Non Sibi 365: TOOLKIT FOR PROJECT LEADERS
WELCOME!

Dear Non Sibi Project Leader,

Welcome to your Non Sibi 365 Toolkit! Inside you will find everything you need to lead a successful project, from a calendar of important steps to a checklist to take with you to your project site. We hope that no matter what project you are thinking of leading, this packet will serve as a helpful tool in growing your project and connecting it to the Non Sibi 365 initiative. We’re excited that you could join us!

Much of what follows in these pages will be crucial to the management of your particular project and the coordination of the day as a whole. Beyond these “nuts and bolts,” we also include information reflective of the emphasis that the on-campus Community Service program places on learning, particularly for the campus-based Non Sibi Weekend projects. Our hope is that you will also be inspired to create a deliberate space in the day for an acknowledgement of the shared sense of community and learning that takes place when members of the Andover family join together to engage in community-based work.

In 1998, students and faculty came together to formulate a mission statement for Phillips Academy’s Community Service Office. They articulated five goals that help to keep Non Sibi a vibrant part of campus life:

1. Promote and provide structured opportunities for students, staff, and faculty to engage in public service.
2. Foster collaborative relationships with individuals, organizations, and schools which address problems and build upon assets of local and global communities.
3. Connect academic learning to community problem solving through the development of service learning courses across disciplines.
4. Inspire responsibility and personal growth by supporting volunteers, encouraging student initiatives and providing a comprehensive leadership education program.
5. Motivate students to consider and act upon issues of social justice and civic responsibility and thus foster a commitment to a lifetime of effective participation in public life.

In the years since this mission statement was written, the need for citizens who value public service has only increased. Your willingness to lead a project connects you to Non Sibi efforts on campus and the efforts of the Andover family across the globe, looking to improve their communities through projects throughout the year. Thank you again for all that you do to keep the value of Non Sibi alive.

Happy reading, and please don’t hesitate to be in touch with Beth Crowley ’94 or Jed Wartman ’97, Co-Chairs of the Non Sibi Committee, or Karleigh Antista in the Office of Alumni Engagement, or other committee members if you have any questions about your project or thoughts about what it means to live Non Sibi!

- The Non Sibi Committee of the Alumni Council
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PHILLIPS ACADEMY STATEMENT OF PURPOSE

Phillips Academy, a residential secondary school, seeks students of intelligence and integrity from diverse cultural, racial, socioeconomic, and geographic backgrounds.

The school’s residential structure enables faculty to support students in their personal, social, and intellectual development. The academic program fosters excellence in all disciplines within the liberal arts tradition. Faculty members guide students in mastering skills, acquiring knowledge, and thinking critically, creatively, and independently. The school strives to help young people achieve their potential not only intellectually, but also artistically, athletically, and morally, so that they may lead responsible and fulfilling lives.

The Academy is committed to establishing a community that encourages people of diverse backgrounds and beliefs to understand and respect one another and to be sensitive to differences of gender, ethnicity, class, and sexual orientation. In its programs the school seeks to promote a balance of leadership, cooperation, and service, together with a deeper awareness of the global community and the natural world.

Andover’s 1778 Constitution charges the Academy to prepare “youth from every quarter” to understand that “goodness without knowledge is weak...yet knowledge without goodness is dangerous.” This obligation challenges students in mind, body, and spirit to see beyond themselves and to go beyond the familiar; to remain committed to developing what is finest in themselves and others, for others and themselves.

THE NON SIBI COMMITTEE OF ALUMNI COUNCIL

The Non Sibi Committee is one of eight standing committees of the Phillips Academy Alumni Council. Non sibi, "not for self," originated as the motto of Phillips Academy in 1782 when the words were cast by Paul Revere as part of the school's seal. Today, as then, the words speak to the school's mission to educate students in a way that combines knowledge and goodness and inspires them to serve and lead on behalf of others. The cornerstone project of this committee is Non Sibi Weekend – a global weekend of service involving a collective effort of outreach, planning and organizing service projects around the world. Non Sibi Weekend is meant to symbolize Andover’s year-round commitment to community service and service learning. In addition to Non Sibi Weekend, the committee also takes seriously its mission to serve as a catalyst for year-round expressions of the Non Sibi spirit.

