



PHI SIGMA SIGMA  
*Foundation*

# Philanthropy Toolkit

**Guide for Collegiate Chapters**

**January 2017**

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## Philanthropy Toolkit: Guide for Collegiate Chapters

### Table of Contents

Introduction	3
Toolkit Overview	3
Why School and College Readiness	4
School Partnership Fact Sheet	5
Calendar of Themed Months	6
Useful Links to the Phi Sigma Sigma Website	7
Chapter Excellence Best Practices	7
Calendar of Events Creation Form	7
Foundation Contacts	7
Philanthropy Video	8
Project Ideas List	9
Event Idea: Tools for Successful Donation Drive	
How to Hold a School Supply Drive	10-11
Sample Donation List	12
“Fill a Backpack” Drive Sample Donation List	13
How to Manage a Year Round Donation Drive	14-16

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## **Introduction:**

**The Benefit of a Philanthropic Cause:** Phi Sigma Sigma sisters across the US and Canada will be a continual support for their local communities and generate more impact in people's lives than ever before. We want our communities to realize that we are the "go-to group" that is focused on improving the readiness of young and old students.

**What is School and College Readiness?** The school and college readiness concept relates to a set of skills and behaviors required for an individual to succeed in formal schooling. Success in this way is defined by the society and therefore implies meeting social and academic expectations.

We believe our efforts in supporting this cause should include a holistic approach comprised of the social, emotional, physical, and intellectual facets of the individual. Three environmental layers, known as the ready family, the ready school, and the ready community, influence these individual facets. The Phi Sigma Sigma Foundation supports efforts to improve school and college readiness across these layers of influence at the community level where our members have a direct impact.

## **Toolkit Overview:**

**The Goal of the Toolkit:** The purpose of the toolkit is to provide a collection of resources to support our members in their philanthropic efforts that are centered on our philanthropic cause. We recognize to offer a toolkit requires that we keep it updated and provide real solutions to your everyday philanthropic activities. With this in mind, the Phi Sigma Sigma Foundation will work hard to meet your needs and provide for you what we believe to be a wealth of meaningful resources that keep you engaged and excited about school and college readiness while impacting your local campus, neighborhoods, town and city. The mark that you leave in your volunteer service is as important as the gains you accomplish in your academic or career pursuits!

Your input and suggestions to future versions of the toolkit are invaluable and are sought after since you are our servant leaders on the front line making a difference in people's lives. Input and suggestions may be submitted to [foundation@phisigmasigma.org](mailto:foundation@phisigmasigma.org).

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## Why School and College Readiness

**Why School Readiness is Important:** Studies show that poor and disadvantaged children entering kindergarten already have lower levels of educational achievement than non-poor children. A child's early experiences and environments are crucial to their future development and success in school and life. Families and communities play an integral role of helping influence children get ready for school. According to the National School Readiness Indicators Initiative, "The larger the gap at school entry, the harder it is to close. If we want all children to read proficiently by fourth grade—and to grow into healthy teens and productive adults—then we must make wise investments in the early years."

**Why College Readiness is Important:** As published by David Conley in "Understanding University Success," several studies comprised of college professors from all different types of universities nationwide, expressed near-universal agreement that the majority of students arrive unprepared for the intellectual demands and expectations of college and universities. In addition, the majority of high school students don't even know the appropriate steps to take to prepare themselves for the college application process.

### Consider These Facts that Compelled Us to Action:

- 1 in 5 children live in poverty.
- 40% of children living in poverty aren't prepared for school.
- 7,000 students drop out of high school every school day.
- 93% of middle school students report that their goal is to attend college. However, only 44% enroll in college and only 26% graduate with a college diploma within six years of entering college.
- High school seniors who set the goal of earning a postsecondary degree are 28% more likely to apply to college than students with no aspirations to attend college.
- Experts estimate that by 2020 there will be 123 million high paying, high skill jobs in the US, but only 50 million Americans will be qualified for these jobs.
- In the past 25 years, the number of low income kids in Canada increased from 912,000 to 967,000
- A student's level of academic achievement by the eighth grade actually has a larger impact on his or her college or university readiness than anything that happens during high school.
- 22% of working-age Canadians have not graduated from high school.
- 27% university attainment (percentage of the population aged 25–64 with a university degree in Canada).

