

VOLUNTEER



Senior Project
2018-19

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Senior Project

Senior Project is your opportunity to demonstrate the skills you have learned at Casa Grande by making a substantial contribution to the welfare of the larger community. You will report to representatives of that community on the nature, the benefits, and the challenges of your contribution. Senior Project will also benefit *you* by challenging you in unexpected ways and revealing capabilities that you may never have suspected you possessed and by potentially providing what we call a *learning stretch*. Senior Project will broaden your awareness of your own abilities and the community's needs, provide you with valuable experience in time management and active citizenship, and give you the satisfaction of a meaningful accomplishment. All students are expected to complete a senior project.

A complete project includes the following components:

[Project Pitch](#) – a description of your project and why you have chosen it, that you will present to your teachers and classmates.

[Parent/Guardian Contract](#) – a statement signed by your parents or guardians, giving their consent to the project you have chosen.

[Project Proposal](#) – a detailed statement of the goals of your project and how it will benefit the community, your plans for its accomplishment, and the resources that you will need to complete it.

About Me – a description of your skills, talents, interests, and unique qualities, including a photo montage of at least 3 photos of you: 1 in early childhood, 1 in the present, and 1 of your future.

Gallery Slideshow – give evidence in a photo montage or some equivalent fashion of how your project benefited those members of the community who provided its focus and how it contributed to your personal growth.

Community Service – a requirement of least 20 hours of active involvement directly in your Senior Project. Volunteering at a local non-profit or government agency provides a meaningful way of meeting this requirement, but it is not the only option – explore the possibilities!

[Service Log](#) – not required, but a practical way of tracking hours spend directly involved in your project. It will assist your supervisor in verifying your hours. (A blank Service Log is included in the *Forms* section.)

[Verification of Hours](#) – a required form, signed by your supervisor, upon the completion of your community service hours.

Website – a website that will provide you, your teachers, and the community representatives who will judge your presentation an easily accessible record and summary of your achievements. It should include all of the project components, and any other items or details that contribute to a more complete picture of your experience. The school will provide sites on Weebly, but you may use an alternative platform if you wish. Whatever platform you choose, it must be capable of supporting all of the required components, and be easily accessible to the community judges.

Project Presentation – the culmination of the Senior Project. Using your website as a visual aid, you will give a 7 to 10-minute speech describing your project to a panel of community judges at the Senior Project Community Boards in May. For many students this seems like the greatest challenge of all, but you will find that it leads to a full appreciation of what you have actually accomplished.

Casa Grande teachers consider Senior Project one of the most important experiences of the senior year of high school. (Incomplete projects will result in a lower grade in English, Government or Economics). Each of the components is a task to be completed and the challenge lies in putting them all together! It is highly recommended that you get started as early as possible. If you are uncertain about the suitability of your project, clear it with your English and Government or Economics teachers—they are the final authorities on what constitutes an acceptable Senior Project. Teachers can also be consulted for advice about each component.

Students are encouraged to co-enroll in a Community Involvement course (CI 51, CI 53, or CI 54) at SRJC to earn college credit. The Community Involvement course requires 25 hours of community service to earn .5 credit (50 hours for 1 credit) but may include the same hours counted toward the Casa Grande senior project. If you would like more details about SRJC's Community Involvement course click [here](#). Please see your counselor for more information about this program and how to enroll.

(More extensive descriptions of each of the components, and copies of the necessary forms, are provided in the pages that follow).

PROJECT PITCH

The Project Pitch is a description of the goals of your Senior Project, your plans for their realization, the group or groups in the community who will benefit, and your reasons for choosing this particular project. You will deliver the Pitch to a panel of your teachers and classmates, who will share with you their comments or their questions. (Formats may vary by English teacher). This will give you a chance to refine or to broaden your proposal before writing a formal version.

The Project Pitch process provides a valuable preview of the experience of the Senior Project Community Boards in May. Your Cluster teachers will announce the date and time of your interview—use the following guidelines to help you prepare.

Interview Preparation Checklist:

- Attire
- Pitch write up with details
- Enthusiasm and Positive Attitude

PROJECT PROPOSAL

The Project Proposal is a detailed description of the goals of your project, the specific steps you will take to pursue them, the resources you will need and how you will obtain them, the benefits that will accrue from the project, and your readiness and reasons for undertaking it. The Proposal should address the concerns listed below, but it may also include other relevant information. Post your Project Proposal on your website on the Project Proposal Tab, and submit a paper or electronic copy to your English teacher, as he or she prefers.

In your Project Proposal describe the general area of interest you have chosen—for example: youth homelessness, environmental protection, or public health—and why you have chosen this area. Explain what you already know or have accomplished in this area. Include the specific topic on which your Senior Project will focus, some of the ideas you hope to include, the skills and knowledge you hope to acquire, and list the possible resources you may use. Also share: Who will be involved? What are the potential costs in money and time? What potential problems might be created by this project? What will be your Learning Stretch?

Most importantly, justify how your project matches the mission statement of the Senior Project program.

