

*Saint Cecilia Academy*  
*Service Learning Guidebook*  
*2011-2012*

*"Have Charity for One Another"*



St. Jean Dorcy, O.P.

*"Behold, my children, the heritage I leave you:  
have charity for one another;  
guard humility;  
make your treasure out of voluntary poverty."*

*-- The Last Will and Testament of Saint Dominic*

*"Have Charity for One Another"*

## *Service Learning Program*

The overview of the program is as follows:

Sophomore Year:	Discovering Paths of Service
Junior Year:	Committing to Service
Senior Year:	Service as a Way of Life

### Service Learning Program Requirements

- Freshmen are not required to perform a designated number of service hours but are encouraged to perform service on their own. Freshmen may submit a log sheet documenting their service hours in order to qualify for the Saint Dominic Service Award.
- Sophomores, Juniors, and Seniors: A minimum of ten hours of person-to-person service is required per semester. Completion of the service hours and documentation will be assigned a test grade in the second and fourth quarters and will compose about 10% of the quarter grade.
- For each semester, the student must document her service by completing the following:
  - Intent to Serve Form
  - Service Calendar
  - Log Sheet
  - Reflective Questions or Reflection Project
- The Intent to Serve Form, Service Calendar, and Log Sheet must be turned in to the Director of Student Activities.
- The Service Reflection Questions/Project must be turned in to the Theology teacher. An exception is made for the seniors during the first semester when their reflection must be turned in to the Director of Student Activities.

### Service Learning Program Special Notes

#### **Goals of the Service Program:**

- 1. To develop a love of service so that it becomes a way of life.**
- 2. To encourage respect for the dignity of the human person through person-to-person service.**

## Service Requirements

- Must be person-to-person service. (\*Note\*: Services that are not person-to-person may count toward earning Dominican Cross, but they may not be used to fulfill the minimum service requirements.)
- Must be for the underprivileged and/or underserved. (See description below.)
- Must be done free of charge.
- Must be completed during the school year. (\*Note\*: Mission trips and other service completed during the summer may count for up to 20 hours toward earning the Dominican Cross awards, but they may not be used to fulfill the minimum service requirements.)
- All service activities and agencies must be approved by the Director of Student Activities.
- Service hours should be completed at the same agency during all three years of service. An exception is made for the Sophomores during the first semester of service when they are exploring several different service agencies. (\*Note\*: Any students wanting to change to another agency must meet with the Director of Student Activities to discuss the reasons for the change and to request approval.)
- Failure to complete service as required will result in the student's receiving a zero for the incomplete work. Dishonesty in logging and reflecting on service is a serious breach of the Honor Code and will be handled as stated in the school handbook.

Those who are **Underserved/Underprivileged** includes the following:

- The elderly
- The poor
- The homeless
- Children who are poor/at risk
- The sick/dying
- Refugees
- The disabled

Listed below are some examples of **unapproved** types of service that are frequently mentioned:

Babysitting for free

Doing chores for your family

Yardwork

Participating in events hosted/benefitting charities (walks, runs, etc.)

Donating items to service agencies

\*Fundraising for charitable organizations

\*Passing out information for charitable organizations

\*Coaching teams

\*Teaching Sunday School or Religious Education

\*Note\*: The last four services in the above list may count toward earning the Dominican Cross award, but they may not be used to fulfill the minimum service requirements.

*Service Awards  
Honoring Those Who Serve  
The Dominican Cross*



While all students are required to serve others actively, Saint Cecilia Academy encourages its students to make service a way of life. In the spirit of Saint Dominic, who was said to spend his days in service to his neighbor and his nights in prayer to God, we would like to recognize students who exceed the service requirement for their grade level by honoring them in the following ways:

*Semester Honors*

Any student who completes and documents a minimum of 25 hours of service at approved agencies both semesters will receive the Dominican Cross Award. Students earning this honor will be announced during a school-wide assembly.

