

Kelso High School

Culminating Project



Class of 2010

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Culminating Project Due Dates

This project requires twenty (20) hours of voluntary service in the Cowlitz County Community. This service should relate to an area of interest to you.

Pre-involvement Essay	December 9 th
Contract and Plan	January 13 th
Biographical Letter	February 12 th
Time Sheets	April 7 th
Supervisor Evaluation	April 7 th
Post-Involvement Essay	April 7 th

✚ POWER POINT PRESENTATION:

Thank you note to your Community Service Supervisor before you can get a presentation sign up date.

✚ PRESENTATION DATES: May 11th-12th-13th

✚ All pieces of the Culminating Project will be turned in to your SSR teacher.

VOLUNTEER HOUR GUIDELINES AND RESTRICTIONS

The community involvement hours are to be done **outside** of class time and the school day. ***Cispus hours will count for partial hours and in some cases full credit, please see the Career Center to verify your specific hours.*** Each student must complete a **minimum of twenty (20) hours between their Junior and Senior years at Kelso High School.** All twenty can be completed during either year, this is a personal choice to be made by the student. Hours must be approved before student can begin service, check with your SSR teacher or the Career Center if you have questions.

Culminating Project

Helpful Hints

When contacting the Community Service agency for the first time

1. Contact the agency by phone or make an appointment to come in.
2. Introduce yourself (who, what, where, when, what)
3. Ask to schedule a time to meet with them or call back regarding your Community Service Project.
4. Be prepared before you meet. Know something about the agency you are requesting to volunteer at. Know how your 20 hours of time will fit in and help them as well as you.
5. Review the contract, work plan, time sheet and supervisor's evaluation so you know what questions you will need to ask them in order to get all paperwork filled out and signed.
6. Draft out all your questions and concerns before you meet with them for the first time.

First In Person Contact With Agency

1. Be on time if not a few minutes early.
2. Dress appropriately for the volunteer type work you will be doing. Always clean and appropriate for business.
3. Be prepared
4. Be pleasant and polite. You are representing Kelso High School but more importantly you are representing yourself.
5. Confirm with the supervisor the next date and time you will be at their agency to work or be trained.

Established Agency Relationship

1. Inform the agency you will need to take on going pictures and find out what their policy is for picture taking.
2. Start and keep an ongoing file or box for ALL items that pertain to your project. Flyers, pictures, brochures, t-shirts, awards as well as an on going record of all dates and times you spent on the project.
3. Have all items easy to find for signatures and evaluations. It is much easier to have everything right where you need it when you need it.
4. **At the end of your community service work it is required that you write your agency supervisor/evaluator a thank you note. Make sure you have their name and address spelled correctly. This thank you note will be checked by your SSR teacher or Career Center and they will mail it. This needs to be done before you can schedule your presentation date and time.**

Pre-Community Involvement Essay

Before you write your plan for community service you must find an agency or group that represents your interests and will allow you to volunteer. We will help you think of possibilities but **YOU** have to make the contact, get their permission, and design a work plan that helps them and meets your needs. Please choose volunteer hours that you can benefit from and enjoy.

As you are completing your community involvement, think of ways you can “picture” your experience, so that you will be able to use visual aids to help your audience relate to your experience. Your visual aids should provide information about your community involvement experience to your audience, enhancing your presentation. You may choose to create a Power Point Presentation, demonstrate tools you used, show slides....

Pre-Community Involvement Plan Instructions:

The plan is a written description of what you plan to do after you have received permission to work for a volunteer agency. Please follow the guidelines below when writing your community involvement plan.

→ **Paragraph #1:**

1. Name the agency and contact person whom you have contacted.
2. List the person who will act as your supervisor for the project, if different from the agency contact person, list what the supervisor’s roll is, their title, and how to contact that person.
3. Describe the length of the session and dates you will work.

→ **Paragraph #2**

1. Describe why you chose this particular agency to volunteer for.
2. Describe any current experience you have in your volunteer field.

→ **Paragraph #3**

1. Describe what you expect to learn/accomplish while volunteering
2. What impact do you feel your involvement will have on the community?

You must also provide the agency with the name of your KHS SSR teacher and the SSR teacher’s phone number and a copy of your Community Involvement Plan.

Post-Community Involvement Reflection Essay

The Post Community Involvement Reflection is to be completed as part of the Community Involvement portion of your Portfolio Presentation. This is an opportunity for students to reflect on their volunteer hours. Please follow the guidelines below before beginning your reflection. Your paper must be word processed in 12 point, Times New Roman font, and double-spaced. Your SSR teacher will use a checklist to evaluate each reflective write as it is turned in on the appropriate due date.

