

Ambridge Area High School Service Learning Project Packet 2022-2023



SENIOR SERVICE LEARNING PROJECT 2022 – 2023 INFORMATION: ENCLOSED

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Senior Service Learning Project

2022 – 2023

What is Service Learning?

Service Learning is an approach to education that combines a learning objective(s) with community service in order to provide a learning experience while also meeting societal needs. Students will have the opportunity to engage in collaboration with community agencies, organizations, and / or charities to solve real-world problems and contribute to a society as a whole, while also exploring their interests and careers.

Examples of Service Learning?

Direct Service: Includes tutoring, serving meals, working with patients, participating in actively taking care of animals, nursing care, and direct student-client interaction. Fields of interest include Health Care and Veterinarian Sciences in Direct Service Care.

In-Direct Service: Organizing a fundraising event, working in resale, stocking a food pantry, collecting donations for an organization, planting trees, and environmental care. Fields of interest such as Sociology or Environmental Studies focus on in-direct care.

Advocacy: Creating awareness initiatives and events to address a community issue or need. Examples include bringing in a guest speaker, and ways to improve the community around them with supporting agencies. Fields of interest include Philanthropy, Advertising, and Governmental pathways are included in this area.

Research-Based Service Learning: Collecting and Analyzing data with an agency / community initiative to address a need or issue and ways for improvement. Fields of interest include Evaluation, Research, Data Analysis, and Scientific Research in Research-Based Service Learning.

In Accordance to ACT 158 and the Pennsylvania Department of Education, a student must successfully complete a Service-Learning Project of sufficient duration and intensity to address identified community needs and meet specified project learning goal(s) for graduation from the Ambridge Area School District. A minimum of 20 service hours are required for completion of the project.

Students can also choose to complete two (2) ten-hour projects with separate community agencies / organizations. A minimum of (2) ten hours for each project will be required. A separate application will be required for each project if choosing two separate agencies/organizations, etc.

Students are not required to engage with different community organizations for their service-learning project, but they should try to differentiate (to the extent possible) learning objectives and/or community needs for their project.

A written Service Learning Project application must be submitted to the Student's High School English teacher by September 6, 2022. All Project applications will be reviewed by the School Official, Ms. Zupsic, Principal, for pre-approval. Service Learning Projects must identify a need in the community and develop two goals to contribute to that need for approval. Students may identify needs in their community or surrounding areas and discuss the anticipated contribution to the community and impact the project will have for a specific community group, affiliation, and/or organization, etc.

If choosing to work with two organizations/agencies, students will be required to identify two separate organizations and needs in their community and discuss how the project will contribute in each area.

Service Learning Projects may be developed with community, local and national organizations including but not limited to: American Heart Association (AHA), Junior Rotarians, Beaver County Humane Society, Humane Society of Pittsburgh, and Center for Hope (Ambridge), Greater Pittsburgh Food Bank, etc. They may also be combined with Faith-Based Organizations (e.g. Salvation Army), or a youth organization (e.g., Boy/Girl Scouts). Students may also pair with School Organizations (e.g., National Honor Society, Student Council) to contribute to a community project.

The guidelines for project submissions are as follows:

1. A written Project proposal must be submitted to the qualifying school official for pre-approval
2. The Project must include a Project description
3. The Project must include a minimum of two Service Learning goal(s)
4. Timeline of completion and number of service hours – 20 minimum
5. The Project's contribution to the community and/or organization – minimum of two areas identified
6. The Sponsoring Organization and Contacts
7. The Project must be supervised and assessed by a school supervisor in the school for successful completion. The School Supervisor is required to sign-off and verify in writing accepted supervision of Project.
8. The Sponsoring Organization/Adult Supervisor from the i.e. community agency must provide written verification of completion of project with their organization.

The Service-Learning Project Application is provided at the end of this packet. The Service Learning Project must be monitored/supervised by an adult who can verify project completion and sign off at the

conclusion of the project. The student must provide written verification of completion from the sponsoring organization/adult supervisor from the community, which is to be appended to this form.