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## School Partnership Fact Sheet

**Objective:** Create a partnership with a local elementary, junior high or high school to develop a tutor, mentor or buddy program.

### Steps to Starting a School Partnership:

- **Collaborating with Your College of Education** - If your college or university has a department or college of education then they most likely already have established partnerships with local elementary, junior high or high schools for students to do their field work hours. Collaborate with the dean or chair of the college to assist you in joining their existing partnership or supporting you in developing a new partnership with local schools.
- **Contact Your Campus' Volunteer Center** - If your college or university has a volunteer center it is likely they will have a list of community partners, such as school sites that have requested volunteers and even specific projects. You can review or contact the organization to determine alignment of the project with our cause. Coordinating with the volunteer center can also gain your sisters and chapter campus and community recognition for your service.
- **Contact the Principals of Local Schools** - The appropriate person to contact when trying to start a partnership or program for local schools is the principal. Be ready to provide information as to what you want to do (i.e. tutoring), why you want to do it (i.e. Phi Sigma Sigma's philanthropy), and how it will benefit their school (i.e. School and College Readiness... Learn today. Lead tomorrow.).
- **Utilize Area Alumnae Working in Local Schools** - Contact alumnae in your area to see if any of them are working in local schools and can help you pave the way to start a partnership with their school. Having someone already working at the elementary, junior high or high school with which you would like to partner can expedite the process because of their connection.

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## Calendar of Themed Months for the Academic Year

<p><b><u>August/September</u></b></p> <p>National Back to School Months – Aug./Sept. National Immunization Month – Aug. National Literacy Month – Sept. Attendance Awareness Month – Sept.</p>	<p><b><u>October</u></b></p> <p>National Bus Driver Appreciation Month National School Lunch Week</p>
<p><b><u>November</u></b></p> <p>National Novel Writing Month National Scholarship Month</p>	<p><b><u>December</u></b></p> <p>International Day of Persons with Disabilities, Dec. 3</p>
<p><b><u>January</u></b></p> <p>National Mentoring Month</p>	<p><b><u>February</u></b></p> <p>Career &amp; Technical Education Month Library Lovers' Month</p>
<p><b><u>March</u></b></p> <p>National Nutrition Month National Reading Month Save your Vision Week</p>	<p><b><u>April</u></b></p> <p>National Science Month Math Awareness Month Every Kid Healthy Week™</p>
<p><b><u>May</u></b></p> <p>National Teacher Day</p>	<p><b><u>June/July</u></b></p> <p>Time to prepare for back-to-school drive</p>

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## Useful Links to the Phi Sigma Sigma Website

### Chapter Excellence Best Practices:

These can be found at [www.phisigmasigma.org](http://www.phisigmasigma.org).

Simply login to the *Members Only* section.

Go to *Collegians or Alumnae > Resources > Best Practices*

- Delta Delta (Linfield College) – The Jared’s Box Project
- Delta Delta (Linfield College) – Annual Better a Life Powder Puff Football Game
- Epsilon Delta (Chapman University) – Phi Set Spike
- Iota Nu (Sacred Heart University) – Princess for a Day
- Kappa (The George Washington University) – Martin Luther King Jr. Day of Service
- Zeta Zeta (Quinnipiac University) – Katie Vashon Memorial Baseball Game

### Foundation Contacts:

- Foundation Website – [www.phisigmasigmafoundation.org](http://www.phisigmasigmafoundation.org)
  - Foundation Board of Directors
  - Foundation Staff and Consultants
- Both of these contact lists can be found at [www.phisigmasigma.org](http://www.phisigmasigma.org).

Simply login to the *Members Only* section.

