

# **Penny Harvest**<sup>®</sup>

a program of **Common Cents**<sup>®</sup>

---

## **Curriculum Guide for Educators**

# **Capital Region**

## **SUPPLEMENTAL GUIDE (SPRING):**

### **Penny Harvest 10/11**

**This Supplemental Guide and other resources are online:  
[www.PennyHarvest.org/CapitalRegion](http://www.PennyHarvest.org/CapitalRegion)**

**Capital Region  
Supplemental Guide (SPRING): Penny Harvest 10/11**

---

**Table of Contents**

**I. Letter from Common Cents Staff .....pg. 3**

**II. Penny Harvest Calendar .....pgs. 4-6**  
*A calendar and curriculum reminders to help you plan your Penny Harvest.  
Find your School Support Fellow's contact here.*

**III. Penny Harvest Website Guide.....pg. 7**  
*Tips for navigating your one-stop shop at [www.PennyHarvest.org/CapitalRegion](http://www.PennyHarvest.org/CapitalRegion)*

**IV. Online Organization Finder Guide.....pg. 8**  
*Tips for navigating this student tool at [www.PennyHarvest.org/OrgFinder](http://www.PennyHarvest.org/OrgFinder)*

**V. 10/11 Penny Harvest Schools of Excellence.....pg. 9**  
*Announcement of the third annual Schools of Excellence awards. Find out what it takes to  
be a Penny Harvest School of Excellence.*

# Penny Harvest<sup>®</sup>

a program of **Common Cents<sup>®</sup>**

January 2011

Dear Penny Harvest Coach,

Congratulations on completing the first phase of the Penny Harvest! No matter how many years you've been leading the Penny Harvest, it's never easy to rally your students and school to bring in those pennies. But together, you've managed to do it again: you and your students — alongside coaches, students and families in over 725 other schools — just deposited roughly \$400,000 dollars in the Penny Harvest bank account.

During the last few months, many coaches have shared with us that this year was tough due to the economy — families and schools are pinching every penny and had less to donate. And while there is the understandable disappointment of not reaching our total from last year, tough times provide a good opportunity to reflect on what we do have and prioritize what's most important.

Luckily, that's easy for us. It's you, our students, schools and communities.

To live up to that, we've customized our professional development sessions to meet each coaches needs (we hope!), and we've allocated roundtables in a way that allows all schools to participate, even with a lower harvest total. Finally, we've decided to continue The Full Pantry Project — our initiative last spring to match schools with local food pantries — as a way to help students have a direct and visible impact in their local community. Food pantries still need our support and this is one way for the whole school to get involved.

Just like last year, the downturn in the economy and the increase in local needs gives your students an opportunity to make a big impact in their neighborhood. The roundtable — whether it's \$200 or \$2,000 — gives children the opportunity to learn about their community, practice being a leader and grow from the pride of helping others.

To help along the way, we've provided resources at your disposal throughout the rest of the year to make the work meaningful and manageable. Start with this calendar provided in the supplemental guide to help you plan the Philanthropy Roundtable and Neighborhood Service phases. And, you can always call your local School Support Fellow (contact info enclosed). We're here to help make the Penny Harvest a success at your school.

We look forward to hearing about the decisions your students make when your Year-Long Reports are due to our office on **Wednesday, April 13, 2011**. But most of all, we look forward to hearing about the new connections your students made with their community and the thoughtful debate that lead to their final decisions.

Best,

Adam Seidel  
Program Director  
[aseidel@commoncents.org](mailto:aseidel@commoncents.org)

Gracie Rifino  
Program Manager  
[grifino@commoncents.org](mailto:grifino@commoncents.org)

# Penny Harvest<sup>®</sup>

a program of **Common Cents<sup>®</sup>**

## Spring 2011 Penny Harvest Calendar ACTION PLANNING WORKSHEET

Use this calendar to help you plan the next phases of the Penny Harvest: Making Grants and Taking Action. The monthly “checklist” on the right-hand column (with corresponding pages in the Penny Harvest Curriculum Guide) will help you plan your roundtable meeting agendas. Most roundtables meet weekly before school, after school or during lunch. Remember to involve, inform and gather input from the rest of the student body as you guide your student leaders through the roundtable process. Gracie Rifino, your school support, can help you plan. Call **212-579-0579 ext. 114**.