The main objective of the Senior Project is to prepare students for their future as global citizens and contribute as a whole to their community and surrounding areas at Ambridge Area School District while also fulfilling ACT 158 graduation requirements in collaboration with the Pennsylvania Department of Education. Participation in the Senior Project Program will enhance the student's high school experience and connections to the global world around them.

The Senior Project can also offer perspective and insight into the student's plans for their future through hands-on work in the community. It is encouraged students to explore their Service learning Project in the field of their choice in an organization they may plan to work on or explore after graduation.

All projects are designed and encouraged to help the students explore possible careers or serve as a volunteer/ intern in the community to see the impact each organization will have for their future. All projects require a minimum of **20 service hours**. Hours are required to be recorded on the service project log provided by their school supervisor. If a student is working with another student, **each student** will require **20 hours and individual service logs for completion. If completing two separate areas, students must submit (2) 10 hour service logs for each agency.**

Students must follow the schedule of requirements and meet all deadlines.

The best way to get something done is to begin.
~Author Unknown

PARENT/GUARDIAN LETTER / NOTICE

Dear Seniors and Senior Parent(s)/Guardian(s):

As a graduation requirement, your son/daughter must satisfactorily complete, as defined by the assessment criteria, a Service Learning Project during their Senior Year. Each student must complete the four P's. They are **Project, Papers, Portfolio, and Presentation.**

- **Project:** Each student is Required to Complete a (20) hour minimum Service Learning Project, or two separate (10) Hour Projects with differing organizations. The Service Learning Project must identify a need and develop two goals to contribute to that need for approval. Students may identify needs in their community or surrounding areas and discuss the anticipated contribution to the community and impact the project will have for a specific community group, affiliation, and/or organization, etc.
- **Paper:** Each student is required to submit the following writings: proposal paper, research paper, resume, and reflection paper. Students will be given the exact criteria to follow based upon the specific English Course taken.
- **Portfolio:** The students will use a three-ring binder in which to put final copies, pictures, and documentations. This will be used as part of the Senior Service Learning Project Presentation in May.
- **Presentation:** Students will orally present his/her projects to the Ambridge Area School District Staff. Each student will need to be professionally dressed and on time for the **ten minute** oral presentation.

Service Learning Projects may be developed with community, local and national organizations including but not limited to: American Heart Association (AHA), Junior Rotarians, Beaver County Humane Society, Humane Society of Pittsburgh, and Center for Hope (Ambridge), Greater Pittsburgh Food Bank, etc. They may also be combined with Faith-Based Organizations (e.g. Salvation Army), or a youth organization (e.g., Boy/Girl Scouts). Students may also pair with School Organizations (e.g., National Honor Society, Student Council) to contribute to a community project.

The guidelines for project submissions are as follows:

1. A written Project proposal must be submitted to the qualifying school official for pre-approval
2. The Project must include a Project description
3. The Project must include a minimum of two Service Learning goal(s)
4. Timeline of completion and number of service hours – 20 minimum or (2) 10 Hour Service Learning if completing two separate organizations.
5. The Project's contribution to the community and/or organization – (2) Areas for Each
6. The Sponsoring Organization and Contacts
7. The Project must be supervised and assessed by a school supervisor in the school for successful completion. The School Supervisor is required to sign-off and verify in writing accepted supervision of Project.
8. The Sponsoring Organization/Adult Supervisor from the i.e. community agency must provide written verification of completion of project with their organization.

Possible Ideas:

1. Caring Place Children's Grief Awareness school-wide projects
2. Peer Tutoring opportunities
3. Beaver County Humane Society / Pittsburgh Humane Society (Veterinarian Animal Focused Career)
4. Kindred Spirits Rescue Ranch (Veterinarian Animal Focused Career)
5. Hope Haven Farm Sanctuary (Veterinarian Animal Focused Career)
6. School-wide Penny Wars for Local / Community / Global Charity
7. Awareness and education-based projects (take on projects about Autism awareness or Black history month and present at the elementary level or the community.)
8. Beaver County YMCA
9. Paper recycling
10. Hydroponics and community gardening
11. Ecology education via competition and teaching in the elementary schools
12. STEAM night
13. Tutoring any level in collaboration with a School Organization
14. Accounting or record/data keeping to help improve Business Operations
15. Stats keepers for sports teams
16. Any mentor program
17. Big Brothers/Sisters
18. Coaching youth sports/cheer
19. Summer programming
20. Reading at public libraries
21. Reading/activities at the 8 week summer lunch program
22. Homework/tutoring support for peers and youth
23. Presentations/participation in elementary invitations, programs, and outreach
24. CYS Toy Drive
25. Clothing Drives
26. School Supply Drive
27. Build a picnic table to put around the school/field
28. Environmental club project
29. Travel to elementary schools/Junior high for after school tutoring
30. Homecoming Parade/Dance/Game
31. Pink out games (coordinated with all sports/groups) for Charity
32. Mr. Ambridge
33. Relay for Life – The school district cant sponsor, but a community organization could

34. Blood Drive
35. Skill camps for youth sports (tennis/basketball/football/volleyball)
36. Old Economy Village
37. Community worship site
38. The Ladle Soup Kitchen
39. Center for Hope
40. Sponsor elementary dances/activities
41. Volunteer through Elementary PTA/PTO
42. Halloween Night
43. Our Community libraries
44. Winter Olympics
45. Pittsburgh Marathon
46. Create a 5/10K as a fundraiser
47. Punt/Pass/Kick competition through Ambridge Rotary
48. Eagle Scout Project or Gold Award Project (Girl Scouts)
49. Ambridge Borough Spring Clean-Up
50. Floats for the Light-Up Night Parade
51. Paint Borough garbage cans
52. Volunteer with Pre-school or Head Start
53. New Horizon's fishing Derby at Ambridge Sportsman's
54. Fishing Derby (Elementary age) at Ambridge Sportsman's
55. Church camps
56. Teach religious education classes at a worship site
57. Special Olympics
58. Polar Plunge (organize student groups to raise money)
59. Reservoir water project
60. Voter registration drive
61. Day of giving
62. Classroom emergency kit
63. Day of kindness

Contacts local organizations for volunteer:

1. Highland Elementary School
2. State Street Elementary School
3. Economy Elementary School
4. Ambridge Middle School
5. Center for Hope

6. Local Magisterial Office
7. Laughlin Memorial Library (Ambridge)
8. Baden Library
9. Cranberry Library
10. Old Economy
11. Children's Hospital of Pittsburgh has many job shadowing opportunities
12. Punt/Pass/Kick – Ambridge Rotary
13. Ambridge Regional Chamber of Commerce
14. Franklin Center
15. VFW

Contacts local businesses for job shadowing:

1. Old Economy
2. Ambridge Regional Chamber of Commerce

SENIOR PROJECT TIMELINE

Task	Timeframe
1. Submit Service Learning Project Application 2. Parent and Mentor Signature forms 3. Student Basic Project Information	Deadline: September 6, 2022
1. Senior Service Learning Project Proposal 2. Senior Resume	Deadline: September 27, 2022
Senior Project Research Paper*	Deadline: End of 2 nd Quarter Senior Year – January 13, 2023
Five Paragraph Reflection Paper	Deadline: End of 3 rd Quarter Senior Year – March 22, 2023
Formal Business letter (Thank you letters)	Deadline: April 14, 2023
Senior Project Portfolio Completion	Deadline: April 28, 2023
Senior Project Formal Presentation	Deadline: Week of May 15, 2023

*Research Paper requirements are based upon the course you take.

Research Paper requirements per course:

Course	Requirements
Practical English 12	3-5 pages with 3 sources
AP / College Prep 12	5-7 pages with 5 sources

Additional information/guidelines:

- Any student using school facilities will need to fill out a facility usage form and submit it to the Athletic Director a minimum of 6 weeks in advance of the event.
- After event approval, schedule of events with times must occur at least 14 days in advance.
- Use of district facilities will be limited to 4 hours in length.
- Events occurring Monday through Friday must conclude by 10pm.
- District will not be responsible for insurance covering events that occur off site.
- Publicity for events is the responsibility of the students.
- Publicity posted on the website or distributed district wide must be approved via school administration.
- Distribution of flyers and cost associated with copying is the responsibility of the students.