Go to *Collegians or Alumnae > Make Connections > Select Volunteers & Staff*

### [Foundation Philanthropy Video](#)

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## Project Idea List

### School Readiness:

- Coloring Story Books (Preschool – First Grade)
- Flashcards for Numbers (Preschool/Kindergarten)
- Picture Vocabulary Flashcards (Preschool – First Grade)
- Parent Tool Kit (Preschool/Kindergarten)
- Popsicle Sticks and School Readiness Skills (Preschool – Third Grade)
- Sight Word Flash Cards with English and Spanish (Kindergarten – Third Grade)
- Tote Bags (Elementary)
- Pencil Sharpening (Elementary)
- Motivational Supplies (Elementary to High School)

### College Readiness (all for Junior/Senior High):

- College Vocabulary Flashcards
- Motivational Supplies
- “Where There’s a Will, There’s a Way” Open Heart Bracelet
- Pro-College Posters
- Teacher Survival Kits

### Project Details:

On the Foundation Website – [www.phisigmastigmafoundation.org](http://www.phisigmastigmafoundation.org) - resources

Check back when you need fresh ideas, as this list will continue to grow.

Have a new idea? Submit it to [foundation@phisigmastigma.org](mailto:foundation@phisigmastigma.org)

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## How to Hold a School Supply Drive

**STEP 1: GET HELP FROM YOUR FRIENDS** – How easy could this be? Gather your sisters to help! Coordinators for this event would be philanthropy/service chair with their committee members taking the lead in tasks. However they should **NOT** be the only ones participating in the activity. The whole chapter should be involved.

**STEP 2: ADOPT A SCHOOL OR ORGANIZATION AND DETERMINE WHAT SUPPLIES THEY NEED** – Think of who you know. Do you have sisters who are studying to be teachers? Do any of your sisters work with Boys/Girls Club, AmeriCorps, etc? Is there a local community college to support? It can be easier if you start where you have connections in place.

**STEP 3: MAKE A GOAL** – Determine how many supplies your chapter wants to collect for the organization that you selected.

### STEP 4: MAKE A PLAN

- Put together the list of supplies needed (see the Sample School Supply List).
- Determine drop-off dates and locations.
- Consider on campus locations and locations in the community. Examples of this can be the library, community center, or shopping centers.
- Make a schedule – ensure that someone will be at the location at all drop-off times. Ideally 2-3 sisters, with one being from the social/philanthropy committee.
- Make sure each drop-off location has a receptacle to place the supplies and a sign or flyer about the drive.
- Make sure people know that you will accept supplies and monetary donations to purchase additional supplies.
- The drop-off deadline should be at least one week before the date you plan to give the supplies to the school. This way you can schedule the time to prepare all of the donations for delivery.

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- Keep a daily tally of collected supplies to keep you motivated for your goal. Share these successes on your Phi Sigma Sigma webpage and with the Foundation!
- Talk to local retailers. See if they will give you a discount when you spend your monetary donations. They may also donate items if you ask in advance.

## STEP 5: PROMOTE IT

- Develop flyers
- Make sure to provide the date, time and location for the supply drop-off and the school organization that will receive the donations.
- Get other organizations involved on campus. You can make this a competition between the Greeks. Friendly competition can be a great tool for raising participation and donations.
- Tell all of your friends, roommates, and anyone you can think of. Word of mouth is great advertising. Carry mini flyers to pass out as you talk to people
- Use social media! Create a Facebook event, tweet it (create a hashtag)
- Talk to local retailers.

## STEP 6: DROP OFF YOUR SUPPLIES

- Set up time to drop of the supplies. Get as many sisters to attend as the school will permit. Remember to wear letters or dress professionally. Make sure you have a camera handy to document your success. You can use the pictures for PR for the events in the future and for a slideshow during recruitment!
- Send thank you notes to the people and organizations that helped make the drive a success!
- Remember to take pictures of your success and send those to [foundation@phisigmastigma.org](mailto:foundation@phisigmastigma.org)!

