



Mater Lakes Academy Community Service Project Proposal

Student's Name _____ **I.D.#** _____

School _____ **Project Starting Date** _____

Grade Level _____ **Title of Project** _____

Directions:

- 1. Complete the Proposal from in ink and sign it. Print clearly or type. Attach additional page(s), as needed.
- 2. Have the Proposal form signed by a parent or guardian.
- 3. Submit the Proposal for approval and signature. (Seniors submit the form for approval to their government or economics teacher. All other students submit the form to the appropriate counselor or the principal's designee.)

Project Description- What is your project? Be specific about what you will do.

Need- Why is this project needed? For whom will it be valuable?

Final Results- What do you hope to accomplish as result of your work?

I have reviewed my son/daughter's Community Service Project Proposal and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

Parent/Guardian's Signature _____

Student's Signature _____

Signature of Approving School Official _____

Project Summary Report

Student's Name _____ **I.D.#** _____

School _____

Title of Project _____

Grade Level When Project was Completed _____ **Project Completion Date** _____

Directions:

1. Complete the Project Summary Report in ink and sign it. Print clearly or type.
2. Complete all parts of the required essay as outlined below on your own paper.
3. Attach the essay to the Project Summary Report form. (It is strongly suggested that a duplicated copy be made of the essay.)
4. Have the completed Summary Report reviewed and signed by a parent/guardian.
5. Submit the Summary Report and attached essay for final approval and signature. (Seniors submit the form for approval to their government or economics teacher. All other students submit the form to the appropriate counselor or the principal's designee.)

Required Essay: Summarize your community service experience in essay form. Address each of the following in your essay.

- A. Briefly describe your project and the main activities of your project. Describe changes you made from your original proposal.
- B. Briefly outline the steps you took to plan, implement, and complete the project. Indicate how much time you spent in completing all aspects of this project.
- C. Describe the problems that occurred during the project. Explain how these problems were handled.
- D. Describe the impact you believe your project had on the community or on the people who received your service.
- E. Describe what you learned about your community as you worked on your project. Describe what you learned about yourself and the importance of giving something back to others.

I have received my son/daughter's Project Summary Report and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

Parent/guardian's Signature _____

Student's Signature _____

Signature of Approving School Official _____

Mater Lakes Volunteer Hours



Name of Student: _____

ID#: _____

Grade Level: _____

Place Volunteer Work was initiated: _____

Name of Sponsor or Director: _____

Contact Phone: _____

Title of Project: _____

Signature of Person Responsible for Volunteer: _____

Directions: Complete the table with the hours you have volunteered. At the completion of each location you volunteer, you have volunteer, you must write an essay describing the work you have done and why you chose to volunteer.

DATE	# of Hours	Description of the work done during this session	INITIALS
Total Number of Hours:			

All students must use the Activity Log form to record their community service activities. You may add Volunteer Hours forms as needed. All hours must be documented,