### February 2011

Mon	Tue	Wed	Thu	Fri	Sat/Sun
	1	2	3	4	5/6
7	8	9	10	11	12/13
14	15	16	17	18	19/20
21	22	23	24	25	26/27
28	<b>School closed Mid-winter Recess</b>				

#### CHECKLIST

- Explain to students their role as leaders and community change makers (p.56)
- Review Grant Making Guidelines (p.51) and Roundtable Decision Report
- Introduce the concept of philanthropy—teach the *Curriculum Connection: The Meaning of Philanthropy* (p.57)
- Assign roles and responsibilities (p.60)
- Have students name the roundtable and take a pledge (p. 61)

# Penny Harvest 10/11

## March 2011

Mon	Tue	Wed	Thu	Fri	Sat/Sun
	1	2	3	4	5/6
7	8	9	10	11	12/13
14	15	16	17	18	19/20
21	22	23	24	25	26/27
28	29	30	31		

### CHECKLIST

- Teach and distribute the *Curriculum Connection: What Does Community Mean?* (p.64)
- Guide students to interview community members (p.66)
- Have students generate a long list of community needs and narrow to 3–5 issues of focus (p.68, 72))
- Have students identify potential organizations ([www.PennyHarvest.org/OrgFinder](http://www.PennyHarvest.org/OrgFinder))
- Have students conduct site visits, presentations, phone interviews with organizations (p.78)

## April 2011

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				1	2/3
4	5	6	7	8	9/10
11	12	<b>13</b> Year-long Report Due	14	<b>School closed</b>	15/17
18	19	20	21	22	23/24
<b>School closed Mid-winter Recess</b>					
25	26	27	28	29	30

### CHECKLIST

- Have students review information gathered from site visits/presentations/ phone interviews, etc (p.81)
- Ask students to discuss the pros and cons of each potential grantee and review initial funding criteria (p.81)
- Have students which organizations to fund as well as grants for neighborhood service projects (p.81)
- Facilitate students final consensus on grant recipients and grant amounts (p.81)
- Fill out and submit Roundtable Decision Report—on time!

# Penny Harvest 09/10

## May 2011

Mon	Tue	Wed	Thu	Fri	Sat/Sun
2	3	4	5	6	7/8
9	10	11	12	13	14/15
16	17	18	19	20	21/22
23	24	25	26	27	28/29
SCHOOL CLOSED – Memorial Day 30	31				

Schools of  
Excellence  
Application  
due

### CHECKLIST

- Have students consider service projects related to the roundtable's 3 –5 issues of focus and funding decisions
- Help students determine scope of project(s) (p.86)
- Motivate students to involve the school community and parents in service (p.88)
- Have students consult organizations, the experts on the issues (p.93)
- Guide students to create an action plan and take action! (p.101)
- Help students reflect and celebrate (p.102)
- Submit the Service Report to your Penny Harvest Office

## June 2011

Mon	Tue	Wed	Thu	Fri	Sat/Sun
		1	2	3	4/5
6	7	8	9	10	11/12
13	14	15	16	17	18/19
20	21	22	23	24	25/26
27	28	29	30		

### CHECKLIST

- Help students plan and hold Check Award Ceremony (p.121)
- Guide students through reflection activities (p.113)
- Have students create a Penny Harvest Plan and present to principal (p.113)
- Encourage students to tell the community about their success! (p.110, 116-117)
- Inform us about any changes in your school that could affect the program (p.110)
- Party! Recognize your leaders for their sweat by celebrating (p.122)