What specific community will you serve? As you consider the community you have chosen, answer the following questions:

- Why have you chosen to support this community?
- What need(s) are you addressing?
- How will you know that you've made a difference?
- How will the people of this community know?
- How will this community benefit?

PARENT/GUARDIAN CONTRACT

Like much of your senior year, this project will require both guidance and support from home. Therefore, it is essential that your parents or guardians are aware of, and approve of, your project and its importance. In the *Forms* section of this packet a Parent/Guardian contract is supplied, which you may use or copy (or download from the Senior Project link on the Casa Grande website). Fill out and sign the contract with your parents or guardians, and turn in the hard copy to your Government or Economics teacher.

ABOUT ME

A complete appreciation of your project requires understanding something about *you*. In About Me you will provide a description (three paragraphs) of your past, present and desired future. You will share with the community judges your background, interests, skills and abilities, and the key experiences that have shaped your character and personality. Also include three photos (one from early childhood, one from the present, and the other is up to you). Keep in mind the following guidelines:

- Make sure this section is free of errors in grammar, spelling or punctuation;
- Provide autobiographical details, including your connection to the project;
- Take time to make it creative and professional;
- Use clear, appropriate photographs only of *you*

COMMUNITY SERVICE

The core of Senior Project is service to the larger community. At least 20 hours of direct involvement in activities that benefit people beyond your immediate circle of friends and family are required. Volunteering at a local community service organization or a school or government agency is one way of meeting this requirement, and those of you who are already active volunteers may choose to design a project around that service. But there are many other ways of being of service to the community. In the past students have sponsored clothing drives, provided holiday meals, conducted reclamation projects, held workshops and fundraisers, taught classes, written cookbooks—the possibilities are literally endless.

Make Senior Project work for you! Choose an area of service that interests you or is in the area of study you will pursue after high school.

Projects in which you design the Community Service component yourself can provide greater freedom in their design and execution, but they also require more responsibility. They are often both more fun and rewarding but can also be more challenging and frustrating. Self-designed projects also require some adult supervision. You will need to consult your supervisor who can verify the completion of your 20 hours of community service. Before you embark on your own design, discuss the suitability, and the advisability, of your proposal with your English, Government, and Economics teachers.

VERIFICATION OF HOURS

A copy of this form may found in the Forms section of this packet or on the Casa Grande Library website. Ask your Community Service Supervisor or your Project Mentor to complete the form once you have finished your hours. You will then post a copy of the completed form on your website and turn in the hard copy to your Government or Economics teacher.

PRESENTATION

Here you are required to take pride in your achievements! Using PowerPoint, Google Slides, a photo montage, or some equivalent format, you will demonstrate how your project benefited the specific community that it was designed to serve, and how it challenged you as a person. Consider both the immediate and the potential long-term effects of your project in your presentation.

WEBSITE REQUIREMENTS

The default platform for the website is Weebly.com (Licenses provided by the Casa Grande Library). If you wish to use an alternative platform, it is essential that you consult your senior teachers as soon as possible, as it may take time to verify that the platform you have chosen is legally acceptable, accessible to the community judges, and capable of mounting all of the required components. Please do not anticipate using class time for these discussions— make plans to see your teachers during Office Hours. The websites will be monitored by administrators and teachers and are school property until graduation.

The style of your website is up to you, but it should be organized with tabs listed below.. Printed content and individual photographs should be embedded (i.e. placed directly on the website), while visual and audio displays should be linked (i.e. accessed by clicking on a highlighted word or image).

- A Home Page, including
 - project title, cluster and creator;
 - a representative picture, design, or visual
 - links to relevant or related sites
- About Me (Tab)
 - 3-paragraph description of you
 - 3 photos
- A Project Proposal (Tab)
- Verification of Hours (Tab)
 - Verification of Hours Form
- Presentation (Tab)
 - link to or embedded
- Comments (Tab)

PROJECT PRESENTATION

Senior Project presentations will be held on Tuesday May 22, in two sessions, from 3:00 pm to 5:00 pm and from 6:00 pm to 8:00 pm. Students will gather in the Casa Grande Library, where they will be assigned to rooms on campus in groups of six to eight. Each student will deliver a 7 to 10 minute presentation to a group of community judges, describing his or her Senior Project and highlighting his or her achievements. Your website will provide a valuable visual supplement to your presentation. The community judges will be asked to evaluate your presentation against the following criteria:

- Professional appearance

- Visual evidence;
- Public speaking
- Knowledgeable communication;
- Learning Stretch;
- Overall effectiveness

You will be allowed the assistance of one 4 x 6 or 5 x 7 notecard to guide your presentation. Consider the following guidelines as you compose your speech:

Introduction:

- We suggest that you shake hands with your judges, before your presentation.
- Introduce yourself, first and last name.
- Use a catchy hook or introduction that creatively gets the judges' attention (but do not start with a question).
- Describe your project in a general way (this may be based on the Project Pitch).