SERVICE LEARNING PROJECT APPLICATION FORM

A service learning project may be developed with a school organization (e.g., National Honor Society), a community organization (e.g., Junior Rotarians), a faith-based organization (e.g., Salvation Army), or a youth organization (e.g., Boy/Girl Scouts).

The service learning project must be monitored/supervised by an adult who can verify project completion and sign off at the conclusion of the project. The student must provide written verification of completion from the sponsoring organization/adult supervisor, which is to be appended to this form.

STUDENT INFORMATION

Student Legal Name (Last, First):		Student ID Number and E-mail:	
Date of Application:		Anticipated Date of Graduation:	
Project Start Date:	Project End Date:	Anticipated Number of Service Hours: <i>(minimum 20 hours required or (2) 10 hours)</i>	

PROJECT INFORMATION

Description of Project:

Project Goals:

Goal 1:

Goal 2:

Anticipated Contribution to the Community: Requires 2 ways the project will contribute to the community /agency / organization, etc.

Sponsoring Organization:

Adult Supervisor Name:	Phone:	Email:
Student Signature:	Date:	

PROJECT TIMELINE:

Goal date of Completion:

1. Goal: Projected Goal Completion for Step One of Project:
2. Goal: Projected Goal Completion for Step Two of Project:

3. Goal: Projected Goal Completion for Step Three of Project:

Step One Plan: Materials Needed / Contacts Required / Date / Any funding:

Step Two Plan: Materials Needed / Contacts Required / Date / Any funding:

Step Three Plan: Materials Needed / Contacts Required / Date / Any funding:

SIGNATURE: _____ DATE: _____

ADMINISTRATIVE INFORMATION: DUE TO SENIOR ENGLISH TEACHER BY SEPTEMBER 6, 2022

Receiving Service Learning Project Advisor:

Date of Receipt:

Application Approved: Administration – Ms. Zupsic

Approval Date:

Application Disapproved: Administration – Ms. Zupsic

Disapproval Date:

Reason why:

Successful project completion verified via receipt of supervisor documentation

Service Learning Project Advisor Signature:

Date:

SERVICE LEARNING PROJECT TASK COMPLETION RECORD

A service learning project may be developed with a school organization (e.g., National Honor Society), a community organization (e.g., Junior Rotarians), a faith-based organization (e.g., Salvation Army), or a youth organization (e.g., Boy/Girl Scouts).

The service learning project must be monitored/supervised by an adult who can verify project completion and sign off at the conclusion of the project. The student must provide written verification of completion from the sponsoring organization/adult supervisor, which is to be appended to this form.

TASK COMPLETION RECORD: DUE BY APRIL 29, 2022

COMMUNITY CONTACTS:

Agency Contact Log:

Contact Date:

Contact Date:

Contact Date:

Contact Date:

Contact Date:

Contact Date:

Contact Date:

Contact Date:

Contact Date:

TASK COMPLETION RECORD:

Date:	Task Completed:	<i>Advisors Signature:</i>
Date:	Task Completed:	<i>Advisors Signature:</i>
Date:	Task Completed:	<i>Advisors Signature:</i>
Date:	Task Completed:	<i>Advisors Signature:</i>
Date:	Task Completed:	<i>Advisors Signature:</i>

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Date:	Task Completed:	<i>Advisors Signature:</i>
Date:	Task Completed:	<i>Advisors Signature:</i>

SERVICE LEARNING PROJECT SUPERVISION COMPLETION FORM:

A service learning project may be developed with a school organization (e.g., National Honor Society), a community organization (e.g., Junior Rotarians), a faith-based organization (e.g., Salvation Army), or a youth organization (e.g., Boy/Girl Scouts).

The service learning project must be monitored/supervised by an adult who can verify project completion and sign off at the conclusion of the project. The student must provide written verification of completion from the sponsoring organization/adult supervisor, which is to be appended to this form.

