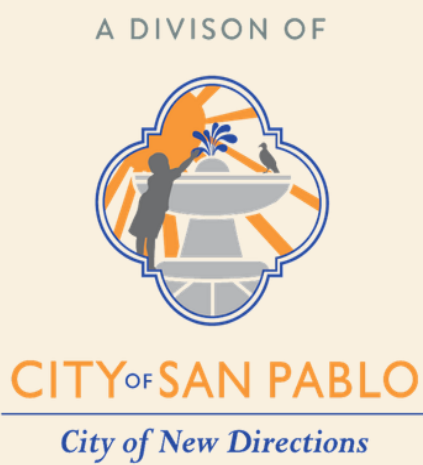


# PUBLIC SERVICE INTERNSHIP

Presented by: Fatima Montano



**Berkeley**  
UNIVERSITY OF CALIFORNIA





# INTRODUCTION

Over the past **two semesters**, I have had the opportunity to intern with San Pablo's Community Services Department.

This experience gave me a firsthand look at the **data analysis** and **management**, specifically behind the scholarship program.

# PSI OVERVIEW

This internship program focuses on connecting students to local agencies throughout the Bay Area. It's built on **two pillars**:

**Professional  
Development**

**Hands-on Public  
Service**

# SCHOLARSHIP DATA ORGANIZATION & INTEGRATION

- Organized three years of scholarship applicant data
- Standardized datasets for accuracy and usability
- Prepared data for integration into CitySpan platform
- Supported renewal eligibility verification

