

WRITTEN PORTFOLIO ENTRY GUIDELINES

The written entry must follow these specifications.

TITLE PAGE.

The first page of the written entry is the title page. It must include in any order, but is not limited to, the following:

- "COMMUNITY SERVICE PROJECT"
- Title of the project and abstract (2 paragraphs)
- Organization's name
- Names of participants
- Name of high school
- School address; City, State/Province, ZIP/Postal Code
- School year (*date completed*)

One- to three-page description of the project (in the target language) includes the following:

INTRODUCTION

- Description of selected community organization (history, mission, location) (*group*)
- Rationale for selecting the community service or project (*group*)
- Purpose of the project (*individual*)
- Description of the benefits of the project to the students' understanding of 21st century skills, language development and community (*individual*)

ORGANIZATION AND IMPLEMENTATION (*individual*)

- Organizational chart, member involvement and job description
- Peer evaluation
- Description of the project, artifacts, and documentation
- Impact goal for the organization and community

REFLECTION AND RECOMMENDATIONS (*individual*)

- Evaluation and reflection of the project
- Impact of the community service or project
- Recommendation(s) for future projects
- Conclusion and future action