



# Chapter Guide

## Welcome to the Team!

### What is Sprout Up?

#### ***Our Vision***

Sprout Up envisions a future where sustainability is embedded in our every decision, from the boardroom to the grocery store and everywhere in between. We link teams of college student instructors with 1st and 2nd grade classes to lead weekly lessons meant to help children understand the role they play in protecting our planet. We're planting the seeds for a more sustainable future, from the youngest members of society up.

#### ***Our Purpose***

We provide free, youth-led environmental education programs to 1st and 2nd grade classrooms in public schools throughout California and New York City. Our college student-instructors teach children vital concepts in environmental science and sustainability during the earliest stages of their educational development, cultivating the next generation of passionate caretakers of the earth. Through activities, experiments, and discussions, we get kids thinking in new ways about the world that surrounds them, inspiring them to bring the message of environmental stewardship home to their families and friends. In this way, we strive to promote sustainability throughout our many communities, from the youngest members of society up.

#### ***Our Program***

Our Environmental Science & Sustainability Program links teams of college student-instructors with 1st and 2nd grade classes for weekly activities, experiments, and discussions that explore the relationship between humans and the natural world. We train teams of college students and place them into classrooms during school hours to lead interactive activities that gets kids thinking in new ways about the world that surrounds them, and what they can do to make it better.



The program consists of two 8-lesson units – one for 1st grade and one for 2nd grade. *Lessons build upon each other* each week and concepts introduced in the 1st grade unit are elaborated on and reinforced in the 2nd grade unit. This continuous narrative improves retention of the subject matter, increasing the odds that kids will grow into passionate environmental stewards.

<p><b><u>1st Grade: Your place in the Ecosystem</u></b></p> <p>Over the course of our 1st-grade program, we help students understand the role they play in the ecosystem, and how they affect (and are affected by) the natural systems that sustain us. We show kids how they can be a healthy member of these systems, and provide them tools to make a difference.</p> <p>Topics covered</p> <ul style="list-style-type: none"><li>• Food webs</li><li>• The Water cycle</li><li>• Community Gardening</li><li>• Much more!</li></ul>	<p><b><u>2nd Grade: What is sustainability?</u></b></p> <p>Our 2nd-grade program gets kids thinking about the full lifecycle of the food they eat — from production to transportation all the way through to waste processing. Students leave the program with a clear understanding of what it means to be an environmental steward in their communities.</p> <p>Topics covered</p> <ul style="list-style-type: none"><li>• Food production</li><li>• Farm to table</li><li>• Waste management</li><li>• Much more!</li></ul>
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Our *unique curriculum* aligns with new standards such as Next Generation Science Standards (NGSS), Common Core, Education and the Environment (EEI) Principals and California State Standards, serving to enhance existing classroom activities.

We operate in the classroom in *small groups*, with no more than five children per instructor. This model ensures each program participant receives individual attention and is encouraged to actively engage the subject matter. Students come away from the program feeling empowered to make a difference.

Our program runs primarily in public schools. In a time when budgets are being squeezed and crucial programs cut, we're committed to providing all lessons and materials completely *free of charge*. By eliminating cost barriers and teaching environmental science and sustainability in a way that is inclusive and accessible we're



able to extend the sustainability movement to children from a diverse range of cultural and socioeconomic backgrounds. With this approach, Sprout Up strives to create social change through education, and to lay the foundation for a brighter future for us all.

### ***Our Team***

Sprout Up is youth founded, youth led, and youth powered. All of our volunteer instructors are currently enrolled college students who bring a lively energy to the program. Their enthusiasm for learning and the environment is contagious, ensuring classroom visits are fun, cool, and meaningful for the kids they teach. Our instructors teach through positive reinforcement, and understand the power of a smile.

Each Sprout Up Chapter is founded, operated, and developed by staff made up entirely of college students. From learning how to read a balance sheet to understanding how to manage their peers, our college student leaders are entrusted with professional world responsibilities and work daily with an advisor to ensure success. Our college student leaders graduate ready to enter the job space as effective leaders and professionals with a soul.

Every member of Sprout Up works with three principles on their sleeve:

**100% Communication. 100% Honesty. 100% Fun.**

### **The Chapter Team**

Your ***Roles & Responsibilities*** enable your chapter to lead an emotionally and fiscally flourishing program. Basically, you recruit volunteers, teach in classrooms and change the world one child at a time. For one another, you will act as a strong foundation of personal and professional support. Be knowledgeable, approachable and exceptional. Lead with joy and have a blast!

**Chapter Director (CD)**: heads all chapter operations to positively impact the community from its youngest members up.

**Program Manager (PM)**: gives the Lead Instructors the tools and support to run smooth in-class operations.

**Community Manager (CM)**: brings the children, college students, parents and



professionals in your community together.