NON SIBI WEEKEND STATEMENT OF PURPOSE

Non Sibi Weekend is a weekend of awareness, action, and reflection for the Phillips Academy community. While meeting genuine needs identified by our community partner organizations, the Community Service Office seeks to provide participants with meaningful opportunities to learn about social issues and ways to work cooperatively with partners to address them. We invite students, faculty, staff, alumni, and parents to join us during this weekend of thoughtful engagement.

NON SIBI 365 STATEMENT OF PURPOSE

Non Sibi 365 is the name given to the Committee’s efforts to serve as a catalyst for year-round expressions of the Non Sibi spirit made by the alumni of Phillips Academy and Abbot Academy. It includes all public service acts done in the spirit of Non Sibi, from individual acts of kindness to group projects that bring the Andover alumni community together with the express purpose of helping others.
FAQ

What are “Non Sibi Weekend” and “Non Sibi 365”?
Non Sibi Weekend is a coordinated effort between campus and alums who come together on one specific weekend to work in their communities. Your project can absolutely be a part of Non Sibi Weekend if you would like to coordinate your project date with the on-campus activities (April 21 & 22, 2017). Non Sibi 365 encompasses year-round community service work, showing that the Non Sibi spirit is not limited to one specific date. To be clear, you may lead a project (or projects!) on whatever date is convenient for you.

What service opportunities are available in my area?
Here are a few national databases of service opportunities to get you started: www.volunteermatch.org, www.pointsoflight.com, www.networkforgood.org, www.idealist.org, and 1-800-VOLUNTEER. Local volunteer organizations such as United Way, the Red Cross, the Salvation Army, Habitat for Humanity, America’s Second Harvest are also receptive to day-long service events. You can contact Karleigh Antista, Assistant Director, in the Office of Alumni Engagement (OAE) for a list of past Non Sibi projects in your region.

You can also be involved independently of a volunteer organization. Cleaning up a local park or playground, painting a community center, cutting brush on a local nature trail, washing all the windows in a public school, helping the public library move books, etc. are all awesome ways to be involved in your community. Creating a pro bono task force based on your expertise to help an organization, for example, to create a marketing plan, is also an option for a Non Sibi project that extends beyond one day.

Can my project work with an organization I am already involved with/committed to?
Absolutely! In fact, we encourage you to lead a project at an organization with which you are already involved in order to help deepen a relationship with an organization or cause that you care about. For example, if your day job is with a non-profit organization, or you volunteer or are on the board of one, your prior involvement will add value to the planning process and project overall. Similarly, we have found it powerful to repeat projects with the same organization since you can use the knowledge gained in year one to plan better for the next time.

How should my project be structured?
Projects can come in all shapes and sizes, but here are a few guidelines that we feel lead to the most successful projects:

- Select a project with a concrete beginning and ending that can be completed within one day, so that participants will feel like their efforts made a difference. Define the time frame of the event, and don’t forget to note the ideal age range for participants.
- Choose a centrally located project that is not difficult to access. Proximity to public transportation is a plus. If necessary, consider arranging for ride sharing or car pools.
- Look to partner with organizations that have a strong track record of building community assets and that are accustomed to working with groups of volunteers. Such organizations might have a volunteer coordinator, an established volunteer orientation, as well as well-defined roles, procedures and tasks for volunteer groups.
- Don’t forget to use the resources in this packet to introduce your project, orient your volunteers, and debrief at the end of the day! (See the Project Day Checklist).

Who should I contact with questions about my project?
Contact information for the Non Sibi Committee, as well as Karleigh Antista in OAE is provided below. Contact Beth Crowley ‘94 or Jed Wartman ‘97, Co-Chairs of the Non Sibi Committee or other members of the
committee with questions about planning or the process of initiating and leading a Non Sibi Project. Once you have the details of your project (e.g., time/date/location/# of volunteers needed/etc.) settled, Karleigh Antista and the Office of Alumni Engagement will then support you and your project, primarily with administrative assistance (e.g., advertising and facilitating the volunteer sign up process).

