



## **Burnaby Central Leadership**

### **Community/School-Based Project**

In addition to class projects, it is expected that students will work together to organize a community or school-based project. These projects include an event that assists or provides a service to our community or school. Examples can include fundraising activities for local charities, volunteer projects in the community or school spirit activities.

These projects will vary both in length and intensity. You need to be involved in a project at the organizational level and, if you wish, you may help others in a supportive role. Students will need to apply the necessary leadership skills such as event planning, time management, public relations and promotion.

#### ***Time Line and Evaluation***

<b>Wed. Nov. 21</b>	Committee Sign up and Meeting 1 (begin planning)
<b>Nov. 26-30</b>	Committee work (lab time will be provided if needed)
<b>Monday Dec 3</b>	Present Project Information to class and hand in tentative Project Outline (see Event Planning Guide) <b>20 Marks</b>

**\*\*Project Updates and Committee Meetings/work days TBA**

<b>December</b>	Implementation Phase 1 (Food Drive, Gingerbread Houses, Deck The Door)
<b>January</b>	Implementation Phase 2 (Jan 7-11)

<b>Monday Jan. 14</b>	Final Reports Due (or earlier)	<b>40 Marks</b>
	Individual and Peer Evaluation	<b>20 Marks each</b>

**\*\*WARNING: the class may be involved in other activities during this time!!!**

#### ***Project Ideas:***

Gingerbread House Making with feeder schools

Warm Clothes Drive

Food Drive: <https://www.foodbank.bc.ca/>

Deck the Door,

Hoops for Heart/Intramural

#### ***Suggestions:***

1. Do you have any concerns about what is going on in your school or community?
2. Are you aware of any programs available to address these concerns? If not, who could you contact to find out (principal, counselor, community group, family)?
3. Research a program to see if it matches your interests or concerns.
4. You can do anything you want.... **as long as it is...**

**A. Well Planned – your project should include the following:**

- *Goal Setting*: a goal is stated simply and understandably, in one or two sentences, and is attainable, moderately difficult and measurable (SMART)
- *Problem Identification and Solution*: potential roadblocks are dealt with and resolved in a pro-active manner
- *List of Responsibilities*: all responsibilities for implementation are brainstormed and put on a list
- *Timeline*: the timeline includes due dates for the listed responsibilities and regularly scheduled “check point” meetings
- *Budget*: this includes expenses, income and following proper monetary procedures. Using resources we already have or donations should be your first priority. Assume you have no budget!!
- *Communication*: all written, oral, formal, informal forms of communication should be approved by group members, chairperson and supervisor/teacher and checked for correct information and presentation
- *Evaluation*: point out success and suggestions for the future (final report)

#### **B. Well Organized – this includes:**

- *Team Work*: a representative group is involved in all of the project development
- *Accountability*: specific students have responsibilities for their part of the project while other students (chairperson, sub-committee heads) will follow up
- *Inclusion*: attention is given to allow all students who wish to be involved the opportunity to do so.
- *Documentation*: meeting agenda/minutes, committee lists, contact names, promotion ideas are all in writing and available for the final report

#### **C. Is Not Hurtful or Harmful**

- *The Human Factor*: event includes consideration of impact on students, faculty, administration, secretaries, custodians, and community members.
- *The Curricular Factor*: complements, not detracts, from the educational goals of the school.
- *The Institutional Factor*: does not burn down, blow up, or otherwise harm the building, the campus, or the community facilities.

#### **Reminders**

- Keep project folders in the leadership classroom; include meeting minutes
- Photocopy project outlines for each member, always keep copies in the project folders (same for letters, flyers, etc.)
- Share contact information within your group (inform group members if you will be away and pass on any necessary work/materials if needed)
- Only ask other class members in other groups to help if your group can not complete all necessary tasks. Even the chairperson will need to “get their hands wet”

## **Checklists**

**All:** Permission – ATM (except Gingerbread), Finance Committee (Food Drive, Fundraiser)

How to write a letter, How to make a phone call

### Food Drive

2014: 40 boxes, \$160

1. Order boxes, posters (online- ask for delivery)
2. Organization:
  - a. Where to store food items? (fish bowl? Use windows to promote)
  - b. Deliver boxes (have 40 in storage, need approx.80 for classes/storage)
  - c. Daily collection or every 2 days?(during gingerbread houses?)
  - d. Collection box at front of school (near office)
  - e. When to collect and how to record amount
    - i. Coordinate with Gingerbread event or have a back up
    - ii. System to keep class count (return tally sheets every pick up day). Always keep a master that everyone reports back to.
3. Promotion
  - a. Posters, flyers, PAs, Bulletin, social media, school website, electronic board, Display Cases
    - i. BEGIN by Nov. 26
    - ii. Update PA announcements with leaders
  - b. Other sources: PAC meeting, Breakfast with Santa, Staff Luncheon
  - c. Class Visit Speech? (ATM, Staff Committee)
  - d. Neighborhood visit
4. Prizes
  - a. Donation letter (ie. Pizza)
  - b. Raffle gingerbread house at lunch