**Development Manager (DM)**: reaches out to the community to gain support for our program to help each chapter become financially self-sustaining.

**Materials Coordinator (MC)**: manages all the classroom and outreach materials necessary to sustain a chapter.

**Lead Instructors**: involve 1st and 2nd grade teachers in Sprout Up's classroom fun while mentoring Instructors to become the best teachers they can be.

**Instructors**: teach kids to view the world through a lens of sustainability, and inspire them to bring the message of environmental stewardship home to their families and friends. Above all, have fun.

## Weekly Meetings

### Chapter Operations Meetings

This is your first Chapter Team meeting. From now on you will have a set time of the week in which you all will meet. Your CD will prepare meeting agendas that will keep the communication flowing between the Executive Team and your team, function as brainstorm platforms and organize tasks and projects for each of you. They should be fun and efficient!

### Meetings with Headquarters (HQ) Members

Each week your CD also meets with the other Chapter Directors and the Director of Operations. The CM meets with the Director of Marketing and the DM meets with the Director of Development. Communication is *hugely* important in this organization and although some of us may be miles away, we got our technology so we can chat face to face (or ear to ear).



# HQ Introductions

## The Executive Team

### ***Executive Director***

Sprout Up's Executive Director is Maddie Taylor. Maddie graduated from Barnard College in 2017 with a degree in Environmental Biology. She is a founding member of Sprout Up NYC.

Maddie has worked in environmental education for five years including positions at Hudson River Park Trust, NASA, and the Brooklyn Botanic Garden. She is currently working on publishing her Barnard thesis on a very specific type of seaweed. In her free time, Maddie enjoys botany, marine biology, the culinary arts, and drinking earl grey lattes at plant-filled eateries throughout Brooklyn.

### ***Director of Development***

### ***Director of Education***

### ***Director(s) of Events***

### ***Director of Marketing***

### ***Director of Operations***

I act as an advisor to each Chapter Director, answering all their questions and providing any extra support they need. After each of our Super Secret Ops meetings I pass along all pertinent updates, questions and concerns to the Exec team (not so secret I guess). I also take on various projects, such as the creation of all these guides, to make your jobs as easy as possible!

You can contact me at any time if you have questions and are unable to reach your CD or have any connections or suggestions for other chapters or Sprout Up as a whole. I check my email religiously ([daniziff@sproutup.org](mailto:daniziff@sproutup.org)), but often seem to neglect my phone. If you prefer or are limited to phone use, I will probably get back to you quickest if you text me (310 991 5042).

I cannot thank you enough for the amazing jobs you are about to do. You are the lifelines of this organization. HAVE FUN!



## **Our Board of Directors**

## **The Sprout Up Family Tree**

## **Recruitment**

### **Reaching Out to the Schools in Your Community**

This effort is headed up by your CD, but if you ever come across teachers or parents or principals who want you in their classrooms, go ahead and start the conversation!

### **Recruiting Instructors and Volunteers**

Two words: free food

There are many avenues to explore involving volunteer recruitment. Some of the best for us have been the use of your university's list serves, in which you email the appropriate party asking if they would send an email you draft to their large list of college students, tabling at events, holding Interested Instructor Presentations and posting fliers and memos to various boards. As well as these may work, it is still in the personal one-on-one discussions that really get people interested. So, talk to everyone!

### ***Freshmen***

We kind of covet freshmen...the earlier they join Sprout Up, the more likely they are to become part of the Chapter Team after a year or so and the better chances we have of maintaining a continual flow of volunteers for years to come. Good ways to reach freshmen are by tabling or assisting at your university's welcome week (before the start of the first year) , presenting in the dorms and marketing in the dining halls.

### ***Instructor Interviews***

- One week prior to Instructor Interviews
  - send out the [Interested Instructor Email](#) via Bcc
- One day prior to the interviews
  - send out a reminder e-mail to all Interested Instructors



- prepare necessary materials.
  - print three [Instructor Interview Questions Sheets](#)
  - print a couple [Instructor Interview](#) FAQ sheets
    - Laminate these sheets so they can be reused!
- At the instructor interview
  - Three Directors must be present
  - Before interview begins all interviewees must visit [www.sproutup.org/instructor](http://www.sproutup.org/instructor) on their phone (or one of the Director's phones) and fill out their contact information. All interviewees should categorize themselves as "Instructors"
  - Each Director must fill out a review of the interviewee
  - Directly after the interviews, the three of you must come to a consensus of whom to accept into the program
- Two days after the interviews
  - Send the [Acceptance Email](#) or [Rejection Email](#) to each interviewee
  - Update your Active Instructor contact group with the newly accepted instructors

*Why ask these specific interview questions?*

To have a better understanding of the why we ask certain questions during the interviews and to understand what you are supposed to look for in the interviewees answers, review the [Instructor Interview Questions Analysis](#) document.

