



generationOn

June 1, 2011

Dear NYC Principals,

We are pleased to announce generationOn has received funding to continue its Service Leader program for the 2011-2012 school year, and we hope you will join us for Year 2 of this venture!

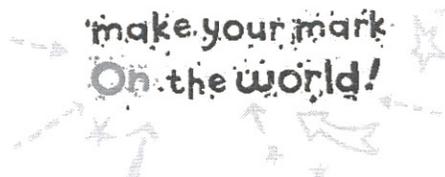
The generationOn Service Leader program provides training and technical assistance to New York City schools to help increase the depth and breadth of service-learning projects used throughout the school year. Program staff members work with schools to increase the number of teachers using service-learning as a strategic tool for student engagement, and partner directly with teachers to help identify service connections appropriate to their academic curriculum and students' interests. Activities completed within the Service Leader program fulfill annual *Service In Schools* requirements with the NYC Department of Education, as well as offer participating schools a number of benefits to help with their school service efforts (see attached page.)

The Service Leader program is provided at **no cost to NYC public schools** and also provides a \$750.00 mini-grant to help with service-learning project expenses. These can be used to cover costs associated with project supplies, transportation costs, or other related expenses. A sheet is included in this packet to outline responsibilities and expectations for both the generationOn staff and participating schools to gain a sense of what you can expect in the coming school year. It is imperative that you read this carefully and select a service coach and teachers you feel will be able to honor the commitment to the Service Leader program objectives. Additionally, ***please ensure that you submit the registration paperwork no later than Friday, June 17<sup>th</sup> to ensure your participation for next school year.***

We hope that you will consider participating in the 2011-2012 school year and look forward to working with you. Do not hesitate to contact either myself or any of the AmeriCorps members with any questions you may have.

Sincerely,

Laura Rog  
Director, Training and Technical Assistance





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### ***Benefits to Schools Participating in the Service Leader Program***

- Schools receive a \$750.00 mini-grant to supplement service-learning project materials throughout the year
- Access to generationOn and Learning to Give curriculum at no cost
- Training opportunities for school staff, including webinars, e-Trainings and in-person workshops
- Support from fulltime generationOn AmeriCorps members to meet program objectives and help align projects with the eight promising service-learning practices
- Access to generationOn's online service tracker, where teachers and schools can record service project outcomes including hours, participants, community partners and project impact
- Special consideration for generationOn grants throughout the year

### ***Benefits to Using Service-Learning***

#### ***When done well, service-learning...***

- Engages youth in problem-solving, decision-making, planning, goal-setting, and helping others
- Increases students' abilities to articulate opinions and see themselves as agents of change
- Helps develop higher order thinking skills and metacognition
- Encourages positive character development and civic outcomes in youth
- Creates and/or strengthens diversity and gives opportunity for diverse experiences
- Gives opportunities for youth to explore a variety of careers and community roles



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## Service Leader Program Schedule 2011-2012

Date	Activity	Action Required
Wednesday, July 13, 2011 10am-3pm	Program Introduction	<b>Required</b> training for school Service Coach and an Administrator
Wednesday, August 3, 2011 10am-3pm	<i>Introduction to Service-Learning</i> Training held for any interested NYC teacher or administrator	Optional for participating schools, recommended for participating teachers
September 2011	Completing paperwork at schools (given out at July workshop)	Work on completing: Student Consent Forms Teacher Pre Surveys Student Pre Surveys
October 2011	Initial meeting at school to introduce school and program staff  Introduction to service-learning lesson(s) completed	Collect student consent forms Collect teacher pre surveys Collect student pre surveys  May be completed anytime in September or October
November 2011	Webinar on Youth Voice  1 <sup>st</sup> Service-Learning Project	One member of school team must attend online  Can be completed anytime in November/December
December 2011	1 <sup>st</sup> Service-Learning Project  Mini-grants awarded to schools in good standing	Can be completed anytime in November/December
January 2012	Webinar on school-wide projects  2 <sup>nd</sup> Service-Learning Project or School-wide Service-Learning Project	One member of school team must attend online  Can be completed anytime in January/February/March



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## Service Leader Program Schedule 2011-2012 (cont.)

February 2012	Mid-year status check meeting  2 <sup>nd</sup> Service-Learning Project or School-wide Service-Learning Project	Mandatory meeting with the school team to check on completion of requirements  Can be completed anytime in January/February/March
March 2012	Webinar  2 <sup>nd</sup> Service-Learning Project or School-wide Service-Learning Project	One member of school team must attend online  Can be completed anytime in January/February/March
April 2012	3 <sup>rd</sup> Service-Learning Project or School-wide Service-Learning Project	Can be completed anytime in April/May/June
May 2012	Webinar  3 <sup>rd</sup> Service-Learning Project or School-wide Service-Learning Project	One member of school team must attend online  Can be completed anytime in April/May/June
June 2012	3 <sup>rd</sup> Service-Learning Project or School-wide Service-Learning Project  Program Recognition Event  Completing Grant Paperwork	Can be completed anytime in April/May/June  Mandatory attendance for at least 1 teacher and 5 students  Due June 8 <sup>th</sup> Teacher, Service Coach, and Student Post-Survey

Questions? Contact Laura Rog at  
[lrog@generationOn.org](mailto:lrog@generationOn.org) or (212) 850-4109



Yes, we would like to join generationOn and participate in the 2011-2012 Service Leader Program. As a part of this program, our school commits to:

*Please check:*

- Sending the service coach and an administrator to a one day introductory training on July 13<sup>th</sup> from 10am-3pm.
- Selecting a service coach to remain in contact with generationOn staff members throughout the 2011-2012 school year
- Selecting a minimum of four (4) teachers to participate and complete one introductory lesson and 3 service-learning projects each (4 intro lessons and 12 total projects) between September 2011 and May 2012
- Completing one (1) school-wide service event
- Completing introductory paper work such as school service history, etc.
- Completing all evaluation paperwork required by the program
  - Student, teacher and service coach consent forms
  - Participating service coach and teacher pre/post surveys
  - Student pre/post surveys from the participating classrooms
  - School-wide event participant surveys
  - Project tracking for each service-learning project completed
- Ensuring mini-grant funding is handled according to school and/or district financial procedures including:
  - Submitting an anticipated budget for the \$750
  - Arranging for the check to be deposited into accounts accessible by participating teachers
  - Keeping track of receipts
  - Submitting a final expenditure report
- Sending teacher and student representatives to attend a program recognition ceremony in May or June 2012

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date



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

Principal: \_\_\_\_\_

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

School Phone: \_\_\_\_\_

**Service Leader Program Team:**

<b>Service Coach Name:</b>
School E-Mail
Summer E-Mail:
School Phone:
Summer Phone:

<b>Teacher #1 Name:</b>
School E-Mail:
School Phone:

<b>Teacher #2 Name:</b>
School E-Mail:
School Phone:

<b>Teacher #3 Name:</b>
School E-Mail:
School Phone:

<b>Teacher #4 Name:</b>
School E-Mail:
School Phone:

***Please e-mail or fax both forms completed in full to Laura Rog at  
[lrog@generationOn.org](mailto:lrog@generationOn.org) or (212) 850-4180***