

The Bromfield School

Senior Community Service Project

Class of 2018

The community service learning project continues in honor of Dr. Harris, a longtime Harvard resident, as a graduation requirement at Bromfield. In the words of Dr. Harris, *This is a real world learning experience... involving yourself in giving time, effort and thought, working alone or with others, in a program that would not be done or done as well if you were not there.* Therefore, all graduating seniors must complete a minimum of 40 hours of community service.

The Project and service will:

- * provide the student with a meaningful opportunity to address a real community need or problem.
- * allow the student to gain a greater understanding of a community need.
- * allow the student to use their skills and knowledge that they gained throughout high school to address a community need.
- * provide the student with the opportunity to grow personally and academically.
- * be completed at one organization

The Service Project Requirements

Investigation

- Identify a need in your local, regional, or global community
Contact a community agency or local organization, who currently addresses the need, to gather additional information.

Preparation / Planning

- Work with your selected Service-Learning Provider to identify specific duties that would be expected of you and when you will be able to work with them.
- Complete the service learning project proposal form neatly and in pen, including necessary signatures
- You must submit the proposal and have the project approved before you begin.
- **If you plan on starting during the summer, you must submit your application on or before Monday, June 5th.** ** Hours completed during the summer without prior approval may not qualify for the 40 minimum requirement.
- The deadline for submission of all applications is October 2, 2017.
- All project proposals will be reviewed and approved by the Service Project Committee.

Action / Service

- Must be completed at one organization (To split service between two relevant/connected projects, special permission must be granted and a new proposal written and approved)
- Must be a nonprofit organization
- May not be self-serving (ex. You can't raise money for a sports team you are on, or do a project that is more like an internship or is a prerequisite for a future paying job.)

After securing the approvals, begin your service and start recording hours.

- **Each** time you complete hours, complete your time card (in PEN) and have your mentor assigned to oversee your volunteer work sign it.
- If a change is made on the timesheet, have your supervisor initial the change.
- Timesheets will be collected throughout the year; see attached timeline.
- The hours must be done outside of school hours. Any hours done during school time will not be counted.
- Travel time and meal breaks do not count towards the required service hours.
- Overnight hours do not count
- Soliciting funds in and of itself is not a community service project. In other words, you may not write a letter to ask people for money and count that as service. You may however, work with your organization on a fundraising project.

The Service Learning Project folder:

1. Contains all of your important information including due dates and requirements.
 2. Contains a record of your service. Make sure to keep copies of papers that you handed in, ex. Proposal and time cards.
 3. Contains pictures, brochures, etc. that you have collected during your experience.
- ** A complete and organized folder will help make the final reflection and presentation much easier.

Reflection

- Reflect on your experience before, during and after the service. For example, keep a journal.
- Write your reflection paper.

The Reflection Paper:

A paper at least 2 pages long, (double spaced, New Roman, 12pt) reflecting your community service experience. Include the following information:

- An introduction which explains the who, what, where, and when of your community service
- A brief explanation of the organization or agency sponsoring your community service, who they serve and how they help the community.
- Overall feelings about the whole experience.
- Other things to consider in writing your reflection:
 - What you learned about others from this experience.
 - What you learned about yourself through this experience.
 - What did you observe during your service that made an impact on you and how?
 - How was this activity different from other educational activities?

****The paper will be handed to the panel of judges at the time of your presentation.**

Demonstration: The Presentation and Community Showcase

-All students will be required to give an individual presentation to a panel of community members and teachers. Once your final completed time sheet is handed in, you will be able to sign up for your presentation time.

- The presentation must be eight to ten minutes long and must include:
 - information about the organization
 - details of how you helped the organization
 - reflection on what this project has taught you.
- You must have an individual visual component for the presentation. It should be colorful, neat, organized and free of spelling and grammar errors.

This can include:

- poster with pictures and material from your experience
 - power point or other electronic presentation
 - another type of “show and tell” items that illustrates your experience
- Remember- you should gather brochures, take pictures, etc. so you can use them as visual pieces of the presentation.

The presentation should be organized and structured and you should rely on all of the skills that you have been taught about good presentation format and delivery.

The panel of judges will provide you with written feedback within a few days of your presentation.

The Community Showcase:

You will present your project to the community in an open house event at Bromfield. During this time, members of the community will come in to view your projects and talk with you briefly about what you have accomplished.

First and foremost, you should see this project as an opportunity to grow and learn something new about yourself and your community. Some of the best projects in the past have come from people who made choices that scared them a bit at first.

"Everyone can be great, because everyone can serve." --Martin Luther King Jr.

Remember that this is a graduation requirement!

