



Dr. Estelle L. Kassebaum Memorial
SCHOLARSHIP PROGRAM

FOR EXCELLENCE IN SCHOLARSHIP, CHARACTER, LEADERSHIP, AND SERVICE



PAY IT FORWARD
Leadership Service Project
WORKBOOK



"Where there is love, there are miracles."

2018-2019

What Is Leadership?

Dr. Cornel West

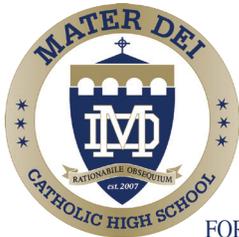
*Leadership is the use of one's imagination to
conceive different concepts.*

As a leader:

*You must endure heart-ache and sorrow
You face humiliation and discouragement
You work while others play
You support those who have fallen
You encourage the despairing
You give direction to the lost
You carry the burdens of many
You weep for the suffering
You laugh with the happy
You calm the angry
You comfort the mourning
You pray for wisdom
You smile to the frowning
You listen to the ideas of others
You forgive those who hold grudges
You help those in need
You recognize many
You are recognized by few
You achieve the impossible
You give credit to others
You give all of yourself to be a leader
But you ask yourself daily,
Is it worth it?
But it is those times
When you make a difference
In the life of another person
That tilts the scales of sacrifice
And makes being a leader
The Greatest Privilege in the World*

PAY IT FORWARD

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Congratulations, Scholarship Candidate,

In being selected to receive the Dr. Estelle L. Kassebaum Memorial Scholarship, you have become one of the select few who will help to carry on Dr. Kassebaum's ministry of service and love.

As a part of the selection process, you have accepted the challenge to help "pay forward" goodness by planning and executing a leadership service project. By completing your project, you will serve as a torch of light and love for others to emulate.

This Pay It Forward Leadership Service Project Workbook will help you to meet the leadership service project requirement. You will use this workbook to plan, receive the necessary approvals, carry out and report on the completion of your project.

The integrity and leadership by which you manage and execute your project will leave a lasting legacy that will serve as a guide for future candidates. With the successful completion of your leadership service project, you will earn the distinction of being a Kassebaum Scholar. Besides receiving a scholarship that will be applied toward your tuition in your senior year, you will also gain the gratitude and respect of your family, friends and the Mater Dei Catholic High School community. Your accomplishment will earn you a place among an elite group of students who truly strive to "Make the Difference."

God bless you,

Katherine A. Gillcrist

Katherine A. Gillcrist, M.Ed.,
Chairman, Dr. Estelle L. Kassebaum Memorial Scholarship

“Where there is love, there are miracles.”

THE DR. ESTELLE L. KASSEBAUM MEMORIAL SCHOLARSHIP
PAY IT FORWARD
LEADERSHIP SERVICE PROJECT PROGRAM



The Dr. Estelle L. Kassebaum Memorial Scholarship was established in 2006 to carry on Dr. Kassebaum's ministry in providing Catholic Education to students and helping them to realize their full potential. The Memorial Scholarship's Pay It Forward Program was created in 2009 to further Dr. Kassebaum's vision to help raise up the next generation of Catholic leaders by encouraging scholarship recipients to excel in devotion and service to their faith, school, community, and families through a leadership service project.

HOW TO START

You have been selected as a candidate for the Dr. Estelle L. Kassebaum Memorial Scholarship and are ready to begin your leadership service project as a part of the Scholarship's Pay It Forward Program (PIF). This workbook will help you plan and record your progress to complete and submit a final report.

THE REQUIREMENT

As a Scholarship candidate, you are to use your time and talent to help further the goals of the Dr. Estelle L. Kassebaum Memorial Scholarship by paying forward a kindness through a leadership service project. This leadership service project is intended to help make the difference in your community or your parish.

You will be assigned a mentor who will provide you with advice and guidance. Your Project Proposal (which can be found on pages 5-8 in your Pay It Forward Workbook) should clearly reflect a leadership component, individual creativity, and a beneficial and sustainable purpose. The first draft of this proposal must have your representative's signature of approval, as well as your mentor's signature, and be submitted for review to Ms. Andrea Puschendorf, Director of Pay It Forward Leadership Service Project Advancement and Stewardship, no later than December 4, 2018. All revisions must be completed and the final proposal must be resubmitted by December 6, 2018. Once Pages 5-8 have been signed off, funding (up to \$250) to support your projects, will be made available through Mrs. Cresencia Angeles, the Scholarship Treasurer, on December 18, 2018. It is important that you maintain regular contact with your mentor through email or other means decided upon by you and your mentor(s). You are required to keep documentation of all your expenses, and are to return to the Scholarship Fund any portion of your grant not used on your project.

