**Things to Consider When You Are Planning Your Capstone Project: C:\Documents and Settings\bouta001\Local Settings\Temporary Internet Files\Content.IE5\OC2OAW7H\MC900434389[1].wmf**

***The Capstone project is an opportunity to do something that is truly meaningful to you. I often say that when you stop asking “Have I done enough?” and start saying “I want to do more.” that is when you get Capstone; not everyone gets there, and that is ok, but you should know your experience is entirely up to YOU.***

**COVID has impacted some of these project ideas, but it has also inspired us to find new ways to help others during this time.**

**Raising Money**

* **Fundraisers – Planning a dress down day (administration will probably NOT approve because they are already scheduled and allotted for particular things) is NOT a capstone project. Your school, especially its teachers, is fundraised to the hill; think about going outside to your former elementary school, the work place, etc… to gather funds or items for your cause.**
* **Any money collected WITHIN the SMSA community must be deposited with Mrs. Boutilier, and not carried on your PERSON. A check will be written to the organization alongside a letter from you requesting a receipt.**
* **ANY MONEY COLLECTED or DONATED above $5 (for example you are selling T shirts) must be clearly documented to whom you sold, and for how much, etc…**
* **Please DO NOT CARRY MONEY ON YOUR PERSON IN SCHOOL. MAKE DEPOSITS WITH MRS. BOUTILIER ON or keep money at home. All monies collected for an organization must be recorded and there must be evidence of the amount donated.**
* **If you are collecting within your own communities, you may write your own check, but still need proof that the organization received the money. Receipts are also professional, this way those who donate can use during tax time.**
* **NO FOOD CAN BE SOLD DURING SCHOOL**

**Mentoring, Tutoring, or anything to do with other students:**

* **YOU ARE A ROLE MODEL. If you do not want this responsibility, don’t pick mentoring or working with younger students. If you are a mentor and are sick that day, you need make every attempt to call your mentee to make sure he or she is aware that you did not just drop them. If the mentoring takes place in our building, it must be supervised by a staff member. Being a role model means you adhere to all the school rules, UNIFORM, CELL PHONES, LANGUAGE, ETC… you are working with someone’s baby, and as a mother, I want to send my kid to school knowing that if they are matched with a mentor, they are the BEST SMSA has to offer. \*\*\*\* Parent letters are necessary, introducing yourself, explaining what you are trying to do, and asking for permission to work with their student.**

**Websites**

* **Informational website must give credit to sources in proper APA format, and be well researched, and proofread several times by someone other than you.**
* **Websites must be up and running by January 26th in order to truly measure if your website had an impact. UP AND RUNNING MEANS THE GRAMMAR HAS BEEN CHECKED SEVERAL TIMES AND IS PERFECT, AND YOU HAVE TAKEN INTO CONSIDERATION THE FEEDBACK FROM YOUR MENTOR, TEACHERS, ADULTS, EXPERTS, AND YOUR FELLOW STUDENTS REGARDING YOUR SITE. The first run of your site should be ready for feedback, by December 19th, so you can receive comments and suggestions over break.**
* **Websites must contain a ticker or some way to measure the impact of your website.**
* **You must plan on HOW you are going to advertise and promote your site; it is not a successful Capstone project if you cannot measure your impact, and no one utilizes your website.**
* **You are not a therapist, counselor, etc… and cannot be liable for what people say online. There can be no back and forth conversations (blogging) online related to your Capstone project, because there is no way to safely monitor the mental well being of someone online. You can have a one-way conversation, for example: Tips to Deal with Bullying.**

**Athletics, Sport Clinics, and Clubs (Virtual Clubs Could Work Really Well)**

* **All athletics, groups, clubs, or events must have a certified staff member to serve as a supervisor. You cannot move forward with securing a space, until you have an in house staff member to supervise. (Teacher time is precious, therefore if for any reason your event is cancelled, you MUST notify the supervising staff member, so they are not inconvenienced)**
* **Anything that requires the gym or field house must be checked with Ms. Schmidt, IF AND ONLY IF YOU HAVE A CPR CERTIFIED STAFF MEMBER SUPERVISING. Anywhere from 4 to 8 teams may be running depending upon the season, and gym time is precious, so make an appointment with Ms. Schmidt, or email her giving her the specifics, and ask her if the gym is available. This may not be allowed this year.**
* **There are no more blue forms, so you must check with the nurse as to how students should be cleared for participation in your club or clinic.**
* **Depending on the number of students and the activity, a trainer may be required.**
* **All athletics, groups, clubs, or events must have a certified staff member to serve as a supervisor. (Teacher time is precious, therefore if for any reason your event is cancelled, you MUST notify the supervising staff member, so they are not inconvenienced)**
* **Any type of after school club must have a staff member supervising the activity. You cannot meet alone with students, YOU DON’T WANT THAT LIABILITY and neither does the school.**

**GENERAL REMINDERS:**

* **Think about how you are going to provide evidence of your project. How are you going to prove that you had an impact on the community? Pictures, video, personal quotations, or letters from a mentor or member of the community who benefitted from your project.**
* **MEDIA RELEASES – minors require media releases, meaning you ask their parents if it is ok that you take their picture, and they know it is going to be used in your ePortfolio. A media release is a letter that you would type yourself, introducing yourself to the parents, and asking their permission to take pictures or video of their student participating in your Capstone project. If it is an adult, make sure you ask their permission to take their picture and use it in your project.**
* **Opening the building – we can’t just open the building on a Saturday for your event, because we need to pay a custodian and security just for your event, and those costs can run pretty high. \*\*\*\*\*HOWEVER, try to figure out times when the school is already open, for example, athletic events, and plan your event to coincide with that or another event.**
* **Get support. The PTO meetings are a great way to get the word out to parents. Also, if you are organizing a drive, make it a competition, provide incentives, and talk it up. Use the announcements, and get the teachers on board to support your drive within their classrooms. If you ask if there is money for a particular incentive (for example, donuts and milk), then you must FOLLOW THROUGH with the collection, and reward.**