



## ***Application Information***

2002-2003 Academic Year

Dear educator or youth-program director,

The School for Ethical Education (SEE) along with the Albert Schweitzer Institute (ASI) invite you to apply to participate in our **free** youth-leadership and character education program ***Building Ethical Communities through Service-Learning (BEC)***. BEC is an academic year - long program for Connecticut **schools and youth organizations (grades 4-12)**. BEC provides **workshops, consultation, professional curriculum materials, and small grants** to help you and your students integrate ethics-based service-learning into your curriculum or program.

The BEC program has 3 objectives. BEC staff will work with you and your students to teach you the skills that accompany these objectives. We ask that you carefully read each objective to understand the purpose of the program.

- 1) Students will develop reflection skills anchored by shared values, the concept of the Golden Rule, a 4-step decision-making process, and use of reflection techniques
- 2) Students will practice community building skills using cooperative work, team roles, and consensus building.
- 3) Student will apply reflection and community building skills during the planning and implementation of service-learning projects following the guidelines:
  - Students are engaged in planning
  - There are academic links to the service project
  - Service is meaningful – it meets a need
  - Students make some connection to the broader community
  - Reflection occurs during and after service

### **Program Offerings**

- Program segments for elementary, middle, and high schools, and youth organizations
- Workshops on character, team and community building, ethical decision making, reflection, and service-learning project planning
- Project and transportation grants
- Monthly support and professional curriculum materials
- Website and bulletin board for project sharing, writing, and reflection.
- Opportunity for students to speak at Connecticut Assets-Based Character Education Conference

## Program Requirements

BEC program participants and grant recipients must meet six main requirements:

### ➤ **Participation in a one-day service-learning and ethics workshop**

Fall workshops will be held in October (date to be announced) for high school, middle school, elementary school, and after-school teams of six students, one staff member, and one parent/adult. Teams learn and practice shared values, cooperative work skills, ethical decision-making, and ethical reflection skills. Teams are directed through a service-learning planning exercise to help create a draft of a project that they will implement over the school year. Workshops are free. Lunch and refreshments are provided.

### ➤ **Implementation of a service-learning project**

Participating service-learning teams commit to implementing a service-learning project over the school year which includes a minimum of 30 hours (per student) of project planning, service, and reflection. Service-learning occurs when students plan and implement community need projects that link service with academics classroom learning. Service-learning projects have the following characteristics: students actively engage in project planning and implementation, service is linked with curriculum goals, service is meaningful, service links students to a broader community, and reflection occurs during and after service. Educators usually use one of three approaches to implement service-learning projects. **One-** Teacher(s) uses service-learning to meet academic objectives with one class. **Two-** Teacher(s) uses service-learning to meet academic objectives with multiple classes within the same academic subject area. **Three-** An adult leader of an extra curricular group uses service-learning to meet academic objectives with after-school or club participants. Priority will be given to those sponsors who integrate service-learning into their existing class, school day, and/or curriculum.

### ➤ **Intentional Connection of Service with Curriculum goals**

Participating service-learning teams commit to connecting service-learning projects with curriculum goals. We encourage teachers who are using service-learning within their classroom(s) to share their own curriculum goals with students, and to assist and guide students in the selection of project ideas that link with specific academic learning objectives. We encourage sponsors of clubs and after-school programs to assist students in articulating clear academic goals for their service-learning projects.

### ➤ **Regular Ethical Reflection**

BEC program organizers believe that in order for students to gain the maximum benefits from service-learning, students must regularly reflect on their service experiences. Participating service-learning teams commit to engaging in regular ethical reflection during the planning and implementation of service-learning projects. Ethical reflection occurs when people apply shared values to critically evaluate circumstances, actions, and activities in order to build better communities. Team sponsors are asked to help students regularly discuss to what extent they are applying shared values in their teamwork, project planning, and service-learning work.

➤ **Participation in Final Project Evaluation**

Students will be expected to complete a short anonymous survey and some participants may be asked to participate in focus groups designed to gain perspective into their service-learning project. Team sponsors are required to complete a final project form at the end of the project year.

➤ **Monthly Communication with Program Organizers**

Service-learning team sponsors commit to one scheduled phone conversation (10-15 minutes) per month with a SEE/ASI staff member from October through May. During this phone call, the sponsor and ASI/SEE staff will complete a brief monthly project report. This communication also allows project sponsors to ask questions and get advice on their project.

## **Application Process**

Applications **MUST** be completed by the person(s) who will be working with the students on their service-learning project throughout the entire year. Applications received past the deadline will be considered if program slots are still available. Applicants will be contacted by phone for a brief interview. Applications will be ranked and selected based on how well the applicant is able to meet the above program requirements. Priority will be given to those sponsors who integrate service-learning into their existing class, school day, and/or curriculum. Geographic and socioeconomic factors will also be considered to ensure a diverse cross-section of participants. Schools and community organizations that are selected to participate will be notified by SEE/ASI no later than September 16, 2002.

## **Application Timeline**

- Application due June 3, 2002
- Interviews with applicant sponsor: June-September, 2002
- Notification of selection: June-September, 2002
- Registration for workshop: September 25, 2002
- Workshop dates: TBA

Please feel free to contact us at 203-783-4441 with any questions you may have. We would be happy to provide any guidance in helping you complete your application. We look forward to the possibility of working with you and your students.

Sincerely,

Anika Knox, Project Leader  
Building Ethical Communities Through Service Learning (BEC)