Service Learning Project: The Checklist

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| **Done** | **Step** | **Action** | **Notes** |
|  | 1 | Get “Parent Consent” signed and turned in |  |
|  | 2 | Think about areas where you could give back in the community |  |
|  | 3 | Research local organizations | \*Keep a list to refer back to |
|  | 4 | Contact (phone/e-mail) organizations and ask how you can assist | \*Record the name of the person you spoke with |
|  | 5 | Once okay’d by parents, complete a “ Service Learning Plan” and get it signed by your parents | \*Due November 20 \*Make sure your work “counts” (see below) |
|  | 6 | Complete your service hours | \*Take a camera and Supervisor Evaluation Form with you |
|  | 7 | Review the questions that need to be in your essay as well as your rubric by which you will be graded | \*See site for forms |
|  | 8 | Type or write your essay in black ink | \*Get it proofread |
|  | 9 | Print out your pictures and attach it to the “Photo Page.” This form is on the site and in the classroom. | \*Or you can put these on the form digitally and print it out |
|  | 10 | Attach the project in this order: Supervisor Eval, Essay, Photo Page. Review rubric ONE more time. | \*Due March 20 |

Your project will **not** count if...  
  
1. There will be no adult supervisor present.  
2. You are related to your supervisor. (Although we do encourage families to join our students as they complete their projects.)  
3. Your work is done with a for-profit organization (i.e. restaurant or dance studio)  
4. You are working with an individual or family. (i.e. baby-sitting or cutting the grass)  
5. Your work through a religious or political organization (i.e. church) benefits only that religious or political community and not the entire community.