

Documentation Procedure

At the end of each school quarter, you will be expected to document your activities inside and out of the classroom. Documentation consists of each site team member turning in one lesson plan (using the template provided) that you have implemented during the course of the semester, a quarter end reflection, two reflections on volunteer projects, as well as the completed reflection worksheets for school community meetings and community meetings. All documentation forms are saved on the Settlement shared files. School Community and Community Meeting reflection sheets should be taken with you to meetings to be filled out during or immediately after the meeting. Worksheets have lines for filling in notes at meetings, but final copies of documentation must be typed.

Documentation must be emailed to Yasmin and Megan by 9am on the dates specified below.

****Members are responsible for saving their successful lesson plan, service project reflections, and Great Story in the Documentation folder on the Settlement Shared Files within two weeks of the due date.****

Quarterly Documentation Due Dates:

Quarter 2: February 6, 2017

Quarter 3: April 17, 2017

Quarter 4: July 11, 2017

Members who do not submit documentation by 9am on the dates above will be required to complete documentation in the resource room and therefore not participate in any scheduled events that day.

Each member should submit the following documents in the order listed below:

- ❑ **1 SUCCESSFUL LESSON PLAN PER MEMBER**
From a whole group lesson, small group activity, or after school program
- ❑ **1 QUARTER END REFLECTION WORKSHEET PER MEMBER**
- ❑ **1 COMMUNITY MEETING REFLECTION WORKSHEET PER MEMBER**
Community meetings can include CAPS meetings, Tuesdays at the Triangle, community meetings around your site, and other approved community meetings by PY! staff
- ❑ **2 VOLUNTEER PROJECT REFLECTIONS PER MEMBER**
Volunteer project reflections can include projects planned by team members at site, National days of service, and other volunteer projects Project YES! staff or members organize
Each reflection 1 page, double spaced, 12 pt. font

- ❑ **AFTER-SCHOOL PROPOSAL FORM** * PER MEMBER unless co-led with team members
For any member-implemented, ongoing, extra-curricular activities you led with students that are NOT volunteer activities
- ❑ **ALL QUARTER AFTER-SCHOOL ATTENDANCE LOGS*** PER MEMBER unless co-led with team members
- ❑ **ALL OUTSTANDING QUARTER DOCUMENTATION:**
 - **ALL QUARTER VOLUNTEER PROJECT PROPOSALS AND RESULTS**
 - **ALL QUARTER VOLUNTEER ATTENDANCE LOGS**
 - **ALL TIMESHEETS THROUGH END OF QUARTER**
- ❑ **NUSH EVENT REFLECTIONS** * If completed during this Quarter
2 NUSH events are required per member throughout the year. Submit reflections for the events attended during this quarter
These include: Jack's House, Settlement Saturday, Holiday Caroling, For Kids 5K, Hunger Walk, and other events that PY! staff announce

Quarter documentation is due electronically by 9am on each of the Monday meetings listed above.

If you have questions, please see Yasmin or Megan

Site name _____

Date _____

Member Name: _____

Quarter # _____