**11th Grade Service Learning Project Guidelines**

**In the next three months, you will develop and implement your service project. As a culmination, you will document your work in a notebook (detailed below) and present your work to your classmates and guests.**

**Notebook Points:**

A group notebook must be compiled that describes the service learning project.

Due:

Requirements:

\*3-ring style

\*A maximum of 30 pages and/or 60 surfaces (front/back)

*This includes pockets, dividers, etc.*

\*Organization:

Title Page: Name of project, School name and address, All team members names, Community partners

Introduction: A one page concise description of the project and outcome (double spaced, 1” margins, 12 point font)

Table of Contents: Indicates page numbers for each section (outlined below)

**Section 1** – Objectives of the Project: These are the goals of the project. They should be specific,

measurable, action oriented, relevant to local needs and time bound. These will be used to determine the level of project success at the conclusion of the project. Your original proposal, redirection notes, and updates (graded) should be included here.

**Section 2** – Community Impact: Describe and document the full impact that the project had on

individuals, organizations, businesses, industry of the community. Any surveys, assessments, and data should be included here. Each team member will include a one page reflection of his/her involvement, leadership role, and learning as part of the project.

**Section 3** – Impact on the School: Describe and document the full impact that the project had on the

school environment or student population. Include statistical evidence such as number of students who participated. Each team member will include a service log outlining the specific hours he/she put into the project.

**Section 4** – Letters of Recognition: A minimum of ONE letter of recognition from a community

participant must be included in this section.

**Section 5** – Artifacts: This section should contain any artifacts of your work. This could include copies

of flyers, photographs of your community work, copies of announcements, letters you sent out, publicity, and anything else that documents the work that you did to involve others.

***Please note:*** *All entries, except the proposal, biweekly updates, and community service log must be TYPED using 12 pt Times New Roman font, double spaced, with 1 inch margins.*

**Team Presentation Points:**

Your group will develop a professional presentation that provides an overview of your project and the positive results achieved. All team members must take an active role in the presentation.

**Due:**

Requirements:

\*A minimum of 7 minutes and a maximum of 10 minutes. (Points will be deducted for presentations that are over or under the time limits)

\*Presentations should provide a clear sense of the planning timetable and process – how the project was initiated, organized, implemented, evaluated, and celebrated. Objectives and results must be included.

\*You are encouraged to be creative in your presentation.

\*All charts and graphs must be student produced (no computer downloads or commercially produced materials).

\*You must use at least one of the following in your presentation: Flip Chart, PowerPoint, or other computer presentation**. Points:**

\*Presenters must be dressed professionally. How would you show up to an interview? ☺

\*A time for questions must be built into your presentation and be within the 10 minute maximum time.