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# INTERNATIONAL STUDIES CHARTER HIGH SCHOOL

## Community Service Project Proposal

The purpose of this guide is to help students and parents understand and plan for the required community service component of graduation. If you have any additional questions, please see your social studies teacher or counselor.

## Meeting the Requirements for Graduation

To complete the community service graduation requirement for International Studies Charter High School, each student must complete a community service project essay and fulfill a required amount of hours. Prior to the end of the first semester of their senior year, the project essay may be completed at any time during a student's high school years at a non-for-profit organization and is attached to this packet. **In order for a student to comply with the service requirement, he or she must complete a minimum of 100 hours to graduate (25 hours per year for a total of four years.)**

- Students working towards the Florida Academic Scholars Award are required to have a minimum of 100 hours, as approved by district or private schools prior to the end of the first semester of their senior year.
- Students working towards the Florida Medallion Scholars Award are required to have a minimum of 75 hours, as approved by district or private schools prior to the end of the first semester of their senior year.
- Students working towards the Superintendent Diploma are required to have a minimum of 75 hours, as approved by district or private schools prior to the end of the first semester of their senior year.

## Monitoring and Recording the Completion of Community Service Projects

The primary responsibility for seeing that community service projects are completed and recorded rests with the individual students and parents/guardians; however, 12th grade social studies teachers, department heads and office personnel are also involved in this



process. The information that follows outlines the procedures to be used in monitoring and documenting the completion of students' community service projects.

## Required Student Forms

To facilitate the monitoring and recording process, **all students** are required to complete the **Project Proposal Essay, Project Summary Report and Activity Log** (see Addenda A, B, and C). **All projects must be completed at a non-for-profit organization.**

### **Project Proposal Form**

All students are required to complete the Project Proposal form prior to beginning the project. The Project Proposal should be reviewed and signed by the student's parent or guardian.

Students are to submit two completed **Project Proposal** forms to the appropriate social studies teacher for approval and signature. One copy of the form shall be retained by the social studies teacher, and one copy shall be retained by the student.

### **Project Summary Report/ Essay**

After the community service project has been completed, the student must complete the **Project Summary Report** and have it signed by a parent or guardian.

### **Activity Log**

All students should record any service activities in which they are involved on the **Activity Log** as they work on the project. At the end of the project the student must acquire an official letter on behalf of the non-for-profit organization, stating the total number of hours completed. This must be done on the official letterhead of the organization to ensure authenticity.

*The completed **Project Summary Report/Essay** and **Activity Log** should be turned in to the appropriate Social studies teacher who approves, verifies and signs them, and will then be responsible for submitting it to the registrar who will enter the project as completed in the MDCPS ISIS computer file.*

**The final authority in matters related to a student's Project Proposal, Project Summary Report/Essay, Activity Log, and Letter rest with the school's principal.**

## **Monitoring and Recording Procedures for Students Completing the Community Service Requirement during the 12<sup>th</sup> Grade school year**

Government and economics teachers must remind all seniors that have not yet completed the community service project to do so. Counselors, using computer generated tools produced by ITS, are also responsible for reminding students of the need to meet the requirement.



## Community Service Project Proposal

Student's Name \_\_\_\_\_ I.D. # \_\_\_\_\_

School \_\_\_\_\_ Graduation Year \_\_\_\_\_

Title of Project \_\_\_\_\_

### Directions: (keep copies of all items turned in)

1. Complete the Proposal form in ink and sign it. Print clearly or type. Attach additional page(s), as needed.
2. Have the Proposal form signed by a parent or guardian.
3. Submit the Proposal to your social studies teacher for approval and signature.

**Project Description** - What is your project? Be specific about what you will do.

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

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

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*I have reviewed my son/daughter'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/guardian's signature: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Signature of approving social studies teacher: \_\_\_\_\_



## Project Summary Report/Essay

Student's Name \_\_\_\_\_ I.D. # \_\_\_\_\_

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. (Students are to keep a copy be made of everything turned in for their own records.)
4. Have the completed Summary Report reviewed and signed by a parent/guardian.
5. Submit the Summary Report and Project Summary Report Essay for final approval and signature. All students must submit the Summary Report to the appropriate social studies teacher

### 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/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/guardian's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Signature of approving social studies teacher \_\_\_\_\_



### Activity Log Form

Student's Name \_\_\_\_\_ I.D. # \_\_\_\_\_

All students must use the Activity Log form to record their community service activities.

Date	Community Service Description	**Hours Completed	Teacher Signature

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

**\*\* Total Project Hours accumulated** \_\_\_\_\_

Parent/guardian's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Signature of approving social studies teacher \_\_\_\_\_



### Check-List of Required Documents

Student's Name \_\_\_\_\_ I.D. # \_\_\_\_\_

A. Community Service Project Proposal

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C. Activity Log Form

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B. Project Summary Report/Essay

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D. Letter From non-for-profit  
organization

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*I have reviewed my son/daughter's Check-List of Required Documents and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.*

Parent/guardian's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Signature of approving social studies teacher \_\_\_\_\_

Signature of approving social studies chair person \_\_\_\_\_