Please remember that you will be working with an organization or charity, and should make sure that you identify an appropriate representative who will endorse your project as a part of the approval process. (For example, if you were to plan a project that was to host a party for residents of Noah Homes in San Diego, you would need the approval and signature(s) of your mentor(s) as well as the appropriate contact at Noah Homes prior to being able to get a final proposal approval and be funded for the project.)

Your project must be completed by March 12, 2019, and the final report must be submitted to Mr. Jorge Gonzales, Esq., Director of the Pay It Forward Leadership Service Program, for approval and final signatures by March 16, 2019. Candidates are required to prepare a three panel presentation board highlighting their projects. These presentation boards will be displayed by the candidate at the Celebration of Life Event. All completed Pay It Forward Leadership Service Projects will be acknowledged at the Celebration of Life Event held on April 7, 2019. The Kassebaum Scholars will be awarded their scholarships at the MDCHS Awards Ceremony on May 15, 2019.

ORIGINALITY

Does this leadership service project have to be something that has never been done before? The answer is no, but it certainly could be. The most important thing is that you strive to help make a difference and accept responsibility for planning and executing the project, developing a team who can help you with the project, and bringing your project to a successful completion.

LIMITATIONS

- Routine labor (job or service normally rendered) or individual service projects will not be considered.
- Projects may not be of a commercial nature.
- Donors to projects must be made aware of what entity is benefitting from the project.
- No minimum number of hours is required; project must be considered substantial, sustainable and/or global.
- There must be a leadership component to the project.
- Students at MDCHS can be recruited to assist on a project, but may not be solicited for donations.
- Leadership Service Projects may not be held on the MDCHS campus.



PAY IT FORWARD

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KEY DATES:

- 10/07/18Scholarship Application Deadline
- 10/15/18 Applicant Interviews
- 10/18/18Candidates are Announced
- 11/04/18Training Session
(at CCYC Boat House)
- 11/02/18First Status Review with Mentor
- 12/02/18Second Status Review
with Mentor
- 12/04/18Project Proposal Deadline
- 12/06/18Deadline for amended proposals
- 12/13/18Final Project Approval
see page 8
- 12/18/18Funding Available
- 01/12/19Third Status Review
with Mentor
- 02/12/19Fourth Status Review
with Mentor
- 03/12/19Project Completion Deadline
- 03/16/19Final Report Deadline
see page 13
- 04/07/19Celebration of Life Event
(at CCYC Club House)
- 05/15/19MDCHS Awards Ceremony
(at MDCHS)

EXAMPLES

Some ideas of projects might include:

- Look for an opportunity to develop a project that will assist Culture of Life or Catholic Charities Organizations.
- Plan a retreat for middle school students.
- Plan holiday activities for the elderly at a retirement home or for disabled adults at Noah Homes.
- Develop a project that will support the disadvantaged at Fr. Joe's Village.
- Establish a Bible study center for children or improve the child care center at your church.
- Reach out to an international nonprofit charity such as Casa de Los Pobres, that supports orphanages in Tijuana, Mexico, or Vente de Grupo, that supports orphanages in Ecuador.

PROJECT APPROVALS

Before you begin your leadership service project, your project plan must be reviewed and approved by an appropriate representative (who is associated with the parish, school, community, or charity where your project is taking place), the Pay It Forward Coordinator and the Director of Pay It Forward Project Advancement and Stewardship. Once signature page is completed, you will be funded and your work can begin (see Workbook, page 8.)

The following questions must be answered before receiving this approval:

- What is the project you are planning?
- Who will benefit from this project?
- How will they benefit?
- Who are your contacts? / Who will make up your support team and what jobs will they be taking on in support of your leadership service project?
- What are the project planning details?
- Describe the leadership component of your project.

When your project is approved, apply to Mrs. Cres Angeles, Scholarship Treasurer, for release of your funds in the form of a single payout. Keep careful records of your use of all funds. At the end of the project, return unspent stipend funds to Mrs. Cres Angeles.

STATUS REVIEWS

Successful completion of this project requires that you regularly communicate with your mentor(s), preferably by email, regarding the status, progress or any other issues relating to your project. Experience teaches us that early and regular communications produce a much better outcome of any planned project. There are four (4) mandatory status reviews that you must conduct with your mentor(s).

FINAL REPORT

After you complete your project, you are required to mail the completed Pay It Forward Workbook to Mr. Jorge Gonzales, Esq., Director of the Pay It Forward Leadership Service Program- postmarked by March 16, 2019. Mr. Gonzales will secure the final signatures that will complete your Pay It Forward Workbook. Following the completion of your report, you are required to create a tri-fold presentation board that will be displayed at the Celebration of Life Event on April 7, 2019.

