

Community Consultant Packet



Olympic High School Culminating Project

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Selecting a Community Consultant

What is a community consultant?

A community consultant is someone who has knowledge and experience in your topic who can provide support and guidance. A consultant has the expertise to help you design your project and will approve the project plan.

What can community consultants do for me?

They can answer questions, provide guidance, provide encouragement and motivation, give information on how to access resources, help you develop relevant research topics and research questions and provide general support. Your community consultant can also provide a lot of “how to” information for your project.

How do I find a community consultant?

Network - Ask People! People are your best resource. Ask friends, family, teachers, employers, etc. if they know anybody in your topic area who would be willing to consult with you. Also check out outside resources including telephone books, local businesses and organizations. Colleges and universities also have experts on many topics.

How involved does the community consultant need to be?

The level of involvement should be appropriate for your project. *It is important to check in with your community consultant at least on a monthly basis. Use this person wisely.*

Who can be a community consultant?

Any adult who has experience, knowledge, and expertise in your topic area who is willing to be a community consultant for you. Ask yourself: who best can help me? Reach out into the world!

Who can NOT be a community consultant?

A recent grad (within the past 5 years) cannot be a community consultant for you. Your community consultant needs to be someone who not only has experience in your topic area, but also has life experience. Valuable knowledge of resources, processes, motivation, etc. comes with life experience that a young person might not be able to provide to you. You may contact an OHS staff member to help you find a community consultant.

You may not use a staff member as your community consultant.

Can I have more than one community consultant?

You need to have one official community consultant who works regularly with you. However, it may be beneficial to have other adults who assist you with your project.

Does my community consultant have to live in the community?

Not necessarily, although it does make it easier. This also depends on the type of project you are doing. You do, however, need to be able to communicate with this person on a regular basis.

What are methods to stay in contact with my community consultant?

All of the following can be used: telephone calls, personal visits, e-mails, and faxes. Use the methods that are appropriate for the information you need to share.



Olympic High School

7070 Stampede Blvd. NW
Bremerton, WA 98311

MAIN OFFICE
(360) 662-2700

(360) 662-2701 Fax

COUNSELING OFFICE

(360) 662-2742

(360) 662-2741 Fax

CAREER CENTER

(360) 662-2735

Dear Community Consultant Candidate:

You have been selected by this student as a community consultant for her/his Culminating Project. This choice was made because of your expertise and interest in the student's project area. The role of the community consultant is to encourage, listen, give advice, advocate, act as a role model, and share information and experience.

We expect the students to be accountable and responsible for their own work and encourage you to share this attitude. This is the student's project and commitment. For your participation, we request that you assist the student by:

1. Meeting, speaking, or coaching regularly throughout the project and
2. Reviewing and verifying the student's learning logs (time sheets) during their project.

Thank you for your generosity in sharing this experience and your time. We know the Culminating Project is a valuable opportunity for our students, and your participation is needed and valued.

If you have any questions or concerns during your work with this student, please contact one of us.

Sincerely,

Mindy Eisele, Co-coordinator
(360) 662-2769
mindye@cksd.wednet.edu

Diane Wilson, Co-coordinator
(360) 662-2751
dianewi@cksd.wednet.edu

Community Consultant Information Sheet

Whenever you set up a working relationship with someone it is important to clearly state the expectations that you have for each other within that relationship. This helps you focus your meetings and provides direction. This also ensures that each of you know how to assist each other so neither feels taken advantage of or let down in any way.

Please take this sheet out of the manual, sit down with your community consultant and fill it out. The first section is contact information. The second section is where you will state the responsibilities that each of you will fulfill within this relationship.

Student Information

Student name _____
 Culminating Project Teacher _____ Period _____
 Project topic and final product _____

Community Consultant Information

Community Consultant Name _____
 Telephone: Home (optional) _____ Work _____
 Mailing address _____

 Email address _____
 Area of expertise _____

On the next page you will list the expectations you have for each other within this working relationship. What responsibilities will each of you fulfill? These can be specific to the project and/or general to a basic working relationship.