Type	Submission Date	Scholarship Amount	Scholarship Amount - Notes	GPA at time of Application	How did you hear about the scholarship program?	Household Income	Living Arrangement	Highest degree of education attained by Parent 1	Highest degree of education attained by Parent 2	Institution Attending	Institution Type	Do you work?	Documents Submitted	
New	2/2/2025			3.30	Event, Scholarship Workshop	\$61,000-\$90,000	Home with ...	N/A	Some Colle...	Diablo Valley College	2-year	Yes	Proof of Residence Proof of Enrollment FAFSA	
New	1/28/2025			3.00	Scholarship Workshop	\$61,000-\$90,000	Living on c...	High Schoo...	Some Colle...	Unsure	Undecided	Yes	Proof of Residence FAFSA	
New	4/6/2025			3.82	Banner or poster	\$31,000-\$60,000	Living on c...	N/A	High Schoo...	CSU East Bay	4-year	No	Proof of Residence FAFSA	
New	4/10/2025			3.05	Teacher	\$31,000-\$60,000	Living on c...	Some College	N/A	Saint Mary's College of California	4-year	No	Proof of Residence FAFSA	
New	2/28/2025			3.97	Friends or Classmates	\$0-\$30,000	Living on c...	High Schoo...	High Schoo...	University of California, San Diego	4-year	No	Proof of Residence Proof of Enrollment FAFSA	
New	3/24/2025			4.00	Social Media	\$91,000-\$120,000	Living on c...	High Schoo...	N/A	Northridge CSUN	4-year	No	Proof of Residence	
New	4/15/2025			1.70	College and Career Fair, Co	\$0-\$30,000	Living on c...	N/A	N/A	Sacramento State University	4-year	Yes	Proof of Residence Proof of Enrollment FAFSA	
New	4/15/2025			3.10	Social Media	Rather not specify	Home with ...	Some College	N/A	Contra Costa College	2-year	Yes	Proof of Residence	
New	4/15/2025			3.70	Banner or poster, College a	\$91,000-\$120,000	Living on c...	N/A	N/A	University of California, Santa Barbar	4-year	No	Proof of Residence FAFSA	
New	3/21/2025			2.80	EAOP College Adviser	\$0-\$30,000	Living on c...	N/A	N/A	San Francisco State University	4-year	No	Proof of Residence	
New	4/2/2025			3.98	School College and Course	\$61,000-\$90,000	Home with ...	Some College	Some Colle...	San Francisco State University	4-year	No	Proof of Residence	
New	4/14/2025			3.80	Banner or poster, College is	\$31,000-\$60,000	Home with ...	High Schoo...	High Schoo...	Contra Costa College	2-year	No	Proof of Residence Proof of Enrollment California Dream Act Appli	
New	3/26/2025			3.80	Banner or poster	\$31,000-\$60,000	Living on c...	N/A	N/A	University of California, San Diego	4-year	Yes	Proof of Residence Proof of Enrollment FAFSA	
New	3/8/2025			3.53	Banner or poster	\$61,000-\$90,000	Home with ...	High Schoo...	High Schoo...	San Francisco State University	4-year	No	Proof of Residence Proof of Enrollment FAFSA	
New	4/15/2025			3.74	Friends or Classmates, Schc	Rather not specify	Living on c...	High Schoo...	N/A	CSU Chico	4-year	No	Proof of Residence	
New	3/28/2025			3.40	School College and Course	\$0-\$30,000	Living on c...	N/A	N/A	San Jose State University	4-year	No	Proof of Residence	
New	4/15/2025			4.00	Friends or Classmates, Mon	\$0-\$30,000	Living off c...	High Schoo...	High Schoo...	University of California, Berkeley	4-year	Yes	Proof of Residence	
New	4/12/2025			3.81	Banner or poster, Scholashi	\$61,000-\$90,000	Undecided	N/A	N/A	Undecided	Undecided	Yes	Proof of Residence	
New	3/30/2025			2.90	College is Real	\$61,000-\$90,000	Home with ...	High Schoo...	High Schoo...	San Francisco State University	4-year	No	Proof of Residence Proof of Enrollment	
New	3/25/2025			4.00	College is Real, Friends or C	\$61,000-\$90,000	Living on c...	N/A	N/A	Undecided	Undecided	No	Proof of Residence FAFSA	
New	4/7/2025			2.90	College and Career Fair, Err	\$0-\$30,000	Home with ...	High Schoo...	High Schoo...	Undecided	Undecided	No	Proof of Residence Proof of Enrollment FAFSA	
New	4/6/2025			4.00	Banner or poster, Quarterly	\$31,000-\$60,000	Living on c...	High Schoo...	High Schoo...	Massachusetts College of Pharmacy	4-year	No	Proof of Residence	
New	3/12/2025			3.00	Event	\$19,000-\$30,000	Home with ...	Bachelor's ...	Bachelor's ...	Contra Costa College	2-year	No	Proof of Residence Proof of Enrollment FAFSA	
New	4/15/2025			3.12	Banner or poster, EAOP Col	\$0-\$30,000	Living on campus (...)	High Schoo...	High Schoo...	San Jose State University	4-year	No	Proof of Residence California Dream Act Appli...	
New	4/13/2024			3.00	School College and Course	\$0-\$30,000	Living off campus (...)	High Schoo...	High Schoo...	Contra Costa College	2-year	No	Proof of Residence California Dream Act Appli...	
New	4/15/2025			3.75	Teacher	Rather not specify	Living on campus (...)	Some College	Some Colle...	Sacramento State Universi	4-year	No	Proof of Enrollment Proof of Residence	
New	4/15/2025			3.81	College is Real	\$0-\$30,000	Home with parents...	High Schoo...	High Schoo...	University of California, Be	4-year	Yes	Proof of Enrollment Proof of Residence FAFSA	
New	3/31/2025			3.97	School College and Course	Rather not specify	Living on campus (...)	High Schoo...	High Schoo...	University of California, Be	4-year	Yes	Proof of Residence FAFSA	
New	2/2/2025			3.50	School College and Course	\$61,000-\$90,000	Home with parents...	High Schoo...	High Schoo...	Community College	2-year	No	Proof of Enrollment Proof of Residence FAFSA	
New	4/15/2025			3.70	College is Real, School Club	\$31,000-\$60,000	Living on campus (...)	N/A	N/A	University of San Francisco	4-year	No	Proof of Residence Proof of Residence FAFSA	