*Class Service Awards*

Traditionally, the student from each class who is most dedicated to service to others has been recognized at Honors Night. The documented service hours of each student will be reviewed to select the recipient for each class. The awards will be given to the member of each class who has most dedicated herself to service as follows:

- Freshman – Saint Dominic Service Award
- Sophomore – Saint Thomas Aquinas Service Award
- Junior – Saint Catherine of Siena Service Award
- Senior – Saint Rose of Lima Service Award

## Service Learning Program Requirements Chart

### DUE DATES:

- 1<sup>st</sup> Semester Intent to Serve Form due by **8:00 AM, Tuesday, September 27<sup>th</sup>**.
- 1<sup>st</sup> Semester Calendar due by **8:00 AM, Wednesday, October 12<sup>th</sup>**.
- 1<sup>st</sup> Semester Service due by **8:00 AM, Tuesday, December 13<sup>th</sup>**.
- 2<sup>nd</sup> Semester Intent to Serve Form due by **8:00 AM, Tuesday, January 31<sup>st</sup>**
- 2<sup>nd</sup> Semester Calendar due by **8:00 AM, Tuesday, February 14<sup>th</sup>**.
- 2<sup>nd</sup> Semester Service due by **8:00 AM, Tuesday, April 17<sup>th</sup> for Dominican Cross & Service Awards; due by 8:00 AM, Tuesday, May 15<sup>th</sup>**.
- \*\*Seniors: Service Project due **Tuesday, March 27<sup>th</sup>**.

	Sophomores	Juniors	Seniors
<b>Minimum Required Hours</b>	♦20 total, person-to-person ♦10 per semester		
<b>Intent to Serve Form</b>	♦ One form per semester, completed by student and <b><u>signed by student and parent</u></b> ♦ Turned in to <b><u>Director of Student Activities</u></b>		
<b>Service Calendar</b>	♦ One Calendar per semester, completed by student and <b><u>signed by student and parent</u></b> ♦ Turned in to <b><u>Director of Student Activities</u></b>		
<b>Log Sheet &amp; Supervisor's Report</b>	♦ One sheet per semester, completed by student at agency ♦ Submitted by Agency to <b><u>Director of Student Activities</u></b>		
<b>Reflection Questions/Essay</b>	♦ One reflection per semester, completed by student ♦ Turned in to <b><u>Religion Teacher</u></b> (Except for Seniors during first semester when it is turned in to the Director of Student Activities) <b>*Note*: No credit will be given for this reflection if the Log Sheet has not been completed &amp; submitted.</b>		

### Evaluation of Service:

- Intent to Serve Form \_\_\_\_\_ of 5 points
- Calendar \_\_\_\_\_ of 15 points
- Log sheet/Supervisor's Report \_\_\_\_\_ of 20 points
- Service Reflection Questions \_\_\_\_\_ of 60 points
- TOTAL POINTS \_\_\_\_\_ of 100 points**
- Final Service Grade Percentage \_\_\_\_\_ Based on number of minimum required person-to-person service hours completed.**

**The final service grade will be based upon the number of service hours completed. Each hour of service is worth 10% of the grade, with 10 hours being worth 100% of the grade.**

For example: If a student receives 90 points, but only completed 8 hours of the minimum required person-to-person service, then she would receive 80% of the 90 points. Therefore, her final service grade would be 72%.

**Completion of the service hours and documentation will be assigned a test grade in the second and fourth quarters and will compose about 10% of the quarter grade.**

### Possible Deductions:

Late forms and reflections will be accepted on the following day with 50% deducted from the grade. Forms and reflections turned in after this time period will result in the student's receiving a zero for the late work. All forms and service must be completed, even if it is turned in late. No credit will be given for the reflections if the other Log Sheet has not been completed & submitted.

## Directions for the 10 Minimum Required Service Hours

Complete these **10 easy steps** in order.

Step 1: Determine with which agency you would like to volunteer. Contact the agency to ensure that they can accommodate you as a volunteer.

\*Note\*: Juniors and Seniors must contact the same agency with which you have worked previously. If you would like to make a change, you must discuss this with Mrs. Honeycutt.

Step 2: Fill out the Intent to Serve Form which includes supervisor contact information and the service activities that you will provide.

\*Note\*: Form will not be accepted without parent signature and a **description** of the service activities you will perform.

Step 3: Turn in Intent to Serve Form to Mrs. Honeycutt by 8:00 AM on Tuesday, September 27<sup>th</sup> (for fall semester) and 8:00 AM on Tuesday, January 31<sup>st</sup> (for spring semester).

\*Note\*: Please make sure that the forms include parent signatures and **all required information**, or these forms will not be given full credit.

Step 4: Call the agency to schedule specific dates and times.

Step 5: Write these dates and times on the Service Calendar.

\*Note\*: Form will not be accepted without parent signature and **specific** dates and times.

Step 6: Turn in Calendar to Mrs. Honeycutt by 8:00 AM on Wednesday, October 12<sup>th</sup> (for fall semester) and 8:00 AM on Tuesday, February 14<sup>th</sup> (for spring semester).

