Student/Parent Guide to Community Service

The purpose of this guide is to help you as you plan and implement your required community service project. If you have additional questions, see your counselor.

What is a Community Service Project?

Community service projects are planned, organized, and voluntary efforts designed to address a problem or need in the community. To be meaningful, community service projects must address a real need or problem found within their community. The community service project you choose to do should also reflect your personal interests and skills. In addition, worthwhile community service projects require an ongoing commitment on your part.

What are the Community Service Graduation Requirements for MAS @ Zelda Glazer?

To complete the community service graduation requirement for MAS @ Zelda Glazer, you must complete a seventy-five hour community service project between 9th and 12th grade. Community Service Projects must be completed and submitted to your counselor by January of your Senior Year, the end of the first semester, in order to receive credit. These same 75 hours, in addition to other requirements, may be used toward the Florida Academic Scholars' certificate or the Superintendent's Diploma of Distinction. To find out if you have met all the requirements for these honors, please see your counselor.

How do I select a meaningful Community Service Project?

You should think about the following questions before selecting a community service project:

- What need or problem exists in the community that interests you?
- What project can you develop in order to work on this problem?
- Will your project provide an important service?
- Does the project match your interests, talents, and abilities?
- Are there any special qualifications you need in order to work on this project?
- Will **YOU** be able to spend the necessary time on the project?
- What planning steps are needed before beginning the project?
- Who needs to be contacted before the project begins?

The organizations and agencies below typically welcome volunteers.

This list should help you:

- Chambers of Commerce
- Charities
- City governments
- Civic organizations

- Convalescent homes
- County agencies
- Cultural centers
- Daycare centers
- Elementary schools
- Hospices, hospitals, and nursing homes
- Libraries and museums
- Parks and recreation centers
- Political organizations
- Religious organizations
- Service organizations
- United Way agencies
- Zoos

Additionally, you are strongly encouraged to involve your parents or guardians in the pros of selections your project; while this is your project, their support is also necessary.

How do I receive credit for the Community Service Project when it is completed?

You may complete the required community service project anytime between 9th and 12th grade; however, it is strongly suggested that you not wait until your senior year to begin work on this graduation requirement. To receive credit for the project, follow the procedures outlined below.

Required Student Forms

- You are required to complete the **Project Proposal**, **Project Summary Report**, and **Activity Log** to receive credit for the community service project.
- If you are also working to meet the requirements for the Florida Academic Scholars or the Superintendent's Diploma of Distinction, you must complete a minimum of 75 hours as well as additional requirements.

Copies of the three forms are attached and available from your counselor.

Receiving Credit for the Community Services Project

- You must complete the Project Proposal form before beginning your project (all forms **must be typed**).
- Turn in 3 copies of your completed Project Proposal form you your counselor for approval and signature. Once copy of the form shall be kept by your counselor, one shall be placed in your permanent cumulative folder, and one shall be kept by you.
- After you have completed your community services project, you must complete the Project Summary Report and the Activity Log and have them signed by your parent or guardian and your project supervisor.
- Turn in 3 copies or your completed Project Summary Report and the Activity Log to your counselor who will approve and sign each and record the project in the schools system's computer file as completed.
- The final authority in matters related to a Student's Project Proposal, Project Summary Report, or Activity Log rests with the school's principal.

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Community Service Project Proposal

Student Name: _____ Date: _____

Project Starting Date: _____ Grade Level: _____ Id#: _____

Title of Project: _____

Directions:
1. Complete the Proposal form in ink and sign it. The form must be typed. Attach additional page(s), as needed.
2. Have the Proposal signed by a parent or guardian.
3. Submit three (3) copies of the Proposal for approval and signature to your counselor.

Project Description – In your own words, describe your project in detail. What is your project? Be specific about what you will do?

Need – Why is this project needed? For whom will it be valuable?

Final Result – What do you hope to accomplish as a result of your work?

I have reviewed my son/daughter's Community Services Project Proposal and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

Student Name	Student Signature	Date

Parent Name	Parent Signature	Date

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Community Service Project Summary Report

Student Name: _____ Date: _____

Project Completion Date: _____ Grade Level: _____ Id#: _____

Title of Project: _____

Directions:
1. Complete the Project Summary Report in ink and sign it. The form must be typed.
2. Complete all parts of the required essay as outlined below on your own paper.
3. Attach the essay to the Project Summary Report form.
4. Have the completed Summary Report reviewed and signed by a parent or guardian.
5. Submit three (3) copies of the Summary Report and the attached essay for final approval and signature to your counselor.

Required Essay: Summarize your community service experience in essay form. Address each of the following in your well-developed essay.

A. Briefly describe your project and the main activities of your project. Describe changes you made from your original proposal.
B. Briefly outline the steps you took to implement and complete the project. Indicate how much time you spent in completing all aspects of this project.
C. Describe the problems that occurred during the project. Explain how these problems were handled.
D. Describe the impact you believe your project had on the community or on the people who received your service.
E. Describe what you learned about your community as you worked on your project. Describe what you learned about yourself and the importance of giving something back to others.

I have reviewed my son/daughter's Community Services Project Summary Report and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

_____

| Student Name | Student Signature | Date |

_____

| Parent Name | Parent Signature | Date |

Community Service Project Activity Log

All students must use the Activity Log form to record their community service activities. Use additional sheets if needed, including your supervisor's contact information. A letter on the company or organization's letterhead must also be included with your Activity Log.

Date (mm/dd/yy)	Community Service Activities	Hours Completed	Supervisor's Signature

Student Name: _____ ID #: _____

Student Signature: _____ Total Project Hours: _____

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