

Sparrow Club Advisor Reference



WELCOME TO SPARROW CLUBS!

Thank you for making the decision to make a difference in the life of a child and family struggling with the burden of a serious medical condition, while at the same time, engaging your students in a life changing service program. We are confident that your experience will be rewarding, fun, and heartwarming.

This reference guide will help you as you plan your Sparrow Club. Some important things to remember are:

- A minimum of 256 hours of community service must be performed by the students in your Sparrow Club in order to “earn” the Sponsorship funds for your Sparrow family. This service should take place over the course of a school year. Community service vouchers will be provided to your school by Sparrow Clubs USA for students to use to record their community service hours.
- Completed community service vouchers should be sent to the Home Office of Sparrow Clubs USA at 906 NE Greenwood Ave, Ste 2, Bend, OR 97701 – or they may be given to your area Sparrow Clubs representative.
- It is imperative that your Sparrow Club maintain and nurture relationships with both the Sparrow family and Project Sponsor, throughout the Sparrow project.
- Additional fundraising for your Sparrow family is not required, as we focus on service learning. However, many schools choose to do additional fundraising. If you choose to raise additional funds through fundraising for your Sparrow family, please send all funds to the Home office of Sparrow Clubs for distribution to the family. Schools should not give money directly to their Sparrow family. It is helpful to keep track of money you have sent to the Home office.
- If any questions arise, or a school finds themselves in an uncertain situation with a Sparrow family, the club should contact Sparrow Clubs USA, or their area Sparrow representative, as soon as possible and not try to handle any uncomfortable matters directly with the family.

After reading this reference guide, feel free to contact your area Sparrow representative if you have questions, need guidance, or have ideas to share along the way.

Thank you for participating in Sparrow Clubs! We look forward to learning of the impact you have made in your school and community!



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Promoting Your Club

When a Sparrow is introduced to a school and staff, it is important to help everyone feel connected to the Sparrow family.

Some ideas to consider:

- Create bulletin boards, showcases or TV displays with photos and information about your Sparrow. Fill it with positive ideas as well as information regarding his/her illness in simple, easy to understand terms. Advertise community service events and fundraisers. Be sure to take photos of students participating in Sparrow activities and include them in your displays.
- Create a club, or use an existing club (Leadership, Student Council, etc) to help make decisions and come up with ideas for fundraisers or ways to promote participation throughout your community. Discuss ways to encourage students to think about serving, caring for others, acts of kindness, etc.
- Enlist students, staff or community members to create posters and visual displays for your Sparrow and any events you have planned.
- Post flocks of cut out sparrows around the school well in advance. It gets people asking questions!
- “Like” the Sparrow Clubs USA and Regional Sparrow Facebook pages and share information.
- Share your Sparrow’s story with your students, staff and community members. For example: Have your high school newspaper cover all events for your Sparrow. Link your Sparrow’s video and story on your school’s website. Be sure to include any Sparrow news in your school’s newsletter to parents and include pictures of your Sparrow and kids getting involved.
- Send out invitations for your adoption assembly to board members, past Sparrow families, local businesses, community members, parent-teacher groups and other administrators in your district. Give additional invitations to your Sparrow Family to give to their friends and family they would like to attend.
- Contact local newspapers and news stations to inform them of what is happening at your school with your Sparrow, sponsors, service events and fundraisers.
- Remember to reference your sponsor’s name and logo on materials.
- Reference Sparrow Clubs USA’s status as a nonprofit 501(c) charity to encourage people in the community to donate toward your Sparrow’s cause.



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Your Sparrow Family and Family Relationships

Staying Connected

- You can make an impact and a difference in a local family's life through Sparrow Clubs! Start out strong through the Sparrow Launch Assembly, greeting your Sparrow family with loving kindness. Make them feel welcome and a part of your school's family! Consider using student leaders as greeters for all of your Sparrow guests. Be sure to have reserved seating signs for your Sparrow Family and other important guests.
- If your Sparrow has other siblings, be sure to make them feel welcome as well with special seating signs, balloons or a simple gift on the day of the assembly.
- Stay in contact with your Sparrow family throughout the school year. You can ask your regional director for the family's contact information.
- We encourage students and advisors to invest into the life of your Sparrow family. It is likely that the family has been through some very hard times and your support will go a long way. Your Club can make a huge difference in their lives! Just knowing you care is a great help for the family!
- Once needs are communicated, set up any help that is desired by your Sparrow family (yard work, babysitting, meals, housework, shovel snow, etc.).
- Invite your Sparrow Family to all Sparrow Club events that are taking place to make them feel comfortable and connected with your school.
- Consider sending your Sparrow family short videos or pictures of students involved in Sparrow activities as they occur.
- Write your Sparrow family letters and cards. Give your family as much love, support and encouragement as possible.
- Check each community service voucher to ensure students have completed the reflection on the back of the voucher. Heartfelt and meaningful reflections are a huge gift to your Sparrow Family. Many of our families say that these reflections are the most treasured part of the Sparrow Program. Your students can make a lifelong impact on their Sparrow family through the kindness and compassion conveyed in these reflections.



