

Senior Graduation Project

Checklist

- Community service contract/time sheet
- Two copies of thank you letter, signed
- One addressed envelope with stamp for community service letter
- Job shadow contract/time sheet
- Two copies of thank you letter, signed
- One addressed envelope with stamp for job shadow letter
- Job shadow summary
- Resume – bring 5 copies to the exit interview in February

1. Community Service (20 hours minimum)

Service Contract (in this packet)

- Signed by both student and principal/counselor
- Must complete and sign **before** service can begin

Volunteer Site

- Must be non-profit
- May not volunteer for relative
- May not be compensated
- May not participate during school day
- May be more than one location

Time Sheet (in this packet) - keep track of service hours logged

- Must be signed by adult supervisor

2. Thank You Letter

- One page (*typed*) – Sample formatting included in this packet
- Print two copies: One signed letter **must** be given to principal/counselor (with addressed, **unsealed** stamped envelope) ready to be mailed, along with another copy of the letter we keep for your file.

3. Job Shadow (5 hours)

Job Shadow Contract (in this packet)

- Signed by both student and principal/counselor
- Must be completed **before** scheduling job shadow experience

Job Shadow Site

- May not be supervised by relative
- May not be compensated
- May not participate during school day
- May be more than one location

Time Sheet (in this packet) - keep track of service hours logged

- Must be signed by adult supervisor

-continued on next page

4. Thank You Letter

- One page (*typed*) – Sample formatting included in this packet
- Print two copies: One signed letter must be given to principal/counselor (with addressed, **unsealed** stamped envelope) ready to be mailed, along with another copy of the letter we keep for your file

5. Summary

- One page (*typed*)
- Include personal reflection/thoughts about your job shadow experience and how it may impact your future plans

6. Resume (done in English class as a junior and revised as a senior)

- Bring 5 copies of your resume to your exit interview

7. Exit Interview

- Participate in “mock” job interview in February with committee of faculty, board or community members to provide you with feedback to help prepare for future interview opportunities

MERCER HIGH SCHOOL SENIOR PROJECT

JOB SHADOWING CONTRACT

_____ will be completing his/her job shadowing
(Student Name)

experience at the following location: _____

Brief description of business/company: _____

(Principal/Counselor Signature)

(Date)

(Student Signature)

(Date)

JOB SHADOWING TIMESHEET

Date	Activities	Supervisor's Name	Supervisor's Signature	Phone #	Hours

TOTAL HOURS: _____

Volunteer Site Ideas

Adopt-a-Highway
American Cancer Society/Relay for Life
AWARE
Brandy Springs Park
Camp Kids (Behavioral Health Commission)
Church Camps
Church Groups
Coolspring Township
East End Fire Department
East Lackawannock Township
Findley Township
Fire Departments
Fredonia Lions' Club
Goddard State Park
Habitat for Humanity
Hospitals
Jackson Center Sportsman Club
Jefferson Township
Jefferson Township Fair
Lake Latonka Craft Fair (September)
Little Dribblers
Little League
Make a Wish Foundation
Mercer Area Chamber of Commerce
Mercer Area School District
Mercer Borough
Mercer Community Band
Mercer County Children's Aid Society
Mercer County Antique Power Association
Mercer County Conservation Club
Mercer County Conservation District/
Munnell Run Farm
Mercer County Courthouse
Mercer County Extension Office/4H Park
Mercer County Grange Fair
Mercer County Historical Society
Mercer County Humane Society
Mercer County United Way
Mercer County Visitors' Center

Mercer High School Sports Tournaments
Mercer High School Sports Booster groups
Mercer Public Library
Nursing Homes:
Avalon Springs
Countryside Convalescent Home
Mercer Manor
St. Paul's (Greenville)
The Grove at Greenville
PA Game Commission
Police Departments
Pregnancy Centers
Prince of Peace Center, Farrell
Recycling Centers
Salvation Army
Senior Citizen Centers
Sharon Regional Hospital
Stoneboro Fair
Church Sunday School
Tutoring
Twice Blessed (thrift store)
Vacation Bible School
Willow Women's Center

*This list is just a starting point. Check with a principal or guidance counselor to approve additional volunteer sites.

MERCER HIGH SCHOOL SENIOR PROJECT

COMMUNITY SERVICE CONTRACT

_____ will be completing his/her service
(Student Name)

project at the following location: _____

Brief description of service: _____

(Principal/Counselor Signature)

(Date)

(Student Signature)

(Date)

COMMUNITY SERVICE TIMESHEET

Date	Activities	Supervisor's Name	Supervisor's Signature	Phone #	Hours

TOTAL HOURS: _____

THANK YOU LETTER FORMAT

1" top margin

Your Full Name (ie: Susan Sample)
Your Street Address
City, PA Zip code

1"

1"

Date (ie: September 1, 2018)

Recipient's full name (ie: Mr. John Smith)
Job Title (ie: Director of Operations)
Name of Company (if any)
Street Address
City, State Zip Code

Dear Mr. Smith:

One paragraph of thanks stating what you did and the addressee's role in assisting you. Be specific.

One paragraph of what you learned from the project.

A final paragraph stating again your thanks for being given this great opportunity.

Sincerely,

Susan Sample (Your written signature)

4 lines

Your Typed Name