New	4/14/2025			3.58	Email, School College and C	\$91,000-\$120,000	Living on campus (...)	N/A	N/A	University of California, Sa	4-year	No	Proof of Residence FAFSA	
New	4/15/2025			2.89	College and Career Fair, Sc	\$0-\$30,000	Living on campus (...)	Some College	Some Colle...	University of California, Riv	4-year	No	Proof of Enrollment Proof of Residence	
New	4/15/2025			3.50	College and Career Fair, Sc	\$0-\$30,000	Depends who I go	High Schoo...	Undecided	Undecided	Undecided	No	Proof of Enrollment Proof of Residence	
New	4/8/2025			3.00	Friends or Classmates	\$0-\$30,000	Home with parents...	High Schoo...	High Schoo...	Contra Costa College	2-year	No	Proof of Enrollment Proof of Residence FAFSA	
New	4/14/2025			3.40	College and Career Fair, Co	\$31,000-\$60,000	Living on campus (...)	N/A	N/A	San Jose State University	4-year	No	Proof of Enrollment Proof of Residence	
New	4/6/2025			3.00	College and Career Fair, EA	\$61,000-\$90,000	Living on campus (...)	High Schoo...	High Schoo...	San Francisco State Univer	4-year	Yes	Proof of Enrollment Proof of Residence FAFSA	
New	4/14/2025			2.74	College is Real, EAOP Colle	\$31,000-\$60,000	Home with parents...	N/A	N/A	Contra Costa College	2-year	Yes	Proof of Residence	
New	4/14/2025			3.90	Banner or poster, College a	\$91,000-\$120,000	Unsure	Some College	Some Colle...	University of California, Sa	4-year	No	Proof of Residence	
New	4/15/2025			4.04	EAOP College Adviser	\$0-\$30,000	Living on campus (...)	High Schoo...	High Schoo...	CSU Bakersfield	4-year	Yes	Proof of Enrollment Proof of Residence FAFSA	
New	3/18/2024			3.50	College is Real	\$0-\$30,000	Living on campus (...)	N/A	N/A	Chico State University	4-year	Yes	Proof of Enrollment Proof of Residence FAFSA	
New	2/20/2025			3.00	EAOP College Adviser	\$0-\$30,000	Undecided	High Schoo...	High Schoo...	University of California, Sa	4-year	No	Proof of Enrollment Proof of Residence Califo...	
New	2/3/2025			3.85	EAOP College Adviser	\$31,000-\$60,000	Living on campus (...)	High Schoo...	High Schoo...	University of California, Be	4-year	No	Proof of Residence	
New	3/10/2025			3.80	Email, Friends or Classmate	\$0-\$30,000	Living off campus (...)	High Schoo...	High Schoo...	University of California, Sa	4-year	No	Proof of Enrollment Proof of Residence FAFSA	
New	3/20/2025			3.20	Friends or Classmates	Living off campus (...)	N/A	N/A	N/A	San Francisco State Univer	4-year	No	Proof of Enrollment Proof of Residence FAFSA	
New	3/10/2025			3.70	Friends or Classmates, Schc	\$0-\$30,000	Living on campus (...)	Bachelor's ...	Bachelor's ...	Undecided	Undecided	No	Proof of Enrollment Proof of Residence FAFSA	
New	4/7/2025			4.00	Email, Friends or Classmate	\$31,000-\$60,000	Home with parents...	High Schoo...	High Schoo...	Undecided	Undecided	Yes	Proof of Enrollment Proof of Residence FAFSA	
New	3/20/2025			4.00	Friends or Classmates	\$0-\$30,000	Living on campus (...)	High Schoo...	High Schoo...	Undecided	Undecided	No	Proof of Enrollment Proof of Residence FAFSA	
New	3/11/2024			3.50	College is Real	\$91,000-\$120,000	Depends how far I...	High Schoo...	High Schoo...	Undecided	Undecided	No	Proof of Enrollment Proof of Residence FAFSA	
New	4/15/2024			3.75	San Pablo Youth Commissio	\$31,000-\$60,000	Living on campus (...)	High Schoo...	High Schoo...	Undecided	Undecided	No	Proof of Enrollment Proof of Residence FAFSA	
New	3/22/2024			3.11	Teacher	\$31,000-\$60,000	Living on campus (...)	N/A	N/A	San Francisco State Univer	4-year	Yes	Proof of Residence California Dream Act Appli...	
New	4/14/2024			3.98	School College and Course	\$61,000-\$90,000	Living on campus (...)	N/A	N/A	San Jose State Univer	4-year	No	Proof of Enrollment Proof of Residence	
New	4/15/2024			3.80	School College and Course	\$31,000-\$60,000	Living on campus (...)	High Schoo...	High Schoo...	Undecided	Undecided	Yes	Proof of Enrollment Proof of Residence	
Scholarship Recipient	Type	Submission Date	Scholarship Amount	Scholarship Amount - Notes	GPA at time of Application	How did you hear about the scholarship program?	Household Income	Living Arrangement	Highest degree of education attained by Parent 1	Highest degree of education attained by Parent 2	Institution Attending	Institution Type	Do you work?	Documents Submitted
	<input checked="" type="checkbox"/>	New	6/15/2023			School Club	\$0-\$30,000		Bachelor's ...	Bachelor's ...	University of California San Diego	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Social Media	\$61,000-\$90,000		High Schoo...	High Schoo...	University of California, Davis	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Social Media	\$0-\$30,000		N/A	N/A	Stanford University	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Friends	\$0-\$30,000		High Schoo...	High Schoo...	University of California, Davis	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/14/2023			Brother	\$91,000-\$120,000		Some College	N/A	San Francisco State University	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/14/2023			Friends	Rather not specify		High Schoo...	High Schoo...	Contra Costa College	2-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/14/2023			Counselor	\$31,000-\$60,000		N/A	N/A	University of California, Davis	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/7/2023			Social Media	\$31,000-\$60,000		Some College	Some College	Contra Costa College	2-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/22/2023			Counselor	\$31,000-\$60,000		High Schoo...	