## **Filling Out Your Chapter Team**

The first place to go when looking for additional Chapter Team members is your instructor base. Personally reaching out to volunteers you are confident in, makes them confident and excited to take on new roles and responsibilities. We have an [Internship Board](#) with descriptions of each position for those interested.

There are also the options of reaching out to the entire university through list serves and job boards. Sometimes it's nice to have an "outsider" on board.

## **Instructor Training and Volunteer Maintenance**

### **Lead Instructor Dinner**

The Lead Instructor Dinner takes place a night or so before the Instructor Training. Its main functions are to (re)introduce Lead Instructors to the Chapter Team, give the Leads their



classroom information and eat.

### ***1 day before the Lead Instructor Training***

Prepare all necessary materials in a folder for each Lead:

- Copies of the [Lead Instructor Guide](#)
- [Information Sheet](#) for Lead Instructor
  - School Name
  - Address of school
  - Teacher's Name
  - Indicate first or second grade classroom
  - Classroom time and date
  - Instructor Names and Phone Numbers
- Nature Journals and Permission Slips, one per each first or second grade student (if ready)
- Ingredients for a yummy and easy dinner to feed everyone

### ***At the Lead Instructor Dinner***

Start of the evening with a quick ice breaker so that everyone is acquainted with one another, and encourage conversation during dinner. Use the Lead Instructor Guide as a guide to run the meeting. Explain the purpose of passing out stickers to the children with returned forms first. Discuss their roles in the Instructor Training and pass out all materials to each Lead Instructor.

### ***After the Lead Instructor Dinner***

Stoke the Lead Instructors and thank them for attending the Lead Instructor Dinner. The PM will then email the Leads including a link to the [Lead Instructor to Teacher Email Template](#).

## **Instructor Training**

This is your team's big day! It is the single event with the most Sprout Up attendance because it is MANDATORY for all Instructors, new and returning. Find a nice big place with a screen (TV or projector) that you will be able to use for the Instructor Training prezzi and book it *well* in advance. The Training takes around 3 hours, so reserve the room for approximately 5.

Print out an Operations Overview for each of you to have on hand at the training. It has worked really well in the past if the CD and PM do the majority of the presenting and dealing with last-minute scheduling conflicts while the CM, DM and MC take charge of collecting Instructors' contracts and donations and passing out our SUP instructor shirts. Also, if you have community events already scheduled, it would be a good idea to bring sign up sheets.





Follow the [Instructor Training Guide](#), add your own energy and you will do just fine!

## **Sprout Up Culture**

## **Your Tools**

### **The Cloud**

The cloud is the summation of all of Sprout Up's documents. We have many folders and subfolders of folders and documents within those. You will only be concerned with your Chapter's folder which you will find shared with you on the drive. The drive is where the cloud is (the triangle app when you click on the image of the 9 squares by your email account name). If there is anything you need or are looking for, you can enter keywords in the search bar or ask your CD to share it with you.

Within your Chapter's folder are the guides, meetings, schedules and the register (will be explained). There is also a Team Collections folder in which you can create your own folder to house your own personal notes and documents you create.

### ***Creating Documents***

When you open the drive, you will see a red button on the left hand side of the page that says create. Click that and it will give you a drop down of all the types of documents you can create using Google Docs. Instead of going through each one with you, you should take some time and play around with them.

Once you have created and titled a document, there are two images that will be most important to you. First is the blue Share button in the top right-hand corner. This allows you to share and send the link of the document you're working on to anyone you add. You can choose to allow them to edit it with you or view it as a read-only document. The second image you should be very familiar with is the grey folder by the title. When you click on it you are able to organize your document into one of the folders you own. Find that folder and select it making sure there is a check next to the folder you're



designating.

## **Your Sprout Up Email**

### ***Login Information***

Each of you have a Sprout Up email address.

**XX** is in place of your chapter acronym [D, SB, SC, SF, SLO]

CD: [directorXX@eeng.org](mailto:directorXX@eeng.org)

PM: [programXX@eeng.org](mailto:programXX@eeng.org)

CM: [communityXX@eeng.org](mailto:communityXX@eeng.org)

DM: [devmanagerXX@eeng.org](mailto:devmanagerXX@eeng.org)

MC: [materialsXX@eeng.org](mailto:materialsXX@eeng.org)

(the eeng is only relevant for log in, all other communications will say sproutup)

password: XXenviro2009

### ***Google +***

The purpose of upgrading to Google + is to be able to “Hangout” which basically means video chat/screen share/etc with those that are not in the same room as you. Everyone’s accounts should be updated.

