

DR. MICHAEL M. KROP SENIOR HIGH SCHOOL

Community Service Project Proposal

Please complete this form in ink and secure signatures and approval before you begin your project.

Student's Name: _____ Identification Number: _____

Teacher's/Counselor's Name: _____ Grade Level: _____

Title of Project: _____ Project Starting Date: _____

Project Description: *Provide a detailed description of the project. Use additional paper if needed.*

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

Final Results: *What do you hope to accomplish as a result of your work?*

Parent Approval of Project: *I have reviewed my child's Community Service 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.*

Parent's/Guardian's Signature: _____

Student's Signature: _____

For School Use Only:

I have reviewed this student's service project proposal.

_____ Approved

_____ Disapproved

_____ **Authorized School Official Who Originally Approved the Project**

_____ **Date**

Project Summary Report

Student's Name _____ I.D.# _____

School _____

Title of Project _____

Grade Level When Project Was Completed _____ Project Completion Date _____

Directions:

1. Complete the Project Summary Report in ink and sign it. Print clearly or type.
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. (It is strongly suggested that a duplicate copy be made of the essay.)
4. Have the completed Summary Report reviewed and signed by a parent/guardian.
5. Submit the Summary Report and the attached essay for final approval and signature. (Seniors submit the Summary Report for approval to their government or economics teacher. All other students submit the Summary Report to the appropriate counselor or the principal's designee.)

Required Essay Summarize your community service experience in essay form. Address each of the following in your 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 plan, 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's/daughter's 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.

Parent's/guardian's signature _____

Student's signature _____

Signature of teacher, counselor, or principal's designee _____

Student Guide to Community Service

The purpose of this guide is to help you plan and implement your required community service project. If you have additional questions, see your counselor or your social studies teacher. Seniors may receive additional help from their government or economics teacher.

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 the school or community. The community service project you choose to do should reflect your personal interests and skills. In addition, worthwhile community service projects require an on-going commitment on your part.

What Are the Community Service Graduation Requirements for Dade County Public Schools?

To complete the community service graduation requirement for Dade County Public Schools, you must complete a community service project between 9th and 12th grade. ***No set number of service hours is required for the project unless you are working toward the Florida Academic Scholars' certificate or the Superintendent's Diploma or Distinction (A minimum of 75 hours of service is required for each).*** For further information about these programs, see your counselor or Mr. Roddy.

What Types of Projects Meet the Requirement for Graduation?

You may do any of a variety of projects in order to meet the graduation requirement. You can spend time with senior citizens in convalescent homes, tutor elementary students, work in a homeless shelter, and more! You may complete your project at a school in the community. You may work individually and/or you may work in a group. Below is a brief description of the types of projects that are acceptable.

School- Site Service Projects

School- site service is an excellent way of meeting the requirement for community service while also helping meet the special needs of a school. If you choose to complete a school- site project, you should commit to providing on- going support and assistance to the school. Additionally, if you work on a school- site service project, the project must **not** be completed as a part of the regular school course in which you are receiving academic credit.

Examples of School-Site Projects Include:

- * Student plans, coordinates, and monitors a school-wide letter writing campaign in support of a local issue.
- * Student tutors other students in reading or math for a semester.
- * Student serves as a Community Service aide to an appropriate teacher or counselor and assists with the efforts to implement and monitor community service experiences.

Group Community Service Projects

Group community service projects provide excellent opportunities for you to complete your community service requirement while also helping meet the special needs of an individual neighborhood or community. Group community service projects provide excellent service opportunities for organized student groups such as service clubs, honor societies, and athletic teams. Membership in a service club or organization does not in itself meet your community service responsibilities. However, you can work with others in the organization on community service projects in order to meet your responsibility.

Examples of Group Community Service Projects include:

- * Students develop an “Adopt-a-Park” program that includes organizing and monitoring regular work details and beautification.
- * Students work regularly at a senior citizens’ center assisting with feeding and visitations.
- * Students work regularly at a children’s home and assist with child care or school work.

Individual Community Service Projects

Individual community service projects allow you to complete the service requirement while addressing a community need which interests you. When working on an individual project, you should be committed to providing on-going assistance to the community.

Examples of Individual Community Service Projects Include:

- * Student hosts story hours for younger children at a community library or at a nearby elementary school.
- * Student reads to or records for the blind.
- * Student serves as a volunteer at a museum or cultural center.

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 need or 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 the 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 listed below typically welcome volunteers. The list should help you develop ideas for the community service projects.

- | | | |
|--------------------------------|---------------------------|-------------------------|
| * Chambers of Commerce | * Hospitals | * Charities |
| * Libraries | * City Governments | * Museums |
| * Civic Organizations | * Parks | * Hospices |
| * Convalescent homes | * Political Organizations | * Cultural Centers |
| * County Agencies | * Recreation Centers | * Zoos |
| * Religious Organizations | * Day Care Centers | * Service Organizations |
| * Elementary or Middle Schools | * United Way Agencies | |

Additionally, you are strongly encouraged to involve your parents/guardians in the process of selecting 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 do not wait until your senior year to begin work on the 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**, and **Activity Log** to receive credit for the community service project.
- * If you are also working to meet the requirements for Florida Academic Scholars or the Superintendent's Diploma of Distinction, you must complete the "Hours Completed" section of the Activity Log form. Each of these programs requires that a minimum of 75 hours is completed.
- * Copies of these forms are available at your school from your social studies teacher or on our school website.

Receiving Credit for Projects Finished **Before 12th Grade:**

- * You must complete the **project Proposal** form before beginning your project.
- * Turn in completed **Project Proposal** form to your social studies teacher for approval and signature. One copy of the form shall be kept by the teacher and one copy shall be kept by you.
- * After you have completed your community service project, you must complete the **Project Summary Report** and the **Activity Log** and have them signed by your parent or guardian. *(If you are working toward requirements for Florida Academic Scholars or the Superintendent's Diploma of Distinction, you must complete the "Hours Completed" section of the Activity Log form. Each of these programs require that a minimum of 75 hours be completed).*
- * Turn in the completed **Project Summary Report** and the **Activity Log** to your social studies teacher who will approve and sign each and complete the verification form and turn in to the registrar to record the project in the school system's computer file as finished. You should also keep a copy of each form.

Receiving Credit for Projects Begun or Completed During 12th Grade

- * If you have not begun or completed the community service project before 12th grade, you **must** begin the project promptly at the beginning of your senior year.
- * You must complete the required **Project Proposal** form before beginning your project.
- * Turn in the completed **Project Proposal** form to your government or economics teacher for approval and signature. One copy of the form shall be kept by the teacher and one copy shall be kept with you.
- * After you completed your community service project, you must complete the **Project Summary Report** and the **Activity Log** and have them signed by a parent or guardian. *(If you are working toward Florida Academic Scholars or the Superintendent's Diploma of Distinction, you must also complete the "Hours Completed" section of the Activity Log form. Each of these programs requires that a minimum of 75 hours of community service be completed).*
- * Turn in the completed **Project Summary Report** and the **Activity Log** to your government or economics teacher who will approve and sign each and complete the verification form and turn in to the registrar to record the project in the school system's computer file as finished. You should also keep a copy of each form.
- * The final authority in matters related to a student's Project Proposal, Project Summary Report, or Activity Log rests with the school's principal. If you have additional questions, please see Ms. Higgins in room 2-143.