

Supplementary Service Learning Completion Form (Copy 1)

For smaller – 10 hours or fewer – secondary project

Your Name: _____

Date(s) of the Activity: _____

Hours devoted to the activity: _____

Answer each question in a full paragraph:

Describe the Service Learning activity and your role in it.

Explain how this activity benefited the community.

What did you learn through your service to the community?

Would you encourage others to participate in this form of Service Learning? Why or why not?

Student signature _____

Signature of the adult who supervised
this Service Learning activity _____

Phone number of above adult _____

Supplementary Service Learning Completion Form (Copy 2)

For smaller – 10 hours or fewer – secondary project

Your Name: _____

Date(s) of the Activity: _____

Hours devoted to the activity: _____

Answer each question in a full paragraph:

Describe the Service Learning activity and your role in it.

Explain how this activity benefited the community.

What did you learn through your service to the community?

Would you encourage others to participate in this form of Service Learning? Why or why not?

Student signature _____

Signature of the adult who supervised
this Service Learning activity _____

Phone number of above adult _____

Service Learning Evaluation Form

Student: _____

Supervisor (print name): _____

Supervisor signature: _____

Agency: _____

Phone: _____

Date: _____

Total hours completed: _____

For each of the statements below, please assess the student volunteer's ability or performance using the following scale:

5	Superior
4	Above Average
3	Average
2	Below Average
1	Minimally acceptable
0	Failure to perform at a minimum level
N	No opportunity to rate this aspect

- _____ 1. Student reports punctually at the agreed upon time.
- _____ 2. Student notifies you in advance when a scheduling conflict arises.
- _____ 3. Student's attire and grooming are appropriate.
- _____ 4. Student is productive at the tasks you assign.
- _____ 5. Student works well with supervisor, staff and others.
- _____ 6. Student accepts help and is willing to learn and improve.
- _____ 7. Student communicates well, listens carefully and responds appropriately.
- _____ 8. Student is resourceful in recognizing and resolving problems.
- _____ 9. Student takes the initiative in determining what tasks need to be accomplished and in beginning those tasks when appropriate.
- _____ 10. Student has developed a good rapport with the "clients" of your agency.
- _____ 11. Student has an accurate sense of his/her own abilities and talents.
- _____ 12. Your overall evaluation of the service provided by the student.

Please add additional comments regarding the student's Service Learning project on the reverse of this page or attach additional pages if desired.

Service Learning Log

Organization: _____

Student Volunteer: _____

Date	Time In	Time Out	Total Time	Job Responsibilities	Approval Signature

Government in Action: City Council Observation Form

Student Name: _____

Observation Date: _____

Observation Time: _____

Describe City Hall.

Describe the City Council Chambers.

Describe what you observed each of the following people at the City Council meeting doing, explaining their functions and duties. Include their names where indicated.

Mayor (name)

City Council Members (names)

City Manager (name)

Press and public

Explain the proceedings that you observed. What types of matters were taken up by the City Council? How was the meeting conducted? What took place?

How did the members of the public conduct themselves?

What were the critical issues before the City Council? How were they presented? How were they resolved?

What did you learn about local government as a result of attending this meeting of the City Council?

What do you believe are the strengths of this form of government?

What suggestions would you make to improve this system of government?

Please make additional comments here.

Government in Action: School Board Observation Form

Student Name: _____

Observation Date: _____

Observation Time: _____

Describe the setting of the School Board meetings. Discuss how the room was arranged and where the people sat.

Describe what you observed each of the following people at the School Board meeting doing, explaining their functions and duties. Include their names where indicated.

President of the School Board (name)

Board Members (names)

Superintendent (name)

Explain the proceedings that you observed. What types of matters were taken up by the School Board? How was the meeting conducted? What took place?

How did the members of the public conduct themselves?

What were the critical issues before the School Board? How were they presented? How were they resolved?

What did you learn about local government as a result of attending this meeting of the School Board?

What do you believe are the strengths of this form of government?

What suggestions would you make to improve this system of government?

Please make additional comments here.

Government in Action: Courtroom Observation Form

Student Name: _____

Observation Date(s): _____

Observation Time(s): _____

Courthouse Location: _____

Judge: _____

Describe the Courthouse.

Describe the Courtroom..

Describe what you observed each of the following people in the courtroom doing, explaining their functions and duties.

Judge

Court Clerk

Bailiff

Court Reporter

Attorneys

Explain the proceedings that you observed. What type of case was being presented? What were the facts? Was the proceeding criminal or civil? Who were the parties? What took place?

How did the attorneys in the courtroom conduct themselves?

How did the plaintiff/petitioner and the defendant/respondent conduct themselves?

What did you learn about our justice system?

What do you believe are the strengths of this system?

What suggestions would you make to improve the justice system?

Please make additional comments here.

Government in Action: City Council Pre-Write and Verification Form

Student Name: _____

Observation Date: _____ Observation Time: _____

Please PRE-WRITE your answers to the questions below in the spaces provided. You may want to write out some ideas that will help you answer these questions. You should be answering these questions while the meeting is taking place. Once the meeting is completed, please THOROUGHLY ANSWER the questions below on a SEPARATE SHEET OF PAPER.

1. ***Describe City Hall.***

2. ***Describe the City Council chambers.***

3. ***Describe what you observed each of the following people at the City Council meeting doing, explaining their function and duties. Include their names where indicated.***
 - A. Mayor (name)
 - B. City Council Members (names)
 - C. City Manager (name)
 - D. Press and public

4. ***Explain the proceedings that you observed. What types of matters were taken up by the City Council? How was the meeting conducted? What took place?***

5. ***How did the members of the public conduct themselves?***

6. ***What were the critical issues before the City Council? How were they presented? How were they resolved?***

7. ***What did you learn about local government as a result of attending this meeting of the City Council?***

8. ***What do you believe are the strengths of this form of government?***

9. ***What suggestions would you make to improve this system of government?***

PLEASE OBTAIN THE VERIFICATION STAMPS IN THE SPACES BELOW. INCLUDE THIS SHEET WITH YOUR TYPED INFORMATION ABOVE.

City Council Verification

Stamp (or signature) from TEACHER IN ATTENDANCE:

Entrance Stamp



Exit Stamp



Government in Action: School Board Pre-Write and Verification Form

Student Name: _____

Observation Date: _____ Observation Time: _____

Please PRE-WRITE your answers to the questions below in the spaces provided. You may want to write out some ideas that will help you answer these questions. You should be answering these questions while the meeting is taking place. Once the meeting is completed, please THOROUGHLY ANSWER the questions below on a SEPARATE SHEET OF PAPER.

1. ***Describe the setting of the School Board meetings. Discuss how the room was arranged and where the people sat.***

2. ***Describe what you observed each of the following people at the School Board meeting doing, explaining their function and duties (include their names where indicated).***
 - A. President of the School Board (name)
 - B. Board Members (ALL names)
 - C. Superintendent (name)

3. ***Explain the proceedings that you observed. What types of matters were taken up by the School Board? How was the meeting conducted? What took place?***

4. ***How did the members of the public conduct themselves?***

5. ***What were the critical issues before the School Board? How were they presented? How were they resolved?***

6. ***What did you learn about local government as a result of attending this meeting of the School Board?***

7. ***What do you believe are the strengths of this form of government?***

8. ***What suggestions would you make to improve this system of government?***

PLEASE OBTAIN THE VERIFICATION STAMP IN THE SPACES BELOW. INCLUDE THIS SHEET WITH YOUR TYPED INFORMATION ABOVE.

School Board Verification

Stamp (or signature) from TEACHER IN ATTENDANCE:

Entrance Stamp



Exit Stamp



Government in Action: Courtroom Pre-Write and Verification Form

Student Name: _____

Observation Date(s): _____

Observation Time(s): _____

Court Location: _____

Judge: _____

Please PRE-WRITE your answers to the questions below in the spaces provided. You may want to write out some ideas that will help you answer these questions. You should be answering these questions while the court session is taking place. Once your TWO hours are completed, please THOROUGHLY ANSWER the questions below on a SEPARATE SHEET OF PAPER.

1. *Describe the Courthouse.*
2. *Describe the Courtroom.*
3. *Describe what you observed each of the following people at the Courtroom doing, explaining their functions and duties.*
 - A. Judge
 - B. Court Clerk
 - C. Bailiff
 - D. Court Reporter
 - E. Attorneys
4. *Explain the proceedings that you observed. What type of case was being presented? What were the facts? Was the proceeding criminal or civil? Who were the parties? What took place?*
5. *How did the attorneys in the courtroom conduct themselves?*
6. *How did the plaintiff/petitioner and the defendant/respondent conduct themselves?*
7. *What did you learn about the justice system?*
8. *What do you believe are the strengths of this system?*
9. *What suggestions would you make to improve the justice system?*

PLEASE OBTAIN THE VERIFICATION AND SIGNATURE IN THE SPACES BELOW. PLEASE INCLUDE THIS SHEET WITH YOUR TYPED INFORMATION ABOVE.
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Courtroom Verification

Signature of Bailiff: _____

Date: _____

Time: _____

Service Learning Acknowledgement and Verification Form

Hillside High School

Please complete the following information and return to YOUR TEACHER by: _____

STUDENT NAME _____

PLEASE COMPLETE THE QUESTIONS BELOW:

What project have you chosen for service learning? _____

What is the name of the organization? _____

Where will the service learning be performed? _____

What is your tentative schedule for service? _____

What types of tasks do you anticipate performing in your service? _____

SIGNATURES

Supervisor printed name: _____

Supervisor signature/Date: _____

Supervisor phone: _____

Organization name (**PLEASE PRINT**): _____

(Please attach a business card from the organization if possible)

PARENT ACKNOWLEDGEMENT

We have read and understand the requirements for completing the Hillside High School Government Service Learning Project. We understand that this project is a graduation requirement set forth by Hillside High School and that students will need to complete ALL AREAS of this project in order to graduate. A complete description of the service learning project can be found on the Hillside High School website at www.uplandhigh.org.

Parent/Guardian signature: _____

Student signature: _____

Date: _____

Service Learning Review Questions Name: _____

The questions below are to be answered following your reading of the Service Learning Handbook. Please answer these questions in the spaces provided or on another sheet of paper if necessary.

1. What is the definition of “service learning” (see page 3)? Why is this definition of service learning important?

2. Read the essay about American Democracy. Why is it important that every citizen or person who lives here perform service for the community?

3. What are the three Optimum Learning Expectations? Which OLE do you think is best addressed by your project?

4. What is a supplementary project and why might you do one?

5. This project is _____% of your grade in Government.
6. How many hours of service must you provide in order to complete this project? _____ Hours.
7. Read the possible projects on page 15-18. List 5 projects that may interest you.
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8. Read about the Culminating Essay. What must be included in this final essay? When do you write this essay?

9. The project requires you to view the following meetings. Identify the meeting times and location for each.
 - a. City Council
 - b. School Board
 - c. Court

10. What is proper clothing and behavior for these meetings?

11. What are the 5 kinds of needs that service learning meets? Give one example of each need being met?

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12. Read through the commonly asked questions on pages 12-13. Answer these questions:

- a. If you want to do a project that is not listed in the packet, what should you do first?

- b. Can you get paid for service learning?

- c. Can you work for your employer for free for service learning?

- d. Can you get service learning credit for work that you do for another class or club?

13. Read the list of reminders on page 14. List the six important reminders in their order of importance to you.

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14. What skills could you bring to a project?

15. How might this project prepare you for future academic work and/or a future career?

16. Review the service learning forms that start on page 20.

- a. Who must sign the supplementary verification form? _____
- b. Who must sign the courtroom observation form? _____
- c. Who must sign the school board observation form? _____
- d. Who must sign the city council observation form? _____
- e. Which two adults must sign the service learning verification and acknowledgement form?

MAJOR DUE DATES

Verification and Acknowledge Form _____

Culminating Activity _____