



Department of Education

JRC012208 – Project Citizen Citywide Showcase – \$700.00

JRC offers Project Citizen, a public policy program with comprehensive professional development for elementary, middle, ELL, and high schools. As a service-learning program, Project Citizen fits the required service learning component for all schools. A professional development session will train teachers in the implementation of Project Citizen as well as provide class sets of texts and teacher’s guides. Upon successful completion of a Project Citizen portfolio, students will participate in a school-level showcase. School-level winners will then have the opportunity to participate in a citywide showcase event in May or June.

Project Citizen is designed to engage students of all ages in the research and design of a public policy in their community. After choosing a local public policy issue, students will: identify a problem with the policy, research alternative policies, create and propose their own policy solution, and design an action plan to implement their proposal. Students create a four-part display board with each of the above features. Additionally, students compile a literacy-based portfolio binder that documents their research. Project Citizen complements the 5th, 7th, and 8th grade social studies curricula, as well as Law classes, American History classes, AP Government classes and Participating in Government classes. ELL classes may participate in their own competition.

What does this Justice Resource Center program provide?

Instructional Component

<p><u>Student Activities</u> After completing their Project Citizen portfolios, students will participate in a school-level showcase. School-level winners will have the opportunity to participate in a citywide showcase. All students will receive certificates (winning schools will receive plaques) at a luncheon awards ceremony. ELL classes may participate in their own competition or the mainstream competition.</p>	<p><u>Enhancement to Classroom Learning</u> The JRC will offer a Project Citizen professional development session, facilitated by an expert in the program. Materials can be used in 5th, 7th, and 8th grade social studies classes, as well as Law classes, American History classes, AP Government classes and Participating in Government classes. ELL classes may participate in their own competition.</p>	<p><u>Support</u> The JRC will provide age-appropriate student materials. The JRC will coordinate and facilitate all PD sessions and organize showcases.</p>
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Purchasing Instructions

How do I purchase internal services?

- In Galaxy, create a new line for **object code 0998, Internal Services** and schedule the appropriate funds. Please note that funds will be available in FAMIS after approximately 24 hours.
- Log into **FAMIS**.
- Go to **Purchasing**.
- Go to **Contracted**.
- Go to **E-Catalog**.
- Click **Internal Services** and enter your school-specific budget information as prompted.
- Enter the **Item Number** (above) for the service you would like to purchase.
- Completing the purchase order sends a request for the service directly to the internal service provider.
- The internal service provider must approve your service request before funds are encumbered.

Can someone help me purchase internal services?

- For assistance with **purchasing procedures**, please contact your Integrated Service Center Officer.
- For information about specific **service offerings**, please e-mail dlessler@schools.nyc.gov.

Cancellation Policy

- To receive a refund, schools must cancel their purchase order **within one week** of JRC approving it in FAMIS. An administrative fee will be charged for each cancelled purchase order.