

Name: Courtney White

### Capstone Hours Log and Project Updates

Submit an updated hours log on each due date as specified in the course calendar.  
**Include a link to your portfolio, which should contain documentation supporting the hours reported here (in section 2 of the portfolio).**

At the conclusion of the semester include the complete hours log in section 2 of your project portfolio.

#### Hours Log (add more rows as needed to continually report your hours throughout the entire semester):

Date	#hours	Description
5/7/2021	1	I met with Chase Anderson, secretary of HCCM, to discuss project ideas for my EMU AS-L Capstone.
5/13/2021	1.25	Chase Anderson and I met to go over the Capstone contract. We agreed on projects that would best serve the organization and create the best learning experience for me.
5/13/2021	2	Utilizing online and social media resources, I worked on my draft contract. I was able to complete everything except the "agency responsibilities" and "timeline" sections. A future meeting will clarify these sections in further detail.
5/17/2021	1	During this meeting, the head of Barton Malow's foundations department and I discussed ways in which I can facilitate Barton Malow's partnership with HCCM. We decided that I would enroll them in our match program as well as organizing 'Community Week' opportunities.
5/19/2021	1	Classmate Rosy Palma and I met with Chase Anderson to revise and complete our contracts. Chase will be returning the contracts by 5/21 with the "agency responsibilities" section filled out. We were able to set tentative dates for the timeline and deliverables section.
5/19/2021	2	I created the birthday fundraising page on Facebook social media platform. I didn't

		have the option to invite everyone at the same time, so I had to individually invite all 712 friends. This was quite time consuming!
5/20/2021	1.75	This was my first board meeting with HCCM. The board members were very excited to hear my ideas and learn how my involvement with the organization can go beyond my Capstone. There were a lot of opportunities for collaboration with the board members and the interns.
5/21/2021	1.5	I created an email to send to my friends and family asking for donations to HCCM. I obtained HCCM's direct PayPal donation link from Chase Anderson and created a personal Venmo account so that people could donate through that platform as well.
5/21/2021	1.5	Research of Guidestar and Facebook protocols for requesting to become a preferred nonprofit; GuideStar connects donors and grant makers to non-profit organizations. I forwarded the information along to Chase Anderson of HCCM – as a board member, she would be someone who could create these accounts.
5/27/2021	1.25	I created a vendor account for HCCM in Barton Malow's internal SAP system using information on the provided W9 they sent me. I went through all required networks for approval.
5/28/2021	1	The other interns and I met with Chase Anderson to discuss our progress with our individual projects. Rosy Palma was able to contact a potential minority owned business with the contact information that I had for them through their work with Barton Malow - it was really cool be able to help someone with their project as well. Julian, the MSU intern, was able to use my fundraising blurb to post to other social media outlets.
6/2/2021	1.5	I created and sent out an email with match program details with Barton Malow, looking up emails for peers who I thought would be interested in donating/making a bi-weekly payroll deducted match. I also set up my own personal bi-weekly match with HCCM for \$20.

6/4/2021	1	Our weekly intern meeting went well. Everyone seems to be moving along with their individual projects, but we are all working together as well to make the whole experience more collaborative and meaningful.
6/4/2021	1	Email correspondence with Nedra Cannon, founder of HCCM regarding Barton Malow's nonprofit of the month on "Dirt" website. I requested personal information to put in the company-wide viewed article, which I will be writing over the weekend.
6/7/2021	1	This second zoom meeting was scheduled to go over new information and progress on all the interns' individual projects. I am almost halfway to my fundraising goal and have had several co-workers at Barton Malow sign up for the match program through the company.
6/9/2021	2.25	I wrote the article about HCCM for Barton Malow's "DIRT" website to encourage employees to donate via onetime and/or via biweekly payroll match. This article will be seen by thousands of Barton Malow employees nationwide. I sent the article to the COM team; it will be published on 6/22. I also took a one-time match donation from a BM employee for \$250, creating a \$500 match donation. This put me over my \$1000 fundraising goal.
6/10/2021	1	I created and sent emails regarding the Barton Malow Mosaic Cultural Conversations. I am trying to facilitate having Nedra Cannon, founder of HCCM, speak at one of our sessions about the organization, and how BIPOC and LGBTQIA+ communities are affected by the stigmas of mental health issues.
6/15/2021	1	Email correspondence regarding match program with Dawn Lyman at Barton Malow. So far, I have raised \$1350 by fundraising through work in addition to my personal fundraising.
6/15/2021	1	Email correspondence with board members of HCCM regarding match program and community week program. Barton Malow will be offering skill-based volunteer opportunities to help HCCM strengthen its infrastructure and capacity. Skills offered will include infographics, flyer templates, website work, editing/writing fundraising letters and many more.
6/18/2021	1	Our last intern zoom meeting was bittersweet; we discussed our final work that needs to be completed and what we have accomplished so far. We talked about how all off us are going to stay involved with

