Purpose
The purpose of this guide is to help you as you plan and implement your required community service project. If you have additional questions, see your social studies teacher or your counselor to coordinate community service activities. Seniors can also 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 also reflect your personal interests and skills. In addition, worthwhile community service projects require an ongoing commitment on your part.

COMMUNITY SERVICE GRADUATION REQUIREMENTS
To complete the community service graduation requirement for the Miami-Dade County Public Schools, you must complete a community service project between 9th and 12th grade. No set number of service hours is required (minimum of 25) for the project unless you are working toward the Florida Academic Scholars certificate, the Superintendent’s Diploma of Distinction or the Silver Tassel (a minimum of 75 hours of service for each and a letter on letterhead verifying the hours is also required). For further information about these distinctions, see your counselor or social studies teacher.

DOCUMENTATION
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 work on this graduation requirement. To receive credit for the project, follow the procedures outlined below.

- You are required to complete the Project Proposal, Project Summary Report (including essay), and Activity Log to receive credit for the community service project.
- If you are also working to meet the requirements for Florida Academic Scholars, the Superintendent’s Diploma of Distinction or want to earn the Silver Tassel (to be worn at graduation), you must also provide a letter, on letterhead, verifying the hours. Each of these distinctions requires that a minimum of 75 hours of community service be completed.
- Copies of the three forms are included in this packet.

Credit for Projects Completed Before the 12th Grade
- You must complete the Project Proposal form before beginning your project.
- Turn in the completed Project Proposal form to your social studies teacher for review.
After you have completed your community service project, you must complete the Project Summary Report (an essay) and Activity log and have them signed by your parent or guardian and your project supervisor or sponsor. (If you are working toward the requirements for Florida Academic Scholars the Superintendent’s Diploma of Distinction or the Silver Tassel, 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 and that a letter, on letterhead, be included verifying your hours.

Turn in the completed Project Summary Report, Activity Log, and original Proposal form to your social studies teacher or counselor for final review. A COPY OF EACH FORM SHOULD ALSO BE KEPT BY YOU.

Credit for Projects Completed in the 12th Grade

If you have not completed the community service project before the 12th grade, you must begin the project promptly at the beginning of your senior year and complete the project by the end of the first semester (January) of your senior year.

All documentation procedures must be authorized and completed by the end of the 2nd grading period to allow sufficient preparation time for graduation.

SELECTION AND EVALUATION OF COMMUNITY SERVICE PROJECTS

Selection
You should think about the following questions before selecting a community service project:

- What need or problem exists in the community that you are interested in?
- What project can be developed 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 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. This list should help you develop ideas for community service projects.

- Animal Shelters
- Chambers of Commerce
- Charities
- City Government
- Civic Organizations
- Convalescent Homes
- County Agencies
- Cultural Centers
- Day Care Centers
- Elementary or Middle
- Schools
- Hospitals
- Libraries
- Museums
- Parks
- Political Organizations
- Recreation Centers
- Religious Organizations
- Service Organizations
- United Way Agencies
- Zoos
Additionally, you are strongly encouraged to involve your parent/guardian in the process of selecting your project. While this is your project, their support is also necessary.

**Please note:** An Activity Log must be turned in with each project, signed by the supervisor.

## Types of Community Service Projects

### School-Site Service Projects
School-site service is an excellent way to provide 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 a regular school course in which you are receiving academic credit.

**Example of School-Site Projects include:** Student tutors other students in reading or math for a semester

### Group Community Service Projects
Group community service projects provide excellent opportunities for you to complete your community service project 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. Please note that sponsors will be required to validate the project activity.

**Examples of Group Community Service Projects include:**
- Students develop an “Adopt-A-Park” program that includes organizing and monitoring regular work details and beautification. (Must be approved by park’s staff)
- Students work regularly at a senior citizens’ center assisting with cleaning, food service, and visitations.
- Students work regularly at a children’s home and assist with child care, and school work; e.g., reading stories, helping with homework.

### 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 hour for younger children at a community library or nearby elementary school.
- Student reads to or records for the blind.
- Student serves as a volunteer at a museum or cultural center.
COMMUNITY SERVICE PROJECT PROPOSAL

Student’s Name ________________________________ Student ID ___________ Grade _____
School __________________________________________________________
Title of Project __________________________________________________________
Project Starting Date ____________________________ Hours (anticipated) _____________

PROJECT DESCRIPTION: (What is your project? Be specific about what you will do.)

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?)

I have reviewed and approve this 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.

SIGNATURES:

__________________________
Parent/Guardian

__________________________
Student

__________________________
Project Supervisor Telephone

__________________________
Authorized School Official

CHECK ALL THAT APPLY IF YOU ARE PURSUING ONE OF THE FOLLOWING:

☐ Silver Cord
☐ Florida Academic Scholars
☐ Superintendent’s Diploma

REQUIRES A MINIMUM OF 75 HOURS OF COMMUNITY SERVICE
ACTIVITY LOG

Student’s Name ___________________________ Student ID ___________ Grade ________

School _________________________________________________________________

All students must use the **Activity Log Form** to record their community service activities. "Only students working to meet the requirements for the Florida Academic Scholars Certificate or the Superintendent’s Diploma of Distinction need to complete the “Hours Completed” section of the Activity Log Form. Use additional sheets as needed.

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<th>Date</th>
<th>Community Service Activities</th>
<th>Project Supervisor’s Name/Signature</th>
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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 Dade County Public Schools.

Total Hours ___________________________ Student’s Signature ___________________________

Date ___________________________
COMMUNITY SERVICE PROJECT SUMMARY REPORT

- Print clearly or type the Project Summary Report in ink and sign it.
- Complete all parts of the required essay as outlined below on your own paper.
- Attach the essay (in duplicate) to the Project Summary Report form.
- Attach Signed Activity Log Form
- Obtain required signatures and submit to social studies teacher or counselor for final review.

Student’s Name ___________________________ Student ID ____________ Grade ________

School ___________________________ Anticipated Graduation Date ___________________________

Title of Project ____________________________________________________________

Project Completion Date ___________________________ Total Hours Completed ____________

Grade level when projected was complete _______ How Many Projects did you complete? _______

Grade level when project was completed _______ How many projects did you complete? _______

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 Dade County Public Schools.

Parent/Guardian Signature __________________________________________ Date __________

Student Signature __________________________________________ Date __________

Project Supervisor __________________________________________ Telephone _______________________

Authorized School Official __________________________________________ Date __________