

# **The Bromfield School**

## **Senior Community Service Project**

### **Class of 2011**

A note from Dr. Harris, a longtime Harvard resident who is very involved in the Harvard community:

*This is a real world learning experience. You will find satisfaction from involving yourself in giving time, effort and thought, working alone or with others, in a program that would not be done or done as well if you were not there. On completion of the project you will sense that a community runs well when people give leadership, thought, effort and often financial resources to make an improvement in society. It is expected that you will develop a keen understanding of the variety and importance of community service that goes on around you. When you look about at community service projects and non-profit agencies you will become aware that these started with an individual or small group who recognized a problem, situation, or an opportunity to make an improvement, organized and made it happen. It is expected this experience and exposure will teach you to be aware and able to work to make improvements in your community.*

As Dr. Harris expressed, the community service project, a graduation requirement at Bromfield, is designed to give you a sense of how important and rewarding giving back to the community can be. You will all complete 40 hours of community service and will also give a presentation to a panel of community members and teachers. After completing both parts of this project, we hope you have a great sense of pride in what you have accomplished.

#### **Here are the guidelines:**

##### **The Community Service Hours:**

- ⌚ All graduating students must complete 40 hours of service. For juniors in the class of 2011, all projects must be completed by April 2011.
- ⌚ Service should be completed at one organization (To split service between two relevant/connected projects special permission must be granted)
- ⌚ When choosing a project, here are a few things to consider:
  - Soliciting funds in and of itself is not a community service project. In other words, you may not write a letter to ask people for money and count that as service. You may, however, organize a community event and donate the proceeds to a needy group.
  - If you have been volunteering for a number of years at one place, you may continue that service. For example, an EMT may continue the service as his/her senior project. However, you are encouraged to volunteer in a new capacity if continuing at the same entity and try to stretch yourself in a new direction.
  - Coaching a sports team, leading a musical group or mentoring an academic team is an acceptable community service project if it serves students in younger grades and not just one's peers. Being the leader of a club is not an acceptable project unless you are creating and implementing a project or program that reaches more than the club's members.
  - First and foremost, you should see this project as an opportunity to grow and learn something new about yourself and your community. Some of the best projects in the past have come from people who made choices that scared them a bit at first.

- ⌚ Once you decide where/how you will complete your service you must submit a type-written application to the Bromfield Principal. (See below)
  - You must submit the application and have the project approved before you begin.
  - The deadline for submission of applications for those students who wish to start in their junior year is any time after December 1<sup>st</sup> of their junior year.
- ⌚ Your guidance counselor is available to advise you about your project and provide any assistance you need.
- ⌚ As you complete your hours, have the individual who oversees your volunteer work sign off on your verification form (see attached) We recommend that you submit your hours to your guidance counselor periodically, at least quarterly if you have accumulated hours within a quarter (Jan – March, April – June, etc.). We recommend you retain a copy of your verification forms for your records. All hours should be completed by no later than April 1, 2011.

### **The Presentation and Reflections Paper:**

**Note, if you are starting your project in your junior year, regardless of when you complete your hours, you will be presenting your project in the spring of your senior year.**

- ⌚ All students will be required to give a presentation to a panel of community members and teachers in their senior year, on a date to be determined, most likely in April 2011. A sign-up sheet for the exact time of your presentation will be posted on the Fishbowl window at least a week before your presentation. This panel will provide you with written feedback within a few days of your presentation.
- ⌚ The presentation must be seven to ten minutes long and must include information about the organization for which you volunteered, the details of how you helped the organization, and reflection on what this project has taught you. A rubric for the presentation to help guide you is attached.
- ⌚ If you complete your project with another person, you may request to do a joint presentation in which each student's presentation is seven to ten minutes long.
- ⌚ The presentation should be organized and structured and you should rely on all of the skills that you have been taught about good presentation format and delivery.
- ⌚ You must have a visual component for the presentation. With this in mind, you should gather brochures, take pictures, etc. so you can use them as visual pieces of the presentation. Your visual component can be low or high tech, whichever medium you feel will best represent your project.
- ⌚ We suggest that as you complete your volunteer work you keep a journal or scrapbook. Noting and reflecting on your progress as you go along will make the final reflection and presentation piece much easier.
- ⌚ A paper (maximum of two pages double spaced) describing why you chose the project you did, what you learned from your experience and whether you achieved what you wanted to achieve should be handed to the panel of judges at the time of your presentation.

