



Greencastle-Antrim School District

Superintendent: Greg Hoover
Director of Educational Operations: Bob Crider, Ed.D.
Principal: Edward Rife
Assistant Principal: Christine Reiber
Assistant Principal: Gerald Crable

"To create and provide opportunities for all students to become lifelong learners and productive citizens."

E.O.E.

G.A.H.S.

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Greencastle, PA 17225

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GAHS Community Service Project Packet

The Greencastle-Antrim School District's mission is "to create and provide opportunities for all students to become lifelong learners and productive citizens." In order to achieve this mission, our district provides a multitude of academic choices, extra-curricular activities, opportunities for musical enrichment, and a variety of after-school clubs. Additionally, Greencastle-Antrim High School students must complete 30 hours of Community Service for a non-profit organization. These service hours are a Greencastle-Antrim High School graduation requirement, as outlined in the *Academic Standards and Assessment Report*. This project empowers students to become productive members of society and gain valuable personal experiences.

The purpose of this service is to provide opportunities for students to:

- Develop planning, organization, and time management skills while completing an Independent Study
- Experience first-hand the benefits of volunteerism
- Demonstrate citizenship by either helping to solve a need within our society or to identify a need and work toward a solution
- Explore career opportunities in a volunteer capacity
- Demonstrate effective communication skills in a real-world setting

In order to meet all of the requirements, students must:

- Carefully read all pages in this Community Service Packet and follow the instructions
- Complete the following pages and obtain appropriate signatures:
 - 1st - Supervisor Survey check box when completed
 - 2nd - Student Proposal (does not need signature) check box when completed
 - 3rd - Community Service Project Proposal check box when completed
 - 4th - Community Service Log check box when completed
 - 5th - Community Service Project Evaluation check box when completed
- Write a five-paragraph essay and deliver an oral presentation using presentation software
- Not be paid for their service
- Not use service club activities for their hours. (While participation in GAHS service clubs is highly encouraged, service club hours cannot be used for Community Service).

Each student will also gain personal benefits such as:

- Professional contacts for letters of recommendation and future employment
- Personal skills: communication, time management, responsibility and project planning
- Personal insight concerning future career-choice
- Opportunities for future internships
- Learning experiences that may be referenced in future college essays, scholarships or job applications

Directions and Answers to Frequently Asked Questions

1. **How should I get started with my Community Service project?**
 - Select a **non-profit organization not affiliated with the Greencastle-Antrim School District** that you would like to contribute to during your Community Service project. Remember that you will need to provide your own transportation.
 - Interview a supervisor at the organization who will volunteer to supervise your service hours. This interview should help you understand the goals and mission of the organization as well as make a good selection for your service.
 - Ask your supervisor to read and complete the Supervisor Survey.
 - Ask that person if he/she would serve as your supervisor and obtain his/her signature on the **Community Service Project Proposal** form. Your supervisor **cannot** be a relative.

2. **Once my supervisor has completed the Supervisory Survey, what should I do next?**
 - Complete the Student Proposal Sheet.
 - Complete the Community Service Project Proposal sheet. Obtain all of the required signatures. The student's Parents/Guardians must sign the Community Service Project Proposal.
 - Bring this packet to any high school Social Studies teacher for the final approval signature. During the summer, this signature may be obtained from a high school administrator.
 - Students may begin their service hours only after the final approval signature has been obtained from a high school Social Studies teacher or high school administrator.
 - Students have **one calendar year** from the time their project is approved to complete and present their 30 hours of service.

3. **What forms do I need to complete? Which ones do my supervisor at the non-profit need to complete?**
 - As you perform your service you must complete the daily Community Service Log, but your supervisor must initial each log entry.
 - Once you complete your 30 hours of service, ask your supervisor to complete the Community Service Project Evaluation form. **Be sure to discuss your evaluation with your supervisor.** Your evaluation is worth 25% of your overall Community Service grade.

4. **What do I need to do in order to be ready to present my project?**
 - Type your five-paragraph essay and follow the guidelines on the Community Service Essay form. Then, complete your PowerPoint presentation according to the criteria outlined on the Community Service Presentation form. Next, schedule your presentation date with any Social Studies teacher. You must have all of your paperwork together and ready to submit on the day of your presentation.

