

# SENIOR GRADUATION PROJECT

## 2014-2015

- I. The senior graduation project is comprised of four components:
  - A. Attendance at a governmental meeting (see attached listing)
    - i. Signed form by president or secretary of the organization verifying attendance (see attached form).
    - ii. Copy of agenda with a well-written summary, well-documented notes or brief notes on the agenda.
    - iii. If a written agenda does not exist from the meeting, officer of the organization signing governmental meeting form must note this on the form.
    - iv. Students may not be excused from school to attend governmental meeting during the school day unless scheduled through Mrs. Hill or Mr. Dadich.
    - v. Students may not attend governmental meeting anytime between the last meeting with advisor and the exit interview date.
  - B. Minimum of thirty (30) hours of service by March 31<sup>st</sup> (see approved examples)
    - i. Service contract must be completed by advisor and student.
    - ii. Students must keep a community service learning time sheet. The time sheet must be signed by the adult supervisor (**relatives of the student are not permitted to sign the community service learning time sheet**).
    - iii. Students may volunteer for more than thirty hours.
    - iv. Students **are not** to receive any type of compensation for their volunteer work. Students should be prepared to share with the exit committee their community service experience.
    - v. No more than 10 hours of volunteer work done through other organizations (Service Club, NHS) may count toward the community service hour requirement.
    - vi. Students **may not** volunteer for a relative.
    - vii. Volunteer site must be one of the approved locations unless special permission is granted by administration.
    - viii. Students **may not** leave school to participate in community service unless approved by the administration.
    - ix. Students who volunteer for 40 or more hours will be considered for “Pass with Distinction.”
    - x. Students completing community service hours while on court-ordered probation may not use those hours for their graduation project. If a student wishes to keep volunteering at a community service location where he or she completed court-ordered probation hours, the student must provide proof that the required 30 hours were in addition to those

hours ordered by the court. Students are responsible for arranging their own transportation to and from the project site.

C. Thank you letter

- i. One typed page “summation” – theme of appreciation” letter to the individual(s) or organization(s) where the community service took place.
- ii. Copy of thank you letter must be placed in the portfolio.
- iii. Thank you letter must be sent no later than thirty (30) days after the service project(s) is complete to be considered “Pass with Distinction.”
- iv. If service project is completed in the summer, the thank you letter must be sent by September 30<sup>th</sup> to be considered “Pass with Distinction.”
- v. Seniors are required to bring in a stamped addressed envelope to the school.
- vi. Thank you letter will be sent via school mail by advisor.
- vii. If letter is not sent according to time table, (section C) student will not be considered for “Pass with Distinction.”

D. Exit interview (May)

- i. The first three components of the senior graduation project ***must*** be completed by the time of the last meeting with advisor.
- ii. All completed forms must be organized and placed in an appropriate bound folder (portfolio) (see checklist). Portfolio components may include photos, certificates, etc. directly related to the service project.
- iii. In May of 2015, exit interviews will be conducted. This exit interview will last approximately 20 minutes. The exit interview committee will consist of four to six teachers.
- iv. All seniors, ***whether completed or not***, are required to participate in the exit interview.

II. Students not completing the project on time

- A. Seniors not completing the project on time will still be required to present on the scheduled presentation day in May. Those students will need to present the work completed, provide an explanation on why they have not completed the project, and present a plan to complete the project by the end of May.
- B. Seniors will participate in a second exit interview in late May.
- C. Students who do not pass will not meet graduation requirements and will need to complete the project in the summer and will not participate in commencement ceremonies.

Final Grade: Students may receive “pass,” “pass with distinction,” or “not pass.” Student’s permanent transcript will indicate this level of achievement. The Exit Interview Committee will assess each student’s project and determine the final grade.