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Sparrow Community Service

Plan Community Service events throughout the year. It is best to offer a few events on your school's campus, so that all students can participate.

- In order to “earn” the sponsorship dollars that go to your Sparrow, your students must perform a minimum of 256 hours of community service. It is our hope that your students go above and beyond the minimum requirement of community service hours and continue to serve others!
- Organize a few different community service activities at your school. (Beautify your school, field or playground clean up, litter clean up). Work with your custodians, teachers and administrators to determine the needs at your school.
- Encourage teacher/parent adult chaperones for events sponsored by your school.
- Create 2-3 voucher drop off boxes for completed vouchers and leave in central locations.
- Invite your Sparrow and Sponsors to Sparrow Club service events as appropriate.
- Take pictures and video of students serving to post on social media. Be sure to tag Sparrow Clubs in the pictures and video that you post. Facebook: @SparrowClubsUSA Twitter: @SparrowClubsUSA Instagram: @sparrowclubs

See the “Community Service Guidelines” on following page.



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Community Service Guidelines

The following are some Community Service guidelines:

- Service hours must benefit the public, neighbors or the local community.
- Youth, not adults, must earn service hours. Adults may participate and complete a service voucher, but their hours will not count toward the 256 required hours of service.
- An adult supervisor should sign the Sparrow community service vouchers verifying the work performed, and the length of time it took to complete.
- Students performing the service must know about their Sparrow and understand that the work they are performing is benefiting their Sparrow.
- Students should NEVER perform Community Service outside of school without the permission of parents or guardians.
- We strongly recommend adult supervision when kids are completing their Community Service.
- If appropriate, we encourage Clubs to perform “Acts of Kindness” for their Sparrow Family, as part of their Community Service.
- Students should detail the community service they performed – avoid general terms such as “Leadership”, “Key Club”, “Senior Project”, or “Eagle Project”.



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Community Service Guidelines

Here are some examples of Valid and Non-Valid Community Service:

VALID COMMUNITY SERVICE

- Perform “random acts of kindness” for your Sparrow family
- Serve at other non-profit organizations (Ronald McDonald House, Salvation Army, Humane Society, Special Olympics, etc)
- Visit, sing or play instruments for elderly people at a retirement or nursing home.
- Gather or stack firewood for an elderly person who lives alone.
- Pick up the garbage at a local park.
- Make holiday decorations or Christmas stockings for retirement home. *
- Make and send cards to a children’s hospital.*
- Shovel snow or remove ice for widow, elderly person, or neighbor.
- Tutor others / Read with others.*
- Make placemats for “Meals on Wheels.”*
- Wrap Christmas gifts at Fire Department or a local giving tree.
- Conduct a Canned Food Drive to benefit your local Food Bank*
- Make and send letters to troops in the military.*
- Help clean your neighborhood.
- Serve dinner at a soup kitchen.
- Create and send thank you notes to your local fire department or police agency.*
- Work in a community or school garden.*
- Collect jackets/coats/socks/hats/mittens for homeless people. (i.e., conduct a sock drive)*
- Remove/Paint over graffiti.
- Clean your school campus and/or playground.*
- Help at a Blood Drive
- Yard work for others (rake leaves, pull weeds, mow lawns, rake pine cones/needles etc.).

NON-VALID COMMUNITY SERVICE

- Doing household chores for your parents or grandparents.
- Working for your family’s business, or helping parents at their workplace.
- Receiving payment for babysitting or any other part-time job that you might have.
- Helping your teacher.
- Looking after your siblings.
- Caring for your pets.
- Visiting your grandparents.
- Playing a game on freerice.com
- Doing jobs that you would usually do anyway.
- Attending Sparrow Club Meetings.
- Doing Community Service and not knowing your Sparrow’s story.
- Community Service performed prior to the introduction of the Sparrow to the school.