Examples of Student Responsibilities:	Examples of Community Consultant Responsibilities:
<ul style="list-style-type: none"> • I will show up for meetings prepared with questions and on time. • I will call if I cannot make it to a meeting • I will ask questions. • I will listen to feedback. • I will demonstrate motivation and initiative on my project. 	<ul style="list-style-type: none"> • I will monitor your progress and provide constructive feedback. • I will share information and resources with you. • I will answer questions. • I will return phone calls.

Community Consultant Information Sheet (Continued)

Please list at least five (5) responsibilities for each person:

Student Responsibilities	Community Consultant Responsibilities
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I agree to consult with this senior on the Culminating Project. We agree to fulfill the responsibilities as listed above.

Community Consultant Signature	Date
Student Signature	Date
Parent Signature	Date

After you agree to work together, this form will be returned to your teacher. You will also need to turn in either the District Volunteer Form or the Parent Waiver form for your consultant.



Central Kitsap School District

Volunteer Application and Disclosure

Pursuant to RCW 43.43.830, State of Washington

Student's Name _____
 Teacher _____
 Culminating Project Consultant _____
 List school(s) where you would like to volunteer _____

Today's Date: _____
 App. Exp. Date: _____ **See note on reverse**

A criminal history *is required by law* and will be requested from law enforcement. Fingerprinting may be required at the discretion of Central Kitsap School District. Central Kitsap School District reserves the right to conduct other background investigations. Your volunteer opportunity with Central Kitsap School District is contingent upon the background check.

PLEASE TYPE OR PRINT CLEARLY IN INK		Drivers License Number State Issued	No.	State
Applicant Full Legal Name		First	Middle	Last
Mailing Address		Street or PO Box	City	State Zip
Date of Birth: (Month-Day-Year)		Home Phone		Work Phone
Place of Birth (City and State):				
Any other name(s) you have gone by (include maiden name):				

ANSWER YES OR NO TO EACH QUESTION

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been convicted of any crime against children or other persons? <i>(See reverse, note 1, for more information)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been found by a court in any dependency proceeding to have physically or sexually abused or exploited any minor or vulnerable adult? <i>(See reverse, note 2, for more information)</i>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been released from prison or jail for any drug-related offense, or have you been convicted of any offense that involved drugs?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been convicted of any crime - felony or misdemeanor?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are any criminal charges currently pending against you?

Answering Yes may not disqualify you from volunteering. Any Yes answer requires additional information. If you have answered yes to any of the questions above, you must attach supplemental information providing full details. Include any court records.

By signing this application you, the applicant, certify that you understand the foregoing statements and that you have answered truthfully and correctly. Furthermore, you understand that a background check will be conducted and you agree to that background check. Any falsified information may disqualify you from volunteering even if the event alone may not have been disqualifying. Falsified information may be communicated to appropriate state agencies.

Applicant Signature _____

Date _____

Parent/Guardian Signature (if applicant is under 18) _____

Date _____

Note 1

Have you been convicted of any crime against children or other persons?

Aggravated murder; first, second or third degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree assault of a child; first, second or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?

Note 2

Have you been found by a court in any dependency proceeding to have physically or sexually abused or exploited any minor or vulnerable adult?

Under RCW13.34.030(2), in any domestic relations proceeding under Title 26 RCW, in any protection proceeding under Title 74 RCW, or in any disciplinary board final decision.

Application Expiration

Volunteer Applications must be resubmitted for approval every two years.

Volunteer Coordinator: Return this form and a copy of applicant's Washington, or other state, Driver's License or Military ID card (both front and back) to Community Schools Office

PRINT ON BLUE PAPER

2007

Rev. Dec.