# Approved Community Service Locations:

1. Beaver County Historial Society/Vicary House – Contact Brenda Applegate – 724-75-1848
2. McGuire Home- Contact Rose Teny – 724-845-3400
3. Woodland – Contact – [lmortmer@woodlandsfoundation.org](mailto:lmortmer@woodlandsfoundation.org), or 724-935-5470
4. Habitat Humanities – Contact Lisa Meneice – 724-846-1630
5. Hosanna Industries – Contact Amanda Brecker – 724-770-0262
6. YMCA – Contact Renee – 724-891-8439
7. Freedom Boro – Contact Karen – 724-728-5744
8. Conway Boro- Contact Debbie Rose – 724-869-0813
9. Salvation Army-Contact John, 724-774-8335, [www.salvationarmy.org](http://www.salvationarmy.org)
10. Conway Meal on Wheels – Contact 724-843-1893
11. Yellow Ribbon Girls –Contact Jenna Morgan - 724-654-1444
12. Beaver County Humane Society – Contact – 724-775-5801
13. Vitas Paw Pals, Hospice Care – (using your own pets to comfort others) – 1-866-418-4827
14. American Cancer Society – Contact Kelly Joe Siger – 1-888-227-5445
15. Sweetwater Center for the Arts – Contact – online [info@sweetartcenter.org](mailto:info@sweetartcenter.org) -412-741-4405
16. Race for the Cure Pittsburgh – Contact Susan Komen, 412-342-0500
17. Ohio River Trail – Contact – Mr Troia- 724-728-3625
18. New Brighton Soup Kitchen- Contact Melissa – 724-847-3760
19. Friendship Ridge-Contact Ms. Shrever- 724-891-1150
20. Rochester Villa Manor – Contact Kristin Goldstrom -724-775-6400
21. Green Valley Park – Contact Valerie Dietrich- 724-728-2914
22. New Sewickley Recycling – Contact New Sewickley, Hosanna Industries -724-770-0262
23. Bradys Run Recreational - Contact Waste Management recycling – 724-770-2064
24. Rochester River Front – Contact John Barrett, Boro- 724-775-1200 [rbmanger@cmcast.net](mailto:rbmanger@cmcast.net)
25. Tower of Hope Inc. Contact Roe Collins – 724-544-4894
26. Villa St. Joseph – Contact Melissa Angelo -724-869-6386
27. Glade Run Lutheran Services – Contact - Carrie Moll – 724-452-6576
28. Granny Goodstory Contact - 724-384-8780
29. Festival of Trees – Contact Amy Tyger – 724-1330502-9882
30. Beaver Library – Contact -Diane Wakefield – 724-775-1132
31. Master Gardener Program – Contact -Michael Masiuk,- 724-302-9406
32. Special Olympics – Contact – Melissa Niedbala – 724-775-0743 ( New Horizon School)
33. Old Economy Village – Contact – David Miller -724-266-4500 ext. 10 [davemiller@pa.gov](mailto:davemiller@pa.gov)
34. Beaver County Women’s Shelter – Contact Annex – 724-775-2032
35. Beaver Heart Association Contact – Monaca Office – 724-774-6600
36. Leukemia & Lymphoma Society – Contact on line 1-800-955-4572
37. Goodwill Industries – Contact Goodwill , 724-775-2559, [www.goodwill.org](http://www.goodwill.org)
38. Big Brothers & Sister – Contact Heather Daugherty, 724-843-4600

# Government Meeting Locations

*Students must sign up a week in advance.*

*A master sign-up sheet will be in the main office of the high school.*

## **New Sewickley Township Supervisors Meetings**

- Township Manager – Walter Beighey
- Township Secretary – Patricia Pfaff
- Office Hours – 8:00am – 4:00pm
- Email [manager@newsewickley.com](mailto:manager@newsewickley.com)
- 724-774-7822
- General Supervisors meetings each week at 7:30pm held at the Municipal Building

## **Freedom Boro Meetings**

- Mayor – Arthur Evans
- Borough Secretary – Karen Willison
- Office Hours – 8:00am – 4:00pm
- Email – [freedomborough@comcast.com](mailto:freedomborough@comcast.com)
- 724-728-5744
- Work Meeting – 1<sup>st</sup> Monday each week at 6:00 pm held at Boro Building
- General Meeting – 2<sup>nd</sup> Wednesday each week at 6:00pm at Boro Building

## **Conway Borough Meetings**

- Mayor – Debbie Giska-Rose
- Borough Secretary – Diane McKay
- Office Hours – 8:00am – 4:00pm
- Email- [mayrose@conwaypa.org](mailto:mayrose@conwaypa.org)
- 724-869-9959
- Working Meeting – 1st Wednesday each week at 7:00pm held at the Conway Fire Department
- General Meeting -3<sup>rd</sup> Wednesday each week at 7:00pm held at the Conway Fire Department

## **Beaver County Government – Beaver County Commissioners**

- Chairman – Tony Amadio
- Beaver County Courthouse
- 810 3<sup>rd</sup> Avenue Beaver, PA 15009
- 724-770-4405
- Email: [tamadio@beavercountypa.gov](mailto:tamadio@beavercountypa.gov)
- Meeting-2<sup>nd</sup> & 4<sup>th</sup> Thursdays of each month at 10:00am
- This meeting would be scheduled through Mr. Dadich and Ellen Hill

## **Freedom Area School District Board of Education Meeting**

- Board President – Barbara Heyman
- Middle School Library
- Meeting – 1<sup>st</sup> and 2<sup>nd</sup> Thursday of each month at 7:00pm

