

## Service Learning Project Due Dates

	<i>Log Book Pages</i>	<i>Instructions</i>	<i>Check When Complete</i>
October 9	<b>Problem Finding Wonderings</b>	Brainstorm problems that you have encountered and survey other people to find out what they see as a need in your community (School, Town, City, State, Nation...). At least <u>eight</u> ideas should be yours and at least <u>two</u> from other people.	
October 22	<b>Problem Selection Proposal Form Promise Page</b>	See if your idea has PROMISE. Write the "problem" that you will be investigating and answer the questions. (It should involve a project that you can investigate by yourself.) If you can, you have an idea that might make a clever invention. Once your idea has been approved by your teacher, you MUST explain your idea and get parent approval.	
October 25	<b>Mentor Letter</b>	You MUST have a mentor for your project. YOU need someone you can go to for help outside of school. You MUST write a formal letter to your mentor. A copy of this letter MUST be turned into your teacher.	
November 12	<b>Purpose</b>	Then write a purpose for creating your project (why you are doing it and what you hope to learn or accomplish; several sentences). Must be approved by teacher.	
	<b>Research Planning</b>	You should create specific questions about your project to help guide your research. It is important that you use appropriate search words to help find what you are looking for.	
	<b>Research Notes (minimum of <u>two</u>)</b>	Research background information about your topic using books, magazines, internet, interviews with professionals, etc. You will need to research if your service project is being or has been done before, if so, why are you going to repeat the project?	
	<b>Research Summary Report</b>	Finally, use your notes to write a summary report sharing what you learned about similar projects and materials you will use. <u>You should create a different paragraph for each source you include.</u>	
	<b>References</b>	Create a list of references you used for research. Remember to include URL, date accessed and site author or organization.	
December 3	<b>My Project Plan</b>	Based on your research and any background knowledge, sketch out ideas and possible problem solutions. Make sure you explain the reason for each step and what you will need to progress with this project. You may create graphic organizers, illustrations, lists, or write down important information. Use this space however you need to plan your project. Think about how you will ORGANIZE your work in this space.	

## Completion of the Service should be done on or before Jan. 15th

Due Dec. 17th	<b>Action Steps</b>	Write a step-by-step procedure to follow for your project. This should describe IN <u>DETAIL</u> how you will complete and follow through with your project. (a graphic organizer may help)	
	<b>Materials</b>	You should also include a list of materials that you will need to complete your project.	
<b>***Don't forget to take pictures***</b>			
Due Jan. 15th	<b>Activity Log</b> (Completed implementation of project)	In this section you will create dated entries for each work period. Describe any work you did or contacts you made and what successes or challenges you faced during the work period.) Before you begin your project you will need a planning time and contacts you made	
Due Jan 24th	<b>Data Collection (Survey)</b>	Create a survey to get information about your project. Be sure to survey at least 10 people.	
	<b>Organizing Data</b>	Compile your data. (For each question with a numbered response, find the AVERAGE/MEAN score.)	
<b>***Don't forget to take pictures***</b>			
Due Jan 31st	<b>Conclusion</b>	What can you conclude about your product based on the feedback? Do you feel your project was a success and why or why not?  Think about <u>specific data</u> you can include that supports your claim. Was your project helpful? (consider: your target audience) <b>Make sure you have data to support your conclusions.</b>	
	<b>Project Reflection</b>	Tell what you learned from completing this project. What challenges or problems did you face? How did you solve problems while completing this project? Explain the project decisions you made. (For example: To advertise you wanted to make a video but realized flyers would reach more people.) This is your opportunity to explain WHY you did the things you did to help make your project as successful as possible. How did completing this project have an impact on YOU? What might you do differently or better if you continued to work on improving this project? Why was your work important?	
	<b>Completed Log Book</b>	Your completed activity log and FINAL project plan, materials, procedures, etc...need to be included. This is what the judges will read.	
Due Feb. 7th	<b>Back board &amp; Display</b>	Construct a display board sharing information about your investigation. It should be <b>NEAT</b> and <b>CREATIVE</b> and really showcase your project and what you have done. See the checklist on the next page for all that should be included on your display board. Your display board may be completed at home or school.	
	<b>Completed Projects</b>	Display board, log book, final paper, and any other necessary items needed for your project to be judged.	

**\*Students may work ahead and turn pages in before due dates. :)**

**\*\*We encourage students to complete their Service Project early so they have time to reflect and make suggestions for improvement, before the final due date.**