OHS Culminating Project

Stepping beyond the Classroom and into the Community

Parent/Guardian Approval for Community Consultant

Student's Name _____

Graduation Year _____

Teacher _____

Student's Culminating Project Topic _____

As part of the Culminating Project, your student is expected to work with a Community Consultant.

Your student has suggested _____ as his or her Community Consultant.

As the parent(s)/guardian(s), you are strongly urged to ensure/verify that the Community Consultant has the necessary licensing/training/expertise for the activity your student has chosen. The District does not certify and/or verify the qualifications of the person your son or daughter has chosen as a Community Consultant.

The District requires all Community Consultants to have the same Washington State criminal background check required of district volunteers prior to working with students. The background check is no guarantee that the consultant's behavior will be appropriate. Selection of the consultant is the responsibility of the student and his/her family. There may be circumstances in which the parent or guardian may want to waive the criminal background check requirement because the Community Consultant is well known to the parent or guardian (e.g. member of the family, close family friend). **In order to waive the criminal background check requirement, the parent/guardian must check the box below prior to allowing the student to work in unsupervised situations with the advisor.** PLEASE CHECK THE BOX BELOW, IF YOU AGREE:

I/We understand that by checking this box, I/we waive the district's requirement for a criminal background check. I/We take full responsibility for electing not to subject my child's Community Consultant to a criminal background check.

The District prohibits any student from undertaking any activity, which may place the student and/or his or her Community Consultant at an unnecessary risk of harm or injury. No such activity will knowingly be approved by the District.

The parent(s)/guardian(s) should assess whether his or her student's Culminating Project places the student and/or the student's Community Consultant at an unnecessary risk of harm or injury. If parent(s)/guardian(s) or the District concludes the proposed Culminating Project places the student and/or the student's Community Consultant at an unnecessary risk of injury, the District will not approve the activity as the student's Culminating Project.

Community Consultant

8/12/2008

The District highly recommends that the parent(s)/guardian(s) regularly visit the location where his or her student and the Community Consultant are working. Phone number(s) needed to contact the Community Consultant should be kept by the parent. The District provides no supervision of the student while she or he is working with the Community Consultant.

Although the District may periodically check with the Community Consultant to determine if the student is completing the project in a timely fashion, it is the responsibility of the parent(s)/ guardian(s) to ensure that the Community Consultant is (1) providing their son or daughter with a safe environment, and (2) following all necessary safety procedures.

Although the Community Consultant and/or the parent(s)/guardian(s) play an important role in guiding the student through the project phase of the Culminating Project, the student alone is ultimately responsible for completing the project and submitting all of the forms and assignments required of him or her. School staff coordinating the Culminating Project will remind all seniors that this is to be their Culminating Project, not their parent's project or their Community Consultant's project.

I/We understand the conditions and expectations of the project phase of the Culminating Project, and I/we approve my/our student's selection of a Community Consultant as stated above.

Signature

Relationship to Student

Date

Email address

Requesting an Adult to be Your Community Consultant

What do I say when I call or make a personal visit?

1. Introduce yourself:

Hello, my name is _____. I am a senior at Olympic High School.

2. Explain the reason for your call:

The reason I am calling you is that your name was given to me by _____. She/he said you are an expert authority on the subject of _____ OR on the career of _____. As part of my senior _____ (English Composition or Social Studies) class, I am researching _____ for my culminating project.

3. Explain "community consultant":

One of the requirements for our culminating projects is to have a community consultant who is an authority on our selected topic of research. Being a community consultant would involve meeting with me at various times throughout the project to share information. At the end of the project, my community consultant would also need to review and verify my written evaluation of the project.

4. Ask the person if he/she is willing to be your community consultant or willing to meet with you to discuss further the opportunity:

Would you be willing to assist me with my culminating project by being my community consultant or would you be willing to meet with me to further discuss the possibility of becoming my culminating project community consultant?

