

1.1 Choose your project

So you've had a look at our projects online and researched local projects but don't know which one to choose? Gather your group and print off a copy of this "decision matrix" for everybody. Pick your top three projects and fill in the boxes individually. You can then discuss as a group and tally your ratings for a conclusion!

Decision Matrix	Project 1:	Project 2:	Project 3:
Issue being addressed			
How it interests me			
How important this issue is to me Rating: 1 for least important, 10 for most important			

Add the scores of each Project together with your team and the biggest number will be the Project of your choice.

1.2 School Letter



Dear Principal / Teacher,

SchoolAid provides support and resources for teachers to help students turn their compassion into action; creating tomorrow's leaders in philanthropy. Our website teaches Australian students about issues around the world affecting their peers or gives them the opportunity to choose a project affecting kids in their local area. SchoolAid's focus on *inreach* and *outreach* ensures that we also provide them with follow-up information to understand the impact of their actions.

The SchoolAid program can fit into schools' existing community in many ways.

- Part of the school's community service program;
- A tangible way to demonstrate the school's values;
- An extension of the values-based education curriculum.

How do schools benefit from involvement with SchoolAid?

- Develop links and share achievements with other SchoolAid schools and students;
- Increase understanding of diverse groups within the community and around the world;
- Create a community of socially active citizens making a difference in the world.

How do students benefit from involvement with SchoolAid?

- Create networks with like-minded students around the country;
- Develop strategic planning and organisational skills, and learn to work as part of a team;
- Turn their innate compassion and empathy for other children into tangible action
- Increase awareness of challenges facing kids around the world.

School Aid invites you to partner with us by supporting a group of students to take on one of our projects. We have developed a Child Protection Policy, available on our website, and we have ensured that the incredible value of facilitating sharing and peer learning between student groups is also informed by the best online security and privacy measures possible.

We invite you to take a look at our new website www.schoolaid.org.au and to inform yourself further about the process the students can participate in. If you have any questions, please contact us at admin@schoolaid.org.au or on (02) 8904 0566.

Yours sincerely,

Julie Urquhart

CEO

SchoolAid

1.3 Parent Letter

This letter may be used as a template to inform parents of the School Aid program and to seek their support and permission for the student's involvement. Feel free to copy it onto your school's letterhead. This can then be printed with the weekly newsletter and sent home to parents.



Dear Parents,

This year as part of our fundraising for different charities, your child's class has chosen to work in partnership with a non-profit organisation called School Aid Trust (School Aid).

School Aid's motto is *kids helping kids* and develops tangible projects focused on kids' access to education, in partnership with non-government organisations such as Plan International and Save the Children. School Aid enables students to choose a project, learn about the challenges children around the world face on a daily basis, and then work together to create a project to raise funds in response to this urgent need.

Your child will benefit from involvement with SchoolAid by:

- Creating networks with like-minded students around the country;
- Developing strategic planning and organisational skills;
- Learning to work cooperatively as part of a team;
- Developing communication, problem solving and negotiation skills;
- Turning their innate compassion and empathy for other children into tangible action.

We have developed a Child Protection Policy, available on our website, and we have ensured that the incredible value of facilitating sharing and peer learning between student groups is also informed by the best online security and privacy measures possible.

We invite you to take a look at our website www.schoolaid.org.au and to inform yourself further about the process the students can participate in. If you have any questions, please contact us at admin@schoolaid.org.au or on (02) 8904 0566.

Yours sincerely,

2.1 Action Checklist

Here are a few important questions to think about when planning your school action.

How is your project:

Led by students?

Involving other students in your school?

Creating awareness about the issues affecting kids?

Going to make a difference?

2.2 Action Plan

This template will help you to plan your action. Remember to really keep your sentences concise and state exactly what you are trying to achieve.

