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| |  | | --- | | **Service Learning Notebook –Project Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Student Names:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| CATEGORY | **(4) Five Points** | **(3) Four Points** | **(2) Two - Three Points** | **(1) Zero Points** |
| ***Title Page*** | Includes name of project; school name & address; team member names; & community partners | Missing one component | Missing more than one component | No Title Page |
| ***Introduction Page*** | Includes a one (1) page concise description of the project and outcome. | Missing a description OR outcome | Missing both a description and outcome OR very difficult to understand the point of the project | No Introduction Page |
| ***Table of Contents*** | Indicates page numbers for each section of your notebook | Missing pages numbers OR titles for each page | Missing both page numbers and titles OR very difficult to understand the organization | No Table of Contents |
| ***Section 1: Objectives***  **(7 Points)** | Contains all of the components: Objectives (goals) that are specific & measurable, action oriented, relevant to local needs and time bound. Original proposal, redirection notes, & bi-weekly updates (graded) are included here. | Missing one component  **(5-6 Points)** | Missing more than one component  **(1-4 Points)** | No Objectives |
| ***Section 2: Community Impact***  **(7 Points)** | Contains a description and documentation of how this project impacted the community as well as a one (1) page reflection from each team member. | Missing one component  **(5-6 Points)** | Missing more than one component  **(1-4 Points)** | No indication of community impact |
| ***Section 3: Impact on the School***  **(6 Points)** | Contains a description and documentation of how this project impacted the school; Includes statistical evidence and a service log from each team member | Missing one component  **(4-5 Points)** | Missing more than one component  **(1-3 Points)** | No indication of school impact |
| ***Section 4: Letters of Recognition*** | Contains a minimum of ONE (1) letter of recognition from a community participant showing positive impact | Contains a minimum of ONE (1) letter of recognition from a community participant | Missing letter, but indication an effort was made (i.e. e-mail to community member) | No letters of recognition |
| **Section 5: Artifacts** | Contains at least 3 artifacts (i.e. copies of flyers, photographs, announcements, letters, publicity, etc. | Contains at least 2 artifacts | Contains at least 1 artifact | No artifacts |
| **Neatness** | Notebook and ALL pages are in order; pages are neat and easy to read;  Overall product appears to be professional | Notebook and MOST pages are in order; pages are neat and easy to read; Overall product appears to be professional | Notebook and SOME pages are in order; pages are fairly neat and easy to read;  Overall product appears to be semi-professional | Product lacks neatness  Overall product lacks professionalism |