\*Note\*: Please make sure that the forms include parent signatures and **all required information**, or these forms will not be given full credit.

Step 7: Each agency will have a log sheet for each student. Please fill out the log sheet at the agency each time you perform your service. If your agency does not have your form, let Mrs. Honeycutt know after the first time you volunteer. At the end of each semester, the agency will submit the forms directly to Mrs. Honeycutt. The last time you volunteer, sign your sign-in sheet.

Step 8: **Your hours must match up with your Calendar. If they do not, you must submit a new calendar by 8 AM Tuesday, December 13<sup>th</sup> (for fall semester) and by 8:00 AM Tuesday, May 15<sup>th</sup> (for spring semester).**

\*Note\*: The updated Calendar will not be accepted without a parent's signature. If your hours do not match up with your Calendar, you will be docked a half point for each hour that does not match.

Step 9: All service must be completed by Tuesday, December 13<sup>th</sup> (for fall semester) and by Tuesday, May 15<sup>th</sup> (for spring semester). Turn in EXTRA hours by Tuesday, December 6<sup>th</sup> and Tues., April 17<sup>th</sup>.

Step 10: Complete reflection assignment and turn in to Religion teacher on the date she specifies. (Seniors must turn this in to **Mrs. Honeycutt by 8:00 AM on Monday, December 13<sup>th</sup>** during the fall semester) \*Note\*: No credit will be given for the reflections if at least a portion of the hours are not completed.

\*Note\*: Any forms received after the due date and time will be awarded half credit until the following academic day at 8:00 AM. After that time, no credit will be received, but forms must still be turned in.

# First Semester Service Calendar

Call the service agency to schedule dates and times when you will complete your service hours.

Write these dates and times in the calendar below.

Turn in a copy of this calendar to the Director of Student Activities by Wednesday, October 12<sup>th</sup>.

## September 2011

S	M	T	W	T	F	S	
		<b>Fr/Sr Wk</b>			1	2	3
4	5 <b>Labor Day</b>	6	7 Fr/So/Jr/Sr Day	8 <b>Service Fair</b>	9 SEARCH	10 SEARCH	
11 SEARCH	12	13 Fr/So Parent Night	14	15	16	17	
18	<b>Spirit Week</b>			22	23	24	
25	26	27 *Intent to Serve Form DUE*	28	29	30		

## October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7 <b>Fall Break</b>	8
9	10 <b>Fall Break</b>	11	12 *Calendar DUE* Noon Dismissal	13 Golf Season Ends	14 SEARCH	15 SEARCH
16 SEARCH	17	18	19 <b>Noon Dismissal</b>	20	21 Fall Combo 8pm	22
23	24	25	26	27	28 Volleyball Season Ends	29
30	31 1 <sup>st</sup> Date for Basketball Practice					

## November 2011

S	M	T	W	T	F	S
		1 <b>All Saints Day</b>	2	3	4	5
6 Soccer & X Country Seasons Ends	7	8	9	10	11	12
13 Open House Last Musical	14	15	16	17	18 St. Cecilia Day – Noon Dimissal	19
20	21	22	<b>SCA Closed</b>			26
27	28	29	30			

## December 2011

S	M	T	W	T	F	S
				1	2 SEARCH	3 SEARCH
4 SEARCH	5	6	7	8 Immaculate Conception No School	9	10 Father/Daughter Dance
11	12	<b>*Service Hour Due*</b>			16	17 Hall of Fame Game
18	<b>Exams</b>			22	23	24
25	26	27	28	29	30	31

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Second Semester Service Calendar

Call the service agency to schedule dates and times when you will complete your service hours.

Write these dates and times in the calendar below.

Turn in a copy of this calendar to the Director of Student Activities by Tuesday, February 14<sup>th</sup>.