N/A	University of California, Berkeley	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/10/2023			Friends	\$31,000-\$60,000		Graduate S...	Bachelor's ...	San Francisco State University	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/15/2023			Social Media	\$31,000-\$60,000		Some College	Some College	University of California, Merced	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/14/2023			Social Media	Rather not specify		High Schoo...	High Schoo...	University of California, Berkeley	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Friends	\$31,000-\$60,000		High Schoo...	N/A	University of California, Santa, Cruz	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/8/2023			Social Media	\$31,000-\$60,000		N/A	N/A	University of California, Los Angeles	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Counselor	\$0-\$30,000		Bachelor's ...	Bachelor's ...	San Francisco State University	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/30/2023			School Club	\$61,000-\$90,000		High Schoo...	N/A	Sacramento State University	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Event	\$31,000-\$60,000		N/A	N/A	San Francisco State University	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/14/2023			Email	\$31,000-\$60,000		N/A	Some Colle...	Contra Costa College	2-year	Yes	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/14/2023			Counselor	\$0-\$30,000		N/A	N/A	University of California, Davis	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			My college advisor from the	\$61,000-\$90,000		High Schoo...	N/A	California State University, East Bay	4-year	Yes	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/15/2023			Counselor	\$91,000-\$120,000		Some College	High Schoo...	University of California, Berkeley	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Counselor	\$31,000-\$60,000		Some College	Bachelor's ...	University of California, San Diego	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			School senior decision day I	\$31,000-\$60,000		Bachelor's ...	Bachelor's ...	University of California, Berkeley	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Counselor	\$31,000-\$60,000		N/A	N/A	Contra Costa College	2-year	Yes	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Counselor	\$31,000-\$60,000		N/A	N/A	University of California, San Diego	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/13/2023			Counselor	\$0-\$30,000		Bachelor's ...	High Schoo...	University of California, Davis	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Event	\$61,000-\$90,000		High Schoo...	N/A	California State University, Montere	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/16/2023			Friends	\$61,000-\$90,000		N/A	High Schoo...	University of San Francisco	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/22/2023			School Club	\$0-\$30,000		Associates Degree	High Schoo...	Contra Costa College	2-year	Yes	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/13/2023			Email	High Schoo...		N/A	N/A	University of California, Davis	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/7/2023			Counselor	\$31,000-\$60,000		High Schoo...	High Schoo...	California State University, East Bay	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/13/2023			Counselor	\$61,000-\$90,000		High Schoo...	High Schoo...	University of California, Berkeley	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			College is Real	High Schoo...		High Schoo...	High Schoo...	California State University, Sacramer	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Friends	Rather not specify		High Schoo...	High Schoo...	Contra Costa College	2-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/31/2023			Counselor	\$0-\$30,000		Associates Degree	High Schoo...	University of California, San Diego	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Counselor	\$31,000-\$60,000		N/A	N/A	Sacramento State University	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Counselor	\$31,000-\$60,000		N/A	N/A	University of Southern California	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Event	\$0-\$30,000		High Schoo...	High Schoo...	San Jose State University	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Event	\$61,000-\$90,000		N/A	N/A	University of California Davis	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			College and Career Center	\$0-\$30,000		N/A	N/A	University of California Davis	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/12/2023			Event	Rather not specify		N/A	N/A	San Francisco State University	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/31/2023			Google classroom	Rather not specify		N/A	N/A	Contra Costa College	2-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			I work for the City of San Pa	\$0-\$30,000		N/A	N/A	University of California Berkeley	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Counselor	\$31,000-\$60,000		Associates ...	N/A	University of California, San Diego	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	6/15/2023			Counselor	\$61,000-\$90,000		High Schoo...	Some College	University of California San Diego	4-year	No	Proof of Resid
	<input checked="" type="checkbox"/>	New	5/17/2023			Counselor	\$61,000-\$90,000		Some Colleze	High Schoo...	Sonoma State University	4-year	No	Proof of Resid

