

SCHOOL AND COMMUNITY PROJECTS CHAIR

School and Community Projects Chair Job Description

GOOD PROJECT CHAIRS COORDINATE SCHOOL AND COMMUNITY PROJECTS THAT BENEFIT BOTH HI-Y AND THE PEOPLE SERVED BY THE PROJECTS. THE CHAIR IS TO:

- Plan each project thoroughly
- See each project through to its completion
- Work to see that each member is included in at least one project monthly
- Help the Advisor keep the appropriate people (Principal, School Board, etc.) aware of (and approving) HI-Y projects
- Maintain high standards of personal character.

THEREFORE, THE PROJECT CHAIRS ARE ESSENTIAL IN CARRYING OUT THE PURPOSE OF HI-Y. HERE ARE YOUR DUTIES:

- Attend meetings of the Executive Committee
- Serve as Chair of the Projects Committee
- See that projects are well-planned and well-executed
- Evaluate each project after its completion to learn “what to do” and “what not to do” on future projects
- Work with the Vice President for Membership to see that each member has the opportunity to be involved in one project monthly.

A HI-Y WILL BE SUCCESSFUL IF IT HAS SERVICE PROJECTS THAT MEET A SPECIFIC NEED OF THE SCHOOL OR COMMUNITY. HERE ARE SOME “TIPS” TO HELP YOU DO BETTER PROJECTS.

- Plan enough projects to allow all members a chance to become involved.
- Be sure all members are informed of the time and place of projects.
- Don't call on the “same members each time” to do the projects...REACH OUT to those who have been inactive in the past.
- Use the Monthly Project Planning List to help you thoroughly plan your projects.

Monthly Project Planning Form

NOTE: The MONTHLY PROJECT PLANNING FORM is to be filled out every month for each school and community project. After project completion, the form should be filed in a PROJECTS NOTEBOOK for future reference.

MONTH _____ PROJECT DATE _____

CLUB NAME _____

PROJECT TITLE _____

PURPOSE _____

SCHOOL/COMMUNITY PROJECT (circle one) # MEMBERS PRESENT _____

COMMITTEE RESPONSIBLE FOR PROJECT _____

COMMITTEE CHAIR _____

MATERIALS NEEDED FOR PROJECT: _____

“NEED-TO-DO” LIST FOR PROJECT PREPARATION: _____

“NEED-TO-DO” LIST FOR PROJECT FOLLOW-UP: _____

SUCCESS (EVALUATION) OF THE PROJECT? _____

RECOMMENDATIONS FOR THE FUTURE: _____

SIGNED: _____, PROJECT CHAIR

What Makes A Service Project Good?

Service is the foundation of HI-Y. Service efforts help others and make for a better school, community, or life for others.

Having a fun night or raising money for ourselves is not a service project; inviting a group of disadvantaged boys and girls to an activity for them is a good service.

Why Service Projects?

- People need help, communities need improved, school can be a better place
- HI-Y has the "know how"
- It is HI-Y's reason to exist
- Our members learn and grow from helping others
- It is our responsibility as citizens

Whom Do We Serve?

- individuals
- school
- community
- nation
- world

How To Select Service Projects

1. Project Committee studies and presents suggestions to the membership for their decision.
2. Select carefully so what we do is in line with our purpose.
3. Look to see what needs done in the school and community.

Organizing the Service Project

4. Members meet for discussion
 - a. discuss the need
 - b. what good can our HI-Y accomplish?
 - c. discuss how to do it
 - d. decide

Get Clearance

- a. appoint committee

- b. approval of principal, community officials, and other appropriate authorities
- c. committee presents the facts and sells the idea

Planning

- a. committee plans project
- b. committee designs way to involve members
- c. committee secures needed resources
- d. committee informs everyone involved

Do the Project

Evaluate the Project

- a. report by committee
- b. report/comments by those who did the project
- c. what were the results
- d. what did we learn
- c. any changes for future projects

The 11 W's of Project Planning

5. What are you planning to do?
6. Why do you want to do this project?
7. When and where will the activity or event take place?
8. Who will benefit?
9. Who needs to approve the project?
10. When will the planning be done? Give a time schedule.
11. What funds are needed? When? Who will get it and from where?
12. What publicity is needed? When? Who?
13. What committees are needed? List them, their chairs, deadlines, and assignments.
14. Who needs "thank you" notes? Who will write them? When?
15. Was the project worthwhile? What did we accomplish? What changes are needed?

