SERVICE PROJECT TOOLKIT

LETTER TO PARENTS - ENGLISH

Dear Parent/Guardians,

We have the opportunity to participate in the Project Heart program this year. Project Heart is an innovative educational tool that encourages a habit of giving and creates awareness in children of need in their community by introducing them to philanthropy. Anyone can be a philanthropist because we all have 3Ts – time, talent, and treasure. Project Heart teaches participants to use their individual 3Ts to identify needs and support causes they are passionate about. This program aims to have a positive effect on students' lives and our community in which we all live. Visit https://myprojectheart.org to learn more.

During the final few weeks,students will complete a special project where they will be putting the concepts they have learned into action. This project may take the form of an event to spread awareness of a cause, a drive to collect items, or creating something to donate. Regardless of the project outcome, students will have voice and choice throughout the process and will actively help fill needs within our community.

Project Heart was created by the OtterCares Foundation https://www.ottercares.org, which is the charitable partner of Otter Products. We are fortunate to have this program available at no cost to our school, and I am eager to have our students participate in this unique and important learning opportunity. If you have any questions, please feel free to contact me at:

_____   OR   _____.

(phone)   (email)

Sincerely,

_____

LETTER TO PARENTS - SPANISH

Estimados padres/guardianes,

Tenemosla oportunidad de participar en el programa Project Heart. El programa Project Heart es una herramienta educativa innovadora que fomenta el hábito de dar y crea conciencia en los niños al introducirlos en la filantropía. Cualquiera puede ser filántropo porque todos tenemos las 3T: tiempo, talento y tesoro.

Project Heart enseña a los participantes a utilizar sus 3T individuales para identificar necesidades y apoyar causas que les apasionan. Este programa tiene como objetivo tener un efecto positivo en la vida de los estudiantes y en nuestra comunidad en la que todos vivimos. Visite https://myprojectheart.org/ para obtener más información.

Durante las últimas semanas, los estudiantes completarán un proyecto especial en el que pondrán en práctica los conceptos que han aprendido. Este proyecto puede tomar la forma de un evento para crear conciencia sobre una causa, una campaña para recolectar artículos o crear algo para donar. Independientemente del resultado del proyecto, los estudiantes tendrán voz y elección durante todo el proceso y ayudarán activamente a satisfacer las necesidades dentro de nuestra comunidad.

Project Heart fue creado por la Fundación OtterCares https://www.ottercares.org, que es el socio benéfico de Otter Products. Somos afortunados de tener este programa disponible sin costo para nuestro sitio y estoy ansioso de que nuestros estudiantes participen en esta oportunidad de aprendizaje única e importante.

Si tiene alguna pregunta, no dude en ponerse en contacto conmigo en:

Número de teléfono _____ o correo electrónico a

_____.

Atentamente,

_____

DONATION REQUEST: IN-PERSON DROP OFF OR PHONE SCRIPT

Hello! My name is/our names are _____. We are in _____

grade at _____ school. We are on a mission to

_____ for _____
        (need the nonprofit has)   (name of nonprofit)

To help, we are going to _____ so that we
                               (describe your service project)

can _____. We are hoping you can
               (outcome of your project)

help by donating _____.

Do you have any questions for us about our project?

We would love for you to be a part of our project. Do you think you'll be able to help

us?

***IF THEY SAY THEY CAN DONATE:

WHEN can we pick up your donation?

WHO should we ask to speak with when we come?

WHERE is the best place to pick it up?

Thank you for listening to our request! We appreciate your time!

***IF THEY CANNOT HELP BY DONATING:

That's no problem at all. Thank you for listening!

DONATION REQUEST: EMAIL SCRIPT

SUBJECT: Donation request from students at _____ School.

Hello! My name is/our names are _____. We are in _____

grade at _____ school. We are on a mission to help

_____ for _____. To help, we
   (need the nonprofit has)   (name of nonprofit)

are going to_____ so that we
                    (describe your service project)

can _____. We are hoping you can
       (outcome of your project)

help by donating _____. Please email our teacher
                (item)

_____ to let us know if you are able to help us!
  (teacher name and email)

Thank you,

YOUR NAMES

ANNOUNCEMENT SCRIPT

Hello students and staff at _____ School. My name is/our

names are _____. Our class/grade has been working hard to

_____ for _____ by _____.
  (end goal of project)   (name of nonprofit)   (description of project)

We hope that you can all help us by _____. Thank you!
                       (what people can do to get involved)

LETTER TO THE PRINCIPAL

Dear _____,

Our team (_____) are in _____'s class and we are
               (names)   (teacher's name)

planning a _____ to help _____.
        (short description of project)   (nonprofit name)

Our philanthropic mission is to help_____.
                                        (need the nonprofit has)

We were hoping to hold our _____ at _____ School on
                                    (school name)

_____.
    (time and place)

At our _____, we will _____.
        (type of project)   (description of what will happen)

Here is our timeline:

*Write in details like when you'll have materials ready by, if you will have a guest

speaker come to your event, who will lead the event, etc.**

Our team is asking for your permission to hold our _____
                                           (type of project)

at _____ on _____.
   (specific location in school)   (date)

Sincerely, (YOUR NAMES)

SAMPLE BUDGET

USE THIS SPACE TO NOTE ALL OF THE MATERIALS NEEDED TO ENSURE A SUCCESSFUL SERVICE PROJECT.

**DON'T FORGET ABOUT OUR ILLUMINATION FUND THAT CAN HELP COVER UP TO $500 IN MATERIAL COSTS FOR YOUR PROJECT! LEARN MORE ABOUT OUR ILLUMINATION FUND AT https://myprojectheart.org/illumination-fund

Description of Expense	Cost	Total
10 kids backpacks	*$50*	*$50*
10 kids coloring books	*$20*	*$70*
10 packs of colored pencils	*$15*	*$85*

SAMPLE TIMELINE

1 Decide nonprofit and what your service project will be

DUE DATE

_____

2 Assign student roles

DUE DATE

_____

3 Request donations, make budget, apply for Illumination Fund

DUE DATE

_____

4 Get the word out!

DUE DATE

_____

5 SERVICE PROJECT!!

DUE DATE

_____

6 Send thank you letters

DUE DATE

_____