**Service Learning Project**

**Mrs. Andrea Smith**

**Service Hours**- this is volunteer work on your own time performed for the community. This can be at your church, political party, social agency, Tri-State food bank etc. **5 hours of service is required each 9 weeks for a NON-PROFIT ORGANIZATION.** A detailed one full-page typed report, double-spaced, with the name of the organization, date, times of the service, what you did during this time, details of what the organization does, and how you feel you gained from the experience will be required. You must have paperwork verifying the service hours. Necessary and required paperwork consists of a statement on the agency’s stationary, signed by the director with their phone number. **Service hours must be performed this semester.** Note: Babysitting, cleaning one’s home, or court ordered service does not constitute community service. Points will be based on the detail and completeness of the report and the number of hours. You will provide me with one of these EACH 9 weeks. Each requirement must be completed and turned in on the due date. This assignment will be worth 100 points.

**What is the Service Learning Project?**

The service learning project is an activity that you volunteer for that in some way benefits members of you community. **The service learning project is NOT meant to benefit for profit organizations and businesses.** **Working** is **NOT** service hours. Service hours include activities such as:

* Volunteering in a hospital.
* Volunteering in a local lawmaker’s office.
* Volunteering in a nursing home.
* Volunteering in a local community center like a library.
* Volunteering to work with children, tutoring or coaching.
* Donating blood. (worth 1 hour)
* Participating in events like Race for the Cure.(worth 1 hour)

**How do I find out if my service activity is acceptable?**

You will be required to let me know what you plan on doing for your project by the middle of each 9 weeks. **This will be due by September 10, 2014.** This will be worth 15 points and recorded as a homework assignment in addition to the 100 points this assignment is worth.

**Can I attend a local government or council meeting?**

**Yes! Attending local government or council meetings does count towards your hours. You must provide the date, time in attendance, name of the meeting, where it was held, the number and names of the elected members on the board/council, what was discussed, and your reaction to the meeting. The number of hours you attend the meeting is the number of hours you may count towards your service learning project. Here are some examples:**

* **EVSC School Board- meets 2 Mondays per month at 7 p.m.**
* **Evansville City Council- every Monday at 7 p.m. in rm. 301, Civic Center.**
* **Vanderburgh Co. Commissioners- every Monday 5:30 p.m. rm. 301, Civic Center.**
* **Area Plan Commission- meets 1st Wednesday of every month at 6:30 p.m. rm. 301 Civic Ctr**
* **Vanderburgh County Council- meets 1st Wed of every month at 6 p.m. in rm. 301, Civic Ctr**
* **CHECK evansvillegov.org for a full listing of specific times/dates as they may change.**

**How much time do I have to volunteer?**

The Service Learning Project time requirement is 10 hours. 5 hours are due each 9 weeks. If you complete all 10 hours in the first 9 weeks you are finished with your project.

**When does my service learning project have to be completed?**

Service hours do not include volunteer work done prior to August 8, 2014. A minimum of 5 hours are due by **Friday, October 3, 2014**. The remaining 5 hours, are due by**, Friday, December 15, 2014**. There will be a 50% deduction if late and a zero recorded if not completed before the end of the nine weeks.

**Can I be paid for my service hours?**

No. The idea here is to volunteer your time to help, not to get a job.

**How do I show that I have successfully completed my service learning project?**

Have your **supervisor or** **contact fill out and sign letterhead** with a phone number that describes what you did, and when you did it. A business card may be used if letterhead is unavailable.

**What other requirements do I have to fulfill?**

All students must write a minimum 1 page typed report describing and evaluating their experience. The report should include the following:

* Your prejudgments about the service activity. What did you think about the assignment before you completed it.
* A thorough description of the activity. Describe what you did.
* An evaluation of the activity and its effectiveness in the community. How did this benefit the community.
* What you got out of participating in a service learning activity (besides a passing grade!)
* A detailed description of the organization where you volunteered: Who are they? What do they do? Where are they located? How long have they existed? How does one volunteer for their cause? You need to answer each question. Each question is worth1 point.

**Reports that are less than 1 page or are not typed will have points deducted!** All students must present a 2-minute summary (including a total of 5 pictures showing you did the work-see rubric) of their community service to the class on the day the project is due. The presentation should include the information from your report, the required pictures, as well as any other pertinent information. The presentation can be a PowerPoint, photo story, poster with pictures, etc.

**How do I earn a grade on my community service?**

**Community Service Project Rubric:**

Volunteer Hours with signed letterhead (50 points). No signed verification=50% deduction.

5= 50 points 4= 40 points 3= 30 points 2= 20 points 1= 10 points

Verification (15pts)

3 Pictures of you completing the service work (3pts each)= 9pts

Picture of the contact person or someone from the volunteer organization= 3 points

Picture of the organization or location where you volunteered= 3 points

Project Report (20 points)

Typed= 5 points

Minimum 1 page detailing your experience= 10 points

Includes details of the organization where you volunteered= 5 points

Presentation (15 points)

Student presents report on due date= 15 points

This accounts for a total of **100 points**.

**If you have questions, ask!!!!!!**