What is Service-Learning?

Service-learning is a method for young people to learn and develop through active participation in thoughtfully organized service experiences. . .

- That meet actual community needs.
- That are coordinated with the school and community.

- That are integrated into each young person’s academic curriculum.
- That provide structured time for young people to think, talk, and write about what they did and saw during the actual service activity.
- That enhance what is taught in the school by extending student learning beyond the classroom.
- That help to foster the development of a sense of caring for others.

Service-Learning Standards

16. Effective service-learning efforts strengthen service and academic learning.
17. Model service-learning provides concrete opportunities for youth to learn new skills, to think critically, and to test new roles in an environment that encourages risk-taking and rewards competence.
18. Preparation and reflection are essential elements in service-learning.
19. Students’ efforts are recognized by their peers and the community they serve.
20. Youth are involved in the planning.
21. The service students perform makes a meaningful contribution to the community.
22. Effective service-learning includes evaluation and reflection.
23. Service-learning connects the school and its community in new and positive ways.
24. Service-learning is understood and supported as an integral element in the life of a school and its community.
25. Skilled adult guidance and supervision are essential to the success of service-learning.
26. Pre-service and staff development that includes the philosophy and methodology of service-learning best ensure that program quality and continuity are maintained.

Core Elements of Effective Service-Learning Activities

27. Orientation and Training

For Example:

- Responsibilities/how to perform the actual service work,
- Information on the individuals to be served,
- Information about issues related to the service,
- Information about the service site,
- Problem-solving around situations that may arise,
- Group building among participants.

Meaningful Service

Questions

- Are programs designed around real community needs?

Are the young people and the school/agency placement contact people significantly involved in defining, designing, and planning the service experience?

Are the school/agency placements committed to the program goals and willing to work in partnership to achieve them?

Is the service work engaging, challenging & meaningful for the student?

Do the school/agency contact people work effectively with students?

Structured Reflection

Why?

“Reality check” – guard against reinforcing inaccurate perceptions/biases,

Problem-solving, specific situations, issues, etc.

On-going education – on general issues related to the service (e.g. family, socioeconomic, cross-cultural, developmental issues in cross-age mentoring programs)

Clarifying values – as students confront new situations,

Integration – of service and related learning with the rest of one’s life,

How do we do it better next time, how do we work better as a team, how can we plan better, etc.

What do I think now as opposed to before the service experience,

Community building among participants.

Monthly School and Community Project Ideas

September

School Projects

- A. "Welcome Back" bulletin board in hall
- B. Orientation for new students
- C. Welcome teachers with cards, snacks, etc.
- D. Brunch for teachers during pre-planning
- E. Handbooks for new students
- F. Welcome flower for new teachers
- G. Student helpers for teachers
- H. Breakfast for teachers
- I. Clean up football field after game
- J. Compile and print student directory
- K. Compile and print student directory
- L. Compile faculty directory (include birthdays, anniversaries, etc.)
- M. Clean up buses after sports trips
- N. Trash Bash (clean-up day)
- O. Powder Puff football games
- P. Free car wash or windshield wash for faculty
- Q. Faculty "Y" Club talent show after football game
- R. Buy flag for lunchroom
- S. Get "Y" Club helpers for special education class
- T. Refreshments for teachers' lounge
- U. Freshman orientation
- V. Give poem and apple to teachers
- W. "Welcome Back" decorations in lunchroom and/or teachers' lounge
- X. Begin a "Y" Club-sponsored tutoring program for slow learners

Community Projects

- Y. Help with Red Cross Blood Drive
- Z. Visit shut-ins and take treats
- AA. Skits for nursing home
- BB. Clothes drives
- CC. Collect newspapers for local agencies
- DD. Sponsor an underprivileged child to a football game
- EE. Appreciation for firemen and policemen
- FF. Take old magazines to nursing home
- GG. Sponsor the clean-up and landscaping of public area

