Harvest School Application**

### **Participation Criteria:**

The Young Philanthropists Foundation uses the following criteria for consideration of prospective schools:

- Must be a K-12, Public or Private School in the State of Colorado, or a community-based organization that offers a leadership group of students between the grades of K-12. Students must meet on a regular basis, throughout the length of the school year.
- Must agree to participate in the full program, running from September 2012-May 2013, completing all four phases.
- Show an interest in philanthropy and service learning, and demonstrate a commitment to community partnerships.
- Sign a participation agreement stating your administration and coaches understand the responsibilities of participation in the Penny Harvest program.

### **Benefits to Your School:**

- Optional Curriculum geared towards K-8 that meets State Education Standards, Service Learning and Character Development
- Personal Financial Literacy curriculum supplement mapped to state standards
- Foundations and Philanthropy curriculum supplement
- Enhanced school community and culture
- Increased parental involvement in the school
- Incredible student outcomes

### **Completed and Signed Paperwork Should Be Sent To:**

Young Philanthropists Foundation  
1407 Larimer Street, Suite 200  
Denver, CO 80202

Application Checklist:

- \_\_\_\_ Completed Participation Agreement initialed by Principal and Penny Harvest Coach(es)
- \_\_\_\_ Completed and Signed Prospective School Information Sheet

# Penny Harvest Participation Agreement

## **Principals** of prospective schools must acknowledge the following participation responsibilities:

(PLEASE INITIAL NEXT TO EACH ITEM)

\_\_\_\_\_ I agree to enroll my school in the full Penny Harvest program, running from September 2012-May 2013, and support the Coach and Student Leaders through each phase of the program.

\_\_\_\_\_ I agree to appoint a charismatic, community-minded teacher, staff member, or parent to facilitate the program, and act as the Penny Harvest Coach(es), for the length of the school year (September-May).

\_\_\_\_\_ I agree to provide the Penny Harvest Coaches and Student Leaders with the necessary support and resources, including adequate space and time to hold leadership meetings, and occasional school-wide assemblies or celebrations.

\_\_\_\_\_ I agree to allow the Penny Harvest Coach(es) time and resources to attend two, 3-hour professional development trainings (one in late-September, one in mid-January).

\_\_\_\_\_ I understand that, if selected, the cost of running the program at my school is \$2,000. Due to generous donations to the Young Philanthropists Foundation, my school will be able to participate for free.

\_\_\_\_\_ I understand that the students donate every penny they collect to organizations of their choosing, and that this process should not be influenced by adult members.

\_\_\_\_\_ I agree to allow YPF to communicate 1 time each school year with our parents through a school-approved email, newsletter, or mailing. (Usually a Principal letter recapping the accomplishments of the program, a mention of the benefits provided by YPF and a link to the YPF website for donations). The PH Coach will coordinate with YPF staff to prepare the content.

## **Each Prospective Coach** must agree to the following responsibilities:

(PLEASE INITIAL NEXT TO EACH ITEM) If you have Co-Coaches, please each initial next to the items below.

\_\_\_\_\_ I agree to facilitate the program from start to finish (September-May) to allow the students to experience the full benefits of participation.

\_\_\_\_\_ I agree to attend two, 3 hour professional development trainings (one in late-September, one in mid-January), making arrangements far in advance for substitutes, etc., and if for some reason I need to miss a training for emergency reasons, will contact the Penny Harvest office to schedule a make-up training session.

\_\_\_\_\_ (Returning Coaches) I agree to attend the trainings if I did not attend the year before.

\_\_\_\_\_ I agree to complete the necessary paperwork, including Coach Reports, Grant Reports and Service Reports, and submit them by the provided deadlines (1 time per school year).

\_\_\_\_\_ I agree to recruit a group of student leaders that fairly and fully represents the entire student body (grades, socio-economic status, race, etc.) to ensure that the grant decisions are accurately reflecting the needs and desires of all students who help collect the pennies.

\_\_\_\_\_ I agree to maintain an open and frequent line of communication between the school and my Penny Harvest office, ensuring my email and phone number is updated and I respond to questions in a timely manner.

\_\_\_\_\_ I understand the cost of running the program at my school is \$2,000 and due to generous donations to the Young Philanthropists Foundation, we are able to participate for free. Therefore we will do our best to ensure we are participating to the best of our ability.

\_\_\_\_\_ I understand that my role as a Coach is to spearhead the program, help engage all students, and act as a planner, organizer and facilitator. I will allow the students to make the grant decisions and will provide the necessary time and resources to do so.

\_\_\_\_\_ I agree that if for any reason I feel like I am not able to meet my responsibilities as a Coach, or if I know I will be leaving the school, that I will contact the Penny Harvest office right away, and work to turn my responsibilities over to a new Coach so my students are able to continue to participate in the program.

\_\_\_\_\_ I agree to coordinate with YPF Staff to arrange for the one-time parent outreach email/newsletter.

# Prospective School Information:

## School Information

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CO Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

School District: \_\_\_\_\_ Check Here if Private School: \_\_\_\_\_

Grades: \_\_\_\_\_ Estimated # of Students for 2012/13 (IMPORTANT) \_\_\_\_\_

## Principal Information

Principal's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ ext: \_\_\_\_\_ Fax: \_\_\_\_\_

# of Years as Principal at your School: \_\_\_\_\_

## Penny Harvest Coach & Assistant Coach Information (Please see the Penny Harvest Coach FAQ)

Coach's Name: \_\_\_\_\_ 1<sup>st</sup> time PH Coach? Yes \_\_\_\_\_ No \_\_\_\_\_

Title (6<sup>th</sup> Grade Teacher, Guidance Counselor, Parent): \_\_\_\_\_

Email: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Home Address (If Parent Coach) \_\_\_\_\_

## Assistant Coach:

Coach's Name: \_\_\_\_\_ 1<sup>st</sup> time PH Coach? Yes \_\_\_\_\_ No \_\_\_\_\_

Title \_\_\_\_\_ Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Home Address \_\_\_\_\_

## School Commitment:

I hereby verify that my school will fully participate in the 12/13 Penny Harvest, completing all phases. 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. I will do my best to follow enrollment commitments and responsibilities to ensure that my students have the power to positively impact their community through service and philanthropy.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_