Helpful Info:

There are many websites that can help direct you where to send letters to troops and/or veterans – here are two examples:

<http://www.amillionthanks.org/>
<https://www.operationgratitude.com/>

Community Service suggestions marked with an asterisk (*) are suitable for Elementary Schools to perform as a classroom without leaving school campus.



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Filling Out Sparrow Service Vouchers

Have students put their name on the voucher

SPARROW CLUBS
Service Voucher

The Delgado Family

Sponsor of
Highland Magnet School Sparrow Club

Name: _____

Pay to the Order of: **SPARROW FOR KINSLEY**

COMMUNITY SERVICE RECORD		SPARROW CLUBS SERVICE VERIFICATION	
1.		hr	Student Sign: _____
2.		hr	Advisor: _____
3.		hr	Total Hours Served: _____ X 10 credits (Minimum of 256 hours required to earn 2,560 service credits)
4.		hr	Total Community Service Credits = _____

Students earn 10 service credits per hour of legitimate community service documented on this voucher. A minimum of 2,560 service credits are required to earn the \$2,560 Sparrow Cash provided by your sponsor(s) for your Sparrow Project. Additional service credits increase the community benefit and overall impact of your project.

Students list the type of service completed, and the length of time they spent completing it.

Students can either fill out a new voucher every time service is done or fill in multiple lines of service performed.

Have the student sign the voucher.

An adult should verify the service completed.

Total Hours served and multiply by 10!

Community Service Voucher for Sparrow for Kinsley Project
Written reflection on back of this voucher is required to validate service

Finally, and most importantly, is completing the reflection side of the voucher.

Heartfelt and meaningful reflections are a huge gift to your Sparrow Family. Many of our families say that these reflections are the most treasured part of the Sparrow Program. Your students can make a lifelong impact on their Sparrow family through the kindness and compassion conveyed in these reflections.

What helping KINSLEY has meant to me

Student Name _____

Grade Level _____

Have students put their name on the voucher, along with their grade level

Community Service Voucher for Sparrow for Kinsley Project
Written reflection on this voucher is required to validate service

Please allow students to write their own thoughts rather than copy words from the classroom board.

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Sparrow Fundraising

Additional fundraising for your Sparrow family is not required, as we focus on service learning. However, many schools choose to do additional fundraising. If you choose to raise additional funds through fundraising for your Sparrow family, please send all funds to the Home office of Sparrow Clubs for distribution to the family. Schools should not give money directly to their Sparrow family.

Ideas include:

- Sell Sparrow Tee-Shirts. Contact your Regional Director for an order form, or design and print your own!
- Sparrow Bucks – Cut out sparrows and sell for a dollar. Put the donor's name on the sparrow and post on a wall.
- Ask a local restaurant to donate a portion of their net sales on a predetermined day. Encourage your community to attend and support your Sparrow!
- Sparrow Tree – Have a student/staff member paint/make a tree. When anyone makes a donation add a leaf with their name. For larger contributions, consider Sparrow cutouts in different colors.
- There are many ways to raise additional money for your Sparrow! Be creative!
 - Basket Raffle or a 50/50 Raffle
 - Dash for Cash (Passing a bucket for loose change at a school sports event within a few minutes time)
 - Movie Night at School
 - Have a Sparrow Fun Run, Walk or Roll, where students and staff get pledges to walk.
 - A School Dance
 - Have students put on concert/performance where a percentage goes to your Sparrow. Consider playing your Sparrow's video story at the beginning of the performance, and have a basket to pass around for donations.
 - Penny/loose change coin contest
 - Holiday Appropriate Sales
 - Schedule Sparrow Spirit Days where students and staff pay to wear a hat, pajamas, sunglasses, etc to school. Consider handing out sticker dots with your Sparrow's initials or name to wear to show they supported it. Be sure to take photos to post.
 - Teachers vs Students Basketball/Volleyball Game
 - Hold a staff Soup Day on days when there are conferences and staff cannot break away for lunch. Charge per bowl, or All You Can Eat.
 - Car Wash
 - Garage/Yard Sale
 - Student Artwork Sale