October

School Projects

- HH. Spirit Chain Contest between classes
- II. Halloween decorations for luncheon tables
- JJ. Sell programs and usher at football game
- KK. Give devotional at football game
- LL. Clean grounds after football games
- MM. Conducting "Clean Speech" campaign
- NN. Sponsor Homecoming Dance
- OO. Sponsor assembly at elementary school concerning safety while doing "Trick or Treat"
- PP. Halloween Party for "Special Classes" at school
- QQ. Halloween Carnival with proceeds for charity
- RR. Halloween dress-up
- SS. Posters to promote clean restrooms
- TT. Make and wear spirit stickers for football game
- UU. Help drama club by selling concessions at school play
- VV. Desk sets for teachers – flag and pencil holders

Community Projects

- WW. Send cards to patients in local hospital (Sunshine Day)
- XX. Take magazines and books to prisoners
- YY. Afternoon singing at nursing home
- ZZ. Farmer Appreciation Day
- AAA. Sponsor community-wide square dance – proceeds to charity
- BBB. Deliver treats to elderly
- CCC. Safety posters/Trick or Treat
- DDD. Visit nursing home – Adopt a Grandparent
- EEE. Booth at P.T.A. carnival
- FFF. Parent appreciation dinner
- GGG. Escort children to Trick or Treat
- HHH. Carnival for Halloween
- III. Sponsor a "Drug Abuse Workshop"
- JJJ. Select speakers and ask all schools in the county to send representatives to help plan a county-wide approach to a problem
- KKK. Hayride for underprivileged children

November

School Projects

- LLL. Used book drive
- MMM. Devotional on clean sportsmanship over intercom
- NNN. Turkey teacher contest
- OOO. Clean football field
- PPP. Turkey cupcakes for teachers
- QQQ. Thanksgiving cards in cafeteria
- RRR. Sponsor patriotic assembly or program (Veteran's Day)
- SSS. Honor basketball teams with refreshments
- TTT. Clean all chalkboards for teachers
- UUU. Exams coming up...week-long Clean Scholarship Campaign
- VVV. Write "Thank You" notes to Board of Education members and Principal
- WWW. Provide refreshments or helpers during Teacher Work Day
- XXX. Decorate lunchroom tables with pine cone turkeys
- YYY. Thanksgiving treat for teachers
- ZZZ. Turkeys for lunchroom cooks
- AAAA. "Be Thankful" Week before

Community Projects

- BBBB. Volunteer transportation for the elderly to poll for voting
- CCCC. Begin collecting toys for White Christmas
- DDDD. Visit adopted grandparents (year-long project)
- EEEE. Rake leaves, other odd jobs for elderly
- FFFF. Prepare blessing cards for hospital meal trays
- GGGG. Prepare Thanksgiving basket for a needy family
- HHHH. Collect canned goods for needy family or local food closed "Care packages" for women of nursing home
- IIII. Serve Thanksgiving dinner at nursing home and clean up afterwards
- JJJJ. Deliver magazines to county jail

Thanksgiving – wear “I’m Thankful” tags

December

School Projects

- KKKK. Make Christmas bulletin board for school
- LLLL. Put up a Christmas tree in school
- MMMM. Have a White Christmas drive – students bring donated food and toys
- NNNN. Feed Board of Education refreshments
- OOOO. Send a Christmas flower to Principal and office staff
- PPPP. Christmas party for teachers
- QQQQ. Christmas party for special education class
- RRRR. Play Santa in elementary school
- SSSS. Give your advisor a nice Christmas gift
- TTTT. Lunchroom workers Appreciation Day
- UUUU. Handmade Christmas cards to teachers
- VVVV. Santa and elves deliver gifts to Principals and secretaries
- WWWW. Sponsor Door Decorating Contest in school
- XXXX. Decorate tree for office
- YYYY. Singing Christmas cards to teachers
- ZZZZ. Christmas tree decoration for Board of Education
- AAAAA. Candy Kiss tree for Administration
- BBBBB. Drawing for free turkey for two faculty members

Community Projects

- CCCCC. Put up a Nativity scene in town square
- DDDDD. Collect Toys for Tots for distribution to needy kids
- EEEE. Babysitting service for shopping parents
- FFFF. Gift wrapping service
- GGGGG. Adopt a grandparent for Christmas at nursing home
- HHHHH. Carry gifts and/or food basket to needy family
- IIIII. Christmas caroling at nursing home and at homes of shut-ins
- JJJJJ. Ring the bells for Salvation Army
- KKKKK. Deliver cookies to county courthouse for Christmas
- LLLLL. Hershey Kiss trees for fire station
- MMMMM. Visit tree lots on Christmas Eve – deliver and decorate unsold trees to needy families (this is one of the best project ideas for the year!)