# GENERAL TIME TABLE

May	During Advisory Period – meet with advisor
June - Aug	Administrators Available to Approve Service and Provide Sign-Up Sheets for Government Meetings
September	During Advisory Period – meet with advisor
November	During Advisory Period – meet with advisor
January	During Advisory Period – meet with advisor
February	During Advisory Period – meet with advisor
March	During Advisory Period – meet with advisor
April	During Advisory Period – assembly with principal to review presentation expectations
Early May	Exit Interviews – Presentation of Portfolio <ul style="list-style-type: none"><li>• <b>Section 1</b> – (each item below must be include for each service contract you complete)<ul style="list-style-type: none"><li>○ One Page Summary of Service</li><li>○ Service Contract</li><li>○ Hours Log</li><li>○ Artifacts (pictures, flyers, letters)</li></ul></li><li>• <b>Section 2</b> – Government Meeting<ul style="list-style-type: none"><li>○ One Page Summary of Meeting(s)</li><li>○ Copy of the Agenda from Meeting</li><li>○ Verification Form Signed by the President or the Vice President</li></ul></li><li>• <b>Section 3</b> – Copy of PowerPoint Presentation</li><li>• <b>Section 4</b> – One – Three Page Reflection of High School Experience and Long Range Goals.</li></ul>
May	Exit Interviews (Make-Up)
June	Exit Interview (Final Opportunity)

**SENIOR PROJECT  
FREEDOM AREA HIGH SCHOOL**

**SERVICE CONTRACT  
(ADVISOR/STUDENT)**

\_\_\_\_\_ Will be completing his/her Service  
(Student's Name)

Project at the following location: \_\_\_\_\_

Provide a brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Dated: \_\_\_\_\_  
(Advisor)

\_\_\_\_\_ Dated: \_\_\_\_\_  
(Student)

**SENIOR PROJECT  
FREEDOM AREA HIGH SCHOOL**

**SERVICE CONTRACT  
(ADVISOR/STUDENT)**

\_\_\_\_\_ Will be completing his/her Service  
(Student's Name)

Project at the following location: \_\_\_\_\_

Provide a brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Dated: \_\_\_\_\_  
(Advisor)

\_\_\_\_\_ Dated: \_\_\_\_\_  
(Student)



**GOVERNMENTAL MEETING**

**SENIOR PROJECT  
FREEDOM AREA HIGH SCHOOL**

I certify that \_\_\_\_\_ attended the  
(Student's Name)

\_\_\_\_\_ meeting on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**GOVERNMENTAL MEETING**

**SENIOR PROJECT  
FREEDOM AREA HIGH SCHOOL**

I certify that \_\_\_\_\_ attended the  
(Student's Name)

\_\_\_\_\_ meeting on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

## THANK YOU LETTER FORMAT

Your street address (112 East Way)  
Freedom, PA 15042  
Date to be sent

Name of person written to (Mr. James Smith)  
Job Title (Director of Outreach)  
Street address  
City, State, Zip Code

Dear Mr. Smith:

One paragraph of thanks stating what you did and the addressee's role in assisting you. Be specific. At least five sentences.

One paragraph also of a minimum of five sentences stating what you learned from the project.

A final paragraph stating again your thanks for being given this wonderful opportunity at least three sentences in length.

Sincerely,

(Your written name – signature)

Your typed name

# ADVISOR CHECKLIST

STUDENT: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

INTERVIEW TIME: \_\_\_\_\_

INTERVIEW DAY: \_\_\_\_\_

**PROJECT COMPONENTS:** Check off as student demonstrates completion

\_\_\_ Service Contract # 1 has been signed and approved      Date Completed: \_\_\_\_\_

\_\_\_ Thank You Letter #1 has been mailed      Date Completed: \_\_\_\_\_

\_\_\_ Thank You Letter #1 Written/Mailed Within 30 Days      \_\_\_ YES or \_\_\_ NO

\_\_\_ Service Contract # 2 has been signed and approved      Date Completed: \_\_\_\_\_

\_\_\_ Thank You Letter #2 has been mailed      Date Completed: \_\_\_\_\_

\_\_\_ Thank You Letter #2 Written/Mailed Within 30 Days      \_\_\_ YES or \_\_\_ NO

\_\_\_ Service Contract # 3 has been signed and approved      Date Completed: \_\_\_\_\_

\_\_\_ Thank You Letter #3 has been mailed      Date Completed: \_\_\_\_\_

\_\_\_ Thank You Letter #3 Written/Mailed Within 30 Days      \_\_\_ YES or \_\_\_ NO

\_\_\_ Summary for each service project completed      \_\_\_ YES or \_\_\_ NO

\_\_\_ Service Log Has Been Reviewed      Date Completed: \_\_\_\_\_

\_\_\_ Government Meeting Forms and Summary Reviewed      Date Completed: \_\_\_\_\_

\_\_\_ My advisee attended all the conferences with the advisor

\_\_\_ My advisee was absent for the following conferences

Date: \_\_\_\_\_      Made Up: \_\_\_\_\_      Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_      Made Up: \_\_\_\_\_      Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_      Made Up: \_\_\_\_\_      Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_      Made Up: \_\_\_\_\_      Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_      Made Up: \_\_\_\_\_      Mentor Signature: \_\_\_\_\_