

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

Included in your manual and on your flash drives are blank copies of the following:

- Documentation Checklist
- Quarter End Reflection Sheet
- Community Meeting Reflection Sheet
 - CAPS Meeting
 - Community Council Meeting
 - Alderman's Office Hours
- NUSH Event Reflection Sheet
- Volunteer Project Forms
 - Project Proposal
 - Project Results
 - Volunteer Log
- Teacher Meeting Worksheet
- Lesson Plan
- After school Proposal Form
- After school Attendance Log

QUARTER DOCUMENTATION CHECKLIST

Please be advised that your **QUARTERLY DOCUMENTATION** is due by 9am on the following 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 # _____

Community Meeting Reflection

Member Name:

Quarter # (please circle): 2 3 4

1. Type of Meeting:
2. Sponsoring Organization:
3. Meeting Location:
4. Meeting Date:
5. How many people attended?:
6. What were some of the main items on the agenda?

7. What did you learn by attending this meeting? *3-4 sentences*

8. How did attending this meeting increase your ethic of service in the community or your understanding of community- related issues? *3-4 sentences*

NUSH Event Reflection

Member Name:

Quarter # (please circle): 2 3 4

1. Event:
2. Event Location:
3. Event Date:
4. How many people attended?:
5. Please describe the event:

6. What did you learn by attending this event? *3-4 sentences*

7. How did attending this event increase your understanding of the Northwestern Settlement and its mission? *3-4 sentences*

Northwestern Settlement Mission: Northwestern Settlement nurtures, educates, and inspires children and families in need to take personal responsibility and attain self-sufficiency.

AmeriCorps Project YES!

Volunteer Proposal Form

Title of Project:	Site of Project:
Date & Time of Project:	
Project Leader:	
Project YES! Members Attending Project:	
Partner Community Groups/other AmeriCorps Programs:	
How many volunteers do you hope to recruit for this project?:	

What will this project do? *3-4 sentences*

Who will this project serve? *3-4 sentences*

What is the goal of this project? *3-4 sentences*

Volunteer Project Proposal Worksheet

Who is the contact person for this project?

Who is in charge of the following:

Donations:

Logistics:

Publicity:

Stages of Planning

What needs to get done, by when, and by whom?

Stage 1 Tasks	Date of Completion	Name

Stage 2 Tasks	Date of Completion	Name

Stage 3 Tasks	Date of Completion	Name

Day Before Project Tasks	Date of Completion	Name

Project Reflection

Describe the reflection will you lead with the students. What questions will you ask? What aspects of the project do you want them to reflect on?

AmeriCorps Project YES!

Volunteer Project Results Form

Name of Volunteer Project:

Date & Time of Volunteer Project:

Site of Volunteer Project:

Project YES! Members in attendance:

Publicity/Volunteers

How many volunteers did you plan to organize? _____

Did you meet this goal? _____ Yes _____ No Actual # of volunteers: _____

What were the good things done in organizing volunteers?

What could have been changed?

Donations

Did you receive any donations for this project? _____ Yes _____ No

If so, what did you receive, and from whom?

Have you sent out thank you letters to everyone who donated to this project? _____ Yes _____ No

Did you develop contacts with any new business or community organizations? Please list with contact information.

Reflection

What feedback did you receive from the students about the project? Please provide specific responses from the reflection.

What worked well in the reflection? What would you change?

Logistics

Was the goal of this project met? _____ Yes _____ No

Did the project run smoothly, why or why not?

What did you learn from how this project was run?

General Comments

Project YES! Volunteer Log

Volunteer Name		Name of school, community, or organization (Where are you from?)	Have you volunteered with Project YES! this school year?	Age			E-mail Address
First Name	Last Name			17 & Under	18-25	26 & Over	

Name of Project: _____

Date & Duration: _____ Site: _____

Participating Members: _____

Teacher Meeting Worksheet: First Meeting

AmeriCorps member name:
Teacher name:

Date:

1. Have you had an AmeriCorps member in your classroom before?
What was their role?
What did they work on?
2. What did you like about this arrangement? What do you think could be changed?
3. What are your goals for this semester/year? What unit is the class studying?
4. Are there certain students that will need my help more than others?
5. Is it possible for me to get a copy of the lesson plans before each class session?
6. Is there anything else that I should know about your teaching style or the class?
7. How can I best reach you outside of school?
Email:
Phone:
8. Can you give me feedback so I can know how things are going?
9. How often do you want to meet in order to evaluate how things are going?
10. When would you like to meet next?

If there is a textbook or assigned reading for the class, request a copy from the teacher.

Remember:

Just as important as this meeting is the follow-up. Type out what you discussed, and email it to the teacher to confirm the decisions you made.

Teacher Meeting: Check-in

AmeriCorps member name:
Teacher name:

Date:

1. How do you think things are going in the classroom?
2. Areas of strength:
3. Areas of improvement:
4. New goals:
5. Next meeting:

Teacher Meeting: Check-in

AmeriCorps member name:
Teacher name:

Date:

1. How do you think things are going in the classroom?
2. Areas of strength:
3. Areas of improvement:
4. New goals:
5. Next meeting:

Idea Sheet

An *Idea Sheet* is a good way to facilitate communication and organization between teachers and AmeriCorps Members when planning and collaborating for upcoming lessons and classroom activities. When you meet with the teacher and brainstorm lessons, focus on the following information in this worksheet to help you develop an *Idea Sheet*. Idea Sheets are to be submitted as part of the Quarterly Documentation lesson plan requirement.

AmeriCorps Project YES!

Lesson Plan Template Idea Sheet

Member:		Date:		Class:	
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Pre-Planning	Lesson Name:
	Objectives (made first, most important, manageable, measureable) SWBAT:
	Vocabulary
	What are the big concepts?
	What will students be better able to do? What does this lesson teach?
Materials:	

Lesson Plan Template
Action Sheet

Member:		Date:		Class:	
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Implementation	Lesson Name:
	Multiple Intelligences:
	Order of Operations:
	Closing:

Reflection	Notes:

AmeriCorps Project YES!

After School Program Outline Form

Title of Program:	Site of Program:
Date & Time of Program:	
After School Program Leader:	
Project YES! Members Attending Program :	
How many students do you hope to recruit for this program?:	

What will this after school program do? What is the purpose?

Who will participate in this after school program?

What are the requirements, rules, & guidelines for this program?

What are the goals of this after school program? (At least 2)

Any other information?

