



Capstone Service-Learning Workbook

Welcome! You will be planning and developing a service project in your community. This guide, with the Capstone Classes, will walk you through planning your project.

Your Name:

Section 1: Investigation

You will select a meaningful school, local, national, or global community need or problem that you want to address.

Sample ideas:

<p>Education Recruit and train volunteer readers, tutors, and mentors.</p>	<p>Disasters Help _____ people to prepare for a disaster.</p>	<p>Water Restore or protect _____ bodies of water.</p>	<p>Reduce, Reuse, Recycle Keep ___ pounds of glass, metal, plastic, or paper out of landfills.</p>	<p>Hunger & Homelessness Provide food and/or supplies for ___ people.</p>
<p>Trees Increase the Earth's tree cover by planting _____ trees.</p>	<p>Health & Obesity Increase physical activity &/or healthy eating habits of _ people.</p>	<p>Aging Improve the quality of life for _____ seniors.</p>	<p>Animals Protect or support _____ animals (abuse education, rescue pets, endangered species).</p>	<p>Other ideas: https://seekidsdream.org/service-hub/ Or try a google search.</p>

Section 1: Investigation Continued

1. Visit <https://seekidsdream.org/service-hub/> to find an issue or problem that you are interested in. Or you can search online for an issue that is important to you.
2. What issue area is interesting to you?
3. What is the problem? OR Why is this issue important? Find facts and information online - not just your own ideas. (At least 2-3 ideas)
4. What are some of the causes of this problem or issue?
5. Who is impacted by this issue?

****End of Section 1****

Section 2: Passions & Community Resources

You researched and learned about a community need. The next step is to think about what personal passions and assets you have that can help make a difference.

Music Playing an instrument, singing, writing songs.	Art Painting, drawing, sculpture, graphic art.	Writing Writing poetry, stories, and plays; journalism.	Movement Dancing, martial arts, cheerleading.
Building Wood working, construction, welding.	Leadership Peace building, student government, politics.	Entrepreneurship Business, marketing, inventing things.	Sports Team sports, physical activities, competitions.
Teaching Mentoring, tutoring, teaching, reading to kids.	Nature Exploring nature, wildlife, gardening.	Animals Caring for animals, training, medicine.	Computers Software development, repair, web design.
Creative Arts Cooking, sewing, fashion, knitting.	Academic Subjects Science, math, history, literature, geography.	Speech Debate or public speaking, broadcasting.	Comedy Making people laugh, jokes, writing sketches.
Spirituality Prayer, meditation, studying sacred texts.	Drama / Theater Acting, directing, theater lighting, or set design.	Photography & Film Taking pictures, making films, animation.	Reading Reading fiction, nonfiction, poetry.
Advocacy Politics and government, commitment to a cause	Journalism Newscasting, writing, radio & TV production.	Outdoor Recreation Fishing, hunting, hiking, camping, bicycling.	Mechanics Electronics or machine repair, auto repair.

What are some passions you enjoy most (they do not have to be listed above):

What are some of your strengths you can use in your service project:

Section 2: Passions & Community Resources Continued

Community Resources & Assets

Just like your personal assets, there are good things in your community that can help you.

List ideas of specific people, places or organizations that might help you with your project:

1. People, associations, and groups (family, friends, neighbors, scouts, clubs, teams)
2. Places (schools, parks, religious buildings)
3. Events and traditions (holidays, political, cultural)
4. Businesses or organizations (nonprofits, schools, stores)

Partner Organizations

Next, let's find other groups, classes, schools or organizations that are already working on this issue.

If you already have a partner organization in mind, you can skip the volunteermatch search and do an internet search for that organization to find their website.

1. Search online. Visit www.volunteermatch.org. Type in your city and state, then click Find Opportunities.
2. Next click on Organizations, then click Cause Areas to choose causes that you are interested in. Click on the organization to find more information, including contact information.



VolunteerMatch

FIND OPPORTUNITIES

LOG IN

BUSINESS SOLUTIONS

RECRUIT VOLUNTEERS



Find Volunteer Opportunities

Organizations

Find the Best Nonprofit Organizations in Wheaton

Learn more about Wheaton volunteer organizations in cause areas like advocacy, health and medicine, seniors, veterans, and more.

Search by City or Zip Code

X Wheaton, IL, USA

Search by Keyword

Cause Areas

Search

CLEAR ALL FILTERS

3. Find two organizations that you could partner with and include their information in the chart:

Organization Name	Website	Phone (check bottom of website)	Email (check "Contact") if you don't see this. May be online form instead.