January

School Projects

- NNNNN. Baby sit for PTA
- OOOOO. Thoughts for the day
- PPPPP. Clean trophy case
- QQQQQ. Treats for teachers, including individual Thought for Day on each one
- RRRRR. Smiley face badges
- SSSSS. Work on beautification of school grounds
- TTTTT. Recognize lunchroom workers in a special way
- UUUUU. Teacher Secret Pal
- VVVVV. Clean-up Campaign at school
- WWWWW. Recognize faculty and staff birthdays every month (all summer)

Community Projects

- BBBBBB. Adopt a shut-in for older person – every week do something for the person – read, mow, lawn, run errand
- CCCCCC. Assist with craft projects at senior citizens center
- DDDDDD. Invite parents, civic club leaders and public to orientation program on HI-Y clubs (slides, tapes, talk, etc.); reception (attempt to generate interest and requests for HI-Y services)
- EEEEEE. Sweep and clean up downtown sidewalks
- FFFFFF. Make book of poems for adult hospital patients

birthdays recognized in last month of school year)
 XXXXX. Morning announcements – thought for the day
 YYYYY. First aid supplies for school
 ZZZZZ. Self programs for basketball game
 AAAAAA. Serve Teachers’ Night Out supper

GGGGGG. Collect food for needy families
 HHHHHH. Provide coloring books and crayons for children in hospital
 IIIIII. Provide refreshments for fire department
 JJJJJ. Help local organizations raise money (Cancer Society, Heart Fund, etc.)
 KKKKKK. Present book of inspirational readings to nursing home
 LLLLLL. Announcement on radio for appreciation to law enforcement officers
 MMMMMM. Family Night covered dish supper for members and parents
 NNNNNN. Refreshments for City Council meeting

February

School Projects

OOOOOO. Collect paperbacks for reading lab
 PPPPPP. King and Queen of Hearts election in school
 QQQQQQ. Send Valentine crds to special education students
 RRRRRR. Valentine Ball
 SSSSSS. Valentine cakes for secretaries and staff
 TTTTTT. Dress up day for students
 UUUUUU. Plants for teachers
 VVVVVV. Teacher Appreciation Week
 WWWWWW. Deliver “Candy Kisses”
 XXXXXX. Recognition of basketball players
 YYYYYY. Clean scholarship campaign – posters in hall week long Thought for the Day each day
 ZZZZZZ. Clean desks and chalkboards in rooms
 AAAAAA. Valentine poem and red pen for teachers
 BBBBBB. Sweetheart banquet for school

Community Projects

CCCCCC. Clothing collection for Salvation Army
 DDDDDDD. Program, devotional, and/or babysitting for PTA
 EEEEEEE. Sell “Happy Hearts” and donate money to Heart Association
 FFFFFFF. Valentine party for nursing home or day care center
 GGGGGGG. Roadblock or community canvas for Heart Fund
 HHHHHHH. Adopt a grandparent
 IIIIII. Help burned out or needy family
 JJJJJJ. Sponsor community-wide newspaper collection
 KKKKKKK. Sponsor underprivileged child for Boy or Girl Scouts (pay dues, buy uniform)
 LLLLLLL. Merchant appreciation (cards for merchants)
 MMMMMM. Tray favors for children’s ward at hospital
 NNNNNNN. Attend a local church as a group
 OOOOOOO. Rock & Read Day at mall
 PPPPPPP. Valentine bulletin board in nursing home

March

School Projects

QQQQQQ. Thought for Week cards
 RRRRRR. Decorate cafeteria: make bulletin board; put decoration on tables, green mints (St. Patrick’s) for teachers
 SSSSSS. King & Queen of Shamrocks contest
 TTTTTT. Jump rope for Heart Association

Community Projects

FFFFFFF. Shamrocks for nursing home patients
 GGGGGGG. Collect magazines for the hospital waiting rooms, nursing home or prison
 HHHHHHH. Easter egg hunt at kindergarten