# COLLEGE TO CAREER ACTIVITIES (ELEMENTARY-FOCUSED)

- Developed database of college & career exploration activities
- Focused on elementary-age students
- Organized resources for easy use by educators
- **Goal:** introduce future planning at an early age

Activity	Materials List/Flyers/Decks	Description	Cost (Low/Med/High or \$ Estimate)	Collaboration Involved	Implementation Notes	Age Range
Thrively: Self-Assessment Tool for Students	Online platform access	- Online strengths and interests quizzes - Helps kids identify passions	High	No	Requires school/district subscription; can be done in class or at home with teacher guidance	3rd-5th
Biz Kids	Website	- Videos + games on money & business - Teaches vocab & decision-making	High	No	Set aside computer lab/library time; good as small-group or homework activity	4th-5th
Career Dress-up Day	Flyers, costumes	- Students dress as "future careers" - Share why they chose it	Low	Parents	Encourage creativity! Allow DIY costumes, reflection circle after presentations	K-5th
Smiley Face Interest Quiz	Printable sheets	- Simple interest inventory - Students circle things they enjoy	Low	No	Use a warm-up. Have kids share results!	1st-3rd
Photo Career Quiz	Online quiz	- Picture-based quiz - Suggests possible career paths	Low	No	Project quiz on board or use devices; can follow up with discussion/drawing	3rd-5th
Career Exploration (BLS K-12)	Website tabs	- Career summaries - Job duties, environment, pay, training	Low	No	Best for older elementary; assign career "research projects" for extra	4th-5th
Interests Quiz (Do2Learn)	Online quiz	- General interests --> matched jobs - Fun way to explore fit	Low	No	Add "dress up as your matched job" extension	3rd-5th
College Alphabet Bulletin Board	Bulletin board, letters, images	- A-Z of colleges/careers - Visual exposure to higher ed	Low	No	Rotate letters weekly. Students can add drawings.	K-5th
Campus Pen Pal Project	Stationary, stamps, flyer (sample in "links")	- Pair with college students (Contra Costa, Cal, etc.) - Exchange postcards/letters	Low	HS/College Students	Organize with campus partners; schedule regular exchanges	2nd-5th
College Corner	Pennants, posters, mascots	- Classroom space with college facts - Fun, visual learning!	Low	HS/College Students	Request free college merch! Rotate colleges biweekly or monthly	K-5th
Role-Play Stations	Props: stethoscopes, LEGOs, art supplies, menus	- Hands-on career play Explore STEM, arts, helpers	Medium	Volunteers	Create 5-6 themes stations; rotate 10-15 min. Reflection at the end.	K-5th
College Campus Tour	Permission slips, transportation	- Students visit campus - Explore libraries, labs, dorms	Medium	Volunteers	Needs early planning, coordinate with campus outreach programs.	3rd-5th
Cal Museum of Vertebrate Zoology	Flyers, permission slips	- Explore museum exhibits - Hands-on science	Medium	Volunteers	Only open on special days to the public (e.g. Cal Day); Plan early.	3rd-5th

Contacts	Resource List/Links	Audience (Youth Only/Youth + Parents)	Rollout Info
Thrively rep?	<a href="https://www.thrively.com/ng/#/why-thrively">https://www.thrively.com/ng/#/why-thrively</a>	Youth Only	Works best at start of the year or in advisory time
BizKids support?	<a href="https://bizkids.com/learn/">https://bizkids.com/learn/</a>	Youth Only	Ongoing resource, can integrate into math/finance
		Youth Only	Spirit week activity
	<a href="https://cvesidealab.weebly.com/uploads/2/9/5/1/295126/a_primary_interest_inventory.pdf">https://cvesidealab.weebly.com/uploads/2/9/5/1/295126/a_primary_interest_inventory.pdf</a>	Youth Only	Quick 20-30 min class activity
	<a href="https://www.truity.com/test/photo-career-quiz">https://www.truity.com/test/photo-career-quiz</a>	Youth Only	Works well in computer lab
	<a href="https://www.bls.gov/k12/students/careers/career-exploration.htm">https://www.bls.gov/k12/students/careers/career-exploration.htm</a>	Youth Only	Research project or career fair prep
	<a href="https://do2learn.com/JobTIPS/DeterminingInterests/InterestsQuiz/Quiz.php">https://do2learn.com/JobTIPS/DeterminingInterests/InterestsQuiz/Quiz.php</a>	Youth Only	Quick 20-30 min activity
		Youth Only	Ongoing classroom/hallway display
TBD	<a href="https://www.canva.com/design/DAG0IAd3P0E/JTAvVobv7HzEJfKdoV5Aig/edit?utm_content=DAG0IAd3P0E&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAG0IAd3P0E/JTAvVobv7HzEJfKdoV5Aig/edit?utm_content=DAG0IAd3P0E&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	Youth Only	Year-long or semester project
TBD		Youth Only	Permanent classroom corner
TBD		Youth Only	Career Day
TBD		Youth + Parents	Semester field trip

