

Name of Grant Program: Community Service-Learning (CSL) Sustainability
School-Based Program (Federal)

Fund Code: 354-A

**PART III – COMMUNITY SERVICE-LEARNING GRANTEE END-OF-YEAR REPORT
AND APPLICATION FOR CONTINUATION FUNDS**

Please complete and submit this report and all applicable required forms via the “Programmatic Reports” drop box on MassONE no later than Thursday, July 9, 2009. Before uploading the documents, be sure to save the files to include your district’s name. The Part I—Standard Contract Form must be mailed with the original signature of the Superintendent.

Your comments on activities implemented to date will be compiled and shared with Learn and Serve America (LSA), and may be shared with other districts interested in CSL throughout the state.

Please note that this report/application should summarize the full-year of 2008-2009 activities and provide a description of proposed activities to be completed during 2009-2010.

A. 2008-2009 REPORTING

Reporting Period: September 1, 2008 - June 30, 2009
*(If you plan to implement summer activities through August 31, 2009,
include a description of anticipated activities here.)*

1. Demographics: *(For the Demographics section, provide cumulative totals for the entire year.)*

Total number of students who participated in CSL projects this year

Of this number, how many participated as a direct result of LSA funding?

(Please note: This number should be the same as what was reported in the online LASSIE survey.)

Total number of teachers who implemented CSL projects this year

Of this number, how many participated as a direct result of LSA funding?

(Please note: This number should be the same as what was reported in the online LASSIE survey.)

Number of CSL projects implemented

Number of adult volunteers

Number of trainings held

Number of participants attending trainings or receiving technical assistance (TA)

Of this number, how many were administrators?

2. Program Information:

Did you or any teachers access/use materials and resources from the National Service-Learning Clearinghouse (www.servicelearning.org)? Yes No

If you found something particularly helpful, please describe.

Did you or any teachers share a project idea, lesson plan, or other service-learning resource with the National Service-Learning Clearinghouse? Yes No

3. Success Stories: Describe briefly the most significant accomplishment(s) during this grant period for implementing CSL (projects) and for institutionalizing CSL (policies). **Include any newspaper coverage of the program (web links if possible).**

Implementation:

Institutionalization:

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4. **Lessons Learned:** Describe any challenges associated with lessons learned from the implementation of grant activities and/or administration of this grant. Include information gathered through program evaluation activities and how that information is being used to guide program improvement. These lessons learned should be reflected in the proposed Activities/Timeline for 2009-2010.
5. **Training and Technical Assistance Activities:** Describe briefly any training/technical assistance activities provided during this period. Share any training syllabi or resources in the "Resources-Service-Learning Training and TA" folder on MassONE.
6. **Training and Technical Assistance Needs:** Describe any training and technical assistance needs you have at this time.
7. **Sustainability Activities:** Check all of the following that apply to the work on sustaining CSL in the current reporting period (School Year 2008-2009).

STRATEGIES TO SUSTAIN SERVICE-LEARNING <i>Place an X in the column that applies to your community.</i>	YES	NO	Working on
Sustainability Action Planning			
Developed a sustainability action plan with the CSL Advisory Committee.			
Updated the existing sustainability action plan in the last year.			
Estimate what percentage of the sustainability action plan has been implemented to date.	0-40%	41-84%	>85%
Professional Development			
Included service-learning in annual professional development plans.			
Offered various opportunities for professional development for teachers, community partners, and other staff.			
Included service-learning in new staff/teacher orientation.			
Curriculum Development			
Incorporated service-learning into written curriculum for specific content areas and grade levels.			
Created elective service-learning course(s).			
Incorporated service-learning as part of district approved course curriculum in at least one course that is required for graduation.			
District Vision and Leadership			
Included service-learning in district strategic plans and/or school improvement plans.			
Developed formal structures for recognizing teachers and/or students involved in service-learning.			
Involved students in decision-making and/or advocacy for service-learning at a school/district or community level.			
Staff Hiring and Evaluation			
Identified service-learning as a criteria for hiring policies.			
Identified service-learning as a criteria for teacher/staff evaluations.			
Financial Support (beyond ESE/MSA/LSA grant)			
Provided financial support for service-learning activities.			
Provided financial support for service-learning coordination.			
Reduced teaching load to allow time for service-learning program development or supervision.			
School-Community Partnerships			
Involved parents and community volunteers in service-learning activities.			
Involved community partners in planning, fundraising, and/or promoting service-learning activities.			