Pre-Community Involvement Plan:

(one-page typed) **MUST** be completed before you begin your community service.

Post-Community Involvement Reflection:

(one-page typed) **MUST** be completed after you have finished your community service:

→ **Paragraph #1:**

1. Describe what you enjoyed about your volunteer hours, as well as what you would have liked to change about your experience.
2. Explain how your community involvement experience matched your initial expectations. Perhaps it was totally different that what you expected it to be. If so, discuss what surprised you, and what you learned from this experience.
3. Explain whether or not you plan to continue your involvement with this service or organization, including your reasons for your decision.

→ **Paragraph #2**

1. Describe what you would change if you were to repeat this experience, offer suggestions to future seniors on how they can gain the most from this volunteer experience.

→ **Paragraph #3**

1. Describe how you will apply knowledge learned from this experience to your future.
2. Describe what you learned about your community and yourself as a result of your community involvement hours.
3. What impact did your community involvement have on the community.

Community Involvement Contract

STUDENT NAME: _____ **Phone #** _____

KHS SSR TEACHER: _____ **Phone #** _____

Name of Organization: _____

Evaluator's Name _____

Address:

City

State

Zip

Phone: _____

Email: _____

I, the undersigned, do agree to allow _____ to volunteer for twenty hours during the school year. We have met; I understand the goals for the community involvement and the direction of the student's interests.

Organization Representative

Date

I have read the written proposal and reviewed the above signatures. As outlined, this proposal meets the guidelines of the Community Involvement requirement.

KHS SSR teacher

Date

Community Involvement Work Plan

Please complete this plan with the community involvement agency representative or agency evaluator present.

DESCRIPTION OF PROJECT/PURPOSE OF ASSIGNMENT:

(Include a list of tasks or responsibilities)

- 1.
- 2.
- 3.
- 4.
- 5.

TRAINING/QUALIFICATIONS AND SUPPORT PLAN:

(Describe how you are trained or prepared for the work)

TIME COMMITMENT:

(Minimum hours per week/month)

Evaluator's Signature Title/Role

Date

Volunteer Student Signature

Date



Community Involvement Time Sheet

Name: _____

Location: _____ Phone Number: () _____

Evaluator: _____ KHS SSR teacher: _____

- ➔ This form is for you to use to document the days/hours you have volunteered.
- ➔ Be sure to have your evaluator and SSR teacher sign this form at completion.

MONTH:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total hours for the month: _____ Evaluator Initials: _____ Student Initials: _____

MONTH:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total hours for the month: _____ Evaluator Initials: _____ Student Initials: _____

MONTH:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total hours for the month: _____ Evaluator Initials: _____ Student Initials: _____

Supervisor Evaluation:

For each of the items below, circle a description on the scale that coincides with your estimate of the student's work ability and current volunteer performance.

	ABOVE	STANDARD	BELOW
ATTENDANCE	Punctual attendance	Punctual most of the time	Inconsistent attendance
PRODUCTIVITY	Perseveres in difficult tasks	Works well at jobs or interest	Quits at first obstacle
PERFORMANCE	High work quality	Acceptable work quality	Substandard work quality
COOPERATION	Positive attitude, Works well with others	Works satisfactorily with others	Uncooperative, poor attitude
PROBLEM SOLVING	Imaginative, resourceful	Solves problems satisfactorily	Doesn't problem solve
WILLINGNESS TO LEARN	Openly accepts suggestions	Accepts suggestions	Ignores suggestions
COMMUNICATING WITH STAFF AND OTHERS	Outstanding ability relating to others; listens well & speaks clearly	Willingness to try to relate; listens carefully & speaks satisfactorily	Unable, or unwilling to relate; doesn't listen or speak clearly
ABILITY TO FOLLOW DIRECTIONS	Consistently follows directions	Follows most directions	Needs constant supervision, directions
MOTIVATION	Shows initiative self-starter	Needs additional guidance	Lacks interest
APPEARANCE	Appropriate attire and appearance	Mostly appropriate appearance/dress	Rarely appropriate dress or appearance

This student is meeting expectations

This student is NOT meeting expectations

COMMUNITY EVALUATOR SIGNATURE: _____

Phone #: _____ email: _____

Biographical Letter Outline

This letter is to be completed as part of your senior presentation. It will be presented to the panel of volunteers who will evaluate your presentation. The format for the one page letter will be 12 Times New Roman font and double-spaced. Your biographical letter **MUST BE REVIEWED BY YOUR SSR TEACHER** .

Consult your KHS Writing Style Guide for any further writing questions.

Biographical Letter: (one–page typed)

→ **Paragraph #1**

1. Introduce yourself and state what activities or sports you have been involved with at KHS or in the community during your high school experience.