5. When you get a positive response arrange a date and a time for the community consultant meeting at his/her convenience and at his/her place of employment or other safe place.

When is the best time for you to meet with me?

6. Thank the person for his/her time. Let him/her know you are looking forward to meeting with him/her.

Thank you for your time. I am looking forward to meeting with you.

Meeting Your Community Consultant!

For ALL meetings (during or outside of school)...

- Meet in a safe place (person's place of business, restaurant, etc.)
- Dress appropriately for the workplace (professional, business casual, casual)
- Be on time for your appointment
- Be prepared – have an outline of your project
 - DO NOT meet with your community consultant without a clear idea of your project direction
- Have your list of questions ready
- Be courteous
- Request a business card (for contact information)
- Thank the person for his/her time when you leave
- SEND A THANK YOU NOTE RIGHT AWAY!

IF you are going to miss school to meet your community consultant...

- Get a prearranged absence contract form (from attendance office) and have teachers and parents complete it BEFORE the day of your absence.
- Check with your teachers about assignments you will need to complete due to your absence

Interviewing Techniques

For your Culminating Project Annotated Bibliography you will need to consult a minimum of 15 sources. Three of those sources must be interviews. The interviews will provide you with excellent information, possibly the most useful information you gather.

1. Plan your interview and be prepared.
2. Know what type of information you hope to gain – Have your questions written and reviewed by your teacher and peers.
3. Focus on open-questions to gain more information.
4. Have materials ready: pens, paper and tape recorder if necessary.
5. Dress appropriately.
6. Be on Time – a business person’s time is very valuable, being late may result in missing the interview all together.
7. Keep focused and stay on topic.
8. Take correct and accurate notes.
9. Thank the interviewee.
10. Be sure to ask for a business card so you can send a written thank you note after your meeting.

Person to be interviewed:	
Address of the interview:	
Date and time of the interview:	
What information do you hope to gain from the interview?	
What materials do you need?	
Develop at least 10 questions you plan to ask during the interview (2 closed and 8 open)	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

COMMUNITY CONSULTANT QUESTIONS

Community Consultant Background:

1. Have you ever been involved in a culminating project consulting situation before?
2. How did you get interested in this field (project topic)?
3. How long have you been involved in this field?
4. What advice would you have for someone getting started in this field?
5. What kind of education, training do you need for this field?
6. What are the things you like best/most positive aspects about this field?
7. What are the drawbacks/negative part?
8. How has it changed during the time you have been involved/ What kind of changes do you see taking place in this field that would affect someone going into it in the future?
9. Where did you get your training?

Community Consultant Commitment:

1. What do you see as the community consultant's role in this project?
2. How often would you be able to meet with me?
3. How often do you think we should be in contact?
4. What is the best way to meet (face-to-face, telephone, email)?

Project Ideas:

1. What suggestions do you have for possible projects?
2. What are resources you would suggest for finding out more information about this field (people, books, web sites, etc.)?

Informational Interview - Sample Questions

1. On a typical day in this position, what do you do?
2. What training or education is required for this type of work?
3. What personal qualities or abilities are important to being successful in this job?
4. What part of this job do you find most satisfying? Most challenging?
5. How did you get your job?
6. What opportunities for advancement are there in this field?
7. What entry-level jobs are best for learning as much as possible?
8. What are the salary ranges for various levels in this field?
9. How do you see jobs in this field changing in the future?
10. Is there a demand for people in this occupation?
11. What special advice would you give a person entering this field?
12. What types of training do companies offer persons entering this field?
13. What are the basic prerequisites for jobs in this field?
14. Which professional journals and organizations would help me learn more about this field?
15. Are there others you know of in this field that I should talk to?
16. What do you think of the experience I've had so far in terms of entering this field?
17. From your perspective, what are the problems you see working in this field?
18. What other fields or jobs related to this one would you suggest I research?
19. If you could do things all over again, would you choose the same path for yourself? Why? What would you change