UUUUUUU. Shamrocks and message on lunchroom tables
 VVVVVVVV. Free car wash for teachers
 WWWWWWW. Reverse beauty pageant
 XXXXXXXX. Volleyball marathon for charity
 YYYYYYYY. Arbor Day – plant tree or shrub on school grounds
 ZZZZZZZ. Teacher Appreciation Day – provide refreshments and give out favors (ball point pens, rain bonnet, etc. donated by merchants)
 AAAAAAAAA. St. Patrick’s Day – cut out shamrocks for each student and teacher to wear
 BBBBBBBBB. School spring clean-up – organize various clubs to help assist teachers after school with any chores in their room
 CCCCCCCC. Clean Speech Campaign: put up signs, make announcements on PA
 DDDDDDDD. Help in TMR, EMR, or LD classes
 EEEEEEEE. Assist with Special Olympics

IIIIIII. March Birthday Party for nursing home (supply refreshments, sing Happy Birthday, recognize all birthdays)
 JJJJJJJ. Law Enforcement Appreciation Day: give refreshments to policemen; make posters for school and community
 KKKKKKKK. Yard clean-up for elderly or disabled persons
 LLLLLLLL. Good Deed Day for nursing home patients
 MMMMMMMM. Nurses Appreciation Day – take refreshments to nurses in hospital
 NNNNNNNN. Have ice cream party for nursing home patients
 OOOOOOOO. Collect old but good clothing for community clothes closet
 PPPPPPPP. Pick up trash in community
 QQQQQQQQ. St. Jude’s Bike-a-Thon
 RRRRRRRR. Sponsor an anti-litter walk with prizes for persons collecting the most bags of litter along roadsides or in a specified area
 SSSSSSSS. Sponsor a tree-planting
 TTTTTTTT. Plant pines to shield an auto graveyard from the view of drivers on the highway

April

School Projects

UUUUUUUU. Do something nice (instead of April Fool’s trick) for a secret pal
 VVVVVVVV. Paint benches, garbage cans, etc.
 WWWWWWW. Devotional over intercom
 XXXXXXXX. Tidy up school flower bed
 YYYYYYYY. Car wash (free) for teachers
 ZZZZZZZZ. Reverse beauty pageant
 AAAAAAAAA. Easter baskets for child care class
 BBBBBBBBB. Mr. Clean Day to honor school custodian
 CCCCCCCC. Hot Legs Contest among coaches or students
 DDDDDDDD. Brunch for spring sports participants
 EEEEEEEE. Sponsor student-faculty basketball or volleyball game
 FFFFFFFF. Sponsor after school “Fun Run”
 GGGGGGGG. Mix & Match day
 HHHHHHHH. Sponsor a bicycle safety

Community Projects

IIIIIII. Do sunrise worship service for nursing home
 JJJJJJJ. Clean up stadium for upcoming spring sports events
 KKKKKKKK. Help local elementary school with Field Day
 LLLLLLLL. Events party for handicapped children (including Easter Egg hunt)
 MMMMMMMM. Man the stations for March of Dimes Walk-a-Thon
 NNNNNNNN. Magazine drive for local hospital
 OOOOOOOO. Food for a need family
 PPPPPPPP. Easter Egg hunt for nursery school
 QQQQQQQQ. Participate in the “Make West Virginia Beautiful Month” activities
 RRRRRRRR. Have a clean-up day at a roadside area
 SSSSSSSS. Go Easter Caroling to nursing home – sing Easter hymns

check for elementary school students

May

School Projects

TTTTTTTTT. Teacher Appreciation Day
UUUUUUUUU. Powder Puff football (girls play, boys cheer)
VVVVVVVVV. Paw print of mascot on roadway leading to school (check with Principal and local officials)
WWWWWWWWW. Help with end-of-year school clean-up
XXXXXXXXX. Help with school landscaping
YYYYYYYYY. Memorial Day – conduct patriotic program for school
ZZZZZZZZZ. Sponsor banquet honoring academic achievements
AAAAAAAAA. Cafeteria clean-up
BBBBBBBBB. Parent/teacher appreciation banquet
CCCCCCCCC. Principal Appreciation Day

Community Projects

DDDDDDDDDD. Conduct free baby sitting for parents at graduation exercises
EEEEEEEEEE. Adopt a Secret Pal for the summer at nursing home
FFFFFFFFF. Assist with blood bank – telephone campaign
GGGGGGGGG. Form a Clown Corp to serve at nursing homes, hospitals, etc.
HHHHHHHHH. Take flowers to nursing homes/shut-ins
IIIIIIIII. Help clean up recreation park or center
JJJJJJJJJ. Collect pet foods for Humane Society