

WILLIAM H. TURNER TECHNICAL ARTS HIGH SCHOOL

QUESTIONS FREQUENTLY ASKED ABOUT THE COMMUNITY SERVICE GRADUATION REQUIREMENT

- **When does the community service graduation requirement go into effect?**
The community service requirement is in effect for the graduating class of 1996-1997 and every graduating class thereafter. All grades are currently affected by the requirement.
- **What are community service projects?** Community service projects are defined as “well-planned, organized, and voluntary efforts designed to address a specific need in the community.” Meaningful community service projects require an ongoing commitment on the part of students.
- **Who is responsible for helping students select projects?** While school personnel should assist students in selecting community service projects, it is ultimately the students’ responsibility to select a meaningful project after consultation with their parents or guardian.
- **When may students complete their community service requirement?** Students may complete the community service requirement anytime between tenth and twelfth grade; however, students **must** complete the project before they graduate.
- **May students complete the requirement at a school or must the project be done in the community?** Students may fulfill the community service graduation requirement at a school or in the community. If students choose to complete a school-site project, the project **must not** be performed within the context of a regular school course in which they are receiving credit with the exception of one of the community service elective courses.
- **May students work on several small projects or are they required to work on one project exclusively?** Either option is acceptable.
- **May students work on group projects or must all projects be completed by students as individuals?** Students may work on projects as individuals or as part of a group.

- **May students also meet the requirement through an elective course in community service?** Yes, students may also meet their community service requirement by successfully completing one of the community service elective courses. (Not on campus at Turner Tech)
- **How many hours of service must be completed in order for students to receive credit for the community service requirement?** No prescribed numbers of service hours are required for the project unless a student is working toward the Florida Academic Scholars Certificate or the Superintendent's Diploma of Distinction (A minimum of 75 hours of service is required for each.) While no prescribed number of hours is required for the general graduation requirement, the project should be meaningful and require a commitment of time on the part of the student.
- **How are schools to monitor and record the completion of community service projects?** Detailed procedures for monitoring and recording the completion of student community projects are outlined in the **Community Service Implementation Guidelines**. The procedures differ depending on the grade level in which the student completes the project.
- **What documentation is needed for a student to demonstrate they have completed the community service requirement?** All students are required to complete three forms in order to document the completion of their community service requirement. These forms are the **Project Proposal**, **Project Summary Report**, and the **Activity Log**. No project display board is required to show completion of the requirement.
- **How do schools receive information about community agencies and organizations interested in accepting student volunteers?** Information about community service opportunities is transmitted to principals and community service contact persons on an on-going basis. Volunteer Opportunities for Youth, a directory produced by the United Way of Dade County Volunteer Center, has also been forwarded to all schools. This directory will be updated as new opportunities for community service are identified.

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?

The organizations and agencies listed below typically welcome volunteers. This list should help you develop ideas for community service projects?

- | | |
|--------------------------------|---------------------------|
| ➤ Chambers of Commerce | ➤ Hospitals |
| ➤ Charities | ➤ Libraries |
| ➤ City governments | ➤ Museums |
| ➤ Civic organizations | ➤ Parks |
| ➤ Convalescent homes | ➤ Political organizations |
| ➤ County agencies | ➤ Recreation centers |
| ➤ Cultural centers | ➤ Religious organizations |
| ➤ Day care centers | ➤ Service organizations |
| ➤ Elementary or middle schools | ➤ United Way agencies |
| ➤ Hospices | ➤ Zoos |

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 Evaluate the Effectiveness of My Project? The Community Service Journal

How can you determine if you are accomplishing the plans you outlined in your **Community Service Project Proposal**? How can you evaluate the effectiveness of your project? Feedback from the people you are working with on your project can help you answer this question. Your own feelings, however, about what you have accomplished are also very important. To help you evaluate your progress toward meeting your project goals, it is suggested that you keep a journal of your progress. Journal entries could be made each time you work on your project, much like a diary, or they could be made periodically, much like a progress report. It is suggested that you attach the journal entries to your Project Summary Report to support what you say in your report.

Below are some questions you might consider for your journal. Feel free to add other questions.

- What compliments or positive input have you received about your project?
- What criticisms, if any, have you received?
- Has the criticism caused you to change your project in any way? Describe the changes.
- What do you feel is the main contribution you have made to the project?
- Have you been able to spend the time needed to make the project a success?
- What other assistance from students or the community is needed to improve the project?
- How does volunteering make you feel? Why do you feel this way?
- Overall, how do you feel the project is progressing?

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 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 of community service be completed.
- Copies of three forms are available at your school.

Receiving Credit for Projects Finished Before 12th Grade:

- You must complete the **Project Proposal** form before beginning your project.
- Turn in the completed **Project Proposal** form to the appropriate social studies teacher for approval and signature. The social studies teacher shall keep one copy of the form and you shall keep one copy.
- 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 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 of community service be completed.)

- Turn in the completed Project Summary Report and the Activity Log to the appropriate counselor or principal's designee who will approve and sign each and 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.**

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.
- You must complete the required 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 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 a parent or guardian. (If you are working toward 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 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 them. A copy of the **Project Summary Report** and the **Activity Log** will be kept by the teacher and another copy should be kept by you,
- **The final authority in matters related to a student's Project Proposal, Project Summary Report, or Activity Log rests with the school's principal.**