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Getting Started

Advisor Start Up Checklist

- ❑ **Talk to your staff about Sparrow Clubs** and how it works. Consider showing any of the videos listed at the end of this checklist. The goal here is to gain understanding and get them on board.
- ❑ **Things you will need** from your Sparrow Program Coordinator
 - ❑ **Sparrow Video** (Your Sparrow's Story)
 - ❑ **Sparrow Vouchers** (Make copies for all of the students prior to the assembly and have teachers hand them out the day of the assembly)
 - ❑ **Sparrow's Bio** (Make copies to post in classrooms and bulletin boards)
- ❑ **Choose a few possible Sparrow Assembly dates and times** then check with your principal, Sparrow Program Coordinator and have them check with your Sparrow family..
- ❑ **Assembly Details**
 - ❑ Be sure you have **communicated with the Sparrow Program Coordinator** about the assembly's **location and equipment they will provide** for you.
 - ❑ **Invite important guests** to your assembly
 - ❑ *Optional:* Consider sending **invitations** to Board Members, Administrators in your district, **sponsors**, previous Sparrow families and anyone who might want to be involved.
 - ❑ *Optional:* Consider a **reserved seating section** for your Sparrow family and guests. Consider having student greeters to seat all guests and your sparrow family.
 - ❑ *Optional:* Make your entire **Sparrow family feel welcome**, especially if there are other siblings. Consider welcome cards or small gifts or balloons for each child.
 - ❑ **Advertise your Adoption Assembly** within your school/district.
 - ❑ Decide on which **group(s) of students** (leadership, student council, etc) to help **plan and promote Sparrow** fundraisers and community events.

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After the Assembly Checklist Vouchers

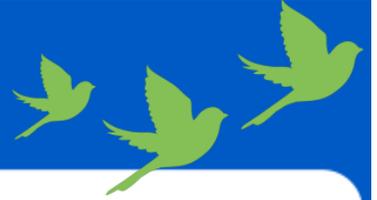
- ❑ Have several **places to keep vouchers** for students to pick up as needed as well as a place for students to turn in vouchers as they complete hours of community service.
- ❑ **Set up Displays** (bulletin boards, TV monitors, showcases, etc) spotlighting your Sparrow and all Sparrow activities.
- ❑ **Voucher Checks:** Remember to check that students have filled out the **back side of the voucher** and that the **community service is acceptable** with an advisor's signature.
- ❑ *Optional:* Consider **posting anonymous quotes** from the back of the voucher's to highlight student reflections.

Throughout the Year

- ❑ **Invite your Sparrow family** to any events planned throughout the year.
- ❑ **Communicate with your Sparrow family** about events, and encourage them to send videos, pictures and updates to share with your school.
- ❑ **Send completed vouchers to Sparrow Clubs** as they come in. Send vouchers to Sparrow Clubs at 906 NE Greenwood Ave #2, Bend, Oregon 97701
- ❑ *Optional:* **Take pictures** throughout the year of Sparrow events.
- ❑ **Remember to include your STAFF** in some events as well. Things like Staff Bake Sales and Soup Days give them an opportunity to get involved too.
- ❑ **Ask your Sparrow Program Coordinator for ideas** for fundraising or anything else you might need help with.
- ❑ *Optional:* **Post your Sparrow's bio and video story on your school's website** along with a link to Sparrow Clubs.
- ❑ **Fundraising Money:** Be sure to keep a log of money sent in and post totals for your school. (Remember 8% goes to Sparrow Clubs, so take that into consideration when posting totals.) Monies sent to Sparrow Clubs should be in the form of one check or money order. If multiple checks are sent, the processing fee increases from 8% to 12%.
- ❑ **Send all fundraising money** to Sparrow Clubs at 906 NE Greenwood Ave #2, Bend, Oregon 97701 (Be sure your Sparrow's name is in the memo)

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End of Year

- ❑ **Choose a Closing Assembly Date** to honor and highlight your Sparrow Family and school. Check with your Sparrow Program Coordinator and Sparrow Family on dates and times. Follow the same procedures as listed for the Adoption Assembly above.
- ❑ **Invite sponsors and important guests.**
- ❑ *Optional:* Consider student speakers to highlight what Sparrow has meant to your school.
- ❑ *Optional:* Consider giving your sponsor(s) some type of frame/picture of your Sparrow thanking them for their contribution.
- ❑ *Optional:* Create a video/picture slideshow showcasing all your school has done throughout the year for your Sparrow.

RESOURCES

Video Links

[The Sparrow Story](#) -

About three minutes long and explains how Sparrow Clubs got started.

[The Power of One](#)

About eight minutes long - the original full story of how Sparrow Clubs got started.

[The Sparrow Effect](#)

About two minutes-making a difference....

[Sparrow Strong Video](#)

About five minutes long – become strong in matters of the heart