**January 2012**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
			<b>Interim</b>		SEARCH	SEARCH
8	9	10	11	12	13	14
SEARCH	<b>Interim</b>					
15	16	17	18	19	20	21
	MLK Day SCA Closed					Middle School Forensics Tourney
22	23	24	25	26	27	28
<b>March For Life</b>						Winter Semi- Formal
29	30	31				
	Bowling Season Ends	*Intent to Serve Due*				

**February 2012**

S	M	T	W	T	F	S
			1	2	3	4
				Jr College Night		
5	6	7	8	9	10	11
			Junior Ring Mass		SEARCH	SEARCH
12	13	14	15	16	17	18
SEARCH	1 <sup>st</sup> Date for Softball, Track & Tennis Practice	*Calendar DUE*			Winter Break	
19	20	21	22	23	24	25
	Winter Break				SEARCH	SEARCH
				<b>Gatlinburg</b>		
26	27	28	29			
SEARCH						

**March 2012**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
Basketball Season Ends						
11	12	13	14	15	16	17
<b>Spring Break</b>						
18	19	20	21	22	23	24
				Sophomore College Night		
25	26	27	28	29	30	31
		*Senior Project Due*				

**April/May 2012**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
				Noon Dismissal	Good Friday	
8	9	10	11	12	13	14
	SCA Closed				SEARCH	SEARCH
15	16	17	18	19	20	21
SEARCH		*Service Due for Dom. Cross*				
22	23	24	25	26	27	28
					SEARCH	SEARCH Prom
29	30	1	2	3	4	5
			Honors Evening			
6	7	8	9	10	11	12
<b>AP Exams</b>						
13	14	15	16	17	18	19
		*Service Due*	Athletic Banquet			
<b>AP Exams</b>						

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## SERVICE HOURS LOG

STUDENT: \_\_\_\_\_

SERVICE AGENCY: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

DATE	TIME IN	TIME OUT	TOTAL HOURS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL HOURS:</b>			

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Optional:** Please evaluate the student volunteer in the areas listed below, using the ratings at the left:

- |                   |   |
|-------------------|---|
| S= Superior       | _____ Ability to work with staff & volunteers |
| AA= Above Average | _____ Rapport with those served               |
| A= Average        | _____ Punctuality                             |
| BA= Below Average | _____ Following agency rules & requirements   |
| U= Unsure         | _____ Overall effectiveness                   |

Additional Comments & Suggestions: \_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ADDITIONAL SERVICE HOURS LOG

\*Turn into Mrs. Honeycutt by Tuesday, Dec. 6<sup>th</sup> (fall semester) or Tuesday, April 17<sup>th</sup> (spring semester)\*

STUDENT: \_\_\_\_\_

Grade:    9                      10                      11                      12

DATE	TIME	TOTAL HOURS	SERVICE AGENCY	SUPERVISOR INITIALS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
	<b>TOTAL HOURS:</b>			

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SERVICE LEARNING PROGRAM REFLECTION**  
**Sophomore: First Semester**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME OF AGENCY** \_\_\_\_\_

Please respond to the following questions in two to three complete sentences for each question. Be thoughtful and thorough in your answers and give specific examples. You may type or write neatly on this sheet or write on another sheet and staple your response behind this sheet.

**\*Note\*: No credit will be given for this reflection if the Log Sheet has not been completed & submitted.**

1. What service agencies did you explore this semester? What were your initial thoughts of the organization(s)? What were your expectations? What types of service did you perform?

2. During the course of your service, what experiences positively affected you? Why? Did anything negative happen? If so, what happened and how did you deal with it?

3. What service agency do you plan on serving for the next 2 ½ years? Is it one of the service agencies that you served this semester? Why did you choose that agency rather than a different one?

4. What did you learn about yourself through this experience? Did you learn anything about yourself that you didn't already know?

**SERVICE LEARNING PROGRAM REFLECTION**  
**Sophomore: Second Semester**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME OF AGENCY** \_\_\_\_\_

Please respond to the following questions in two to three complete sentences for each question. Be thoughtful and thorough in your answers and give specific examples. You may type or write neatly on this sheet or write on another sheet and staple your response behind this sheet.

**\*Note\*: No credit will be given for this reflection if the Log Sheet has not been completed & submitted.**

1. During your service experience, what did you learn about others or the community in which you live?

2. What general societal need(s) or issue(s) directly affects the agency for which you are working? Describe how these needs affect you personally as a member of the larger community.

3. In addition to continuing your service hours, what other ways could you address this need(s) in your thoughts, words, and actions (besides doing more service hours)?

4. How does this experience impact your faith? How did you show your faith and religious values in what you were doing?

**SERVICE LEARNING PROGRAM REFLECTION**

**Junior: First Semester**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME OF AGENCY** \_\_\_\_\_

Please respond to the following questions. Be thoughtful and thorough in your answers and give specific examples. You may type or write neatly on this sheet or write on another sheet and staple your response behind this sheet.