Section 2: Passions & Community Resources Continued

4. Call or email your organization (or fill in the online form at their website to request information). See instructions below.

Phone Call or Email Template:

If sending an email or contact form, complete this and then combine the sentences.

Hi. My name is

I'm a high school student at

I would like to organize a service project in our community to support your organization.

My passions and interests are: (include this if you have a special skill that you would like to share, i.e. music, art, building, fishing, gardening)

What kinds of projects or services would be useful for your organization?

If calling, use the ideas above, and ask for the volunteer manager. If you can find the volunteer manager name at the website, ask for that person when you call.

Thank you,

(include your name)

1. Date you contacted the organization:
2. How did you contact the organization:
 - Phone call
 - Email
 - Contact form at website
 - Visit (in person)
 - Other
3. If you don't hear back in 3-4 days, try again and always be polite. 2nd date you contacted the organization:
4. If you don't hear back in 3-4 days, try AGAIN and always be polite. 3rd date you contacted the organization:
5. If you still have not heard back, do the same steps with another organization. Or change your contact method (if you have been emailing, try calling instead.)
6. If you did hear from the organization, write down the information they shared here:

****End of Section 2****

Section 3: Project Idea

You can lead change through Awareness, Service, Advocacy, or Philanthropy.

Using the chart below, identify and mark which action strategy (or strategies) you would like to use:

- Awareness
- Service
- Advocacy
- Philanthropy

AWARENESS

Educate. Share information and teach others to positively change people's behaviors.

Examples include: encouraging seat belt use and safe driving, recycling, healthy eating; discouraging smoking, bullying, and teaching families how to be prepared for disasters.



SERVICE

Volunteer. Use your creativity, time, and talent to directly meet a need in your community.

Examples include: tutoring, planting trees, improving school buildings, cleaning beaches and parks, distributing food or serving meals, and teaching senior citizens how to use technology.



ADVOCACY

Advocate. Speak out, join others, and persuade policy makers to change policies and laws.

Examples include: rallies, marches, protests, meeting with elected officials, speaking at public forums or meetings, voter education, candidate engagement, organizing petitions, and online advocacy.



PHILANTHROPY

Give. Collect and donate financial and in-kind support.

Examples include: raising money for hurricane disaster relief, clean water wells, mosquito nets, or research to treat and cure diseases; food drives and supply drives; and collecting books for children.



Section 3: Project Idea Continued

Put It All Together! Fill in the bottom row of the chart below:

My passion or strength:	My cause (community need):	My action strategy (Awareness, Service, Advocacy or Philanthropy):	Name of organization I can partner with:	Project Idea
<i>Sample: Animals</i>	<i>Animal welfare</i>	<i>Philanthropy & Awareness</i>	<i>Humane Society</i>	<i>Sell baked dog treats to raise money, and teach people at the fundraiser about spay/neuter.</i>
<i>Sample: Music</i>	<i>Homelessness</i>	<i>Service</i>	<i>Coalition for the Homeless</i>	<i>Organize friends to perform music for residents at a local shelter.</i>

1. Does your service project include these items (check all that apply):

- Service - your project should benefit others in some way.
- Leadership - your project should involve you leading others.
- Initiative & Organization - your project should be something you create, plan or organize.

A few notes:

- If your project includes a collection drive or philanthropy (fundraising), Pair it with a related service (collect socks for a homeless shelter then volunteer to sort donations at the shelter.)

Stumped? Find some inspiration from these project ideas:

<ul style="list-style-type: none"> ● Collect items to donate to a community organization: food, clothing, cleaning supplies, kickballs, makeup, stuffed animals ● Make and deliver greeting cards for residents at a care center ● Hold a homemade soup giveaway ● Assemble care packages for the unhoused ● Organize friends to cook a meal at a homeless shelter ● Advocate for a cause through art, writing, or poetry ● Help residents at a therapeutic recreation center ● Hold a bake sale to raise money for a youth center ● Raise awareness about dyslexia by giving a presentation ● Coordinate a dog wash with friends 	<ul style="list-style-type: none"> ● Teach music, dance or art to children ● Hold a fishing clinic ● Work with children being treated for cancer ● Help direct a middle school play ● Volunteer with others at a museum ● Tutor at an after school program ● Clean up a park or stream ● Create a recycling program ● Paint murals and quotes on the walls of elementary school bathrooms to discourage graffiti ● Work with the humane society to get pets adopted ● Create a “get out the vote” campaign
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<p>Your Goal(s): What do you hope to achieve with this project? <i>(Collect 100 pairs of socks and volunteer at a shelter, start a recycling program at school to reduce waste going to landfill, bring joy to 30 senior citizens by reading)</i></p>	
<p>Who will benefit from your project:</p>	
<p>What do you hope to learn: <i>(learn to ask for donations, learn to talk to people I don't know, learn to plan a project, etc.)</i></p>	