Body:

- Describe your project in more detail, especially the elements of which you are particularly proud.
- Describe how you chose this project, and the motivating factors behind your choice.
- Describe specifically how your project hours were spent.
- Point out a few key anecdotes from your project that were amusing, interesting, enlightening or exciting.
- Detail at least two or three observations you made while doing this project.
- Discuss your challenges and successes—what was your learning stretch, what new skills or knowledge did you acquire?
- What did you learn about the professional world by doing this project?

Conclusion:

- Explain the life lessons you learned through this project.
- Explain what you learned about yourself (be positive!).

- Bring your speech to a close in a creative and engaging manner, and thank your Judges.
- Ask for any questions, and answer them as best you can.

When all the students in the group have completed their presentations, the group will return to the Library.

THANK YOU NOTE

Once you have completed your project, send a thank you note or letter to your Community Service Supervisor expressing your appreciation for all of his or her assistance in helping you to complete such a valuable and important undertaking!

TIMELINE

You are encouraged to complete the Senior Project as expeditiously as possible and to submit the various components as soon as each has been completed. Delaying beyond the dates given here will place a successful completion in jeopardy and severely increase your stress as we approach graduation.

Fall Semester

By September 7: Introduce Senior Project

By October 12: Project Pitch

By October 26: Submit Project Proposal
Turn in Parent Contract

By November 16: Submit About Me

Spring Semester

By January 25: Set up Website for the E-Portfolio

By April 12: Submit Verification of Hours

By May 3: Completed Website Due
Send thank you note or letter

May 21: Senior Project Presentations

CASA GRANDE HIGH SCHOOL

Senior Project

PARENT/GUARDIAN CONTRACT

As the parent/guardian of _____,
I am aware that all Senior Project components must be completed in good standing.

For my student's Senior Project, he/she has decided to do the following:

I am aware of the importance of Senior Project in Casa Grande's educational program, and that failure to complete the Project will negatively impact my student's final grades in his or her required English, Government or Economics classes.

Parent/Guardian Name

(PRINT) _____

Parent/Guardian

Signature _____

Student Name

(PRINT) _____

Student

Signature _____

Date _____

CASA GRANDE HIGH SCHOOL

Senior Project

VERIFICATION OF HOURS

NAME OF STUDENT _____

Casa Grande Senior Project requires each student to perform at least 20 hours of service for the benefit of the community during the 2018-19 school year. As this student's Community Service Supervisor you are being asked to verify that he or she has completed those 20 hours. Your active supervision or participation in those hours is not required. By signing this form, you are simply acknowledging that, to the best of your knowledge, this student has worked in a valid capacity for the benefit of the community for at least 20 hours. **Please keep in mind that, while students need to complete 20 hours of community service in order to complete Senior Project, you are under no obligation to sign this form if you feel that the student has not truly met this requirement.**

During the 2018-19 school year, _____

completed at least 20 hours of community service for/by _____

(NAME OF ORGANIZATION OR DESCRIPTION OF ACTIVITY)

NAME (printed) _____

SIGNATURE _____

CONTACT EMAIL OR PHONE NUMBER _____

Your CAPACITY or POSITION _____

How to Make a Donation to a Charitable or Nonprofit Organization

If you chose to raise money to donate to a nonprofit or charitable organization for Senior Project, there are several ways you can make sure the money you raise is donated to the organization of your choice. You can't just hand a bag of cash to a nonprofit and you will want to show your effort and that you did truly donate the money raised at the conclusion of Senior Project.

Here are three ways you can donate money you raised:

Coinstar - Find a Coinstar Kiosk location in Petaluma if you have lots of coins. Use Google to find local Coinstar locations. Coinstar will either donate the money directly to the charity of your choice if it is one listed, or you may receive cash which you can then get a money order or cashier's check to make the donation.

<https://www.coinstar.com/charitypartners>

Cashier's Check - Take all of the cash raised to a local bank and ask for a Cashier's Check made out to the nonprofit or charity of your choice. (Ask if there is a fee). Mail or personally give the cashier's check to the nonprofit or charity you designated.

Money Order - Find a Money Order issuer in Petaluma. Use Google to find local Money Order locations in Petaluma and ask about fees. Take all your cash to the issuer and ask for a Money Order made out to the nonprofit or charity you specify. Mail or personally give the Money Order to the organization you've chosen.

Nonprofits and charitable organizations are delighted to receive funds raised by youth and will most likely send you a gracious thank you letter. Be sure to include the receipt and a your Project Serve presentation to the judges.

What NOT to do:

- Keep the money you raised - No amount is too small to donate and at the onset of your Project Serve, you promised the money to the organization of your choice. Follow through on your commitment.
- Deposit the money you raised in a personal checking account - It is best to keep money raised for a nonprofit or charitable organization unassociated with a personal checking or savings account.

Money raised for a nonprofit or a charitable organization may not be donated into any Casa Grande school accounts, the Associated Student Body account, or a Casa club account. There are strict rules and regulations regarding school accounting. If you use one of the three methods above, your donation will safely make it to the charity and nonprofit of your choice.