



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

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MEMORANDUM NO. 2007-053

TO: School District Superintendents
Principals

FROM: Kimberly Prey ^{KKP}
After-School Program Consultant
Health and Safety Unit

DATE: March 9, 2007

SUBJECT: Service-Learning School-Based Mini-Grants

INFORMATION TO SHARE—PLEASE NOTE EXTENDED DEADLINE

The Service-Learning School-Based Mini-Grant Application and Project Guidelines are included with this memorandum. This grant opportunity supports service-learning programs that help students meet community needs while improving academic skills and learning the habits of good citizenship. Local educational agencies (LEAs) may apply for the service-learning funds to support service-learning activities from kindergarten through high school levels. Service-learning activities may take place during the school day or after school.

These grant funds are intended to assist schools/school districts in developing high-quality service-learning programs that are relevant to student success, provide academic engagement, as well as support overall student health and well-being. This mini-grant is a positive opportunity to implement an activity that enhances the academic relevance of classroom learning.

A total of \$22,000.00 is available for distribution to schools and/or school districts for service-learning programs. A one-time award of **\$2,200.00** will be distributed to ten (10) schools/school districts.

Completed grant applications are due to the Wyoming Department of Education no later than **April 6, 2007**, with the award notification date being **April 13, 2007**.

Please direct questions regarding the Service-Learning School-Based Mini-Grant to Kimberly Prey at kprey@educ.state.wy.us (307.777.5332).

Attachment



Service-Learning School-Based Mini-Grants For Kindergarten-High School Levels



Service-learning is a teaching methodology whereby students learn through active participation in thoughtfully organized service that is conducted in and meets the needs of communities, helps foster civic responsibility, and is integrated into and enhances the academic curriculum. Service-learning helps students see beyond the classroom, and into the community, where they learn by addressing community needs and solving real-life problems. Students benefit as they work together to contribute to their community's well-being and connect their service to classroom learning.

Characteristics of Effective Service-Learning:

- Service activities are of a sustained or significant duration.
- Teachers work with students to draw connections between the service the students are achieving and how the service activities connect to learning (clear and specific learning objectives).
- The service the students perform should have a strong connection to the curriculum.
- Students should be given time to reflect on their service.
- Students should have a role not only in executing the project, but also in making decisions about the project development.
- **Both service and learning are emphasized.**

Service-Learning is "Academics in Action."

Former Senator John Glenn

Who May Apply:

Service-Learning mini-grants will be a **one-time \$2,200** award to 10 Wyoming schools (elementary, middle school and/or high school—school/school district must serve as fiscal agent) for the implementation of service-learning programs and activities. Service-learning activities may take place during the school day or after-school. Each mini-grant recipient will also receive a copy of *The Complete Guide to Service-Learning* by Kathryn Berger-Kaye to use as a resource and guide.

Timeline:

- Mini-Grant applications must be submitted on or before **April 6, 2007**. Applications will be reviewed and awarded in the order which they are received until all funding is allocated. All applications must be timely and adequately describe how the grant goals will be accomplished in order to receive funds.
An original application and one copy of the completed application must be received by the Wyoming Department of Education (WDE) before 5:00 p.m. on April 6, 2007. Faxed or e-mailed copies cannot be accepted.
- Mini-grants will be awarded by **April 13, 2007**.
- Mini-grant awards will be available for draw down beginning **May 1, 2007**.
- Mini-grant funds must be completely drawn down by **September 10, 2007**.
- All service-learning projects must be completed by **September 30, 2007**.
- All service-learning progress reports must be completed by **September 30, 2007**.

Mini-grant Funds:

Mini-grant funds can be used for the following:

- Stipends for teachers/school counselors/administrators who organize and/or implement the service-learning activities.
- Support the implementation and improvement of high-quality service-learning programs.

- Use of funds may include activities such as: conducting system assessments to identify strategies for program improvement and evaluation, curriculum development and dissemination, as well as training for service-learning coordinators.
- Funds may also be used for program administration, professional development, reasonable transportation costs, service-learning materials (not to include equipment items such as tools for construction) and food costs directly related to participation in a service-learning program.

Reflection:

Reflection is a key element of service-learning. All mini-grant recipients must ensure that students have an opportunity to reflect upon the service-learning projects to encourage an understanding of the link between living and learning. Reflection can take place in the form of writing, classroom presentations, etc., and should connect the service to relevance of student academic work.

Demonstration:

Demonstration often accompanies a quality service-learning activity. Students demonstrate and celebrate the new skills and insights they have developed. Mini-grant recipients are encouraged to take part in some form of demonstration. Demonstrations could include special activities, events, performances, etc.

Evaluation:

All mini-grant recipients will be required to complete a progress report by September 30, 2007. This report will include a description of the project, how the mini-grant funds were utilized, the number of students and teachers involved and a description of reflection and demonstration activities. The progress report form will be provided to mini-grant recipients at the time funds are awarded.

Mini-grant Goals:

1. **Academic Achievement:** Enhance the academic learning and achievement for students involved in service-learning activities. (Quality service-learning aligns with learning objectives.)
2. **Academic Engagement:** Students will increase their understanding for how classroom learning extends beyond the school walls.
3. **Overall Health and Well-being:** Through service-learning, students will develop personal and social skills related to character, reduction of risk-behaviors, and habits of positive citizenship.

Please direct any questions as well as submit the completed Service-Learning School-Based Mini-Grant application to:

Wyoming Department of Education
 Attn: Kimberly Prey
 Hathaway Building, 2nd Floor
 2300 Capitol Avenue
 Cheyenne, Wyoming 82002
 307-777-5332
kprey@educ.state.wy.us



Service-Learning School-Based Mini-Grant Application

Name of School/School District:	Name and Title of Project Director (this person is the official grant contact and will receive all grant information):
Address:	E-mail address:
Telephone Number:	Title of Project:
EIN number: LEA number:	Fax Number:
	Projected number of participants _____ Students _____ Adults
Total Amount of Funds Requested:	Proposed Project Duration _____ TO _____ Month, Day, Year Month, Day, Year
Project Description (please limit to 2,000 words) and include the following information: How the project will meet the goals of the service-learning mini-grant. How the \$2,200 will be utilized. Relevance of service-learning activities to student academic work. Plans for reflection and demonstration activities.	

To the best of my knowledge and belief, the information in this application is correct.

Name

Title

Signature