****End of Section 3****

Section 4: Project Plan

Let's Make a Plan!

Create a step by step plan of all the things that need to happen. Be sure to include:

- Organizations - how will you contact them & partner with them?
- Facility or location (do you need permission to use the space?)
- Volunteers - how many? What will they do?
- Date when each step needs to be completed. You can write all the steps down first, then work backwards for the due dates.

Sample Project Plan if you want to plant trees at school:

- Talk to the school principal about the idea to plant trees at school and get permission. Due Feb. 25.
- Talk to a local nursery or other resource about what trees/foliage would work best in this area. Work to get saplings or trees donated and/or raise money to buy trees. We will raise money by working in the concession stand at basketball games. Due March 15.
- Schedule a work day to plant trees. Due March 3.
- Recruit 5 volunteers (friends, family) to help on work day. Due March 10.
- Organize appropriate tools and refreshments to use on work day. Due March 17.
- Plant trees. Due April 3.

What needs to be done?	Hours/Days required	Planned Due Date*

*Important Dates:

- The service project should be completed by April 15 if possible (or earlier!)
- This document and a presentation are due to ATS 3 days before the Open House
- You will present your project on Zoom at the Open House the last week of April

Section 4: Project Plan Continued

Resources & Materials

What do you need to complete the project? Can you get these items donated? Will you need to buy them?

What will you need for your project?	Where will you get it?	Who will get it?	What will it cost?
Total Cost			

If you need to purchase items for your service project, ATS can reimburse you for up to \$100 of supplies.

- **You will need to get pre-approval** before you purchase anything. To request pre-approval, copy the chart above and email it to karen.smith@athousandsummers.org
- Once you receive the email confirmation saying you are approved, purchase the approved supplies. **Take a photo of all receipts!**
- Complete the chart and copy your receipts below to request reimbursement. ATS will mail a check to you.

Receipts for Reimbursement - *Skip this section if you do not need to purchase supplies.*

Reimbursement checks will be mailed after the final presentation is submitted.

Items	Date purchased	Amount
Total Cost		

1. Name for the reimbursement check:
2. Address to mail the reimbursement check:
3. **Important: Insert photos of the receipts here in this document:**

4. What would you do differently next time?

5. How will you take what you've learned and apply it going forward (to your life at home, school, or camp)?

6. How did your community benefit from your project?

Section 7: Demonstration

We want to celebrate your efforts! You will share a presentation on Zoom with other Capstone students, their families, and ATS volunteers. You can make your presentation in Google Slides, Canva, Prezi, YouTube video, or any other format.

Presentation Information:

- My name (first name only) & my project title
- My cause: Why is it important? What's the issue? Who is impacted? (See Section 1)
- My Actions: Describe what you did in your project. How many volunteers helped? How many people were impacted? (See Section 4)
- My challenges. Describe what was challenging and how you overcame it. (See Section 6)
- What I learned about myself. (See Section 6)
- How camp helped prepare me for this project. (See Section 6)
- My call to action: What do you want other people to do about this issue? (You get to create this!)
- Include anything else you would like to share.
- Include photos or videos of your project.

Your presentation, and this document, are due to A Thousand Summers by April 28. You can upload your presentation at the [ATS Dropbox account](#).

Thank you for your service & leadership to change the world.

"One child, one teacher, one book and one pen can change the world." - Malala Yousafzai

A Thousand Summers Photo Release

If your presentation includes the faces of anyone under 18 in your photos or videos, their parents or guardians must sign this form in order to use that photo. Please print and have them sign this page.

I give permission to A Thousand Summers to use any information or written material for the participant indicated below and/or his/her family including quotes, statements or letters, and any photographic material in which his/her picture or image appears, for all purposes and in the media including, without limitation, for brochures, annual reports, websites, and other promotional material.

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