**What if my project does not go as planned?**
We recommend having back-up work ideas in case projects get completed more quickly than anticipated. In case of rain (for an outside project) or other circumstances force you to cancel or reschedule your project you can contact your registered volunteers using the contact information on the list provided by OAE.

**Can I receive funding for my project from PA?**
Funding may be available on a case-to-case basis. Please contact Karleigh Antista.

**CONTACT INFORMATION**

**The Phillips Academy Non Sibi Committee:**
Co-Chairs: Beth Crowley '94: eb.crowley@gmail.com, 978-985-1863 (cell); and Jed W. Wartman '97: jedwww@gmail.com
- Unwana M. Abasi ’13  uabasi95@gmail.com
- Daniel Arigg Koh ’03: daniel.koh@gmail.com
- Nicholas Barber ’03: nicholasoneillbarber@gmail.com
- Tom Beaton ’73: theaton@nextstepllc.com
- Heather Garretson Bragdon ’89: bragdonh@gmail.com
- Megan Carroll ’85: mec@carrollassoc.com
- Stefan Cushman ’87: stefan.cushman@gmail.com
- Charles Dean ’79: cdean3504@gmail.com
- Michael Gottesman ’98: michael.d.gottesman@gmail.com
- Christopher Leggett ’78: cjwbleggett@aol.com
- Megan McClellan’96: megan.a.mcclellan@jpmorgan.com
- Kevin P. Newhall ’13: knewhall13@gmail.com
- Ann MacCready Northup ’63: Ann.Northup@gmail.com
- L. LaShawndra Pace ’95: lpace@stanfordalumni.org
- Gay Luster Sawabini ’70: gayluster@aol.com
- Kimberly B. Sugerman ’08: ksugerman7@gmail.com
- R. William B. Thompson-Butler ’09: rthompsonbutler@gmail.com
- Carter Vincent ’85: cartervincent@gmail.com

**Office of Alumni Engagement:** Karleigh Antista, Assistant Director: kantista@andover.edu; 978-749-4274 (office); 978-809-6487 (cell)
PROJECT PLANNING TIMELINE

** Please note that these time estimates are approximate and are only a guideline. A project could obviously be planned in a shorter time period.

4 OR MORE MONTHS PRIOR

☐ Generate project idea. Conceive project and begin planning with local partnering community organization to determine project scope and goal. (See FAQ page of this toolkit for ideas.) You are welcome to contact Karleigh Antista in the Office of Alumni Engagement (OAE) to see a list of past projects in your region.

☐ Determine as many of the project logistics as possible and then communicate them (once known) to Karleigh Antista in OAE for distribution to potential participants:

- Name and location of event (e.g. “Sorting Food at the Greater Boston Food bank, 99 Atkinson Street, Boston”).
- Project leadership team. Are there other alumni who can assist? Have all co-organizers listed with project announcement.
- Maximum number of volunteers that can be accommodated (e.g., 25).
- Start and end times of event (e.g. “Meet at the North Street entrance at 1 pm. We will work until 4 then go out for pizza at Sal’s, which is within walking distance.”)
- Any equipment/clothing needs for the day or supplies participants need to bring (e.g. “We will be outside, so dress in layers.”)
- Any restrictions/information about children participating (e.g. “Children over 12 are welcome, but only those over 16 may use power tools.”)
- Any sponsors making donations of supplies or space who should be credited.

☐ Plan details of project Day Plan:

- Orientation. Orientation should include introduction to the Non Sibi 365 initiative (or Non Sibi Weekend), the partnering community organization and the specific project. Review background information about the partnering community organization and work with your contact there to plan an orientation to the agency and the specific plans for the project. Determine who will convey which points. Ideally your Non Sibi project crew will leave the service site knowing the following information at a minimum:
  1) What is the history and mission of the organization?
  2) Whom does it serve?
  3) Exactly how does the day’s Non Sibi service project help the organization?
  4) How does the day’s Non Sibi service project fit with the overall efforts on Non Sibi Weekend or Non Sibi 365?

- Project leadership team. Are there other alumni who can assist? Consider project needs and pair with strengths or interests of co-leaders. Roles might include planner, agency liaison, communications via email and social media, specific project leader if several projects are involved in the day’s plans…

- Supervision. Who will be responsible for supervising work on the project?

