Kindness Capstone • Community Collaboration • Days 3-4

During this fourth week of our Kindness Capstone Project we will work to contact potential Community Collaborators and follow through on what is needed to secure both their buy-in and their participation.

Weekly Objectives

Students will:
- ❏ Create handouts and email templates for increasing community collaboration on their project.
- ❏ Establish community collaboration for their project.

Resources / Materials

- ❏ **OPTIONAL WEBSITE**: Introduction to Plan Your Community Service Project

  NOTE: If the internet is not accessible, provide paper and pencils for students to design a paper-based tracking sheet.

Reflect / Assess

Deliverables:
- ❏ **Community Collaborators Form/Database**

- ❏ Daily Participation points

DON'T FORGET TO TRACK YOUR COMMUNITY SERVICE HOURS. ALL OF THIS COUNTS.

Share

Discussion Starter:
- Have you memorized your elevator pitch yet?
- If not, how confident do you feel to use it as we start contacting community members this week?
- If you could change one thing about your pitch, what would it be and why?

It is not necessarily required to have your entire elevator pitch memorized verbatim. It is, however, extremely important to have the top 3 main ideas/selling points memorized so you can get to the point of your contact quickly and easily. Make sure you have this part down in a format that is comfortable for you, otherwise your conversation may feel stilted or scripted.

Inspire

Our goal today is to begin the process of contacting our potential community collaborators, making sure we track the following:
- The name of the business, organization, etc.
- The contact information of the point person
- The date and time that we either made contact (they answered) or that we attempted contact (sent email, left voicemail, etc.)
- A quick summary of what was said and the next steps needed

OPTIONAL:
If you plan on tracking things digitally, watch this free Google lesson for collaborative project management.
Introduction to Plan Your Community Service Project

Empower

Community Collaboration Contacts (Allow 2 days)
Students will need to create a group tracking sheet that includes the above points. The simplest way is by making a table. However, each team has the freedom to create their own personalized form.

Allow students time to make contact with potential community collaborators. Remind them that every contact MUST be documented on a personally designed form or the software reference above. This time will look different based on the needs and rules of your school community. This may include:
- Emails
- Phone Calls
- Targeted In-person meetings
- Handing out flyers at Chamber of Commerce meetings, etc.