Date

Catchy name for the project

What we're planning to do

How we're going to do it

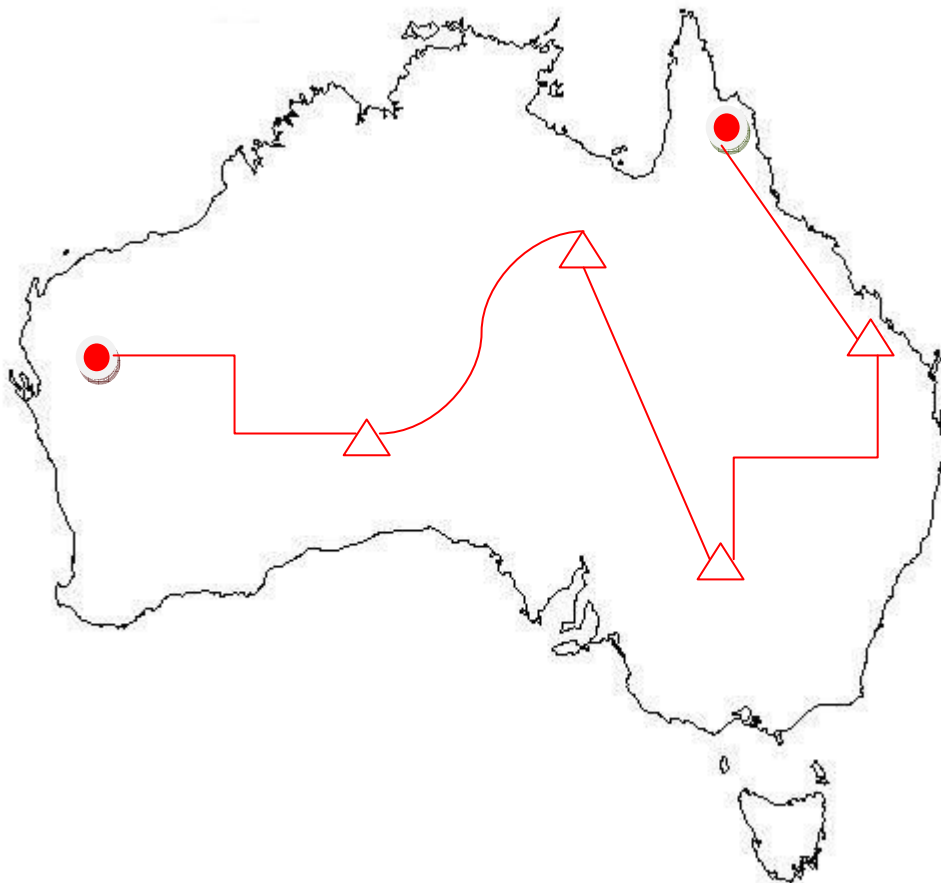
What we're hoping to achieve

When we want to achieve it

2.3 Introduction: Planning and Preparation

The bell has rung and it is holidays! Tomorrow are going to jump in the car and go on a trip with your family to the beach. However, you need a road map to guide you to your destination!

This is the same for your project. You will need to map out how to achieve your goals so that you don't get lost along the way.



Think about where you need to stop for petrol, breaks and dinner! These stops will be your milestones. How long will your journey take and what do you need to pack to ensure a good time? Do you have enough money to take a holiday? Is the route you have chosen accessible and easy to follow? Are you ready? Let's create a road map for your project!



Your destination

2.3 Planning and Preparation

Action Title			
School Aid Project			
Action Description			
Time Frame			
Begin Journey		Achieve Target	
Equipment Needs			
What do we need?		Where can I get it from?	
Support			
What kind of support do we need?		Who can help us?	
Troubleshooting			
Problems that could arise?		Solutions?	

2.4 If things don't go as planned...

Most team actions go through difficulties at some stage. It doesn't mean that it has failed; the trick is to pinpoint the problem, to learn from it and find another way of going about things.

In every instance...



Don't give up! It's normal for you to encounter problems.



Have confidence in yourself! Once you have the support of your teacher in your chosen action, believe that you can achieve it. If a classmate hesitates, perhaps you can find a way to convince them!

Don't be afraid to ask for help! Talk with a teacher, a parent or friends.

