MATER BAY ACADEMY HIGH SCHOOL

COMMUNITY SERVICE PROJECT

To complete the community service graduation requirement for Mater Bay Academy High School and MDCPS, each student must complete a community service project. The project may be completed at any time during a student's high school year. **A minimum of 100 community service hours are required for graduation from Mater Academy Bay High School**, unless student is working toward the **Florida Bright Futures Scholarship Program, which requires a minimum of 100 community service hours.**

MONITORING AND RECORDING THE COMPLETION OF COMMUNITY SERVICE PROJECTS

The primary responsibility for seeing that community service projects are completed and recorded rests with the individual student. The information that follows outlines the procedures to be used in monitoring and documenting the completion of student's community service projects. To facilitate the monitoring and recording process, ALL students are required to complete the following forms:

- **Project Proposal Form**
- **Project Summary Report**
- **Activity Log forms**

PROJECT PROPOSAL FORM

All students are required to complete the Project Proposal Form prior to beginning the project. The Project Proposal Form needs to be reviewed and signed by the student's parent or guardian. The completed Project Proposal Form needs to be submitted by the student to the Activities Office for approval and signature. One copy of the form shall be retained by the Activities Director and one copy shall be retained by the student.

ACTIVITY LOG

All students must record any service activities in which they are involved on the Activity Log Form as they work on their hours and/or project.

PROJECT SUMMARY REPORT

After the community service project has been completed, the student must complete the Project Summary Report and have it signed by a parent or guardian. The completed Project Summary Report needs to be turned in to the appropriate counselor who approves and signs them and will then be responsible for entering the project as completed in the student's records.

All students must have their community service hours completed along with the required forms no later than December 1st of their 12th grade (senior) school year.

MATER BAY ACADEMY HIGH SCHOOL

COMMUNITY SERVICE PROJECT

Community Service Project Proposal Form

Student's Name: _____ Student ID: _____

Title of Project: _____

Current Grade Level: _____ Project Starting Date: _____

Directions:

1. Complete the Proposal form by typing in the information (no hand-written forms will be accepted). Attach (staple), additional pages if needed.
2. Have the Proposal Form signed by a parent or guardian.
3. Submit the Proposal form for approval and signature to the Activities Office.

Project Description – What is your project? Be specific about what you will do.

Need – Why is this project needed? For whim will it be valuable?

Final Results – What do you hope to accomplish as result of your work?

I have reviewed my son/daughter's Community Service Project Proposal and understand that a community service project must be completed in order to meet the graduation requirements for Mater Bay Academy High School.

Parent/Guardian's Signature: _____

Student's Signature: _____

Signature of approving school designee: _____

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COMMUNITY SERVICE PROJECT

ACTIVITY LOG

1. Student Name: _____ Student ID: _____
2. Agency Name: _____

3. Agency Address: _____

4. Brief Description of service activity (What you actually did):

_____

5. This agency is: (check one)
___ Florida Non-Profit (Status granted by Florida Division of Corporations)
___ 501c3 Tax-Exempt Non-Profit (status granted by the IRS)
___ For-Profit Hospital, Nursing Home or Hospice
___ Church or Church-Operated
___ None of the above (not eligible for credit)

6. Name, title and contact information of official at this agency who can verify the service you performed:

Name: _____ Title: _____

Phone: _____ Email: _____

7. This service was: ___ Paid (not eligible for credit) ___ Unpaid
8. Was this an internship? ___ Yes (not eligible for credit) ___ No
9. A separate entry is required for every day of service (use page 2 if you have more than 4 service days):

Service Date (1 day per line)	**Start Time**	**Stop Time**	**No. of Hours**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		TOTAL HOURS (THIS PAGE)	_____

10. TOTAL FROM PAGE 2 (IF YOU DID NOT USE PAGE 2, WRITE 0): _____
11. TOTAL HOURS FROM BOTH PAGES (ADD LINE 9 + LINE 10): _____
12. Signature of Student Submitting this Form: _____

By my signature, and as a matter of personal honor, I affirm that the information above is true and accurate. It reflects only hours I actually served. I claim no extra credit, bonus credit, doubled hours, etc.

NOTICE TO STUDENT: TO RECEIVE FULL CREDIT you must submit this original and fully-completed document – in person - to your grade-level counselor. Make a copy of the completed form and retain it for your own records until you graduate. The student is personally responsible for the truth and accuracy of the information on this document. Submitting false information may result in disciplinary action.

Month Service Performed	**Document Due By**	**Month Service Performed**	**Document Due By**
May, June, July, August	Last day of September	January	Last day of February
September	Last day of October	February	Last day of March
October	Last day of November	March	Last day of April
November	1st school day in January	April	Last day of May
December	Last day of January		

Seniors must have all forms and completed required hours by December 1st of their senior year.

Use page 2 only if you served more than 4 days at the same organization named on page 1.

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COMMUNITY SERVICE PROJECT

Page 2 must be stapled behind page 1 or printed on the reverse of page 1.

Student Name: _____ Student ID: _____

Agency Name: _____

Additional Service dates and times:

Service Date (1 day per line)	**Start Time**	**Stop Time**	**No. of Hours**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL HOURS (PAGE 2)			_____

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COMMUNITY SERVICE PROJECT

PROJECT SUMMARY REPORT

Student's Name: _____ Student ID: _____

Grade Level When Project Was Completed: _____ Project Completion Date: _____

Directions:

1. Complete the Project Summary Report (typed).
2. Complete all parts of the required essay as outlined below on your own.
3. Attach the essay to the Project Summary Report form.
4. Have the completed Summary Report reviewed and signed by a parent/guardian.
5. Submit the Summary Report and attached essay for final approval and signature (submit to your appropriate grade level counselor).

Required Essay: Summarize your community service experience in essay form. Address each of the following in your essay.

a. Briefly describe your project and the main activities of your project. Describe changes you made from your original proposal.
b. Briefly outline the steps you took to plan, implement, and complete the project. Indicate how much time you spent in completing all aspects of this project.
c. Describe the problems that occurred during the project. Explain how these problems were handled.
d. Describe what you learned about your community as you worked on your project. Describe what you learned about yourself and the importance of giving something back to others.

I have reviewed my son/daughter's Project Summary Report and understand that a community service project must be completed in order to meet the graduation requirements for Mater Bay Academy High School and MDCPS.

Parent/Guardian's Signature: _____

Student Signature: _____

Signature of approving school designee: _____