Baltimore City Public School System Service-Learning Individual Project Pre-Approval Form

This form must be approved by the service learning coordinator prior to completing hours, or, you risk your hours being denied!

Student's Name:	Grade:	
Proposed Project Description:		
Name of Organization/Agency:		
Address:		
Services provided by Agency:		
Name of Site Supervisor:	Phone:	
Tasks that you will perform:		
Complete one of the following:		
This will be ONE DAY OF SERVICE	Date:	
This will be ONGOING SERVICE	Beginning Date: Ending Date:	
Parent Permission:		
described. I understand that my son/daughter ha hours towards the service-learning graduation re	er to participate in the service-learning experience as made arrangements at the placement site to compl quirement. In addition, I also understand that he/sha ite, as well as having this project pre-approved bef	lete e is
Parent/Guardian Signature	Phone Number	
Coordinator Permission:		
hereby declare that the service-learning project Public School System Guidelines and is acceptab	described above is consistent with the Baltimore City le for service-learning hours.	r
chool-Based Service-Learning Coordinator's Signature		

Baltimore City Public School System Service-Learning Individual Project

Preparation Form All questions and answers must be typed and answered in a complete sentence.

Student's Name:		Grade:	
Directions: Please answer ea	ach of the following question	ns in as much details as possible:	
1. What type of action will yo	ou be performing?		
Direct Service	Indirect Service	Advocacy	
2. What skills do you need to	have in order for you to perfo	orm this service?	
3. Describe what your respons	sibilities will be for this proje	ct,	
4. What is the purpose of this	organization? Please explain		
5. What is the community need	l being met by your narticipa	tion in this project?	
Z TT 191			
6. How will you prepare and re	effect upon this project?		

Baltimore City Public School System Service-Learning Individual Project

Reflection Form

Directions: Please answer each of the following questions in as much details as possible. If you need additional space, feel free to use the back of this sheet of paper. 1. What is the community need that you focused on while completing this project? 2. Compare your "before service" and "after service" impressions of this particular community problem. 3. Did you learn anything about yourself from this service activity to others? If so, describe. 4. In what ways have you had an impact on your community through this service activity? 5. If you could do this project again, is there anything that you would do differently?	Student's Name:		Grade:		
 Compare your "before service" and "after service" impressions of this particular community problem. Did you learn anything about yourself from this service activity to others? If so, describe. In what ways have you had an impact on your community through this service activity? If you could do this project again, is there anything that you would do differently? 				tails as possible. If yo	u
 3. Did you learn anything about yourself from this service activity to others? If so, describe. 4. In what ways have you had an impact on your community through this service activity? 5. If you could do this project again, is there anything that you would do differently? 	1. What is the community need that yo	ou focused on wh	ile completing this pr	roject?	
4. In what ways have you had an impact on your community through this service activity?5. If you could do this project again, is there anything that you would do differently?		"after service" ir	npressions of this par	rticular community	
4. In what ways have you had an impact on your community through this service activity?5. If you could do this project again, is there anything that you would do differently?					
5. If you could do this project again, is there anything that you would do differently?	. Did you learn anything about yourse	olf from this servi	ice activity to others?	If so, describe.	
	. In what ways have you had an impac	et on your comm	unity through this ser	vice activity?	
5. Do you feel that more needs to be done about this community problem?	. If you could do this project again, is	there anything th	at you would do diff	erently?	
	Do you feel that more needs to be do	ne about this cor	nmunity problem?		
7. How has participating in this project helped you to become a better citizen?	How has participating in this project	helped you to be	come a better citizen	?	

Baltimore City Public School System Student Service Hours Record Card

ame:		Grade:	A	Advisory:		
ddress:			Zip code:			
Date of Service	Agency or Site of Service	Type of Service Provided	# of Hours	Signature of Agency Supervising or Sponsoring Teacher		
				,		
				· · · · · · · · · · · · · · · · · · ·		

Tips for Documenting Student Service-Learning Hours:

Please keep the following tips in mind when completing service hours:

- ❖ All students must perform 75 hours of actual service in their community.
- Students are responsible for getting their cards signed by the adult in charge.
- Students are responsible for submitting this record of service hours to their School-Based Service-Learning Coordinator by the end of each quarter.
- ❖ Always have your service agency and activity pre-approved by the school principal or designee.
- Always keep your service record sheet in a safe place. This is your proof of the number of hours you have completed if there is ever a question.

Baltimore City Public School System Student Evaluation Form

This form must be completed by on-site supervisor or your hours will be returned

Student's Name:	Date (s) of Servi	ce: Tim	e (s); _					
Organization: Office:								
Address:		· · · · · · · · · · · · · · · · · · ·						
Assigned Duties/Responsibilities:								
Name of Site Supervisor:		Phone:						
Performance on Tasks: Rating Scale: (1)- needs improver	ment (2)- fair (3)- good (4)- v	ery good (5)- superio	r (N/A)	- nc	ot aj	ppli	cal	ole
I. Professionalism:								
Student understands the purpos								N/A
Student understands and compl		it relationships.						N/A
Student works well with public.								N/A
Student shows an interest in wo	rking with clients and staff me	mbers.	1	2	3	4	5	N/A
II. Responsibility:								
Student is reliable, maintains sc	hedule and time commitment	•	1	2	3	4	5	N/A
Student completes assignments								N/A
Student pays attention to detail								N/A
Student is willing to take on nev								N/A
III. Effectiveness:	,		•		~	·		1,111
Student welcomes learning infor	mation that will make would me	ana affaatira	1	0	3	4	_	%Y/4
Student welcomes learning into	manua that will make work in	ore effective.	<u>J</u>		<u>_3</u>	-4	2	N/A N/A
Student will ask for assistance v								
								N/A
Student communicates necessar	y information.		1	2	3	4	5	N/A
Supervisor comments:								
			PPPPIN					
Student comments:								
Supervisor Signature:		Date:						
Student Signature:		Date:						

^{*} Please return this form to the student's School-Based Service-Learning Coordinator. *