**\*Note\*: No credit will be given for this reflection if the Log Sheet has not been completed & submitted.**

1. The spiritual and corporal works of mercy are listed below. What works of mercy did you perform during your service experience? Give specific examples. Write a full paragraph with a minimum of six sentences. If possible, focus on at least three works of mercy.

Corporal Works of Mercy:

- Feed the hungry
- Give drink to the thirsty
- Clothe the naked
- Shelter the homeless
- Visit the sick
- Visit the imprisoned
- Bury the dead

Spiritual Works of Mercy:

- Instruct the ignorant
- Counsel the doubtful
- Admonish sinners
- Bear wrongs patiently
- Forgive all injuries
- Comfort the sorrowful
- Pray for the living and the dead

2. Please respond to the following question in two to three complete sentences. Read Matthew 25:31-40 in the Bible. What does Jesus say in reply to those who performed the corporal works of mercy? In what way could you see Christ in those you served?



SERVICE LEARNING PROGRAM REFLECTION

**Senior: First Semester**

**This should be turned in to the DIRECTOR OF STUDENT ACTIVITIES by 8:00 AM on Tuesday, December 13<sup>th</sup> (rather than the Theology teacher).**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME OF AGENCY** \_\_\_\_\_

Please select which of the following options you will choose for your culminating presentation of your service hours. You will be working on this presentation throughout the second semester. Please review the requirements for each project. When choosing a project, please remember that you will be required to present your project to freshmen and sophomores.

**\*Note\*: No credit will be given for this reflection if the Log Sheet has not been completed & submitted.**

- Poetry
- Song
- Research Paper
- Art Portfolio
- Magazine
- Works Cited of Materials Read
- Short Story
- Video
- Pamphlets
- Scrapbook

Please explain the topics you will address and your plan for completing the project. Please be thorough and specific and write your explanation in complete sentences. Full credit will not be given for incomplete answers.

# **SERVICE LEARNING PROGRAM REFLECTION**

**Senior: Second Semester**

**Due Tuesday, March 27<sup>th</sup> to Theology Teacher.**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME OF AGENCY** \_\_\_\_\_

Please select which of the following options you chose for your culminating presentation of your service hours. Please submit this paper along with your project after your presentation.

- Poetry
- Song
- Research Paper
- Art Portfolio
- Magazine
- Works Cited of Materials Read
- Short Story
- Video
- Pamphlets
- Scrapbook

Please give a brief description of the project in one or two sentences.

## SERVICE LEARNING PROGRAM CULMINATING PRESENTATION

In an effort to make the Service Learning Program result in a culminating reflection of students' time with Nashville service agencies, we have created some options for a culminating project and presentation for seniors. This project is designed to allow you to reflect upon your experiences and also to provide an opportunity for you to share your time of service with your peers and the underclassmen.

There are 10 options you can choose from, and we intentionally created a variety of projects so that each of you could find one that excites you and that fits your gifts and interests. At the end of the second semester, you will present your project to the freshmen, sophomores, and juniors in an effort to share your experiences and to get them excited about serving others. After this presentation, we will also ask you to give us some feedback on this project to help us see if it achieved the goals we have set forth.

### Project Outline:

- Submit Intent to Serve to Mrs. Honeycutt on **Tuesday, Sept. 27<sup>th</sup>**
- Submit Calendar to Mrs. Honeycutt on **Wednesday, October 12<sup>th</sup>**
- Submit the First Semester Program Reflection to Mrs. Honeycutt by **Friday, December 13<sup>th</sup>**. It is on this form that you will indicate which of the options below you have chosen.
- Meet with Mrs. Honeycutt in January to discuss your project and brainstorm ideas. Meeting with Mrs. Honeycutt will count as Participation Points in Religion Class.
- Meet with a peer during Religion Class at the end of February to discuss "rough draft" ideas and get feedback.
- Turn in final project, along with Second Semester Program Reflection to your Theology Teacher by **Tuesday, March 27<sup>th</sup>**.
- Present to Freshman Seminar Groups, Advisory Groups or Freshmen, Sophomore, and Junior Religion Classes during April.

### Project Options:

Listed below are the options and guidelines for the culminating service presentation. Please note that this is NOT just a reflection paper. This is intended to encompass the entire time you have spent with this service agency. If you have spent time at more than one agency during your time at St. Cecilia, then either pick one of the agencies or use all of the agencies in your project and presentation.

All of your sources for your project should be primary sources. You may use an online journal or magazine, etc., but the only website that can be used is that of the service agency. (We do not want you using an article from sites like Wikipedia.)

