

# Senior Volunteer Service Project 2016-2017

## Objective

Students will serve the community for no less than 15 hours over the course of the 2016-2017 school year (may be started summer 2016 upon approval). The goal is taking meaningful action that will have a measurable impact and positive effect on those served. The more valuable and necessary a volunteer sees their service, the greater the chance the volunteer will be committed to service in the future. This project is a requirement for graduation from Berkshire High School.

## Steps to thoughtful service

### 1. Intention

Choosing a place to volunteer will be your first step. It is vital to choose an organization that fits your talents and skills, but it will be a more valuable experience for those students who find an experience outside of their comfort zone. Some of the most rewarding organizations may require training or orientation, so please do not hesitate to contact the service site coordinator as soon as you are seriously considering a site for this project. A list of automatically approved organizations can be found in Appendix A. Appendix A will also include criteria for work that will not count. All volunteer opportunities will be approved or disapproved by your senior project coordinator on a case-by-case basis. The proposal or letter of intention must be approved before service can begin. See Appendix B for criteria.

### 2. Experience

Once you have been approved to begin service hours be sure to fully invest yourself in your experience. Set aside ample time to commute and serve. Your time spent volunteering should be focused and professional in nature. You are representing our school when volunteering in cooperation with this project.

Throughout the course of the required hours, students should record data to 1) verify attendance/timeliness and work quality (Appendix C) 2) to reflect upon service in a structured format, which enhances learning value (Appendix D) 3) record events and revelations to be shared in the presentation/evaluation phase of the project.

### 3. Reflection

Careful introspection after each volunteer session and following the completion of the project as a whole is an essential piece of this project. By taking time to think about the work you are doing, you will become a more effective volunteer and increase the value of the project exponentially.

Notes can be taken during an experience if in doing so you do not neglect your responsibilities and a "Reflection Prompt" must be written for each session (see Appendix D). Set aside time to contemplate and write this reflection to gain the most from every session and earn the credit required.

### 4. Evaluation

You will present a synopsis of your experience to a group of evaluators at the end of your senior year. The presentation itself is just the means by which you will explain your experience, but more importantly explain your impact on the community and your reflection of the service completed. The organization supervisor will also complete an evaluation of the volunteer (Appendix E) and will be contacted for further comments, questions and recommendations by your service coordinator.

## **APPENDIX A – RECOMMENDED ORGANIZATIONS**

All of the following are organizations that students are guaranteed to receive approval for. While students are still required to complete a proposal to focus their intention, they can rest assured their time spent will qualify for the project.

- Big Brothers, Big Sisters
- Relay for Life
- Coats for Kids
- Toys for Tots
- Habitat for Humanity (students have had a wonderful experience here in the past)
- Salvation Army
- Geauga County Department of Aging
- American Cancer Society
- Geauga Park District
- Geauga Humane Society
- Therapeutic Riding Center
- S.T.A.R.S.
- Public Libraries
- Meals on Wheels
- Geauga Historical Society
- Food Bank/Pantry
- Homeless shelters
- Fire Departments
- United Way

## **Work that does not qualify includes:**

- x Anything for compensation or free labor to a business or acquaintance who profits from your labor
- x Auburn ambassador or promotional events
- x Anything that occurs during school hours (Unless you have regular late arrival or early release through the office)
- x Required service for any other club, team, organization or result of the penal system
- x Things you should be doing already- helping your grandmother or other family members
- x Things that involve a family member as direct supervisor
- x Religious specific work- not including charity done through a church (The best way to explain this is through an example: A food drive that benefits the community through the church DOES count, but running the speakers for a church service or being an altar boy/girl DOES NOT count)
- x Summer sports volunteering is tricky, as it means participating in something you will directly benefit from. Very few team related opportunities will be permitted, as most do not reach the goal for this project. It will be important to receive approval before assuming this type of work will count.

## **APPENDIX B- PROPOSAL/LETTER OF INTENTION**

The letter of intention will be required in order to have your proposed service project approved by your coordinator. The letter needs to be completed and approved in order to start work. It is acceptable to email your proposal over the summer for approval if you intend to start hours before the school year begins. Please expect a confirmation that the proposal was received and can be opened (as an attachment) within 24 hours of receipt and then up to 5 days for approval or denial of the proposed service.

