

Identifying Components of a Service or Project

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- Samantha Shandy
- Rochester Public Library
- Homework Help - Learning Program
- Homework Help is a learning program offered through the Rochester Public Library in Rochester, Minnesota. The purpose of this program is to connect students in grades K-12 with volunteer tutors that assist with understanding areas of homework that youth need support or clarification in. Students are asked to bring in their homework assignments, and the tutors can guide them through the material one-on-one -- (or in a group setting if several of the students are having difficulty comprehending the same subject matter). Sessions are drop-in and therefore do not require registration, and are held on Mondays, Wednesday, and Thursdays from 6-8:30 pm.

- Resources Needed for a Similar Service or Project

Funding - 1 Laptop computer and 1 charging cable dedicated for use during Homework help sessions

Funding - Background checks for volunteers

Funding - Flyers for the recruitment of volunteers

Funding - Mileage reimbursement for 2 staff members for travel to and from schools/community centers

Funding - Purchase pencils for homework sessions

Funding - Purchase rulers for homework sessions

Funding - Purchase scratch paper materials for homework sessions

Funding - Signage for Homework Help program on study room door and front of library

Space - Dedicated time slot for study room on Mondays, Wednesdays, and Thursdays from 2:45-4:45 pm. (Fifteen minutes before and after program are built-in to account for setup/teardown.)

Staff - 1 staff member needed to submit background check paperwork on ad hoc basis

Staff - 2 staff members needed to devote 2 hours per week for 2 weeks to design the service

Staff - 2 staff members needed to devote 4 hours per week for 4 weeks to recruit volunteer tutors

Staff - 2 staff members needed to devote 2 hours for 2 days to distribute flyers to local schools and community centers

Staff - Homework Help volunteers to fill the three time slots per week (volunteer commitment of at least 1 time slot per week for 3 months strongly preferred)

- Tasks Needed to Develop and Implement a Similar Service or Project

Note: Homework Help program offered mid-August (beginning of school year) to end of May (end of school year)

Designing of Homework Help program - Start/end time, meeting space, ages, creating advertisements on library website and in flyer format to recruit volunteers, designing program advertisements to be distributed at a later date, etc.

Volunteer recruitment - Flyers distributed throughout library space and community bulletin boards and advertisement on website will be launched.

Background checks - Completed as volunteers sign up (24-72 hours turnaround time)

Supplies - Laptop, mouse, charging cable, paper, pencils, and rulers will be purchased

Program advertisement - Flyers distributed throughout library space and on school and community bulletin boards. Advertisement on website will be launched.

- Program initiation:

Set up - 2:45-3 pm on Mondays, Wednesdays, and Thursdays

Program - 3-4:30 pm on Mondays, Wednesdays, and Thursdays

Tear down - 4:30-4:35 pm on Mondays, Wednesdays, and Thursdays

References

Homework Help. (n.d.). Retrieved from

<https://rochesterpubliclibrary.librarymarket.com/node/5162>