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- 8. Service-Learning Projects:** Upload a minimum of **two** fully documented projects using the Promising Practices template (available on MassONE). In addition, using the link below, complete a Project Brief for each service-learning project *funded or partially funded* by this grant. **(Include only new projects since January 2009).**

https://www.surveymonkey.com/s.aspx?sm=S7i54OmTXjfiyXjiEYtVog_3d_3d

9. Budget/Financial Status:

- a. Did you expend fully all grant funds or will funds be expended by 8/31/09? Yes No If no, explain:
- b. Were you able to meet the grant match requirement? Yes No If No, explain:
- c. Do you have documentation of both grant and match expenditures? Yes No

QUESTIONS 10-16: FOR REGIONAL MENTORING CENTER GRANTEES ONLY: Danvers, Hampshire Educational Collaborative, Hudson, North Adams, and Whitman-Hanson.

If you did not receive a Regional Mentoring Center Grant, please continue to Section B.

- 10. Training/TA Activities Provided:** Describe training and TA provided as a result of the Regional Mentoring Center grant. Include the total number of trainings/sessions, total number of educators who attended, and provide a list (if possible) of the districts represented.
- 11. Outreach:** Describe outreach activities implemented to engage educators from other districts in service-learning (practice, training, TA, etc.)
- 12. Materials Created:** Describe any materials created for trainings or outreach activities. Provide copies of all materials (electronically) to be shared with the National Service-Learning Clearinghouse.
- 13. Successes:** Describe any successes resulting from the Regional Mentoring Center activities. How might these be replicated? How might these successes have a lasting impact on service-learning in Massachusetts?
- 14. Challenges:** Describe specific challenges related to the Regional Mentoring Center activities implemented. Feel free to share thoughts on ways these challenges could be addressed in the future.
- 15.** Should funds become available, would the district be interested in performing additional mentoring activities in the future? (Please note that at this time no funds are anticipated to be available.) Yes No

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B. 2009-2010 CONTINUATION GRANT INFORMATION AND ACTIVITIES

The following questions comprise the requirements for the continuation grant for 2009-2010. The grant will run from the approval date (generally September 1, 2009) through August 31, 2010. Refer to the RFP document for the overall Purpose and Priorities for this funding.

16. Basic Program Information:

Program Coordinator Contact Information	Name:		
	Phone:		
	Email:		
Other Email Addresses that Should Receive Grant-Related Correspondence (Please list.):			
School(s) Targeted by Grant: (Indicate which schools are new for 2009-2010.)			
		Total Number	Number Supported by this Grant
Anticipated number of teachers who will implement CSL during 2009-2010:			
Anticipated number of students who will be engaged in CSL during 2009-2010:			
Amount Requested:			
Match Proposed: (Sustainability A grantees: must be at least 125% of the amount requested; Sustainability B-D grantees: must be at least 150% of amount requested.)			

17. Goals: Describe the district's vision and goals for CSL implementation and sustainability. Describe if/how these goals have changed from 2008-2009. Keep in mind that this grant should be focused primarily on sustaining and expanding service-learning practice in the district.

18. Measureable Objectives: Describe the specific measureable objectives for implementing and sustaining CSL in the district in 2009-2010. These objectives should reflect the overall goals described above. Include baseline data and projected outcomes for these objectives.

19. Sustainability:

- a. Provide a brief description of the district's progress forming a CSL leadership team, developing a CSL sustainability action plan, and implementing policies and practices that support the institutionalization of CSL.
- b. Describe plans for continuing work to sustain CSL in the district.

20. Training/Technical Assistance Plan: Describe the district's plans for offering a minimum of two trainings on effective CSL and any other training/TA that will be provided during 2009-2010. Training and TA should promote service-learning practice that aligns with the new [K-12 Service Learning Standards for Quality Practice](#).

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B. 2009-2010 CONTINUATION GRANT INFORMATION AND ACTIVITIES - continued

- 21. Engaging At-Risk Youth:** Describe the district's work to date to ensure that all students have opportunities to engage in CSL, particularly at-risk youth. Provide a description of additional activities to be implemented in School Year 2010 that will support these efforts.
- 22. Activities/Timeline for 2009-2010:** Provide a detailed timeline of activities to be implemented relative to the district's CSL continuation grant during 2009-2010. Indicate any new/expanded activities and provide a description of the factors that led to the decision to implement them during 2009-2010. Use the FY2010 Activities and Timeline form provided in the RFP *Required Forms* section.
- 23. Other Required Documents: All can be submitted electronically except for *Part I — Standard Contract Form and Schedule C (if applicable)*.**
- a. Part I — Standard Contract Form - requires an original signature and must be submitted via regular mail.
 - b. Part II — Budget Detail Pages and Narrative
 - c. FY2010 Activities and Timeline
 - d. Grant Assurances
 - e. Schedule B – Cost Sharing or Matching Schedule
 - f. Cost Sharing or Matching Narrative
 - g. Schedule C (if applicable; must be submitted via regular mail)