5. **What deadlines do I need to follow?**
 - **Students are required to complete their service hours and present their project prior to or during their Civics or AP American Government classes.** All presentations done in Civics or AP American Government classes must be completed by the **end of the second marking period during the first semester** and by the **end of the fifth marking period during the second semester.**
 - Students may, and are encouraged to, complete their Community Service prior to taking Civics or AP American Government if the opportunity to do so is available. **If you complete your Community Service prior to taking Civics or AP American Government, schedule to present your Community Service project with any Social Studies teacher. This must be done within 15 days after your 30 service hours are completed.**
 - Students that complete their service hours **during the summer** must schedule their presentation within **15 days of the start of the school year.**
 - Students have **one calendar year** from the time their project is approved to complete and present their 30 hours of service.

Community Service Project Proposal

A high school Social Studies teacher or a high school administrator must sign this project proposal **before** you begin your service hours. It is **your responsibility** to keep track of your paperwork! Please keep all of your paperwork in a safe place. **After** obtaining your final approval signature from a high school Social Studies teacher or high school administrator, you may begin your service hours.

Student's Name (printed): _____

Homeroom: _____ Graduation Year: _____ Student Number: _____

Parent's Name (printed): _____

Permission/Release/Hold Harmless

- I understand that the Greencastle-Antrim School District will not provide chaperones or on-site supervision at any volunteer assignment.
- I understand that my child's failure to satisfactorily complete this project will result in the loss of my child's required Community Service credit for graduation.
- I, hereby waive, release, and hold harmless the Greencastle-Antrim School District, its Board, employees and agents from and against any claim relating to this Community Service graduation requirement, including without limitation, claims arising out of accident or injury while driving to and from his/her volunteer assignment or while my child is performing any services in conjunction with his/her volunteer assignment.

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

School District Approval:

This form MUST BE SATISFACTORILY COMPLETED before final approval is granted. Do not begin your Community Service project hours until after you have a high school Social Studies Teacher's or Administrator's signature of approval in the following box.

Teacher/Administrator Signature of Approval:	_____	Date: ___/___/___
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Community Service Project Evaluation

This form is to be completed by your supervisor.

Thank you for assisting this student during their Community Service Project. Your supervision and support has provided many invaluable lessons for this student. If you have any questions or concerns regarding the placement of this student at your agency/organization, please call the high school 717-597-3226 and ask to speak with the faculty member who approved the proposal.

Please take a few moments to honestly evaluate this student with regard to the criteria listed below. This evaluation will be used to **help determine the student's final project grade**. Discuss the evaluation with this student. This evaluation is worth 25% of their overall Community Service grade. This form should be filled out only after the student's 30 service hours are completed.

Please circle the number which best reflects the student's performance as follows:

Evaluation Criteria	1 Poor	2 Below Average	3 Average	4 Above Average	5 Excellent	Comments
Attendance	1	2	3	4	5	
Punctuality	1	2	3	4	5	
Cooperation	1	2	3	4	5	
Follows Directions	1	2	3	4	5	
Shows Initiative	1	2	3	4	5	
Job Completion	1	2	3	4	5	
Meets Deadlines	1	2	3	4	5	
Is Responsible	1	2	3	4	5	
Communicates Openly and Honestly	1	2	3	4	5	
Teamwork	1	2	3	4	5	

Please use this space for any additional comments. You may attach additional pages if necessary.

This form should be filled out **only after** the student's 30 service hours are completed.

Supervisor's Signature: _____ Date: ____/____/____

Student's Signature: _____ Date: ____/____/____

Total Points:	/50
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Community Service Presentation

Student's name: _____ Date: ____/____/____

Organization: _____

Evaluator's name: _____ Time: _____

Technology Issues:

Check to make sure your presentation works on the school's computer **before** your presentation day.