- Support. How can the project crew be supported? Consider supplies for water or snack breaks.
- **Plan for reflection and debrief.** Who will facilitate reflection upon the project process and result? Will you want to plant the seed in the introduction/ orientation? When can debrief take place? (See Debriefing the Day section of this toolkit.)

- **Evaluation.** Consider if a written or emailed evaluation form can be useful for future planning. If so, create one to hand out and/or send with thank you email. Be sure to include instructions on how it should be returned.

- **Parting words.** What can volunteers do if they want to continue to be involved with the partnering community organization or the issues the project involved? Identify and offer at least one way.

**3 MONTHS PRIOR**

- **Recruit** project participants from your region by word of mouth and social media. Send *Save the Date* email via OAE as soon as basic info is known AND **project leader(s) should post** *Save the Date* via word of mouth and social media.

- **Track** registrations. OAE will set up an automated system that will send a confirmation to the registered participant and to you, the project leader. When you receive the copies of these registrants, **make a list of their names and emails**. Before event, OAE will send you a list of registrants which you can cross reference with your list.

- **Identify** any supplies you will need for your project and take steps to secure these materials. Consider finding a sponsor who might donate supplies and can be listed as a sponsor on the project information. Share collection of supplies among the project leadership team member. Remember that we do not have a budget.

**1 MONTH PRIOR**

- **Recruit** project participants. Follow up with OAE to send invitation (event email blast) to participate AND **project leader(s) should recruit** via word of mouth and social media.

**2 WEEKS PRIOR**

- **Recruit** project participants (if more volunteers are needed and registration is not yet closed). Follow up with OAE to re-send invitation (event email blast) or send revised invitation to participate (if project needs or supplies have changed) and **project leader(s) should recruit** via word of mouth and social media.
1 WEEK PRIOR

☐ Review agency background information and orientation plans. (See above Plan details of project Day Plan: Orientation on page 7)

☐ Contact the community organization to confirm and review your existing plans. Ask if you can take pictures and/or video at the site and find out the agency’s photography policy. Request copies of any release of liability or waivers ahead of time so that you can distribute them to participants well before project day.

☐ Contact Karleigh Antista in OAE for preliminary list of registrants and updated list 2-3 days before project.

☐ Contact your crew of registered participants to remind them of the essential project logistics and generate enthusiasm about the upcoming project – include project location, time and date and again note any supplies participants will need to bring.

☐ Determine if any participants will need help with transportation to or from the event. Help them make arrangements, perhaps by group email about carpooling.

☐ Document. Plan who will bring a camera and who will take photos or video (or will use cell phone) and clarify how to send images to project leader. Plan if project leader or other person will write a few sentences about the project.

3 DAYS PRIOR

☐ Receive updated list of registrants from Karleigh Antista in OAE.

1 DAY PRIOR

☐ Remind. Send email reminder about “tomorrow’s” project, again include project location, time and date and note any supplies participants will need to bring.

ON THE DAY

See PROJECT DAY CHECKLIST below in this toolkit.

THE DAY AFTER (or within one week)

☐ Thank project crew and partner organization. Send email to all participants thanking them for their time and efforts. Include an evaluation form (or follow-up if form was handed out) and share a few photos. On email copy Karleigh Antista in the OAE.
PROJECT DAY CHECKLIST

☐ Bring name tags and sharpie pens (or wide tape roll for improvised name tags)

☐ Bring list of registrants / sign in sheet to check people in (the registration process is not fool proof so it is possible someone arrives who registered but is not on your list.)

☐ Bring prepared introduction / orientation plan for group to learn about: Non Sibi 365, the partnering organization and project instructions.

☐ Confirm that any supplies you will need for your project AND water and/or snacks for project crew are collected and will be brought to project site if not already delivered.

☐ Confirm that any participants who need help with transportation to or from the event are all set.

ONCE AT PROJECT SITE don’t forget to:

☐ Designate photographer and/or a videographer (preferably, using digital camera) and clarify how photographer can send images to project leader. Remember to take group shot before the end. Note: Some organizations will not allow photos to be taken inside of the facility.

☐ Document. Project leader: be prepared to write some kind of summary and send photos (digitally).