PLEASE NOTE: Candidates are required to meet all deadlines in the Pay It Forward Program. Failing to adhere to Pay It Forward deadlines may result in your being dismissed a Scholarship Candidate.

Your report should answer the following questions:

- In what ways did you demonstrate leadership of others?
- Give examples of how you directed the project and who helped you.
- In what way did Mater Dei Catholic High School, your community or your church benefit from the project?
- Did the project follow the plan?
- If changes were made to the plan, explain why changes were necessary.

PROJECT PROPOSAL

Project Name: _____

Describe your project in detail:

What group will benefit from this project?

Name of the school, community, religious institution, or charity sponsoring this event/project:

Street Address: _____

City: _____ State: _____ Zip Code: _____

My project will be of benefit to the identified group because:

PROJECT DETAILS

Plan your work by describing the present condition, the method, materials to be used, leadership component and service project helpers, a time schedule for carrying out the service project, the estimated cost of the project, and how any needed funds will be obtained. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the service project.

If applicable, include photographs of the area before you begin your service project. Provide before and after photographs of your project to give a clear example of your effort.

BEFORE PHOTOGRAPHS

APPROVAL SIGNATURES FOR LEADERSHIP SERVICE PROJECT PLAN

Representative's Approval:

Church, School, Community, or Charity Representative *Date*

Final Review:

Mentor, Pay It Forward Leadership Service Program *Date*

Final Approval:

Ms. Andrea Puschendorf, Director, Pay It Forward Leadership Service Project Advancement and Stewardship *Date*

Important Note: You may proceed with your leadership service project only when you have

- Completed all the above mentioned planning details
- Shared the service project plans with the appropriate persons
- Obtained approval from the appropriate persons
- Received your funding

MATERIALS

Record materials/expenses required to complete the Leadership Service Project

Type of Materials/Expenses	Total Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DONATIONS

Record Donations Received

Name	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CHANGES

List any changes made to the original service project plan and explain why those changes were made.

LESSONS LEARNED

What have I gained from this Service Project experience:

AFTER PHOTOGRAPHS

Including photographs of your completed project (along with the “before” photograph on page 8) helps present a clearer overall understanding of your effort.

APPROVAL FOR COMPLETED PROJECT

Start date of Leadership Service Project: _____

Completion date of project, including paperwork and final signature: _____

The project was started and has been completed according to the prescribed timeframe, and is respectfully submitted for consideration.

Applicant's signature _____
Date

This leadership service project was planned, developed, and carried out by the scholarship recipient.

Mr. Jorge Gonzales, Esq.
Director, Pay It Forward Leadership Service Program _____
Date

Ms. Andrea Puschendorf
Director, Pay It Forward Leadership Advancement and Stewardship _____
Date

2018-2019 MENTORING TEAM BIOGRAPHIES

MS. MICHELLE T. ANDREOLI, *Mentor*, was a recipient of the Dr. Estelle L. Kassebaum Memorial Scholarship and graduated from Mater Dei Catholic High School (MDCHS) in 2012. While at MDCHS, she participated in many extra-curricular activities, such as ASB, Campus Ministry, Ambassador for Christ Corp, Varsity Basketball, and Varsity Volleyball. Michelle attended Point Loma Nazarene University (PLNU) and in December 2016, she earned her Bachelor's Degree in Managerial & Organizational Communications with a Minor in Public Relations. While attending PLNU, Michelle was able to volunteer her time on a 3 week mission trip to Nicaragua and assisted in children's ministry. Michelle was also involved with Transfer Activities Group (TAG) and was a PLNU Ambassador. Currently, Michelle is the Concierge Coordinator at Achieve Concierge, which is a privately owned outpatient psychiatric facility in La Jolla. She may be reached by phone at (619) 850-8615, or by email at chellbell21394@gmail.com.

MR. DAVID BLAIR, *Mentor*, began his Catholic Education at St. Charles School in Imperial Beach. He attended Marian Catholic High School where he served as ASB President and as Executive for the Ambassadors for Christ Corps, graduating in the year 2000. At the University of San Diego, he graduated Summa Cum Laude with a Bachelor's Degree in History. He earned his teaching credential and obtained a Masters Degree in Education from San Diego State University, specializing in Curriculum and Instruction. David is currently on his 15th year at St. Charles where he serves as the Vice Principal. He teaches 7th and 8th grade and is also the Director of Athletics. He is the co-founder of an educational nonprofit organization called Project Top Floor. He has also taught at Kaplan College and is currently in his 17th year of teaching Kung Fu and Tai Chi at White Dragon Martial Arts School. David and his students work for the poor and needy around the world each year. He has traveled to places like India, Peru, the Philippines, China, Mexico, and Tanzania doing mission work with the Catholic Church. He may be contacted at (619) 203-6427, or by email at dblair4@gmail.com.