***Students can make as many copies as needed:**

To be signed off by Supervisor on Completion:

I VERIFY THIS STUDENT HAS MET ALL SENIOR LEVEL SERVICE LEARNING PROJECT GOALS AND STEPS AS OUTLINED IN ACT 158 AND IN COLLABORATION WITH AMBRIDGE SENIOR HIGH SCHOOL: * 2ND Project requirement if completing two separate agencies

Successfully complete approved service-learning project(s)	<i>Project completion verified by adult supervisor</i>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
	<i>2nd Project completion verified by adult supervisor</i>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET

Signature: _____ Date: _____

PARENT PERMISSION FORM

Student's Name: _____

I have carefully read through the Senior Service Project Learning Information and understand the requirements of ALL phases of the Senior Project. I acknowledge and give permission for my son/daughter to do the following as his/her Senior Project (in the space below, please write down your son/daughter's topic).

My son/daughter and I have read the requirements of the Senior Project and their respective due dates. I understand that the Senior Project is mandatory and deadlines are extremely important and need to be met.

Parent or Guardian's name (please print): _____

Parent or Guardian's signature: _____

Student's name (please print): _____

Student signature: _____

Date: _____

***Student must return form to Senior English teacher by September 6, 2022**

STUDENT BASIC PROJECT INFORMATION FORM

Student's Name _____

All projects must be **Community Service** or **Career Oriented**

What is the focus of your project? What contribution to the Community will this project provide:

Describe your project:

Whom will you contact for permission? For example, if you are volunteering for the Human Society, then you would contact the Beaver County Human Society. I will make the following contacts:

Business / Organization	Phone #	Contact Person
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Student must return form to Senior English teacher by September 6, 2022**

SENIOR MENTOR SIGNATURE FORM: What is the role of a Senior Project Mentor?

Senior Project is largely self-directed so the mentor's responsibilities tend to vary. Most often you will be asked to do the following:

- Work with the student to help fulfill his/her goals for the project.
- Work with the student to design a schedule to meet the 20 hour requirement.
- Reach agreement with the student on expectations regarding attendance, attitude, quality of work, and responsibilities.
- Encourage the student to challenge himself/herself and take intellectual risks.
- Give the student regular feedback on his/her performance and progress.
- Complete the Sponsor Meeting Record form provided by the student.
- Notify the Senior Project Manager immediately if any concerns or problems arise.

Mentor Information:

Please Print: _____

Student Name: _____

Mentor Name: _____ Title: _____

Mentor Daytime Phone #: _____

The student must spend at least twenty five (20) hours outside of class time on his/her project. The Service Learning Project must be monitored/supervised by an adult who can verify project completion and sign off at the conclusion of the project. The student must provide written verification of completion from the sponsoring organization/adult supervisor. The adult that both the service provider and the school identify as the student's supervisor and the person responsible for the student's welfare during participation in the program is required to obtain Clearance/Background Check certifications, not necessarily all employees/volunteers with which the student will interact.

I agree to serve as a mentor for a student of the Ambridge Area School District. I understand that I must verify the student's work and document the number of hours that he/she spends working on the project. I will sign-off below at the completion of the project: (2nd Project if Working Together with another Student)

Successfully complete approved service-learning project(s)	Project completion verified by adult supervisor	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
	2 nd Project completion verified by adult supervisor	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET

Signature: _____

Date: _____

***Student must return form to Senior English teacher by September 6, 2022**

SENIOR SERVICE LEARNING PROJECT PROPOSAL DIRECTIONS

Student Name:

Homeroom Teacher:

Section:

TITLE

A. ABSTRACT

Write a 1-2 paragraph description of your Service Learning Project. Be specific and succinct. Name any people or agencies that you will need to work with, and identify the goal or outcome of your project and the contribution to the Community your Project will make.

B. LEARNING STEPS

This section of the text will list your learning steps. These are the things that you will need to learn how to do in order to correctly complete your senior project. This should be a numbered list.