# CREATING A STANDARD OPERATING PROCEDURE (SOP)

- Created step-by-step guide for CitySpan platform
- Designed for Beacon Community School Directors
- Included screenshots and task instructions
- Standardized data entry and reporting

**To Un-enroll Participants:**

**ENROLLMENT LIST ( 4 Enrolled )**

Test 25

Name	Age	Status	Start Date	Drop Date	Edit
Aguilar, Javier	14	Enrolled	10/27/25	n/a	Edit
Anduray Viertel, Ariel	14	Enrolled	10/27/25	n/a	Edit
Animashaun, Ar Razzaq	14	Enrolled	10/27/25	n/a	Edit
Barnes, Gregory	15	Enrolled	10/27/25	n/a	Edit

**ENROLLMENT HISTORY**

Test 25 - Javier Aguilar

Start Date	Drop Date	Action
10/27/25	n/a	Edit / Un-enroll

Reason for alt. start date Reason for drop

• To **drop this participant** from this activity, select the "Edit" link and enter a drop date. This action will remove attendance records that belong to this participant for this activity that are dated after the drop date.

• To **change the enrollment start date**, select the "Edit" link and enter an alternate date. This action will remove attendance records that belong to this participant for this activity prior to the start date.

• To **undo the drop** of this participant, select the "Edit" link and remove the drop date. This will only work on the latest enrollment period.

• To **completely remove a participant** from this activity and **delete all attendance records** associated with this participant, select the "Un-Enroll" link. Note: You should only un-enroll participants if the participant was mistakenly enrolled in this activity. When an participant is rightfully enrolled and only attends a portion of this activity, it is strongly recommended that you use the "Drop" function to maintain their attendance data.

## TASK:

### Creating New Group / Activity:

- Select "Groups / Activities" tab (1)
  - Select "Add Activity" tab (2)
  - Input "Service Name" and choose "Service Type" (3)
  - Save & Proceed
- Fill out all subtabs under "General Info" (4)
  - "Category"
  - "Subject Area(s)"
  - "Schedule" (Cannot add staff/ students until schedule is created)
    - For a recurring group/activity, select "Multiple Dates"
    - For one-time group/activity, select "Single Date"
  - "Staff"
    - If staff member is new, create new staff (Check "Creating New Participant / Staff" steps below)
  - "Partner"
  - "Location"
- Select "Enrollment" tab (5)
  - Select "Click here to enroll new students" (6)
  - Find participants (7)
  - Select (checkmark) participants (8)
  - Next Step, once all participants are chosen (9)

### To Un-enroll Participants:

- Select "Enrollment" tab (1)
  - Select "Edit" for chosen participant (2)
  - Action: Un-enroll (3)
  - "Confirm / Delete"

### Taking Attendance:

- Select "Attendance" tab (1)
- Select appropriated date (2)
- Choose appropriate action for each participant (3)
- Save

### Creating New Participant / Staff:

- Select "Participants" tab (1)
- Select "Add Participants / Staff" tab (2)
- View Record (3)
- Fill out Form 1 and 2, as much as possible (4)

# MONITORING MONTHLY NARRATIVE REPORTS

- Reviewed monthly reports from Beacon school sites
- Tracked missing submissions and follow-ups
- Documented programs and grant-funded activities
- Maintained consistent reporting across sites

