

Penny Harvest

a program of **Common Cents**

Philanthropy Roundtable Decision Report *Making Grants*

— **DUE 4/11/08** —

January 2008

Dear Penny Harvest Coach:

Please read the following directions and review them with your students. Roundtables can make as many grants as they wish. If your school has more than one roundtable, a separate complete application must be filed for each roundtable. The Common Cents Board of Directors approves all grant decisions and will only review complete decision reports.

A complete application includes:

- FORM A:** Roundtable Process Report, *signed by two Penny Harvest Leaders on the roundtable.*
- FORM B:** Grant Decision Report *for each grant that you request.* 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:** 08/09 Penny Harvest Sign-Up Form

These forms must be completed and submitted to Common Cents by Friday, April 11th, 2008. Checks will be sent to the school, attention Penny Harvest Coach. Please allow 2-3 weeks for processing.

I look forward to seeing your students’ decisions and hearing the stories behind them.

Sincerely,

Adam Seidel
NYC Program Director

Roundtable Process Report

The Penny Harvest Coach must work with at least two Penny Harvest Leaders to complete this form. If your school has more than one roundtable, a separate application must be filed for each roundtable.

School Information:

Region _____ School # and Name _____

Penny Harvest Coach _____ Phone #: _____

Address _____ City, State _____ Zip _____

Roundtable Information:

Roundtable Name _____

1. How many and in what grades were these students? *Eg., 3 from 3rd grade, 4 from 4th*

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

2. How many boy/girls were on the roundtable? # of boys _____ # of girls _____

3. Estimate the total number of hours that each student leader on the roundtable probably spent on all roundtable related activities, including time spent in school, at home, and in the community. *Circle one.*

0-5 hrs 6-10 hrs 11-15 hrs 16-20 hrs Other: _____

4. How were your student leaders on the roundtable 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.)
- Serve as part of last year's roundtable and/or a part of a year-long Penny Harvest leadership team

5. Which community or communities did your roundtable focus on? *Check all that apply.*

- School Neighborhood
- Local Community/City
- State/Country
- World

6. What were the top three community needs that your roundtable 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"/> Conflict Resolution/Crime Prevention | <input type="checkbox"/> Environment/Beautification | <input type="checkbox"/> Infant/Children/Youth in Need |
| <input type="checkbox"/> Disabled Persons' Issues | <input type="checkbox"/> Families in Need | <input type="checkbox"/> Women's Issues |
| <input type="checkbox"/> Diversity/Tolerance Issues | <input type="checkbox"/> Global Issues | <input type="checkbox"/> Other: _____ |

7. How did your roundtable identify and research community needs and organizations? *Check all that apply.*

- Interviewing or talking with others, such as
 - Penny Harvest students
 - Parents, family members, neighbors, or community members
 - Teachers or other school staff
- General research, such as
 - Internet, newspaper, television
 - Penny Harvest resources, past yearbook
 - The Penny Harvest Coach did the research
- Other – please explain: _____

7. What helped you make your decision about how to give away your pennies? *Check all that apply.*
- Worked with potential organizations
 - By hosting a presentation
 - By meeting an organization on a site visit
 - By talking with an organization on the phone
 - Reviewed organization/service project partner literature, brochure or other materials
 - Used previously determined funding criteria
 - Other – please explain: _____
8. How did you tell/involve others about the roundtable’s work and funding decisions? *(Check all that apply.)*
- Held classroom presentations about the roundtable’s work in progress and 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: _____
9. How will you reflect, evaluate, and celebrate? *(Check all that apply.)*
- Host a Check Award Ceremony
 - Conduct reflection activities
 - Other – please explain: _____
10. How will you plan for next year’s Penny Harvest, in 08/09? *(Check all that apply.)*
- Create a Penny Harvest Plan
 - Fill out a registration form and set goals
 - Pass on the leadership roles to new students
 - Recruit a new coach, if necessary
 - 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.

To be completed by Penny Harvest Coach:

How do you think students changed as a result of participating in the roundtable process as compared to students who do not participate in the roundtable? *(check all that apply)*

	Strongly Agree	Agree	Disagree	Strongly Disagree
Being on the roundtable increases students’ belief that they can make a difference.	1	2	3	4
Roundtable students believe that they can do more by working together than by themselves.	1	2	3	4
Students who participate in the roundtable do not have greater empathy for the needs of others than those students who do not participate in the roundtable.	1	2	3	4
Roundtable students become more likely to be involved in another community or civic activity.	1	2	3	4
By participating in the roundtable, students develop stronger research and observation skills.	1	2	3	4
Students on the roundtable are likely to feel more comfortable in taking on a leadership role in the future.	1	2	3	4
Roundtable students do not have an increased interest and effort in their school work.	1	2	3	4
Being on the roundtable increases students’ abilities to make decisions and solve problems.	1	2	3	4
For experienced Penny Harvest Coaches ONLY: Changes I saw in students who participated in the roundtable last year <u>did not</u> continue into this year.	1	2	3	4

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Sign up TODAY for Penny Harvest 08/09!

Start generating excitement for next year's program! Begin transitioning student leadership responsibilities (pg. 115 of the Penny Harvest Curriculum 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.**

Let us know who the new coach will be so we can contact him/her in the fall.

School Information

Region: _____ 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 (PHC) Information

Name: _____ Email (important!): _____

Phone #: _____ ext. _____ Fax: _____

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

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

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

Preferred method of contact: _____ Phone _____ Fax _____ Email

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

I hereby verify that my school will participate in the 08/09 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