C. PROJECT STEPS

This portion of the text is a numbered list that outlines the steps needed to complete the project. This portion also asks for approximate time allotments for each phase of the project. Be sure to total your time. It needs to be over 20 hours, or (2) 10 Hour projects. Here is an example:

- | | |
|---|--------------|
| 1. Meet with Center for Hope Supervisor in Ambridge | 2 hrs |
| 2. Gather materials for Project and Drop-Off | 2 hrs |
| 3. Arrange Drop-Off Time and Organization | 2 hrs 30 min |
| 4. Participate in Community Day with Supervisors | 2 hrs |

D. DOCUMENTATION

This portion of the text asks you to verbalize how you will document that you have actually completed the project that you have proposed. This should be a short paragraph describing your methods for documentation and can contain, but is not limited to photographs, journals, events, flyers, signed hours log, etc.

E. PROJECT JUSTIFICATION

This portion of the text explains what you will learn from this experience and how you will be giving back to your community. This should be conveyed in a short paragraph that highlights your desire to complete this activity and what you hope to gain from it.

F. PROJECT PAPER CONNECTION

This portion of the text explains how your research paper is connected to your project. If you do not currently have a topic in mind for your senior research paper, think about a question that you would like to know more about and try to find a connection between your work and your question.

G. ACADEMIC HONESTY

As a student, you must copy this statement and sign.

I know it is illegal to copy someone else's words without giving them credit. It is also illegal to fabricate information and/or have someone else write any part of my paper or do my work on the project. Any of these things constitutes plagiarism and violates the school's Academic Honesty Policy. To do so will result in a failing grade on the paper, the project, or both, and if guilty, I will not graduate, or take part in the ceremony.

STUDENT SIGNATURE: _____

H. COMPLETION DATES

This portion of the text again lists the steps that will be taken (or have been taken) to complete your project. Paired with these steps is the completion date (be accurate), or the anticipated completion date. Students must also fill out the TASK COMPLETION RECORD IN THE SENIOR PROJECT PACKET. Again, here is an example:

- | | |
|--|-----------------------------------|
| 1. Meet with Center for Hope Supervisor in Ambridge | September 15, 2022 |
| 2. Collect/Gather materials for Project and Drop-Off | September 16, 2022 |
| 3. Arrange Drop-Off Time and Organization | October 1-10 th , 2022 |
| 4. Participate in Community Day with Supervisors | October 10, 2022 |

I. COSTS

This section of the text indicates any of the costs that your project will experience. Additionally, this section should indicate how these monies will be raised and if donating money, what group/cause will be receiving the donation. If a donation takes place, the writer should also indicate what this is the charity of choice.

J. FACILITIES PERMISSION

This section of the text breaks down any facilities (school or otherwise assigned) that will need to be utilized during any part(s) of your project.

K. CONSULTANT CONTRACT

This section of the text indicates and explains any outside consultant (school or otherwise assigned) that will need to be utilized during any part(s) of your project. If this section does not apply, simply state, "This project will not utilize an outside consultant."

L. CLIENT CONTRACT

This section of the text indicates and explains any outside clients (school or otherwise assigned) that will need to be utilized during any part(s) of your project. If this section does not apply, simply state, "This project will not utilize an outside client."

H. Senior Resume: List Name, and all information in resume format for completion

***Student must return form to Senior English teacher by September 27, 2022**

FIVE PARAGRAPH REFLECTION PAPER DIRECTIONS

The **Reflection Essay** is a five paragraph essay. It is an “overview” of yourself and project. Please follow the following format.

Paragraph One: This paragraph is the introduction. This is where you will “introduce” yourself. You will write a brief biography about yourself and lead into your project title.

Paragraph Two: This paragraph is where you write how you became interested in this topic and why this contribution was important to you. This can be career related, etc.

Paragraph Three: This paragraph is divided into two parts. First, you will talk about what you learned from your research paper. The second part will be about what you learn from the actual project.

Paragraph Four: This paragraph is where you talk about what you learned about yourself during the project. For example, some students learn that they are procrastinators, while others learn they truly love the job they were interning for and contributing to this cause as a whole. Basically, you will reflect on yourself and work ethic.

Paragraph Five: This is your conclusion. You will “sum up” your overall experience.

***Student must return form to Senior Service Learning Project Supervisor by March 22, 2023**

Please ensure your student completes the entire Senior Service Learning Project Packet for Turn in with the Portfolio.