	Monthly Narrative Reports are due on <b>5th day of the month</b> for the previous month.
<input checked="" type="checkbox"/>	1. Go to Monthly Report Responses: <a href="https://docs.google.com/spreadsheets/d/17ZjjTn">https://docs.google.com/spreadsheets/d/17ZjjTn</a>
<input checked="" type="checkbox"/>	2. Update Tracking Sheet, Write Date Report Received
<input checked="" type="checkbox"/>	3. Notify lead agency if any reports are missing via email <b>after the 5th</b>
<input checked="" type="checkbox"/>	4. Read Reports
<input checked="" type="checkbox"/>	4a. Note groups, programs, partnerships
<input checked="" type="checkbox"/>	4b. Note questions for BACR or Community School Director's
<input checked="" type="checkbox"/>	5. Update "YSCP Read" Date

School Site	Notes
<b>Bayview</b>	- Expanded partnership with JMP program (new staff: 2 couns - Youth: Student Council and Safety Patrol assisted in school e - Bayview Store incentive program: students earn tickets thro - Fun Fridays! - Events: Hispanic Heritage Month/Back to School Night/Perfe
<b>Dover</b>	- Informational Fair held to support parents in filling out requ - Youth: 6th graders in Dual Language Program have been step - Family: Hispanic Heritage Month Parade participation with t - Obesity: Working on securing HERO contract, but teacher st - Hosted first SST meeting of the year and every parent sched
<b>Downer</b>	- Coordination: Met with mental health team; collaborated w - Youth: Met with CSTL and Student Council to plan outreach - Family: Reached out to families to share updates + listen to - Obesity: Hired a part-time recess coach to support students - Violence Prevention: Partnered with BACR + JMP to increase
<b>Helms</b>	- Events: Health Coordinator (from Health Van) presentation/ - Youth: Leadership Club planned Welcome Rally and Club Run - Family: PBIS/ Coffee Club planning Hispanic Heritage Month - Childhood Obesity: Be a Kid Lunchtime Event/Fun Friday end - Girls on the Run is a club headed by PE coach supporting gir - Girls Group focused on supporting and empowering 7th gra
<b>Lake</b>	- As new coordinator, lef first CARE team to meet key school - Youth: Identified teacher to co-lead Student Leadership grou - Family: Spending time upfront during drop-off and pick-up - Obesity: Using funds to support 5 10 program
<b>Riverside</b>	- Organized classroom presentations with Project Avary/Gree - Youth: Began planning for Student Activity Leadership Team - Family: Hispanic Heritage Month event planning/Facillitated - Obesity: Coach Flag Football practice/Facillitated weekly che

# SCHOLARSHIP OUTREACH

- Promoted San Pablo Scholarship Pilot Program
- Conducted outreach at eligible schools
- Shared materials with school staff and directors
- Increased awareness of scholarship opportunities

West Contra Costa Unified School District	Charter Schools	Private Schools
<ul style="list-style-type: none"> <li>◦ Alvarado Adult School</li> <li>◦ De Anza High School</li> <li>◦ El Cerrito High School</li> <li>◦ Gateway to College</li> <li>◦ Hercules High School</li> <li>◦ Kennedy High School</li> <li>◦ Middle College High School</li> <li>◦ Pinole Valley High School</li> <li>◦ Richmond High School</li> <li>◦ Serra Adult School</li> <li>◦ Sylvester Greenwood Academy</li> <li>◦ Vista High School</li> </ul>	<ul style="list-style-type: none"> <li>◦ Aspire Richmond California</li> <li>◦ College Preparatory Academy</li> <li>◦ Leadership Public School</li> <li>◦ Making Waves Academy</li> <li>◦ John Henry High School</li> <li>◦ Summit K-2</li> </ul>	<ul style="list-style-type: none"> <li>◦ El Sobrante Christian School</li> <li>◦ Salesian High School</li> </ul>



**San Pablo Scholarship Pilot Program** \$\$\$

**\$1,000 FOR COLLEGE OR TRADE SCHOOL**

**ELEGIBILITY:**

- ✓ YOUTH LIVING IN SAN PABLO, CA
- ✓ HIGH SCHOOL SENIOR OR RECENT H.S. GRAD OR GED
- ✓ ENROLLED IN COLLEGE OR TRADE SCHOOL IN FALL 2026