→ **Paragraph #2**

1. Explain what you did for your community involvement.
2. Explain why you chose your specific agency.
3. Explain specifically what your duties were during your volunteer hours.

→ **Paragraph #3**

1. Explain what you liked/disliked and or learned volunteering.
2. Explain what you learned and or things you would have done differently.
3. Closure of the letter. Examples include: “I look forward to meeting you” or “Thank-you for taking the time and interest to share in my project”, or personalize the closing with your own statement.
4. Close your letter with a standard salutation such as Sincerely, or Respectfully.

Sample of Biographical Letter

Wanda Smathers
156 High School Lane
Kelso, WA 98626

To begin biographical letter, hit the "Enter" key 6x before beginning your name and address line.

COMMUNITY INVOLVEMENT

Dear Volunteer:

My name is Wanda Smathers and I am currently a senior at Kelso High School. During my career at KHS I have been involved in several curricular and non-curricular activities. I played soccer from my freshman through senior year and I was a member of Spanish Club and Key Club. I made the honor role during my sophomore year. After graduation I plan to continue working at JCPenny's and attending LCC in the fall. I am interested in completing my two year transfer degree and then I want to transfer to a bigger four year college but I am not sure where yet.

For my community involvement project I chose to volunteer at the Longview Humane Society. I chose to complete my hours at the Humane Society because I have always enjoyed working with animals and they offered flexible times when I could work. I had to help wash the animals and their kennels. I also got to make sure all of the kennels had food and water. If it was nice outside I got to take the dogs out and play with them. I really enjoyed working with the animals but I wish more people would come and adopt the animals because it really makes me sad that so many animals are left un-adopted and have to be put down.

Thank you for taking the time and interest to share in my culminating project. I look forward to meeting you during my presentation. I hope you learned a lot about me and my project by reading this letter.

Sincerely,

Wanda Smathers

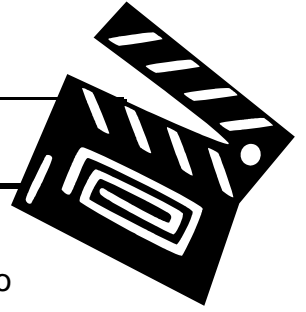
Wanda Smathers, Class of 20XX

Double space in between paragraphs and leave the first line of every paragraph on the left margin.

Be sure to include your graduating class as your title in the signature line.

Please sign your letter

Presentation Guidelines



1. Introduction

- a. Introduce yourself: age, family info (oldest of 5 kids, only child, first to graduate from high school, Kelso student since 8th grade etc...)
- b. Briefly share any meaningful classes, sports, clubs, jobs, hobbies or other activities that you were involved in during your time at KHS.

2. Introduce Community Service Project

- a. Share the name of your service activity
- b. Discuss why you chose the service activity

3. Goals of Community Service Project

- a. Discuss the initial goals of the activity; what did you originally hope to gain from this project?
- b. Discuss, in detail, the actual activities you completed.
- c. How did your expectations and the actual duties differ from your original expectations or was it exactly what you expected?

4. Growth

- a. Did you meet your initial goals?
- b. What skills did you take away from this activity, if any?
 - i. How will you use those skill in the future
- c. Would you do this type of activity again?
- d. Would you recommend this service project to future seniors?
- e. Offer suggests to future seniors about completing their Senior Project.

5. Best Works (BW)

- a. What best works project/assignment/award did you chose to share?
- b. Explain the requirements of the assignment you chose as a BW?
- c. Explain why your BW is meaningful to you.

6. Beyond High School 13th Year Plan

- a. What are you plans for next year?
- b. Have you applied to schools?
- c. Do you have a job you will be working?
- d. What steps have you taken in high school to make sure your post high school year(s) will be successful?

7. Summary

- a. Review service activity highlights
- b. Is this a valuable experience for high school seniors?
- c. **Thank audience members for their attendance.**

POWERPOINT POINTERS

Guidelines for Microsoft PowerPoint 2003

STUDENT PRESENTATION PERFORMANCE:

- ✚ Speech is clear and distinctive
- ✚ Eye contact throughout presentation
- ✚ Questions welcomed throughout
- ✚ Speaker was prepared
- ✚ Speaker was enthusiastic

SLIDE APPEARANCE:

- ✚ Keep it short (information was listed in bullets)
- ✚ Readable fonts (No caps, cursive or fancy fonts)
- ✚ Backgrounds (No distracting backgrounds)
- ✚ Appropriate animation to enhance presentation
- ✚ Pictures were used to illustrate presentation



Quick Tips

SLIDE APPEARANCE

- 1) To change slide layout: FORMAT, SLIDE LAYOUT
- 2) To change slide background: FORMAT, SLIDE DESIGN

ANIMATION

- 1) To add animation to the ENTIRE slide SLIDESHOW, SLIDE TRANSITION
- 2) To add animation to one item (picture or words).....