Preparation

You should:

Be dressed professionally	5	4	3	2	1	0
Have all your materials/papers ready	5	4	3	2	1	0

Content

You should:

Introduce the organization and prepare a thesis slide	5	4	3	2	1	0
State and explain your major topics using examples	10	8	6	4	2	0
Have smooth transitions between topics	5	4	3	2	1	0
Provide a conclusion or summary	5	4	3	2	1	0

Verbal Delivery

You should:

Use proper English and avoid slang	5	4	3	2	1	0
Project your voice, be enthusiastic, stay positive	5	4	3	2	1	0
Be relaxed, confident, and unrushed	5	4	3	2	1	0

Non-verbal Delivery

You should:

Face your audience and have good eye contact	5	4	3	2	1	0
Use good posture and don't chew gum	5	4	3	2	1	0

PowerPoint and Visual Aids

You should:

Include relevant graphics and pictures	5	4	3	2	1	0
Explain the relevance of the graphics and pictures	5	4	3	2	1	0
Make it interesting, neat, and organized	5	4	3	2	1	0

Time Requirements

You should:

Practice your presentation and speak for 5 minutes or more before fielding any questions from the audience	10	8	6	4	2	0
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Total Points:	/85
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Community Service Essay

Reflect upon your overall experience while completing your 30 community service hours. Write a five-paragraph essay that describes the participating organization and states its mission in your introduction. Be sure to include a proper thesis statement in your introduction.

Your three body paragraphs must explain your:

- 1. Personal Contribution**
 - How did your contributions help the non-profit organization achieve their goals?
- 2. Learning Experiences**
 - What did you learn about yourself, other people, the organization, and/or the community?
- 3. Importance of Volunteerism**
 - Why is Community Service work important for the volunteer, the organization, and society?

Your essay should have a closing paragraph that confirms your thesis sentence. After reading the closing sentence the reader should feel you have proven your point, given some wisdom, and/or used a poignant quote.

The following rubric will be used when grading your response.

Grading Criteria	Excellent 5	Above Average 4	Average 3	Below Average 2	Poor 0-1
Direction/Focus x 3 <ul style="list-style-type: none"> • Five-paragraph essay • Well-developed paragraphs • Five sentence minimum • Typed, double spaced, 12 font • Maintains a clear purpose and awareness of task 					
Content x 3 <ul style="list-style-type: none"> • Information and details are specific • Ideas are fully explained • Examples used to support content 					
Organization x 3 <ul style="list-style-type: none"> • Introduction paragraph • Thesis statement • Body paragraphs • Use of transitions • Conclusion 					
Conventions and Mechanics <ul style="list-style-type: none"> • Proper grammar and word choice • Spelling, capitalization, and punctuation 					

Total Points:	/50
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Community Service Self-Check List/ Grade Sheet

Student's Name: _____ Date: ____/____/____

Homeroom: _____ Graduation Year: _____ Student Number: _____

Self-Check List (after you complete your 30 hours of service):

- Schedule your presentation with any Social Studies teacher **within 15 days of completing your 30 hours** of service.
- Dress professionally on your presentation day.**
- Have your completed **Community Service Log.**
- Have your completed **Community Service Project Evaluation.**
- Print out a copy of your typed **Community Service Essay.**
- Create a PowerPoint slideshow for your **Community Service Presentation**: Prepare a thesis slide outlining the main topics you will cover; state and describe the organization where you completed your service hours; explain your personal contributions (the tasks you performed and services you provided), your learning experiences (what you discovered about yourself, others, and the community), and the importance of volunteerism (the benefits the volunteer, the organization, and society). You must include relevant graphics to help demonstrate your experience. If you need assistance developing your PowerPoint or testing your PowerPoint file, see any Social Studies teacher.
- Technology issues**: Check to make sure your presentation works on the school's computer **before** your scheduled presentation. All computer and technology issues should be resolved before your scheduled presentation.
- Print **one copy** of your PowerPoint slides in "Handout style" (3 slides per page).
- Practice your presentation**: Reference the presentation rubric in this packet and make sure you meet all of the requirements.
- Confirm the presentation date** with your Social Studies teacher.

Community Service Project Grade:

Requirements	Points Earned	Points Possible
Project Proposal	_____	/5 points
Service Log	_____	/10 points
Evaluation	_____	/50 points
Presentation	_____	/85 points
Essay	_____	/50 points

Total Points:	_____ /200	Letter Grade and Percentage:	_____ / _____ %
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This letter grade will appear on your next report card. It is **worth .25 of a credit.**