### Gingerbread Houses

1. Contact Schools (Secretary, Principal, Grade 2 Teachers)
  - a. Morely, Buckinham, Gilpin, Douglas Road
  - b. Call (script?), Email
  - c. Information Letter
  - d. Confirm schedule prior to Dec. 1 if possible
  - e. 3 or 4 days (with rest in between 1<sup>st</sup> and 2<sup>nd</sup> or 2<sup>nd</sup> and 3<sup>rd</sup>)
2. Field Trip Approval Mr. V (Field Trip Forms to leave early)
3. Organize Supplies
  - a. Package supplies up day before
  - b. Donations? Save on Foods (high gate = \$50 gift card)
    - i. Need letterhead and teacher/principal name
  - c. Icing???

- i. Where (access room – clean up!!), when (8 AM each morning – need at least 4 people)
  - ii. Need large ziplocs
- 4. Additional Activity (colouring, pin the nose on Rudolph)
- 5. Class Run Thru and Instruction sheet (bus schedule) day before
  - a. With demonstration

### Deck The Door Contest

- 1. Organization:
  - a. Rules (offer ideas)
  - b. Supplies
    - i. What will be provided (have a limit)
  - c. How will it be judged (criteria)
    - i. Ask for admin help with top 5
- 2. Promotion
  - a. Coordinate with Food Drive
  - b. Face to face with teachers
  - c. PA, staff bulletin (staff memo in letter tray?)
  - d. Showcase past winners (tv screen, website)
- 3. Prizes
  - a. Donations?
    - i. Coordinate with Food Drive
    - ii. Timbits/candy canes

### Santa Photo

- 1. Organization:
  - a. When (During Breaky with Santa, confirm with Student Council)
    - i. At Lunch? Is it necessary?
    - ii. Coordinate with Breakfast with Santa
  - b. How will it be done? Polaroid, Digital
    - i. Must email out photos right away
  - c. Donations, cost, or free?
  - d. Santa???? (Ryan?)
- 2. Promotion:
  - a. PA, Poster, other????
- 3. Equipment
  - a. Camera
  - b. Backdrop/Set: chimney, tree, presents, Santa's Chair, Elves?
  - c. Check supply box
  - d. Christmas music

### Santa Stamps (see Halloween Hunt)

1. Promo – PA, poster, social media
2. Stamp sheet
  - a. stamsp
3. Map/location of elves

### Intramurals (see checklist)

1. Contact Organization
  - a) Hoops for Heart – Hear and Stroke Foundation  
[www.heartandstroke.bc.ca](http://www.heartandstroke.bc.ca)  
[www.hoopsforheart.ca](http://www.hoopsforheart.ca)
  - b) Badminton - ? Birdies for Brains
2. Timeline:
  - a) Start promotion \_\_\_\_\_
  - b) Sign up sheets due \_\_\_\_\_
  - c) Tournament start date \_\_\_\_\_
  - d) Tournament end date (incl. playoffs) \_\_\_\_\_
3. Sign up Sheet – include rules, due date, play days
  - a) Where will sign up sheets be returned (including donation \$)
4. Promotion – incl. where sign up sheets are located, tournament start date, rules
  - a) flyer
  - b) PA and bulletins

Once all teams have signed up...

5. Organize tournament draw
  - a) Senior (10-12) and Junior Division (8-9)
  - b) Days of play  
Badminton-Mon/Thursday  
Basketball-Tues/Friday  
No Intramurals on Wednesday
  - c) Post schedule in large gym, PE office door and in student bulletin
  - d) Create court signs (COURT A, COURT B, C, D, E, F)
  - e) Organize playoff round
6. Run tournament
  - a) Set up equipment
  - b) Timing
  - c) Record scores/winners
7. Prizes
  - a) Intramural T-shirts

### **Christmas Project Final Report Outline**

Include the following on a separate sheet of paper and email to Ms Hemingway. Don't forget to complete the peer and self-assessment form.

1. Summary of Project: Overview of your project; how do you think it went? Did you reach your overall goal? For example, number of boxes, doors, teams/money raised, well organized event? Did you reach your individual goals? For example, promotion ideas (displays, flyers, bulletins, social media), organization (tracking of donations, sign up sheets, info letters), planning (everyone involved)? Any major problems that could have been prevented?
2. List of jobs and timeline (include all phases pre/during/post). Discuss what and how each subcommittee did (promo, organization, contacts, donations).
3. Pros and Cons of your event (what worked and did not work?)
4. List of improvements for next year
5. Organize your folder in sections (sub committees) with examples of letters, announcements, flyers, etc.).