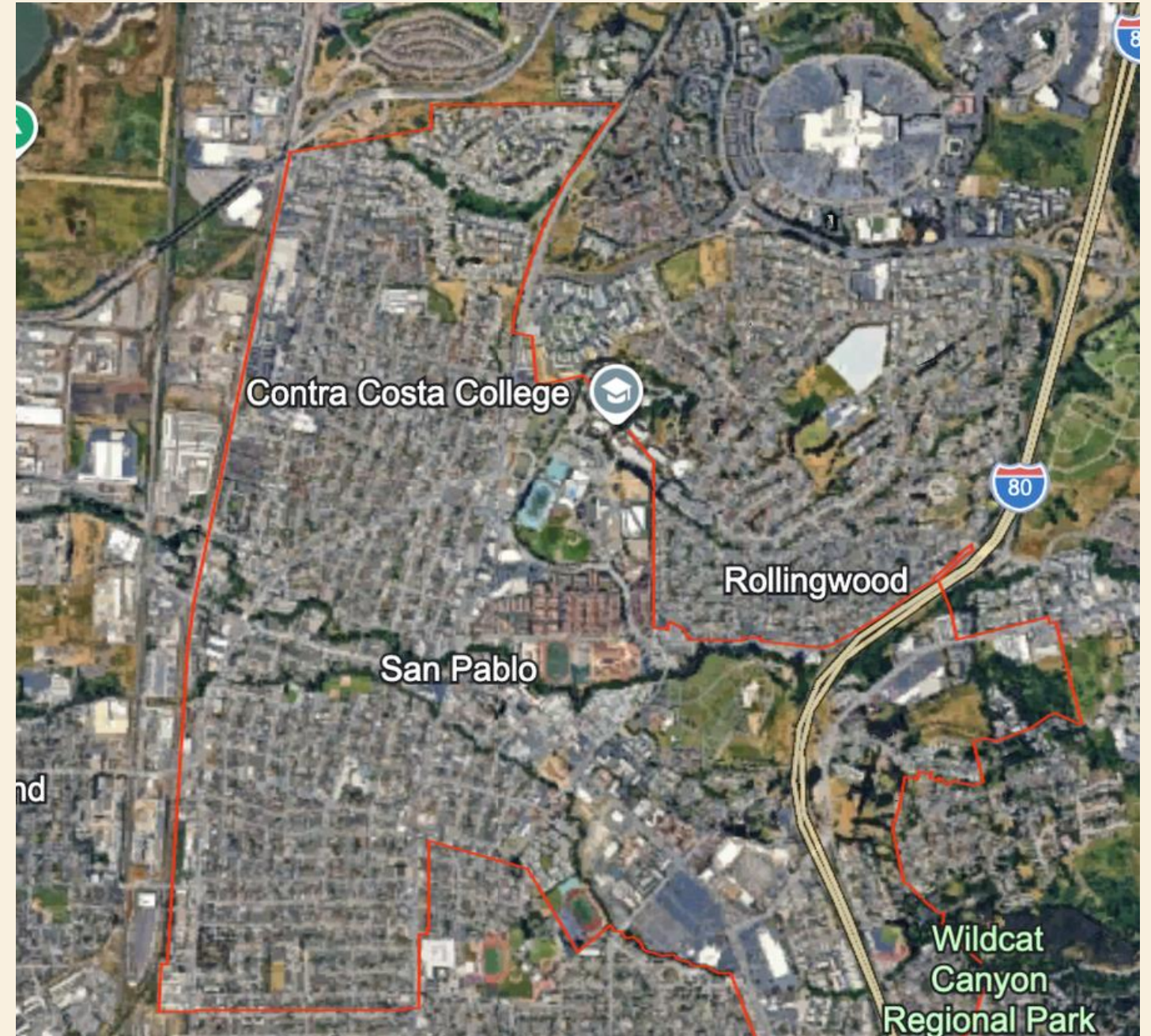
**APPLICATIONS ACCEPTED JANUARY 26TH-MARCH 31ST!**

Scan to apply

SAN PABLO SCHOLARSHIP PROGRAM Community Services Department 2450 Road 20, San Pablo CA 94806 510-215-3080 SPScholarship@sanpabloca.gov SanPabloCA.gov/Scholarship


# SAN PABLO SCHOLARSHIP APPLICATION REVIEW

- Verified applicant residency within San Pablo limits
- Organized applications to support selection process
- Reviewed renewal essays and documentation
- Identified eligibility for scholarship renewal





# SKILLS GAINED

- Data organization and database management
    - Program operations and reporting processes
      - Community outreach and communication
  - Public service and local government experience
- 

# THANK YOU FOR SUPPORTING!



**Supervisor:**

Paola Cubías-Shirazi,  
Community Services Coordinator II, YSCP  
Division

## Any Questions?

