



Penny Harvest

A program of
YOUNG PHILANTHROPISTS FOUNDATION

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.

A complete report is mandatory, and is due to our office by **April 16, 2012**. You can fax it, **720.211.9213**, scan & email to Kelly (khayes@ypfoundation.org), or mail to our office, **1407 Larimer Street, Suite 200, Denver, CO 80202**.

Here are all of the sections of the Yearlong Report. Use this as a checklist to make sure your report is complete. You will not receive your checks until we have all of the necessary forms:

FORM A: School & Process Report — *1 per 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.

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*

- Sign-Up for next year’s Penny Harvest as soon as possible to ensure your students have an opportunity to participate. We have limited spots, and they are offered to returning schools, before opening up registration to new schools this summer.

For schools completing service projects:

FORM E: Service Report — *1 per neighborhood school project (Due June 1st)*

- To be completed after finishing your neighborhood service project(s).

FORM A — School and Process Report

School Information:

District _____ 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

Process Report Continued...

- 19 a. If you hosted a presentation, which students participated? (*Check **all** that apply*):
 Roundtable students Another School Leadership Team Other Students
- 19 b. If you hosted a presentation, who attended? (*Check **all** that apply*):
 A few Classes The Whole School Parents and Family Members
 Community Members Grant Recipients
20. How did you tell others about the roundtable’s work and funding decisions? (*Check **all** that apply*):
 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**:*
 Adults in Need Educational Issues Healthcare/Wellness
 Animal Care Elder Care Hunger/Homelessness
 Women’s Issues Infant/Children/ Youth in Need Global Issues
 Disabled Persons’ Issues Families in Need Conflict Resolution/Crime Prevention
 Diversity/Tolerance Environment/Beautification Other: _____
24. Do your students feel their grants met the needs identified in Question #23 ? Yes No
If no, please explain: _____
25. During **Party and Plan**, how will you reflect, evaluate, and celebrate the program in your school? (*Check **all** that apply.*)
 Host a Check Award Ceremony
 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
 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 (or something similar to the Wheel of Caring, such as a Caring Wall, Giving Tree, etc.)?
 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 any curriculum to supplement the Penny Harvest? (*Check **all** that apply*)
 PH Curriculum Guide Lessons Foundations and Philanthropy Lessons (supplement)
 Personal Financial Literacy Lessons (supplement) Didn't Use Any Lessons
 From another curriculum: _____ (curriculum name)
 Your own lessons: _____
30. What percentage of classrooms completed one or more lessons from the Penny Harvest Curriculum?
 Less than 25% 50% 75% Almost everyone (100%)
31. Which teachers used/taught Penny Harvest Curriculum or Supplemental lessons? (*Check **all** that apply*)
 Cluster Teachers ESL Teachers Math and Science Teachers
 Social Science Teachers Special Education Teachers Penny Harvest Coach
 Student Government/Council Teacher 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 Foundations & Philanthropy
 Personal Financial Literacy Other (*please specify*): _____
33. If your school did not use any of the lessons from the Curriculum Guide, or Supplemental Materials, please explain why:

Tell Us How You Engaged Both Community Members and Parents.

34. What percentage of teachers and other school staff participated in the Penny Harvest, during any of the phases?
 Less than 25% 50% 75% Almost everyone (100%)
35. Did Parents help students Neighbor Harvest? Yes No
36. Do you have any parents acting in a Penny Harvest Coach Role at your School? Yes No
37. How did parents get involved in the **grant making** process?
 PTA participation Participated in Presentations Recommended Organizations
 Chaperoned Site Visits Parents were interviewed 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 surrounding community get involved in the **grant making** process?
 Yes No *If yes, how* _____
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

FORM B — Grant Decision Report: Due April 16th

Complete a separate Grant Decision Report for **each** grant the roundtable makes. All information is needed for approval.

Penny Harvest School Information:

District _____ School Name _____
Roundtable Name _____ Project Name (if applicable) _____

Grant Recipient Information: 501 (c) 3 Nonprofit; Individual; School; Other

Organization's/Individual's Legal Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: (if not USA) _____

Contact person: (Must have a contact to mail check) _____

Title: _____ Phone: (____) _____

Fax: (____) _____ Email: _____

1. Has the school's Penny Harvest donated to or partnered on a service project with this organization in the past?
 Yes No If yes, how many times? _____

2. Please check one of the following two options:

If your grant is for an organization, check here to confirm that you have attached the organization's 501(c) 3 IRS letter. Ask the organization to provide this for you. If a 501(c)3 is not available, what is the organization's Employee Identification Number (EIN)? Format: XX-XXXXXXX: _____ - _____

If your grant is to an individual, please record his/her social security #: _____ - _____ - _____

Grant Information:

1. This grant is a: Service grant—a grant involving any form of student service (ie: purchasing supplies, assembling baskets, etc.)
 Community grant – a straight check made to an organization that addresses a community need

2. Grant Amount: \$ _____ 3. Check payable to: _____

3. Is there a specific program or project you would like the money to be used for: Please list Program Name or exact desires of how your students would like the funds to be used: _____

4. What community need does this grant or service project seek to address? (Check one that best describes grant)

The Elderly

The Environment

Children

Human Rights

Disaster Relief

Health

Animals

6. On a separate sheet of paper, please provide the following information about the grant: (1-2 paragraphs total)

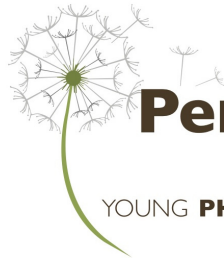
1. A brief description of the organization being funded (its mission, what services it provides to the community).
2. If you are funding an individual, please describe the exact purposes of the grant and how the funds will be used.
3. Describe how the grant will address a genuine community need (Ex: provide sick children with medicine, give shelter to homeless animals; help a family pay for medical bills, etc.
4. How will the students benefit from making the grant?

For those funding a Service Project Grant ONLY

1. Please check the box that best describes your service: One-time project Ongoing throughout the year
 An annual project Other- explain: _____

2. When do you plan on implementing project. Please give specific date(s): _____

3. **On a separate sheet of paper, please provide a simple budget itemizing the expenses associated with the project, as well as a brief description of the project (Who, What, Why).**



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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 Name _____

Your Information:

Name _____ Title _____

What percentage of the student body do you think participated in the Harvesting Pennies phase?

25% 50% 75% 100%

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

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? _____

What benefits of the program did you find to be true for your school? (Check all that apply)

- Met curriculum goals Increased student engagement
- Increased attendance Encouraged more philanthropic/service projects
- Created deeper connections with community
- Other: _____

Did you have a Penny Harvest Roundtable Student 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 for you and your students?

- Lessons from the Curriculum Guide Classroom Presentations
- Online Resources Supplemental Guides/Student Workbooks
- School-Wide Assemblies Did not use any resources

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