### Poetry

- As many poems as you would like, totaling no less than 80 lines.
- Each poem should address a different aspect of the agency: the population served, the staff, an issue affecting the population or the agency, the agency itself, your personal experience at the agency, or an individual you served.

### Song

- Three verses and a chorus, either with original music and lyrics OR to with a pre-existing tune.

- A recorded version of the song must be submitted. (Does not have to be a professional studio recording.) Student may also have friends help record but not help write the song.
- Presentation in advisory will include playing the recording, then passing out the lyrics and having the group help sing along.
- A 12 sentence paragraph explaining the inspiration and meaning of the song and how it relates to the agency or population you served.

### **Research Paper**

- 3-5 pages
- At least three sources (only one of these should be an electronic source)
- Complete works cited page
- Double-spaced, Times New Roman, 12 point font, MLA style
- The purpose of this project is to research a topic that directly affects the population of the agency where you performed your service.

### **Art Portfolio**

- Three different pieces using at least two different mediums.
- These pieces must not be part of the requirement for an art class at SCA. However, these pieces may be added to an art portfolio for an art class.
- These pieces should depict three different aspects of the agency and the population that you served. Try to depict an emotion, activity, idea, or concept related to the population you served, rather than just simply depicting an object, person, or place.
- This portfolio should also include a three sentence minimum explanation of each piece.

### **Magazine**

- Minimum of 7 pages which must include the following:
  - Cover Page
  - Table of Contents
  - One full page article advertising and explaining the service agency.
- Other 4 pages must be 4 of the 6 options below:
  - A list of needs for the agency. –half page
  - Places to go to find more information about the agency—half page (This can include websites, but should also include printed materials.) Remember to cite sources.
  - One full page feature article addressing an issue or problem related to the population you served. Remember to cite sources.
  - One full page Question and Answer column and/or letters to the editor addressing questions about service and the agency or population you served.
  - One full page of ads relating to service. This could include agencies, community groups that perform service, useful articles to buy for service projects, etc.
  - Back cover including a picture or an ad related to some aspect of service, the agency, or the population served as well as works cited information.
- The magazine may include pictures of reasonable size. There should be room for a well written article with several paragraphs.

### **Works Cited of Materials Read**

- Minimum of 6 sources with a 5 sentence summary of each.
- Each of these sources should apply to the needs of the people at the agency you served. This should be a list of sources where someone could find more information about this particular population or need.
- Two of these sources must be non-electronic printed materials.
- Each summary should demonstrate mastery and complete comprehension of the contents of the source.
- Times New Roman, 12 point font, MLA style

### **Short Story**

- A fictional short story based upon your service experience with the people at the agency where you served. This is not a reflection or summary of your personal experience, but a fictional short story that highlights the needs of the agency or the people served.
- At least 3 pages: Double-spaced, Times New Roman, 12 point font, MLA style

### **Video**

- An edited video of 1-3 minutes. The video should be comprised of footage taken while performing your service. Be sure to ask permission to include anyone in the video before filming.
- The video may be in the form of a commercial, documentary, etc.
- A 12 sentence paragraph summary and explanation should accompany the video.

### **2 Pamphlets**

- These pamphlets should be designed for the use of the agency and should be offered to the agency at the end of the semester. This project would include speaking to the staff at the agency and asking them what they would want included in a pamphlet about their agency
- One pamphlet should be designed for the population served by the agency. This pamphlet would include services provided, needs that can be met, contact information, & eligibility for assistance.
- The second pamphlet, should be designed to advertise the needs of the agency itself, such as: issues to be addressed, needs to be met, population served, opportunities for volunteers, contact information, and ways to help.
- These pamphlets should each include three sources (such as the website, an interview of a staff member, an interview of a person served, an article, a book, or any other non-electronic printed materials).
  - Create a separate works cited page to be submitted to your Theology Teacher.

### **Scrapbook & Interviews**

- A minimum of 25 pictures with a caption for each. All captions must be written in complete sentences.
- Some agencies may not allow you to take pictures of people, so be sure to check with the agency before choosing this option.
- A 12 sentence paragraph summary of the agency and the population served. This is not a reflection or summary of your personal service experience, but a summary of the agency itself.
- Two interviews: one with a staff member, one with a client. These interviews can be written in a question and answer format (at least 10 questions for each interview) or a paragraph summary (each summary must be 1 page typed, double spaced, Times New Roman 12 pt. font).