

Lead Club Name \*

Supporting Club Names (if multi club project)

Petaluma Valley Rotary Club

Petaluma Sunrise Rotary Club

Petaluma Rotary Club

Project Name: **Lend a Hand to Education 2024**

**Briefly describe the project and whether the original goals were met.**

For over 20 years, The Rotary Clubs of Petaluma Valley and Petaluma Sunrise and now the Petaluma Club have given micro-grants to teachers at local schools. The funds are meant to cover costs that teachers have borne out of pocket and that will enhance/enrich the learning experience for their students. Typical grant requests are for science supplies, art supplies, literature/books, field trips to science or art museums, and tools/supplies to help struggling students as well. This year we tied in the mental health theme of Rotary, so we also had some mental health based grant requests. Our original goal was to exceed last year's amount raised of at least 21k and to get over 100 teacher applications. Here are the results:

- Total amount of grants funded \$40,475

- Total applications received over 144 teacher applications from public and private schools in the Petaluma area

- This was an increase from \$21,614 from 2023-24 year. The increase was due to the availability of District Grant funds, the inclusion of Petaluma Rotary Club this year as well as increase in maximum grant amount from \$250 to \$350. We also increased our outreach by assigning Rotarians to schools and having them visit and help teachers with the application process.

**Rotarian involvement is a requirement for all District Grants. Please explain how many of your Club members were involved in the project and what they did.**

There was a multi club project and several members from each club joined the Lend a Hand committee and several more people from each club signed up to be school liaisons. Committee members met a few times over the scope of this year's project, to review grant applications, assign tasks, take votes, etc. The school liaisons who signed up to be the point of contact for a specific school, brought fliers to school campus, met with school admin/principals to garner interest for teacher applications, assisted teachers with the

application process, communicated deadline and timing details, and finally presented the grant award certificates along with the funds to school leadership.

A Rotarian from the Petaluma Sunrise Club also designed the new Lend A Hand to Education Logo and website from which the application was accessed.

**How did the recipients and the community know that this was a Rotary project?**

We created a website this year, and for years moving forward, to provide a central location for teachers and donors to visit to get more information about Lend a Hand. This website provides the application for teachers to apply, and it also shows pictures and testimonials from this year and years past. This was shared at each weekly rotary meeting, fliers were passed around schools and put in teachers' boxes. Rotary members spoke to family members and community members who had donated in the past.

Could this project be replicated or expanded?

Yes, very easily.

What would you do differently next time?

A couple of learning items to consider for next year:

1. Have a QR code listed on the website to be able to accept general donations.
2. Need to include the Rotary logos on the teacher grant certificates
3. We do not plan to apply for a district grant on this project this year as we found the documentation requirements for the grant to be difficult to meet in this scenario.
4. We plan to start LAH in August of this year not the end of September. We prefer to be done fundraising before Thanksgiving and have funds out to teachers by January, instead of teachers getting funds mid-March.
5. We want to have some sort of confirmation email sent to teachers once they successfully submit an application online.

**List the expenses by name, source, and cost. Total expenses must equal total cost of project. Supporting documentation must be uploaded with this report**

The expense name and costs can be seen by each school's signed receipt letter. The letter for each school lists a line-by-line description of each grant request and how much each grant request costs. This letter has been signed verifying that the funds given to the school were in fact used for the line expenses in the said letter.