# L7W1 - Video Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What evidence of the 3 T’s did you see?

Video Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Alarm-Clock.pngTIME** | **Shooting-Star.pngTALENT** | **Treasure-Chest.pngTREASURE** |
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|  |  |  |
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# L7W2 – Planning Notes

# L7R1 - Hearts for Respite Summary

**A Class Service Project**

**4th-5th Grade Lopez Elementary School in Fort Collins, Colorado**

In 2006, Lopez Elementary chose Respite Care as the recipient of funds they raised through a class service project they named “Hearts for Respite.”

Respite Care, Inc. is a nonprofit organization in Larimer County that provides short-term care for children with developmental disabilities, giving respite to parents and enhancing the quality of life for the entire family. Respite Care believes that a child with a disability is a child first, and his or her challenges are secondary. With this mission and philosophy in mind, Respite Care strives to create an interactive and safe environment that meets the physical and emotional needs of each individual child.

Respite Care was selected for the class service project because the class had many connections with the organization. Specifically, one of the students in the class at the time had osteogenesisimperfecta (also known as OI or “brittle bone disease”). Realizing that he would never be able to attend a summer camp for “typical” children and knowing that Respite Care provided a camp for children with special needs, the class wanted to make it possible for him and others like him to attend this camp. That is why the funds raised for Respite Care each year supports their summer camp program, to make camp affordable for all of their clients. Additionally, a retired teacher from Lopez Elementary passed away in 2012 and she had a passion for Respite Care, so their gift honors her memory.

The Hearts for Respite project is now an annual tradition at Lopez that students, teachers and community members all enjoy participating in.

Hearts for Respite Plan

**Our Class Service Project**

1. Introduce Respite Care to the students. Have the director come with pictures and videos to help the students understand where the money will be going. Before the actual fundraiser, we arranged for a grant to pay for the school buses so the students could visit the facility. That way they would be able to see the facility firsthand and have a true understanding of why what they were doing was so important.
2. The teachers decided on two different ways of fundraising for this event.
3. Hearts- see the attached flyer that is sent home to all the families. Every student at the school is sent home with a heart that they can decorate and return with a donation if they want. These hearts decorate the hallways on the day of our luncheon. Students are broken into committees to speak to each classroom before the hearts go home and then they collect the returned hearts from the classrooms the following week.
4. Luncheon- the students serve lunch on the designated day to the entire staff of the school. All retired teachers receive an invitation to this event. Businesses that either have had children attend the school or are local businesses are contacted with letters and phone calls from the students to see if they will donate something for the event. A timeline and schedule will have to be made to make sure all the food is provided and picked up the day of the event. (Look at attached schedule) The staff is then sent “invitations” for the event and asked to donate $10 or whatever they want for their lunch that day.
5. Additional ideas to make the event successful:
6. Contact local media.
7. Find people in the community who are already connected to this nonprofit and encourage them to partner and be involved in this fundraiser.

# L7R2 - Project Plan (Sample Form)

Project Planning Form for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) of Event\_\_\_\_\_\_\_\_\_\_\_\_\_

**Planning Team**

|  |  |
| --- | --- |
| TEAM MEMBERS | WHAT IS THEIR ROLE? |
|  |  |
|  |  |
|  |  |
|  |  |

**Budget**

|  |  |
| --- | --- |
| LIST OF PROJECT NEEDS | ESTIMATED COSTS |
|  |  |
|  |  |
|  |  |
|  |  |

**Timeline**

|  |  |  |
| --- | --- | --- |
| ACTIVITY | DEADLINE DATE | TIME NEEDED TO COMPLETE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Help Needed**

|  |  |  |
| --- | --- | --- |
| WHAT DO YOU NEED HELP WITH | WHO WILL HELP YOU? | HOW WILL YOU GET THEM TO HELP? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# L7R3 - Project Plan (Sample Form 2)

Project Planning Form for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goals for the project**

**Planning Team**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE DUE | ACTIVITY OR TASK | OWNER | COMMENTS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Budget**

|  |  |
| --- | --- |
| LIST OF PROJECT NEEDS | ESTIMATED COSTS |
|  |  |
|  |  |
|  |  |
|  |  |

# L7R4 - Hearts for Respite Timeline (Sample Form)

**Timeline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Initiated \_\_\_\_\_\_\_\_\_\_\_ Completed \_\_\_\_\_\_\_\_\_\_\_\_**

**Hearts**

* Hearts cut out (one for each student in the school).
* Letter for parents printed.
* Hearts divided into envelopes and attached with the flyer by classrooms.
* Students assigned to classrooms to deliver to each class and explain the project to the class.
* Return to the classroom to pick up the hearts.
* Committee set up to count money in each envelope.
* Arrange and paste decorated hearts on mural.

**Luncheon**

* Notes sent home to parents explaining the Class Service Project and asking for volunteers to make the event successful. In the note, ask parents if they know of any local restaurant that would be willing to donate part of the food. Also for the students the day of the event, we order pizza so look for that as a donation also. Include a note asking for volunteers the day of the event for help picking up the food and for help setting up, serving, and cleaning up.
* Teachers and parents can solicit different food places for donations. Students can write notes asking for a donation.
* Assure that you have enough volunteers and donations of food.
* Arrange a group of students to speak the day of the event.
* Thank you notes need to be written after the event.

# Hearts for Respite – Volunteer Recruits (Sample Form)

We are in need of volunteers for our Lopez Loves Respite Luncheon. Please send back this note with your contact information. Please sign on the time that you would be able to help either picking up food, setting up, serving lunch to the staff along with fourth and fifth graders, serving lunch to the students, or cleaning up. We really appreciate your support as we continue with this special service project.

**Times: Name Number**

Picking up food

10:45- 11:30

11:30-12:00

12:00-12:30

12:30-1:30

Includes helping clean up

Please return this form by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**L7R5 - Hearts for Respite – Parent Letter (Sample Form)**

**Sample note sent home to all students attending Lopez Elementary**

We are once again doing our traditional Lopez service project, Hearts for Respite. Respite Care is a special facility that helps mentally and physically disabled children. It gives parents a sigh of relief to know that their children are in good hands at Respite Care. This is an exciting community project that involves the 4th and 5th graders, a community organization and a business. Please help these children attend camp by decorating a heart and returning it back to school with a donation to help contribute making this a summer that these kids will never forget.

Thank you for your support in continuing the Lopez tradition of Hearts for Respite.

# Hearts for Respite – Parent Recruits (Sample Form)

**Sample letter to parents requesting their assistance**

Dear Parents and School Volunteers,

We are in need of your help as we continue our OtterCares Project Heart Philanthropy Curriculum. We are beginning our Individual or Team Philanthropy projects and need your help in the classroom to make this successful. We will need volunteers in many ways. We need volunteers in the classroom to help with the planning and organizing of the individual events. Volunteers are also needed to purchase supplies for the event.

Then on the day of the individual events, we will need volunteers to help make this a success. Please fill out the bottom of this sheet to let us know if you are willing to help. Be sure to include days and/or hours that fit into your schedule. With your help and support, this special event will teach each child how they can individually make a difference in their community.

Thanks in advance for all of your support.

**Please return this part to school.**

Student’s Name

Parent’s Name

Email address

Phone number

Preferred work times