		HCCM after the project and semester is over. I also talked with Chase Anderson about how I could get my last few project hours in, and she suggested that I research potential fundraising partnerships in Livingston County.
6/21/2021	3	At our last intern Zoom meeting, Chase Anderson suggested researching fundraising opportunities and potential partnerships/sponsorships in Livingston County. I spent Monday evening researching how to join the Livingston County nonprofit databases as well as potential partnership opportunities.
6/22/2021	1.5	Email correspondence with Chase Anderson regarding buttoning up project and making sure all deliverables and requirements have been met. Email correspondence with Dawn Lyman at Barton Malow regarding Community Week. Email correspondence with Nedra Cannon and DeAnthony Foster regarding Barton Malow Mosaic Cultural Conversation.
TOTAL	30.50	

**You will log your hours three times during the semester, adding more rows above as needed. On each due date, in addition to logging your hours, provide a brief reflection/update on your progress:**

Project Reflection/Update #1 (due May 23): So far, working with Healers of Color Collaborative has been very productive. Chase Anderson has proved to be an invaluable connection as she experienced the Capstone process last semester. She has really been a key to my success with the project thus far. I met the board members of HCCM at my first board meeting Thursday, May 20. They are very interested in my project and the potential for future partnership. I am excited to work with my current company, Barton Malow, and partner them with HCCM. I am also looking forward to meeting new people and developing my professional communication. I work full time remotely from home and I am taking four courses during this condensed 7-week semester. I am working very hard to balance these things, along with planning a wedding, and everything else that comes up in everyday life!

Project Reflection/Update #2 (due June 6): If I am being honest, I was a little overwhelmed after I had time to reflect after my meeting with HCCM's Board members. Being the only white person currently involved with his organization is a bit intimidating and I was nervous that I would not be accepted. This could not be farther from the reality of the situation, and I am deeply grateful and humbled by the acceptance that I do feel. My feelings are probably what many of the members go through daily, some of them three times so: being a woman, a person of color, and a member of the LGBTQIA+ community. I am very proud to be involved in this project and this nonprofit. I only hope that my contributions throughout the semester and beyond can help this

organization succeed and grow. I was able to enroll HCCM in Barton Malow's match program; employees can do a bi-weekly payroll deduction that my company will match up to \$2000 per employee, per year. I have already had four employees sign up and I am excited to see how many more will jump on board after I publish the DIRT article about HCCM on our company webpage.

Project Reflection/Update #3 (due June 22): I am very pleased with all the ways that I was able to contribute to HCCM as an organization. Through partnering HCCM with Barton Malow, I was able to create sustainable, longevity-producing donations. I am also organizing participation for Barton Malow's Community Week: we offer skills, services, and volunteer opportunities for nonprofits and charities the first week of every August. Additionally, I hope to facilitate a Mosaic Cultural Conversation with HCCM founder Nedra Cannon, to further educate and inform Barton Malow employees of the stigmas associated with mental health issues in the BIPOC and LGBTQIA+ communities. So far, I have raised \$1680 in donations, and I hope to keep the momentum going! My work with Healers of Color is going to go far beyond this project and semester; I am grateful for the learning experience and opportunity.