Senior Community Service Project Proposal

Please complete the following proposal neatly in pen and hand in by October 2, 2017. Alternatively, some or all parts of the proposal may be typed and attached to this sheet.

It must be approved by a committee and signed by the Principal before your service hours will be permitted to accrue for credit.

STUDENT'S NAME _____
Last, First, Grade (at time of submittal)

Student's email _____

Investigation:

Describe the need in your community and why it is a need. Be specific.

Name of Organization: (if applicable)

Address: _____

Name of Supervisor / Contact Person _____

Phone Number: _____ Email _____

Describe the organization with which you will be working. Include its history, mission, and role in the community.

Why did you choose to work with this group? Be specific, not just that you like it.

Have you worked with them before? YES NO if yes, when? _____

If yes, what did you do for them?

Preparation/Planning:

Describe the duties that you will have with this organization.

Describe and discuss how your project will benefit the community.

Describe and discuss what you plan (hope) to gain through this experience. How do you think this experience will contribute to you being a more responsible citizen?

Timeline: Provide a detailed plan with proposed dates and times that show how you will reach the required 40 hours to complete the project.

Please note, signatures should be written in pen.

Student Signature Date

Supervising Organization Signature Date

Parent/Guardian Signature Date

Service Project Committee Date

Principal Date

Check- in Time Line

<u>Date (week of)</u>		<u>Date</u>	<u>#Hours</u>
Oct 2 nd , 2017	Proposal/commitment form Due	_____	_____
Oct. 16 th 2017	Check in/time sheet due	_____	_____
Jan 8 th , 2018	Check in/time sheet due	_____	_____
Feb 12 th , 2108	Check in/time sheet due	_____	_____
March 12 th , 2018	Check in/time sheet due	_____	_____
April 9 th , 2018	Final time sheet hand in	_____	_____
April TBD	Presentation and reflection paper due		

<p>Each time sheet will be initialed by a committee member once it is handed in and checked</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Recommended Time Line for Senior Service Projects

Activity	Time Line
Research Community Service Project Options; Talk to potential organization for Service Project	Anytime second semester junior year through September of Senior Year
Submit application for Senior Service Project. Confirm with organization before submitting (you may want to share your application with the organization)	Anytime second semester junior year through October 2, 2016 Application deadline is October 2, 2016.
Begin project upon approval by committee	Committee will provide feedback and/or approval within two weeks of student submitting application
<p>Document hours on time cards.</p> <p>Hand in time sheets</p> <p>40 Hours should be completed</p>	<p>Once application is approved through completion of project (40 hours or more)</p> <p>See attached schedule</p> <p>No later than April 9,2017</p>
Project Folder- Jot down what you are doing along the way – the different activities you are doing, what you are learning, what benefit it has to the community, your impressions, etc. This journal will be helpful for your reflection paper and presentation.	From beginning of project until 40 hours or more are completed.
Take pictures, collect materials, etc. as you are doing the project. Save these for your presentation.	From beginning of project until 40 hours or more are completed.
<p>Begin work on your presentation.</p> <ul style="list-style-type: none"> • Determine how you will present your project visually (poster, power point, other) • Outline what you will say following the directions of what is to be included and by reviewing the rubric 	No later than April Spring Break
Create your visual component	No later than April Spring Break.
Draft your oral presentation - this can be using a power point to help make your points, index cards, or other approach that works for you	No later than April Spring Break.
Draft your reflection paper	No later than April Spring Break
Practice your presentation – Make adjustments, practice a few times.	No later than April Spring Break
Dress for success and present your project!	TBD
Hand in your reflections paper (at your presentation) and verification of hours to the Bromfield Principal	TBD

Community Service Time Card
Senior Service-Learning Project
Student Commitment Form

Name: _____

I agree to all of the Following:

1. To be in regular attendance and on time to my assigned service.
2. To notify my mentor if I am not able to make my scheduled service.
3. To conform to the regulation of the organization I am working for (dress, conduct, rules, etc.)
4. To make every effort to do my best during my service.
5. To complete the required 40 hours and reflection paper.
6. To fulfill the presentation requirement and community showcase.
7. To have my timesheet signed each time I complete service hours.
8. To hand in my time sheet to the committee at each of the scheduled due dates.
9. To be respectful and polite to all people that I work with during my service hours.
10. To abide by all Bromfield High School rules as stated in the student handbook.

I also understand my service can be discontinued if problems arise while at my site and/or I continue to miss my scheduled time.

I have read and agree to the requirements of the Senior Service Learning Project and understand that it is a graduation requirement.

** sign in pen

Student Signature: _____ Date: _____

Parent Signature: _____ Date _____

Parent Name (printed) _____