The letter of intention should be addressed to senior service coordinator: Ms. Bomback e-mail for summer approval: [hannah.bomback@berkshireschools.org](mailto:hannah.bomback@berkshireschools.org)

All letters should follow these guidelines:

1. Type written, 12 point font, letter format and free of grammatical/spelling errors
2. Organization/s where you intend to serve
3. Location (address, both mailing and physical)
4. Organization Supervisor contact information (phone number and e-mail)
5. Why you chose this opportunity (organization)?
6. When you intend to start your hours?
7. What are your expectations for the type of work you will perform?
8. What do you imagine the most rewarding components of the project will be?
9. What limitation or difficulties might you face performing this work?
10. Do you have any personal goals or obstacles to overcome related to this project?
11. How will you deal with adversity while performing this work?
12. How does this proposed service benefit the community?

**All proposed letters of intention are due by Friday December 9th, 2016. Even if you do not have Senior Sociology 1<sup>st</sup> semester.**



In order to guide the reflection of your experience please use the following prompt to complete a “journal” for each session of your service. By each session I am referring to every chunk of time or each day that service is performed. Each reflection should be labelled by date, location and typed in 12 font with no mistakes.

## **What? So what? Now what?**

### **What-**

Descriptive

Deals with facts, what happened and with whom

Describes interactions and events

Best part

Worst part

**Examples of “what” questions to answer:**

What did I experience today?

What did I see and do?

What were my feelings about my work or reactions to events?

### **So what?**

Shifts from descriptive to interpretive

Tells about the meaning of the experience

Lessons learned and realizations observed

**Examples of “so what” questions to answer:**

What has this meant to me?

What impact does this have on me?

What impact does this have on the community?

How will this change me?

### **Now what?**

Seeing this work in context with the “big picture”

Applying lessons and insights to other situations

Setting future goals or action plans based on this work

**Examples of “now what” questions to answer:**

What is the next step in dealing with this issue?

What kind of changes can I make in my life to have a more positive impact?

Is there something bigger I can begin to do?

Why is this project important?

Should I ask for help or reach out to someone else?

**Completed final draft of typed reflections are due Friday APRIL 21st 2016.**

**DUE BY APRIL 16th, 2016 TO MS. BOMBACK**

Please give this form to your supervisor as soon as you begin service at a location. If you have more than one location please request additional copies of Appendix F by e-mail from Ms. Bomback. ([hannah.bomback@berkshireschools.org](mailto:hannah.bomback@berkshireschools.org)). Volunteers are not to request to see or return this form to the Senior Service Coordinator.

**Note to Supervisor-**

Please complete this form and return it by mail or e-mail to Ms. Bomback, in order to improve the program of service here at Berkshire and to properly evaluate each volunteer. Please return directly to Ms. Bomback, not to the volunteer.

Please feel free to contact Ms. Bomback with any questions or concerns at any point during the course of service. Please expect to be contacted regarding the volunteer's time under your supervision.

Mail:  
Berkshire High School  
Attn: Ms. Bomback  
PO Box 364  
Burton, OH 44021

E-mail:  
[hannah.bomback@berkshireschools.org](mailto:hannah.bomback@berkshireschools.org)

Volunteer's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Please choose the number that most accurately reflects the volunteer's service over the course of their experience, using the following scale.

1-----	2-----	3-----	4-----	5-----	6-----	7-----	8-----	9-----	10
was	did not	did not	satisfactory	met	exceptional				
far	meet	always		all	service				
below	expectation	meet		expectations					
expectation		expectation							

Volunteer fulfilled assigned work. Rating \_\_\_\_\_  
Comment :

Volunteer arrived on time and prepared to serve. Rating \_\_\_\_\_  
Comment:

Volunteer was engaged and attentive. Rating \_\_\_\_\_  
Comment:

Volunteer was dressed appropriately for service. Rating \_\_\_\_\_  
Comment:

Volunteer worked cooperatively with others. Rating \_\_\_\_\_  
Comment:

Volunteer was an asset to the organization/service site. Rating \_\_\_\_\_  
Comment:

Volunteer was a positive ambassador of Berkshire High School. Rating \_\_\_\_\_  
Comment:

**Please feel free to share any feedback below:**

*Thank you so kindly for allowing our students to have this experience!*