



## Youth Volunteer School District Grant

PROJECT WORK PLAN: 2024-25

### District-level Activities

#### **District Coordinators – all activities are REQUIRED**

- Promote the grant to all schools throughout the District, compile information, and submit to the Foundation online on or before deadline.
- Complete a communications workshop with The Rapides Foundation Communications Director.
- Ensure School Coordinators are following all required activities - Submit interim and final reports as required.
- Communicate and collaborate with the Foundation's Grant Monitor or Program Department staff for any needs related to the program.
- Attend the YVC Training workshop.

### School-level Activities

#### **School Coordinators – all activities are REQUIRED**

- Coordinate, plan and facilitate monthly YVC Club meetings that follow the YVC model.
- Identify and recruit specific students to participate in the YVC Clubs.
- Plan and implement at least two community service projects per semester.
- Track volunteer hours in the YVC database.
- Ensure that all relevant paperwork is completed for YVC activities.
- Ensure that all paperwork related to the Louisiana Department of Education's Community Service Diploma Endorsement is completed.
- Provide regularly scheduled updates to the Foundation's Grant Monitor on the progress of the club activities.
- Attend the YVC Training workshop.

Activities to Accomplish	Timeline	Benchmark(s) of Success
<b>Host Monthly YVC Club Meetings</b> – School Coordinators will plan monthly meetings for participating students following the YVC model. Meeting components will feature an ice-breaker, a service learning component, and reflection on past YVC activities.	Fall 2024 and Spring 2024	Recruit at least 15 students to participate in the YVC Club and facilitate 8 meetings.
<b>Four Community Service Projects</b> – School Coordinators will assist students in planning AT LEAST four community service projects throughout the school year (split between Fall and Spring semesters). Three of these projects must be with a	Fall 2024 and Spring 2025	Complete four projects with at least 80% of students participating.

local community partner. In addition, we encourage one of the Spring projects to be in conjunction with the national YVC Day theme. (YVC Day is held during March or April.)		
<b>Attend YVC Training</b> – All District Coordinators and School Coordinators will be required to attend the YVC training.	August 2024	All School Coordinators and District Coordinators in attendance.
<b>Youth Leadership</b> – Each participating club will select student representatives to serve as their school’s YVC President, Vice President, and Secretary. (Note: additional leadership positions may be created as necessary.)	August/ September 2024	All participating schools will provide youth leadership opportunities for students.
<b>Mandatory Grant Reporting</b> – Each District Coordinator will be responsible for submitting a summary of all activities as well as an accounting of all grant funds.	December 2024 and May 2025	Interim and final reports will be completed and turned in on time.
<b>Track Volunteer Hours</b> – Each School Coordinator will be issued a login for the YVC database. They will be responsible for timely updating of the database with any scheduled activities or hours earned from past activities.	Fall 2024 and Spring 2025	All School Coordinators will be actively updating volunteer hours in the YDAT database. YDAT database is YVC’s database used for tracking volunteer hours and service projects.
<b>Compiling LDoE Forms</b> – All School Coordinators will be responsible for completing a LDoE Community Service documentation form for each student for every project they attend. At the end of the school year, School Coordinators will compile the forms for the school guidance counselor to send to the Department of Education.	May 2025	All students who participate in YVC Clubs will have their hours documented and reported to the Louisiana Department of Education.
<b>National Volunteer Week - <u>OPTIONAL</u></b> – Plan a community or school service project in conjunction with National Volunteer Week.	April 2025	National Volunteer Week is an opportunity to celebrate the impact of volunteer service and the power of volunteers to come together to tackle tough challenges, and build stronger, more resilient communities. While this event is not organized by YVC, it offers schools additional opportunities for service.