

**Jordan Middle School**  
**Day of Service – Wednesday, March 4, 2015**  
**2:00-5:00pm**

**Agenda:**

2:00- Students, parents and teachers meet on HCC to kick off the afternoon. Volunteers will meet and discuss any necessary logistical information and do a quick preview.

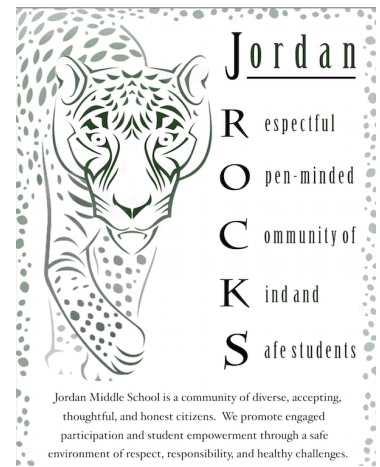
2:30- Volunteers leave to service sites.

4:30- Volunteers return from service sites and meet back on HCC.

5:00- Volunteers head home!

**Service Sites/Opportunities:**

- **Ecumenical Hunger Program-** volunteers will help with the organizing, planning, and distribution of food at the service site.
  - Coordinator- Shannon Colton
  - 20 students
- **East Palo Alto Charter School Tutoring-** volunteers will work with students at the school on their homework and play games.
  - Coordinator- Carmen Munoz
  - Unlimited student participation
- **Lytton Gardens-** Volunteers will talk and play games with the elderly.
  - Coordinator- Brandi Walters
  - 10 students
- **Palo Alto Animal Services-** Volunteers will create posters advertising the animals at the shelter. They will then go to the shelter, give the posters to the staff and take a short tour.
  - Coordinator- open
  - 5-6 students
- **Ronald McDonald House-** Volunteers will create gift/activity bags for children entering the RMH. If less than 15 kids, they can go to RMH. If more than 15, it will happen at Jordan.
  - Coordinator- open
  - 15 or more
- **Mid-Peninsula Humane Society-** Volunteers will make no-sew blankets and other toys/items for animals in need. This will happen at Jordan. Blankets and other items will be delivered later.
  - Coordinator- Saori Casey
  - 20 or more
- **Hotel de Zink-** Volunteers will cook food and give it to the service site to be served to those in need of food/meals. This will happen at Jordan. Meals will need to be delivered the following day, Thursday March 5<sup>th</sup>.
  - Coordinator- open



- About 20-25 students
- **Acterra-** Volunteers will help by cleaning up the environment/planning trees at a service site in Palo Alto. Tentative.
  - Coordinator- open
  - Not sure on number of students

**Needs:**

- **Coordinators:** ‘take charge’ of the project by coordinating volunteers to drive (if necessary), determine supplies needed, familiarize themselves with the services site/opportunity, connect with the organization (initial contacts have already been made).
- **Volunteers:** drive students to/from service sites, help facilitate student interactions, discussions as needed, engage in the service with students.
- **Budget-** not solidified. Will be determined in conjunction with service sites, YCS. Will be paid for out of Climate Funds if necessary.
- **Spread the word!**
  - E-News blast
  - Schoology
  - Posters/fliers in school
  - JTV
  - Other ideas?

**Timeline:**

- This week- Announcements on JTV
- Monday 2/23- sign-ups open online on Schoology, JTV announcements, 4<sup>o</sup> quick announcements by Leadership.
- Wednesday 2/25- sign-ups close.
- Thursday 2/26- Permission slips go out to students. Are required back by Day of Service on Wednesday 3/4.

If you're interested in volunteering or coordinating, please email Assistant Principal Matthew Lindner at [mlindner@pausd.org](mailto:mlindner@pausd.org).