Things to look out for

Ways of doing it differently

Your team losing focus	Have a look at your <i>1.1 Choose a Project</i> sheet and remember why you first chose the project. Think about the issues that affect the kids you are helping and reflect upon the big difference that YOU can make!
Feeling overwhelmed	Why not change around your responsibilities, or share the load of duties more evenly – remember to speak up to your team if you feel things are too much. It may also be that your action is too big for the time that you have. Reassess the parts of your action and decide as a team your new plan.
Personality clashes	Work through your differences. Are you sticking to your own roles and responsibilities? Is everyone happy with what they are doing? Don't force your own ideas onto the team and act together to straighten out any clashes.

3.1 Team Agreement

This agreement is a commitment by every member of the team to this Project.

School Aid Project

Our Action

We agree to meet:

How often?

When?

For how long?

Where?

- We understand our responsibilities as members of this team.
- We understand that this agreement supports our team and helps our project run smoothly.
- If anyone wants to make changes to this agreement, every person signed below will be discuss it at a meeting.
- We understand that by participating we will build new skills, have fun, make new friends and feel good about ourselves.

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Date: ___ / ___ / ____

3.2 Team Work



All teams have moments when they disagree, so don't worry if things don't seem to be perfect – it's normal!

There are, however, things you can do to make it easier...

Simple ways to work together	
1	Create guidelines on how you want your team to operate
2	Have clear roles and responsibilities (see 3.5 <i>Team Roles</i>). Keep checking that everyone is comfortable with their role and swap if needed
3	Make sure the work is spread evenly between all of you and that everybody is making an effort
4	Follow through on what you say you are going to do. Let the team know if you can't
5	Hold regular meetings to check in with each other (see 3.6 <i>How to run a team meeting</i>). Let the team know if you cannot make it
6	Appoint a team Coordinator to make sure the team is working well
7	Remember why you are involved. You are making a difference in the lives of other kids!
8	If you have any problems, talk about them with your team (see 2.4 <i>If things don't go as planned...</i>)
9	Support each other through the difficult times
10	Celebrate achievements and compliment each other for doing a good job

3.3 Team Skills

In any team it is important that each person is able to do their share of the work. Complete the checklist below to find out what skills you have within your team, and then to decide which tasks different people may do best.

Communication and Negotiation

- speak clearly and confidently
- speak to groups about your action
- listen well and ask questions to make sure you understand
- help other people see different points of view
- help run meetings
- good at asking others for things

Planning and Organising

- sort out tasks to be done and the best order for doing them
- work out what support and resources will be needed
- set a timeline for getting things done
- arrange who will take responsibility for what
- plan events and meetings
- keep focused and make sure your goals are realistic

Coming up with Ideas

- think creatively about everything that might be possible for campaigning, fundraising and other forms of action
- be constantly "on the lookout" for anything new or different
- be good at problem solving

Reporting and Publicity

- write articles, media releases, letters, speeches or reports on your action
- gather any photos that have been taken
- speak to the media

Finding Information

- know where to look or who to ask to find out what you need to know
- know how to use directories, catalogues and the internet well
- know how to sort out what is relevant and useful at the time

Record Keeping

- track what has been done and what still needs to be done
- keep a file of contact details and other important information
- write down what is discussed and decided on at group meetings

Creative

- create posters and displays
- illustrate flyers and newsletters
- decorate spaces
- produce performances and presentations

Financial

- handle money
- be good at maths
- keep records regarding money

Consider the skills listed above. Using the grid in *3.4 Skills Survey*, tick off two areas in which group members have particular strengths or experience.

3.6 How to run a team meeting

Holding regular team meetings keeps everyone on track and coping with their duties, acknowledges individual and group achievements, and helps your team to get re-motivated and energised.

You can use this form as a template for your meetings!

For each meeting team members should take turns at being the *Facilitator*, the *Reporter* and the *Timer*.

- The **Facilitator** runs the meeting, keeps the discussion on track and makes sure everyone has a say.
- The **Reporter** writes down what happens in the meeting and the tasks to be done.
- The **Timer** keeps track of the time and makes sure everything gets done in the time you have.

Date __/__/__	Time :	Venue
------------------	-----------	-------

People Present:

People Absent:

Task Area	Items Completed	Items still to be completed

Any changes to our plan?