## Penny Harvest Website Guide

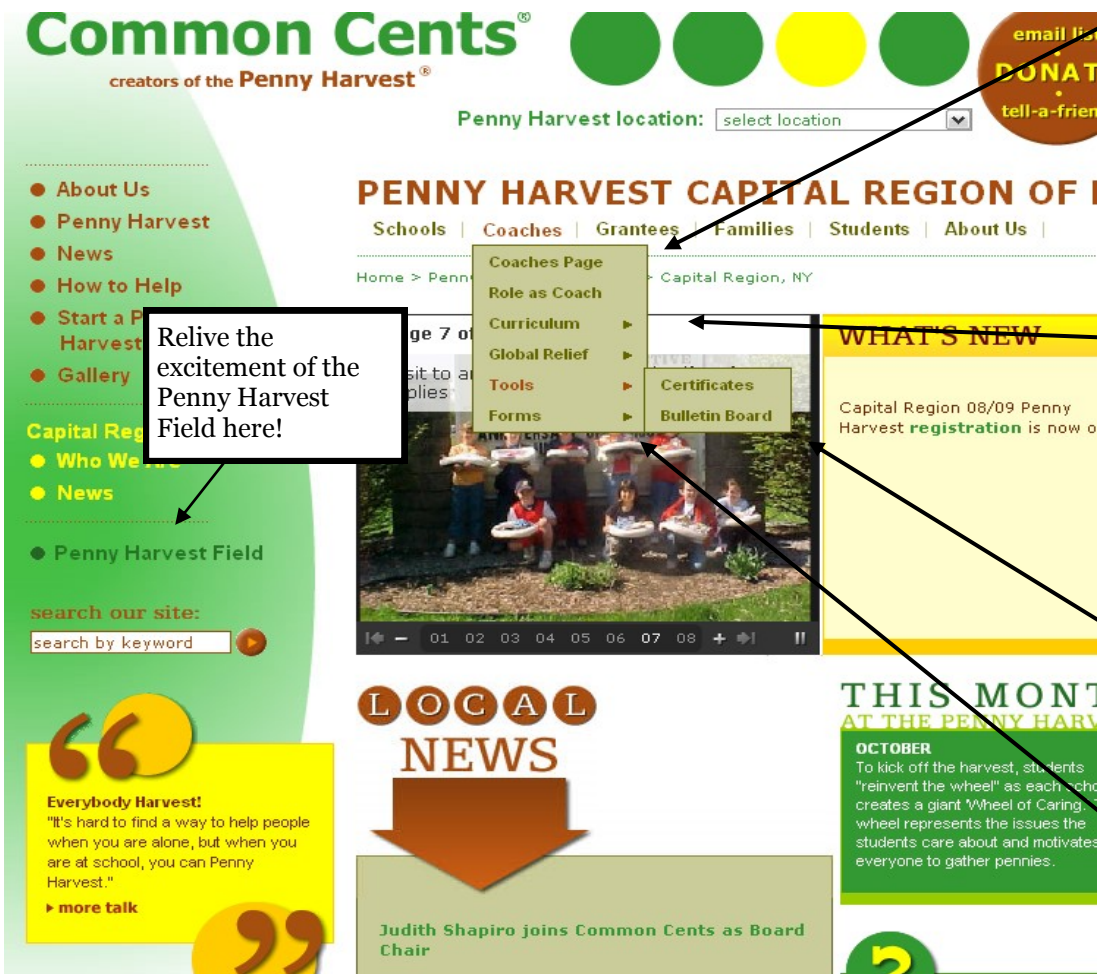
One-stop shop at

[www.PennyHarvest.org/CapitalRegion](http://www.PennyHarvest.org/CapitalRegion)

Find up-to-date info, news, curriculum, supplemental guides, forms and tools for students.

### How to make the most of the Penny Harvest website:

1. Go to [www.PennyHarvest.org/CapitalRegion](http://www.PennyHarvest.org/CapitalRegion)
2. Select the page you want targeted at different audiences:  
Schools | Coaches | Grantees | Families | Students
3. Bookmark the *Coaches Page* for future access



The **Coaches Page** should be your “go-to” page. It will help you stay on track and find all the forms, tools and tips you need with links to other relevant website pages.

The **Curriculum** page mirrors the Penny Harvest Curriculum Guide and includes downloadable sections and Quick-Links to Curriculum Connections, activities for students and tools for families in multiple languages.

Relive the excitement of the Penny Harvest Field here!

Under **Tools**, find sample bulletin boards and certificate

Under **Forms**, find the Penny Harvest Report, Roundtable Decision Report, Parental Consent form Forms and more.

### Check out what's new on the web!

- **Search** the Penny Harvest Yearbook - it's online! Find your school and check out all the grants your students have ever made.



## USE THE COMMON CENTS ORGANIZATION FINDER!

[www.PennyHarvest.org/OrgFinder](http://www.PennyHarvest.org/OrgFinder)

First, **search** for an organization!

