



# Service Distinction Leadership Project Details

Please read through the guidelines for completing the leadership project. Then access the google form application to submit your potential project for approval.

1. Create a service project that you would like to lead. You may work with another student if you are doing a significant project that requires more than one person. Smaller projects including, but not limited to donation collections will NOT be approved for more than one person. If you are teaming up for a project, please define detailed roles and responsibilities that each of the leaders will take on throughout the project.
2. Find a teacher who is willing to supervise your work. If you are working with an existing organization in the community (like Habitat for Humanity, or Lowcountry Food Bank), you must contact them, and arrange for someone in that group/nonprofit/organization to supervise your work. If you are planning to offer service hours to peers you get involved in your project, you must have a SOA faculty member to sign off on said hours.
3. Complete the [google form application](#) and submit it for approval to the SOA Credential Committee. If you have any issues submitting the form or questions regarding the application, see Mrs. Whittemore (formerly Ms. Mahoney) via email or in room 1106. In order for your project to be considered for the 2025-26 school year, proposals must be submitted by February 28th. Please give the committee 2 weeks to review and contact you about the approval of your project. If you have not heard back after two weeks, please check in with Mrs. Whittemore via email.  
*Seniors please note that proposals submitted after February 28th will not be eligible for the current school year.*
4. Once approved, you are expected to get other students from SOA involved in your project. You must advertise your project via posters, and/or announcements at school, on the school website, high school google classroom page or through Facebook. Documentation proving advertisement should be submitted to the SOA Credential Committee in your service report.
5. On the day(s) of the project, take pictures/video of the group you recruited to help, along with pictures of them doing the work.
6. Complete and submit a service project report to the SOA Credential Committee (via Mrs. Whittemore). This can be a written report, slide presentation or any other submission form that best shows the success of your project. Be sure to submit the report on or before the due date for service logs. Your report should detail project parameters, benefits to the community as a result of the project, and should include all the evidence required above (photos, videos, flyers, etc.).