

Culminating Project Community Service Mentor

The community service component is an active learning and/or service project that requires students to apply their school skills in a real-life setting, and in doing so, help them transition from high school. The community service may be tied to a career pathway and also to the research paper. The service needs to be with an approved organization, supervised by a community mentor/supervisor and include at least ten hours of work outside the school day. Additionally, projects may be selected by students to reflect their unique interests and talents.

You are being approached by a student who wishes to complete his or her community service with you. Because you possess expertise in an area that this student is investigating, you will serve as both a guide and a mentor. Each student has been given the responsibility of becoming as actively involved in the community service as is reasonably possible.

The role of community mentor includes the following:

- Clarify with the student what the student's service will be, including scope, timeline, learning goals, level of hands-on experience and expected outcomes.
- Communicate clearly to the student what your role will be, when you can meet with the student, and what your time and skill limitations are.
- Meet at least twice with the student during his or her work on the project to provide input, to make suggestions, to see how the student is applying your feedback, and to judge whether or not the student clearly understands your feedback.
- Provide topic suggestions and resources to support the student's research paper.
- At the conclusion of the student's Community Service, discuss the experience to determine if and how well the student met his or her goals.
- Verify the quality and time of the student's service (minimum of ten hours) by signing the Community Service Time Log and completing the Final Evaluation Form.

Thank you for participating in our Community Service program by being a mentor. Our programs and students are more successful because people like you are willing to get involved!

If you have questions, please contact Dan Fountain at 360-879-1200 or e-mail dan_fountain@eatonville.wednet.edu.

Adapted from PSD, Puyallup, Washington, 2003

Community Service Evaluation and Comments

This form will be used to evaluate how well the student you worked with competed and upheld their responsibilities during his/her Community Service. We would greatly appreciate your honest appraisal of the student including any other specific information you feel may be helpful to this student. Once you complete this form, please go over your answers with the student. This should be constructive feedback on how the student performed and what he/she can do better in the future. * Students will not be marked down for honestly evaluating their strengths and needed areas for improvement.

Supervisor's Name: _____

Senior's Name: _____

Did the student spend ten or more hours on his/her project? Yes _____ No _____

What are the first words that come to your mind to describe the student?

Was this a positive and significant learning opportunity? Yes _____ No _____

Please explain.

Student Performance Evaluation (Please put a check mark in the appropriate column listed below.)

	Unsatisfactory	Satisfactory	Exemplary	Explain
Attendance				
Promptness				
Attitude				
Effort				
Efficiency				
Follow through				
Appearance – appropriate for environment				
Respectful and Courteous				
Communication Skills				
Shows Initiative				
Overall Performance				

Additional Comments (include description of jobs performed). Please attach an additional page if desired.

I recommend this student: ___ With Reservation ___ Fairly Strongly ___ Strongly ___ Enthusiastically

Please return this form to the student no later than February 12, 2010. The student must turn this in to the school by February 18, 2010.

Supervisor Signature: _____ Date: _____

Adapted from PSD, Puyallup, Washington, 2003

Culminating Project

Community Service Sample Thank You Letter

Thank you letters are an important professional courtesy. Telling people how much you appreciate their efforts makes them feel good about what they do. It also makes a good impression on them!

You will need to write a thank you note to your community mentor. You may use the following model if you wish. Always write a rough draft and correct it before writing your final draft. There should be no misspellings or errors in your final copy.

Eatonville High School

Post Office Box 699 Eatonville, Washington 98328 360-879-1200

December 1, 2009

←

Use Current Date

Mrs. June Smith
ABC Company
Post Office Box 1111
Eatonville, WA 98328

←

Letter address goes here

Dear Mrs. Smith,

←

Use title with last name, or use first name, based on how you addressed him/her while volunteering.

Paragraph one should explain why you are writing. You will need to thank your mentor for the time they gave for this experience, the opportunity to work with them, and any other appropriate words of thanks for special things they did to work with you.

Paragraph two should describe something that was memorable during your Community Service, or something you learned and were grateful for in working with your community mentor.

Paragraph three could invite your community mentor to your Culminating Project presentation. Include date and time and ask them to check in at the main office.

Paragraph four should once again state a final word of thanks and an expression of how much Eatonville High School appreciates the connections with our community.

Most Sincerely,

←

Appropriate closing

Ima Student

Culminating Project Community Service Reflection

Write a one to two-page reflection essay that addresses some of the following.

Describe your experience:

- What did you do?
- What did you learn?
- What surprised you? How was it different than you expected?
- What was your mentor's role?
- Looking back, is there anything you would like to have done differently?
- What went particularly well?
- What challenges did you face?
- How did you overcome them?
- Would you like to pursue a job related to your selected community service?
- A most memorable moment?

Formatting Requirements:

Length: 1-2 pages

Paper: White, 8.5"

Font: 12 point, plain typeface with serif

Spacing: Double spaced, no extra spaces between paragraphs

Margins: One-inch on all four sides

Header: Half-inch from the top right edge.
Use last name, first name, Community Service Reflection

Title: You may title your reflection, but do not use a title page

**This essay is a requirement for 3rd quarter in CWP and your
Culminating Project Portfolio!**