MS. CAROL CABRERA, *Mentor*, graduated from Marian Catholic High School in 2007. She is also a graduate of St. Rita's Catholic School. At Marian, she participated in many extra-curricular activities, while maintaining a GPA over 4.0. By her senior year, Carol was President of the Associated Student Club, Yearbook Editor in Chief, a member of the Asian Pacific Islander Club, the Choir, Campus Ministry, Steel Drums and the Varsity Volleyball Team. Carol graduated from the University of California, San Diego in 2011 with a double major in Theatre and Literature/Writing. Upon graduation, she moved to Mississippi and taught troubled youth for a summer through Teach for America and then moved to Arkansas and taught at a low-income school for two years. There, she founded a Youth Playwriting

Organization and raised thousands of dollars to help young, creative minds put together community theatre. Carol completed her first Master's Degree in Education with an emphasis in Teacher Leadership at the High Tech High Graduate School of Education, and has won several awards for her teaching including Outstanding Educator in Arkansas and Innovative Use of Technology in the Classroom. She completed a second Master's Degree in Art & Community Practice from New York University. Carol is currently a high school Humanities teacher at High Tech High, North County in San Marcos, California. She is also an actor, model and singer-songwriter. She may be reached at (619) 253-2368, or by email at mscarolcabrera@gmail.com.

MR. MICHAEL HART, *Mentor*, is a graduate of Mater Dei Catholic High School and a previous recipient of the Dr. Estelle Kassebaum Memorial Scholarship. Michael graduated from San Diego State University with a Bachelor of Arts in Liberal Arts and Sciences. Michael also graduated from National University with a Master's Degree in Education. For the past nine years Michael has worked in the hospitality industry as a Restaurant Manager at P.F. Chang's China Bistro and BJ's Restaurant & Brewhouse. Michael is currently teaching at St. Rose of Lima School as the 6th Grade teacher and also serves as the Head Coach for Boys' Football, Boys' Basketball and Girls' Basketball. Michael Hart may be contacted at (619) 961-6218, or by email at michaelhart417@gmail.com.

MRS. MARIA AMALIA HUSSONG, *Mentor*, is the newest member of our team and a graduate of Our Lady of Peace. Maria received her Bachelor of Arts Degree in Communications and a Minor in Business from the University of San Diego in 2003. Since her graduation, she has been involved in an array of businesses. Her work experience includes launching a magazine, being the head of a logistics company and administrating an internet based art gallery. Maria loves sharing her passion of yoga and meditation with others and firmly believes in the importance of personal growth - which she believes makes for a truly well-rounded and successful person. She is an advocate of travel because it fosters global awareness - a tool that is vital in today's business world. Mrs. Maria Hussong may be contacted by phone at (858) 353-9042, or by email at mahussongd@gmail.com.

DR. ESTELLE L. KASSEBAUM MEMORIAL SCHOLARSHIP
PAY IT FORWARD LEADERSHIP SERVICE PROJECT
2017-2018 CONTACT LIST

DR. ESTELLE L. KASSEBAUM MEMORIAL SCHOLARSHIP EXECUTIVE BOARD

Mrs. Katherine Gillcrist, M.Ed, Chairman(858) 245-5986 • *katherine.gillcrist@yahoo.com*
Mr. Steven Boudreau, Esq., Chairman Emeritus (619) 822-7130 • *boudreau@bwlawllp.com*
Mrs. Cresencia D. Angeles, Treasurer(619) 423-2121 • *cangeles@materdeicatholic.org*

PAY IT FORWARD PROGRAM CONTACTS

Mrs. Shareen Salgado(619) 922-4962 • *shareen3@cox.net*
Director, Scholarship Program
Mr. Jorge Felipe Gonzales, Esq.
Director, Pay It Forward Leadership Service Program(619) 474-8925 • *jfgonzalesjd@gmail.com*
Ms. Andrea Puschendorf
Director, Pay It Forward Leadership Service Project
Advancement and Stewardship(619) 423-2121 • *apuschendorf@materdeicatholic.org*
Mr. Alvin Angeles
Director, Media and Communications(619) 243-4307 • *djanonymixx@gmail.com*
Mr. Michael Hart,
Coordinator, Pay It Forward Leadership Service Program(619) 961-6218 • *michaelhart417@gmail.com*
Mr. David Blair (619) 203-6427 • *dblair4@gmail.com*
Coordinator, Pay It Forward Leadership Service Program
Mrs. Rose Krejchi.....(619) 423-1900 • *rosebud34@cox.net*
Director, Hospitality
Lady Jody Balestrieri.....(619) 606-2786 • *nani.balestrieri@cox.net*
Director, Chaplain

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