New Action: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> When is it due? __/__/__ </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Who is responsible? _____ </div>	New Action: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> When is it due? __/__/__ </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Who is responsible? _____ </div>	New Action: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> When is it due? __/__/__ </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Who is responsible? _____ </div>	New Action: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> When is it due? __/__/__ </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Who is responsible? _____ </div>
---	---	---	---

Next meeting:

Date __/__/__	Time :	Venue
------------------	-----------	-------

4.1 Make a phone call

Use this sheet to prepare for and record important details of a phone call. Don't forget to ask for permission before you call and speak clearly and slowly!

Call to be made to

Phone number

Time to make the call

Purpose: what do I want to achieve?

Points I should get across

Information I need

Agreement reached

Follow up actions to be taken

4.2 Before meeting with others

When you set up a meeting, whether it is with your Principal, a community member, or with other kids from your school, it is important to have a plan.

This gives your meeting direction and results.

Here are 6 simple steps to plan your meeting.

	Steps	Notes/Comments
1	What do you want from the meeting? Think of some goals or outcomes. (It is wise to be prepared with what you think you can live with in case you have to negotiate.)	
2	What is your purpose and what is important to you? Passion is a great motivator so be positive!	
3	What do you think is important to others? How will you work with them to achieve results?	
4	Identify the main issues you wish to discuss. What are the key points you want to get across and how?	
5	Gather and develop information to support your plan.	
6	List all the people who will attend the meeting and send them an agenda.	

4.3 During a meeting

Similar to 3.6 *How to run a team meeting*, this template can be used for more general meetings with different groups of people, for example your canteen, a teacher, or perhaps an interview with a parent. It is good to write down what happens during a meeting so you can remember and share the details with other team members.

Date __/__/__	Time :	Venue
------------------	-----------	-------

People Present
Purpose of Meeting
New Information
Outcomes
Follow Up Items
Comments

Next meeting:

Date __/__/__	Time :	Venue
------------------	-----------	-------

4.4 Write a media release

Media coverage for your project may help to raise awareness for your cause, encourage others to volunteer or support you, and influence change and community attitudes. The best way to share your message is to send a media release to your local newspaper, radio or council.

Make sure you include specific information:

Who is involved?

What is the SAT Project you are supporting?

What is your action about?

When will your event happen?

Why are you taking action?

How will you take action?

Don't forget to let School Aid know about the great things your school is doing. We can feature your achievements on our website to inspire other schools to take action!

Email your media release to admin@schoolaid.org.au with "Media Release" in the subject line! Here are some helpful hints:

A 'catchy' title

Include details of a contact person at the bottom

Email your media release to School Aid!!

Short sentences, no slang words

Any photos?

Give the date you wish the media release to be printed

Ask permission to use your School letterhead

Type on one side of your paper with double spacing

Follow up with a call to see if any other information is needed

4.5 Create a poster

Raise awareness of your project in your school and inspire your peers to participate! Show it at Assembly, put copies up on your noticeboards or make appointments to visit classes and tell other students what you're planning.

Make your poster eye-catching and don't forget to include the following vital pieces of information!

A catchy **title**
for the name
of your action

The School
Aid **Project**
you are
supporting

What you
hope to
achieve

A **description**
of what,
where, how
and when

4.6 Public Speaking

Public Speaking is a great way to raise awareness and support for your project. Perhaps you could arrange to speak at your weekly Assembly and introduce the School Aid Project your team has chosen. You can tell the rest of the school about how the funds will be distributed, how other children will be helped, and most importantly what everyone can do to help!

Public Speaking can be a scary prospect for some people so you're not alone if you get a bit nervous when speaking in front of others. We have provided plenty of hints to help you become an expert speaker!

Practice what you are to say. This always makes it easier when you stand up to speak. You can practice in front of the mirror or mum and dad, or share the presentation with friends to make it less scary

Know at what stage of Assembly you will be speaking so you can be prepared

Use simple language

Get to the point –
"less is more"

Speak clearly and
slowly

Stand up straight,
don't sway or fidget
with your hands as
this is very noticeable
to your audience

Use some visual aids –
perhaps your poster
from *5.5 Create a
poster*

Don't worry if you
make a mistake!
Carry on as if nothing
happened

4.7 Create a “Message of Hope”

This is a wonderful way for your group to reach out and show you care. Here are some important guidelines for you follow when creating and sending your message:

- Submission of a message is taken as a consent for it to be published on our website or in one of SchoolAid’s promotional publications.
- We encourage you to register your student group and collaborate to produce a single message on behalf of the whole group.
- If your message is drawn or painted, simply take a photo or scan of your work and email it to us.
- Place 'Message' and the country to which is intended (e.g. 'Message Burma') in the subject line of your email

One message per group

Digital format for electronic transfer
(e.g. digital photos, text, film)

Be mindful of your impact on the recipient

Avoid reference to material possessions; or, for example, sending a photo of your new state-of-the-art school might be upsetting to kids who have no school at all

Consider language differences

The kids in your chosen project may not speak English. You could research and include words in their own language!

Never include any details that would identify yourself. This includes details such as surnames, phone numbers and home addresses.

Remember your **internet safety** rules!

Submit your piece by email to admin@schoolaid.org.au and we will send it on your behalf.

Place MESSAGE and the country of destination in the subject line and include your school name and the project you are supporting

5.1 Choosing an Appropriate Activity

Putting yourself in another kid's shoes gives you a chance to imagine their everyday lives. By sharing their experiences, even in a small way, you can better understand how different situations affect other kids' chance to receive an education.

<p>Food or no food?</p>	<p><i>Real life issue</i> For many children, the only meal each day may be provided and eaten at school. This may be a small portion of rice or soup. Some kids might not have access to any food and be hungry during class.</p> <p><i>How you could share the experience</i> What do the kids in your chosen SAT Project eat for lunch? Your class could make a typical communal lunch that other kids your age eat every day. How does this make you feel? Does it make it harder for you to concentrate and learn? How nutritious is it?</p>
<p>Going without</p>	<p><i>Real life issue</i> Technology and personal belongings are expensive luxuries enjoyed by people who can afford them. This is not possible for most people in the world.</p> <p><i>How you could share the experience</i> Select your favourite item – your phone, iPod, or computer games – and pack it away for a day, or a week! Think about other great ideas of having fun or communicating that don't involve technology.</p>
<p>Not enough time to learn</p>	<p><i>Real life issue</i> In many households it is the children's responsibility to do all the jobs around the house as both parents must work long hours, cook and look after younger siblings. Sometimes the children must also work during the day to help the parents earn enough money to pay for food.</p> <p><i>How you could share the experience</i> On top of your normal duties at home you could take on a number of extra jobs over a week period. In order to do this you may have to sacrifice your leisure or computer time. Perhaps you could even negotiate with your parents a small fee (10cents per job) that you can earn that you can then donate or buy goods at your school fundraising action. [10 cents is about 5 times what a child would earn polishing a shoe for someone in Africa]</p>
<p>A lesson in distances</p>	<p><i>Real life issue</i> Some kids must walk 3 or 4 kilometres every day just to get to the closest school.</p> <p><i>How you could share the experience</i> To get an idea of the distance travelled, measure out a 500m course</p>

	<p>on your oval or nearby your school. Have everybody walk the track 6 or 8 times one lunch time. How long does it take you?</p> <p>Alternatively you could organise for everyone to walk to school on a particular day. Buddy up with a group of your friends, ask a parent to walk with you and think about how far some kids have to walk to get to their school every day.</p>
<p>Back to the basics</p>	<p><i>Real life issue</i> Some schools do not have money to pay for materials or resources for their students. This means no sporting equipment to play with, no pencils or pens to write with, no books to read and no paper to write on.</p> <p><i>How you could share the experience</i> Arrange a lesson with your teacher to go without these items. How does your learning environment change? What other games can you play at sport or in the playground without bats or balls?</p>
<p>Someone turn the light on!</p>	<p><i>Real life issue</i> In some areas there is no electricity in school classrooms. This means students in class must deal with hot or cold weather, and rely on natural light to see.</p> <p><i>How you could share the experience</i> Turn off the lights, the air-conditioner or the heater and try to concentrate on the lesson!</p>
<p>No such thing as school</p>	<p><i>Real life issue</i> You want to learn but there is no school in your town. An adult becomes a teacher for the kids who live around you but there is no classroom.</p> <p><i>How you could share the experience</i> Take a lesson outside in a shady spot and think about how some kids like you learn every day.</p>
<p>Learning more</p>	<p>Your local library may store documentary DVDs. Enquire to seek out a relevant story reflecting the issues kids are facing in your chosen SAT Project.</p>

5.2 Action Ideas

We've added some fundraising ideas to get you thinking about how you can raise funds for your project. You CAN make a difference!!

Trivia Night

Fashion Parade
/ Art Show

Garage Sale

Movie Night

Sporting Event

School Dance

Raffle

Open Mic /
Talent Show

Food Stall
Cook & sell healthy
snacks

Seedling
stall

Contact a local
nursery or council

International Cookbook

Research different foods of the
country that your School Aid
Project is from. Collate some
recipes and make a cookbook.

Activity-a-thons!

Bike-a-thon

Walk-a-thon

Skip-a-thon

Chess-a-thon

Skateboard-a-thon

Guessing competitions

e.g. lollies in a jar at 50c per guess

5.3 Budget

When completing your fundraising you may need to set a budget, or write down some costs for setting up your activity (expenditure). A budget helps you think about what you need to spend and where you plan to get the money or resources from.

Expenditure	Item	Expected cost	Actual cost	Total costs
Transport e.g. Bus Hire				
Resources e.g. Venue Technology Materials				
Promotion e.g. Printing digital photos Film tapes				
Food e.g. Catering Ingredients				
Other				
Total				

5.5 How to donate

Once you've collected the money, donating it to your chosen cause is simple. Payments will need to come through your school office so you will need a teacher's help with this. Here are the steps that need to taken:

Steps	Details
1	Count the money and record this amount somewhere safe
2	Deposit the amount in the school's bank account
3	Click on the <i>Support SchoolAid</i> button at the top of our homepage
4	You will find the different ways to send your money listed, along with all payment details.
5	You will be sent a receipt which your school should keep for tax purposes School Aid has Deductible Gift Recipient status (DGR)
6	Please email us at admin@schoolaid.org.au if you have any queries.

6.1 Measuring the difference

It's a good idea to think about how much you have achieved by clearly listing your actions. You might be surprised at just how much you have accomplished!!!

Project Outcomes

Who have we helped?

What did we do to help?

How did we help them?

Team Achievements

What are the milestones worthy of mention?

What worked well?

What has been difficult?

How could we have improved our work?

Individual Skills

What roles and responsibilities have we taken on? (see 3.3 *Team Skills*)

What other skills did we learn?

How did our team go working together?

What is something positive about our experience?

6.2 School Aid Evaluation Form

School:

Group:

How would you rate your experience with School Aid overall? Please tick below

Fantastic	<input type="checkbox"/>	Pretty good	<input type="checkbox"/>	Okay	<input type="checkbox"/>	Not so good	<input type="checkbox"/>	Terrible	<input type="checkbox"/>
-----------	--------------------------	-------------	--------------------------	------	--------------------------	-------------	--------------------------	----------	--------------------------

Why? Comments

What do you think of School Aid's website? Please tick below

Fantastic	<input type="checkbox"/>	Pretty good	<input type="checkbox"/>	Okay	<input type="checkbox"/>	Not so good	<input type="checkbox"/>	Terrible	<input type="checkbox"/>
-----------	--------------------------	-------------	--------------------------	------	--------------------------	-------------	--------------------------	----------	--------------------------

Why? Comments

How would you improve the School Aid website?

What did you enjoy most about your involvement with School Aid overall? Why?

What did you enjoy least? Why?

What would have made the experience better?

What did you learn?

How do you feel about getting involved in another project?

Confident	<input type="checkbox"/>	Nervous	<input type="checkbox"/>	Excited	<input type="checkbox"/>	Bored	<input type="checkbox"/>	Relaxed	<input type="checkbox"/>	Happy	<input type="checkbox"/>
-----------	--------------------------	---------	--------------------------	---------	--------------------------	-------	--------------------------	---------	--------------------------	-------	--------------------------

Additional comments on your experience / further suggestions for School Aid...