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## Sample Donation List

### Paper Types

- Lined paper
- Copy paper
- Construction paper
- Spiral notebooks
- Composition books
- Index cards

### Writing Items

- Blue or black pens
- #2 pencils
- Colored pencils
- Erasers
- Pencil sharpener
- Pencil case
- Colored markers
- Crayons
- Highlighters
- Dry-erase markers

### Teaching Items

- Dry-erase boards
- Paper clips
- Tape
- Chalk

### Other

- 2" 3-ring binders
- Pocket folders
- Report covers
- Book covers
- Stapler
- Staples
- Rulers
- Protractors
- Glue sticks
- Scissors
- Tape
- Calculator

### Classroom Items

- Tissues
- Sanitizing wipes
- Hand sanitizer

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## **“Fill a Backpack” Drive: Sample Donation List**

Each backpack is suggested to be filled with the following

(Use your best judgment based on age group.)

- Backpack (recommend to avoid navy & red due to gang association)
- #2 Pencils
- Pencil sharpener
- Highlighters
- Erasers
- Ruler
- Kleenex (Small Packs)
- Pocket folders
- Colored Pencils
- Index cards
- Notebooks (single subject)
- Wide-Rule Notebook Paper
- Binder
- Glue Stick
- 3 Ring Binder (2”-3”)
- Dividers
- Blue/Black Pens
- Hand Sanitizer
- Calculator
- Jump Drive
- Mini Portable Clip-On Light
- Books for Classroom Library

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## School/College Readiness Year Round

You do not have to just gather pens and pencils to contribute to school and college readiness. Consider some of these other educational themed activities you can do to raise awareness and celebrate learning.

### January

- As the spring starts schools and children's supplies can always use a refresher. Brand the drive as "New Year, New Supplies". Focus on those items that are consumed and work with the same organizations that you did a back to school drive with the previous fall.
- National Mentoring Month – this link provides ideas to celebrate mentoring.  
<http://www.mentoring.org/our-work/campaigns/national-mentoring-month/>

### February

- Library Lovers Month - Despite the popularity of the Internet, books are just as popular as ever. Celebrate this month by holding a book fundraiser.
- Career & Technical Education (CTE) month – raise awareness of technical careers to youth of all ages.

### March

- March is National Nutrition Month, and learning starts with having good nutrition. Work with your local food bank to do a food drive. Food banks get the most attention during the holidays, but hunger is a year round concern. Resources may be found at this link.  
<http://www.eatright.org/resources/national-nutrition-month>
- Save Your Vision Week – Children have difficulty learning if their vision is impaired. Work with LIONS clubs who are always collecting old eyeglass frames for children and young adults who can't afford them.
- National Reading Month – Focus on book drives for school libraries and classrooms

### April

- Every Kid Healthy Week™ – Observed the last week of April each year, this special week shines a spotlight on the great efforts school partners are doing to improve the health and wellness of their students and the link between nutrition, physical activity and learning. For ideas see visit this site. <http://www.everykidhealthyweek.org>

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## May

- National Teacher Day – Celebrate those who help us “Learn today. Lead tomorrow.” Various ideas to celebrate may be found at this link. <http://www.teacher-appreciation.info>

## June/July

- Summer break – you should be using this time to prepare for the big “Back to School” drive!

## August/September

- National Back-to-School Month
- National Immunization Month – Being ready for kindergarten requires that children have their vaccinations completed. Disseminate information about vaccine schedules to low-income families.
- Attendance Awareness month – Find a plethora of activities in the national toolkit to promote attendance at this site. <http://awareness.attendanceworks.org/>

## October

- National School Lunch Week, week of 2<sup>nd</sup> Sunday, resources to promote this endeavor are found at this link. <https://schoolnutrition.org/topics/?%5CFind-By-Topic%5CChild-Nutrition>

## November

- National Scholarship Month – During this awareness month, get out information about applying for scholarships to local high school teens. Such information may be found at this link. <https://www.scholarships.com/financial-aid/college-scholarships/scholarship-information/national-scholarship-month/>

## December

- International Day of Persons with Disabilities - Celebrate persons with disabilities each year on Dec. 3.

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