- ⌚ The evening of the panel presentation, you will present your project to the community in an open house at Bromfield. During this time, members of the community will come in to view your projects and talk with you briefly about what you have accomplished.

**Remember that this is a graduation requirement!**

"Everyone can be great, because everyone can serve." --Martin Luther King Jr



## SENIOR SERVICE PROJECT PRESENTATION RUBRIC

	<b>Outstanding</b>	<b>Commendable</b>	<b>Average</b>	<b>Poor</b>
<b>Content</b>	Presentation was complete in terms of what the project was about, what he/she learned and what the benefit was to the community. Student strongly portrayed enthusiasm for the project.	Presentation was complete in terms of what the project was about, what he/she learned and what the benefit was to the community. Student held back enthusiasm for what was accomplished	Presentation did not touch on all the points required. Content did not make clear that the student and/or community benefited from the project as much as they could.	Presentation did not touch on the points required. Audience had difficulty understanding what the project was about and what benefit it provided the community and student
<b>Organization</b>	Logical sequencing of presentation. Visual aids used effectively to reinforce what was said. Excellent introduction and conclusion	Logical sequencing of presentation. Visual aids could have been intertwined more effectively. Clear intro. and conclusion	Logical sequencing of presentation. More or less visual aids could have been used. Needed stronger intro. and conclusion	No logical sequencing of presentation. Visual aids did not enhance presentation. No strong intro and/or conclusion
<b>Language</b>	Professional presentation. Formal language use. Mastered not using “like, um, and other words” that can take away from what is said.	Professional presentation. Formal language used. A few minor grammatical errors or hesitation in presentation	Presentation had a mix of formal and informal language. Some use of slang or hesitation	Informal presentation. Seriousness of the presentation not apparent.
<b>Delivery</b>	Student spoke directly to audience. Good eye contact with everyone in room. Projected well. Captured the audience. Was engaging	Student spoke directly to the audience but not always to all present. Projected well. Was engaging	Student spoke to the audience but not always with direct eye contact. Could have been more engaging	Student had minimal eye contact with audience and was hard to hear.
<b>Appearance</b>	Professionally dressed and neat. Held oneself out as confident and in command of the material.	Professionally dressed and neat. Could be a bit more confident with the presentation	Neatly dressed but not in professional clothes. Could have been a bit more confident	Student inappropriately dressed. Appearance indicated lack of respect.

## Recommended Time Line for Senior Service Projects Started in Junior Year

Activity	Time Line
Research Community Service Project Options; Talk to potential organization for Service Project	Anytime from December of Junior Year through September of Senior Year
Submit application for Senior Service Project. Confirm with organization before submitting (you may want to share your application with the organization)	Anytime from December 1 <sup>st</sup> of junior year through October 1 <sup>st</sup> of Senior Year. Application deadline is October 1 <sup>st</sup> of Senior Year.
Begin project upon approval by Principal	Principal will provide feedback and/or approval within two weeks of student submitting application
Document hours on verification form. Hours should be completed by April 2011. You should check in with your guidance counselor quarterly regarding your progress. Your guidance counselor can provide assistance as needed.	Once application is approved through completion of project (40 hours or more)
Keep a journal - Jot down what you are doing along the way – the different activities you are doing, what you are learning, what benefit it has to the community, your impressions, etc.	From beginning of project until 40 hours or more are completed
Take pictures, collect materials, etc. as you are doing the project	Save these for your presentation
Begin work on your presentation. <ul style="list-style-type: none"> <li>• Determine how you will present your project visually (poster, powerpoint, other)</li> <li>• Outline what you will say following the directions of what is to be included and by reviewing the rubric</li> </ul>	End of March, 2011.
Create your visual component	By the end of Spring Vacation
Draft your oral presentation - this can be using a powerpoint to help make your points, index cards, or other approach that works for you	By the end of Spring Vacation
Practice your presentation – ask a mentor to provide feedback. Make adjustments, practice a few times.	April
Dress for success and present your project!	Date to be determined