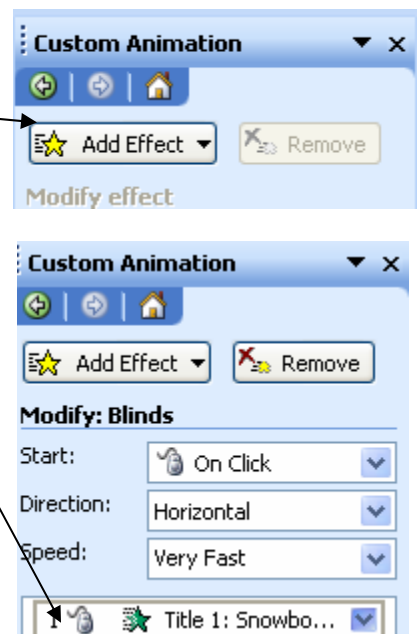
- SELECT ITEM (make sure to click on the outside border of object)
- SLIDESHOW
- CUSTOM ANIMATION
- ADD EFFECTS
- Click drop down arrow
- Choose effect of your choice

- 3) TO REMOVE AN ANIMATION EFFECT

- Click the animated item
- Find animation label
(on right panel of screen under "speed")
- Click drop down arrow at right of label
- Click REMOVE

HOW TO ADD PICTURES

- 1) Save pictures to designated location on computer
- 2) Click INSERT, PICTURE, FROM FILE
- 3) Browse through the system to your pictures
- 4) Click INSERT



Dress Code for Presentation

*Presentation clothing **MUST** meet Kelso High School Dress Code:*

MALES:

1. *Presentation clothing **MUST** meet Kelso High School Dress Code:*
2. *Men **MUST** wear slacks, a shirt and a tie.*
 - ♦ No baggy or low riding pants
 - ♦ No t-shirts with advertisements
 - ♦ No baseball hats
3. *Appearance should be neat and clean.*

FEMALES:

1. *Presentation clothing **MUST** meet Kelso High School Dress Code:*
2. *Ladies **MUST** wear a dress, skirt/blouse, pantsuit or dress slacks.*
 - ♦ No low-rise pants
 - ♦ No abdomen exposure
 - ♦ No crop or low cut tops
3. *Appearance should be neat and clean.*

An Alternative to Formal Professional Attire:

You may also wear a “uniform” from the volunteer site such as if the student volunteered at the fire station they could wear the firefighter turn-out gear, or from the nursing home they could wear scrubs.

Please discuss with your SSR teacher the attire you are planning to wear to your presentation to assure it is appropriate.

- ☑ **Students not dressed appropriately will not be allowed to present.**
- ☑ **Students in need of assistance meeting the dress code requirements should contact their assigned Counselor in the KHS Counseling Center at least 1 month prior to presentations. Please call 501-1845 or 501-1850 to make arrangements.**

SSR TEACHER: _____
CLASS RM #: _____

Best Work Approval Form

Student Name _____ Grade: 9 10 11 12

Teacher Signature: _____ Class: _____

Item/Project: _____

Why is this Best Works valuable to you?

Location of Best Works Project: ___ Student Account ___ WOIS Portfolio ___ Other

White-Career Center

Pink-SSR Teacher

Yellow-Student

1. To scan your Best Works projects begin by placing the document face down on the scanner. From the Start menu on your student account, click on All Programs then Accessories. From here select Scanner and Camera Wizard then follow directions. When you get to the window where you name your document, name it Best Works and include your grade in school (9, 10, 11, 12) in parenthesis. Follow directions from here and scanning will begin.

2. If you need a digital camera to photograph a Best Works piece, please go to the library for assistance. Directions for use will be posted. If you use a camera somewhere other than the library save your photo to a jump drive/storage device and then transfer it to your student account. Name the document Best Works and include your grade in school (9, 10, 11, 12) in parenthesis.

Culminating Project Checklist

Career Center Rep./SSR Teacher _____ Date Portfolio Complete: _____

Presentation Date: _____ Presentation Time: _____

SMART: CAPSTONE: COE: OTHER: _____

Pre- Involvement Essay

Best Works

Contract & Plan

Beyond High School Plan

Time Sheets

Supervisor Evaluation

Post- Involvement Essay

PowerPoint Presentation

Appropriate Dress Attire

Thank You Notes

Biographical Letter

OVERALL SCORE: _____

PASS:

See Counselor: