

Service Learning

Volunteer/Intern Checklist

Please use this list to help plan your service learning/internship experience.

Before you begin:

- _____ Complete the mapping process in teacher advisory
- _____ Meet with Ms. King to brainstorm and/or finalize your plans and the expectations
- _____ Complete the **Preparation Form** PRIOR to beginning your service learning (The **Preparation Form** is located in the *Student Forms* tab of the webpage)
- _____ Review the contract with your parents/guardians AND site coordinator
- _____ Ask both parents/guardians and site coordinator to sign the Contract and return it to Ms. King in paper form or scan and email it. (The Contract is located in the Student Forms tab of the webpage)
- _____ Be sure that your guidance counselor places Service Learning on your schedule in Powerschool.

When you are working/volunteering:

- _____ Keep track of your hours on the timesheet or in another way.
- _____ Be sure to let your site coordinator know if you are going to be absent.
- _____ Take pictures (if appropriate) for your digital presentation at the end.
- _____ Keep a journal or take notes for your two-page written reflection due at the end (in place of the journal).

After you are finished:

- _____ Ask your site coordinator for a Letter of Recommendation based on your service and/or a letter attesting to your hours.
- _____ Create a digital presentation in either Keynote or Prezi (The Visual Presentation outline is located in the Student Forms tab of the webpage)
- _____ Finalize your journal or 2 page reflection and submit to Ms. King (The Written Reflection outline is located in the Student Forms tab of the webpage)
- _____ Present to your Teacher Advisory - Ask your advisor and Ms. King when it is a good day to present.