☐ Take attendance and report the names, class year (or other affiliation such as parent or past parent) and emails of all participants to Karleigh Antista in OAE. Be sure to specifically include anyone who was not on your registrants list.

☐ Orient participants to Non Sibi 365, the partnering community organization and to the day’s project(s).

☐ Reflect on the days experience at the end of the day so that participants can relate this one-time service project to their own lives and perhaps to their Andover experience. (see Debriefing the Day section of this toolkit.) Hand out evaluation form, if relevant.

☐ Offer one or several ways participants can continue to be involved with the partnering community organization or the issues the project involved.

☐ Celebrate the success of the day (food is always good!).

☐ Complete the Project Leader Tally Sheet and send it to Karleigh Antista in OAE.

☐ Send all photos and/or video footage with brief description of the project to Karleigh Antista in OAE and your class secretary.

☐ HAVE AN INSPIRING, PRODUCTIVE & EDUCATIONAL NON SIBI PROJECT!
DEBRIEFING THE DAY:
We encourage all project leaders to take the time at the conclusion of the day to debrief and evaluate the Non Sibi project experience. Reflecting on the days’ events, even briefly, will allow us to improve the experience in future years. It will also provide the group with a means to connect the project back to their membership in the Andover community and bring the day to a concrete and positive close.

One Method of Debrief/Closure: Plus/Delta[^2]:
At the end of an activity or even as a check-in during the day, the facilitator asks the group to discuss the entire experience from when they first signed up, the communications leading up to the day, and the day itself.

The facilitator first asks for the pluses, then the deltas (Greek word for change). It is critical to explain that this is not what is good and what is bad. It is a method for highlighting what went well/what worked and what needs to change so learning is taking place (and we the organizers are getting good feedback). Feel free to write feedback from the group in response to question 4 on the Project Leader Tally Sheet.

An example of plus/delta after a day of painting a local community center:

<table>
<thead>
<tr>
<th>+ The things that worked</th>
<th>Δ Changes for the future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication from our project leader was excellent</td>
<td>The purpose and program of the community center was not made clear</td>
</tr>
<tr>
<td>The painting project was clearly needed by the community center</td>
<td>The rooms were colder than expected</td>
</tr>
<tr>
<td>We had plenty of paint and painting supplies</td>
<td>We ran out of drinks</td>
</tr>
</tbody>
</table>

A Few Quick Things Before You Go:
After the debrief, be sure that you have taken a group picture. Let your group know where to send to you any other digital pictures they may have taken with their smartphones or other devices during the activity. Did everyone sign in? Make sure you have everyone’s names, class year (or other affiliation) and contact information before they go.

[^2]: This technique is taken from the COOL Civic Engagement Curriculum.
GLOBAL NON SIBI 2015
PROJECT LEADER TALLY SHEET

Please keep in mind to email a few outstanding pictures to Karleigh Antista (kantista@andover.edu) and send a blurb about the day to your class secretary for class notes!

Project Leader Name: _________________________________________________________________

City, State, Country: ___________________________________________________________________

Project:______________________________________________________________________________

Community Partner Organization Contact: _______________________________________________

Volunteer Hour Total:
___ volunteers x ___ hours worked = ___ total volunteer hours!

What did you do?
Be creative and thorough in completing this section! Document every task and activity that occurred at your site today, for example:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>children inspired</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>walls painted</td>
<td></td>
</tr>
<tr>
<td>2,000</td>
<td>square footage cleaned</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>senior citizens cheered</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>mural drawn</td>
<td></td>
</tr>
</tbody>
</table>

Please go to the next page to answer a few reflection questions from the day. Thank you.
GLOBAL NON SIBI 2015
PROJECT LEADER TALLY SHEET (continued)

1. Would you volunteer to be a Team Leader again? Why or why not? How could we improve the process for next year?

2. Best moment of the day:

3. Worst moment of the day:

4. What was your group reflection like? What kinds of things did you talk about? What realizations did participants make?

5. How did your relationship with the agency progress/develop/work out?

6. How did this experience reflect or change your relationship with Phillips Academy?

7. Attach list of participants including the name, class (or other affiliation) and email address for each.

Thank you for your amazing work!!! You made this day possible!!!