### ***Settings Updates***

The email address may not be personal to you, but your account can be! When you log in, click the grey flower/gear looking Settings button in the top right corner. Click “Themes” and spice up your background. Then click the Settings button again and scroll down to “Settings”. Mess around with them all you’d like. Here are our suggestions:

*Undo Send:* This is the miracle setting that allows you to hit send on an email, catch an error and click undo without anyone knowing!

*My Picture:* Put your face here.



*Signature:* Important. Copy/Paste the following insert bookmark, including your name, position and contact info.

**Your Name**

**Position Title, Chapter**

phone number

emailaddress@sproutup.org

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Save changes at the bottom. Then we change your name. Go back into settings, but this time on the top where the “General” tab is highlighted instead click “Accounts”. Then click on the first line which reads “Google account settings”. Click “Edit profile”, scroll down and change the name that was there to your own.

Now you’re official!

### ***Linking Your iPhone***

If you have an iPhone, we highly, highly, highly recommend (practically insist) that you link your Sprout Up account to your phone. You can then have your email and calendar right there as you run around.

To set it up follow these steps:

### ***Frequent Inbox Checks & Timely Responses***

It is vital that you check your email as often as you can and that you respond in a timely manner. If you do not have time to read through the email and respond immediately, send a short email back saying that you have received the message and you will get back to them on a certain date. Then keep your word or keep them in the loop.



Because we are a youth-led organization, having professional communication skills is so important. In the past teachers and community members who we were in contact with via email were shocked to meet us in person as 20 year olds. Keep it up!

Read through these [email writing techniques](#), practice them in your daily life and become one of the best email writers around!

## Mail Chimp

### *Login Info*

User: Sprout Up

Password: Sproutup2012!

MailChimp (Chimp) is a platform that allows Sprout Up to send out big important emails. Sprout Up's Executive Team uses Chimp to maintain relationships with our supporters. You will be using Chimp to communicate with your chapter community.

### *Send a Campaign (Email)*

- Log into MailChimp with the information above.
- Click "Create Campaign"
- Select "Regular ol' campaign"
- Select "Sprout Up Community"
- Select "Send to Saved Segment"
- From there you will have the option to send to:
  - Interested Instructors- Those who are interested in joining Sprout Up but may not have taught in a classroom yet.
  - Active Instructors- Those who are teaching in a classroom this active program period.
  - Inactive Instructors- Those who have taught with Sprout Up before but are not in a classroom this program period.
  - Alumni- Those who were once Sprout Up instructors but have since graduated and fled the Sprout Up nest.
  - Your chapter's lists will have your chapter abbreviation in front of them (SC=Santa Cruz, SB=Santa Barbara, SF=San Francisco, SLO=San Luis Obispo, D=Davis)



- Once you have selected, click “Next” in the bottom right hand corner
- Enter Campaign Name: Always name your campaign with “[your chapter abbreviation]\_ Campaign Name”
- Enter Subject
- From Name: Yours!
- From email: Your Sprout Up email
- Don’t worry about the rest of the hoopla. Click “Next”
- Click “Saved Templates”
- Select “Sprout Up Master”
- Change the text, add photos, have fun with it!
- Click “Next”, review your campaign, and send!

## **The Register**

All of your Chapter’s incomes and expenses will be recorded here. It is imperative to stay organized with receipts for IRS purposes. Your CD and MC will be in charge of updating the register after each purchase or donation. It is due the 1st of every month.

## **Google Calendar**

This is a moment for you and your Chapter Team to plan out the entire program. If dates are tentative, include “-tentative” in the title of the event. Keep in mind that the calendar is a great organizational tool. Equally as important, it allows Headquarters and the Executive Team to understand your Chapter’s vision and timeline.

For some general information on how to set up the Google Calendar, read through the [Google Calendar Overview](#).

The following is a list of some possible events that should be included in your calendar:

- All classroom dates and time
- Weekly Chapter Team Meeting
- Instructor Training and Lead Instructor Training
- Instructor Interviews
- Community Outreach Events
  - Science Fairs



- Farmers Markets
  - Earth Day Festivals
- All three Team Social Events
  - 1. Creative Mind Event
  - 2. Fundraiser
  - Instructor ‘Thank You’
- Reminders to get certain tasks done
  - Teacher outreach
  - Grant Applications
- Fundraising Events

### ***Doodle***

If you are having trouble coordinating a meeting time, go to [doodle.com](https://doodle.com), follow the directions and urge your team to respond quickly. It’s a pretty awesome free tool!

## **Our Charter**

***Some inspiring send off***