The screenshot shows the 'THE ORGANIZATION FINDER' web form. It has a green header with the title 'THE ORGANIZATION FINDER'. Below the header are three main sections: '1 What Issue(S)?', '2 What Borough?', and '3 What Grant?'. The 'What Issue(S)?' section has a list of issues with checkboxes, including 'Adults in Need', 'Animals', 'Children in Need', 'Conflict and Crime Reduction', 'The Disabled', 'Education', 'The Elderly', 'The Environment', 'Families in Need', 'Global Problems', 'Health and Wellness', 'The Homeless and Hungry', 'Understanding and Diversity', 'Women in Need', and 'Any of the above'. The 'What Borough?' section has a dropdown menu. The 'What Grant?' section has checkboxes for 'Service Projects' and 'Community Grants'. There is also a 'Common Cents APPROVED' logo and a checkbox for 'Search on organizations with complete profiles only?'. At the bottom is a 'Search now!' button. Five callout boxes with arrows point to specific parts of the form: 1) '1) Select the issue you care about most.' points to the 'What Issue(S)?' section. 2) '2) Select the borough your school is in.' points to the 'What Borough?' dropdown. 3) '3) Choose the type of grant you want to make. Select both to find organizations to give a "Community Grant" (cash donation only) AND organizations that need your hands-on help through a "Service Project!"' points to the 'What Grant?' checkboxes. 4) '4) Check "Common Cents Approved" to search for organizations with full profiles only. If you want to see all organizations listed, leave the box blank.' points to the 'Common Cents APPROVED' logo. 5) '5) Click "Search now!" to complete your search!' points to the 'Search now!' button.

Then, **learn more** about them!

1. Click on the organization name in red if you see this logo:  That logo means that the organization wants to work with you and will be ready to hear from you.
2. Read about **what** the organization does, **where** it is located, with **whom** you will be working, and **how** your roundtable can be helpful, either through money or service.
3. Share what you learn with the rest of your roundtable. Click “e-mail this page” or “print this page” in the top right-hand corner.
4. If you and your roundtable decide you want to learn more about the organization and possibly make a grant to them, call or e-mail the listed contact person. He or she would love to hear from you!
5. This icon recognizes organizations that volunteered to thank Penny Harvesters for their generosity at the Penny Harvest Field at Rockefeller Center in Dec 2007. 

## PENNY HARVEST SCHOOLS OF EXCELLENCE 10/11

### What is a Penny Harvest School of Excellence?

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

Schools of Excellence exemplify the very best of the Penny Harvest, ranging from creating a student leadership team that engages the school community and builds connections with the greater community, to creating opportunities for student leaders and other students to develop their skills and community-mindedness. Schools of Excellence submit applications that are reviewed by the Common Cents New York City Advisory Board. A Penny Harvest School of Excellence is a year-long honor of ongoing recognition opportunities.

### How are Penny Harvest Schools of Excellence honored?

- A celebrated profile on the Schools of Excellence webpage highlighting one of the school's innovative strategies to maximize student and community outcomes (To view Schools of Excellence profiles, go to the "Schools of Excellence Page" under the "Schools" tab at [www.PennyHarvest.org/CapitalRegion](http://www.PennyHarvest.org/CapitalRegion))
- 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! The following list details best practices used as criteria to select Schools of Excellence.

#### Philanthropy Roundtable: Make Grants

Coach and student leaders actively engage community based organizations. This may include:

- Site visits or inviting organization(s) to assemblies/events
- Partnering with organization(s) on service projects
- Working with organization(s) to learn more about community issues

Coach and student leaders engage the school in school-wide activities. These may include:

- Assemblies, including Check Award Presentation
- Keeping the school updated on the progress of the roundtable decision-making
- Coach, leaders and school actively engage the greater community. This may include:
  - Students interviewing community members for their opinions on issues
  - Inviting community members to participate in service activities

#### Neighborhood Service: Take Action

School completes at least one Neighborhood Service activity

### What do I do next?

Download an application on the Schools of Excellence page at [www.PennyHarvest.org/CapitalRegion](http://www.PennyHarvest.org/CapitalRegion). Under the "Schools" drop-down menu, select "Schools of Excellence." Read about the current 09/10 Schools of Excellence and their exemplary practices that earned them the distinction.

**Applications, along with all supporting documentation, are due on Wed. May 11th, 2011.**

**570 Columbus Avenue, New York, NY 10024 | (212) PENNIES | f (212) 579-3488 | [info@PennyHarvest.org](mailto:info@PennyHarvest.org) | [www.PennyHarvest.org](http://www.PennyHarvest.org)**

New York City/Metro NY | Capital Region of NY | Colorado | Florida | Nashville, TN | Seattle, WA