

CENTRAL VALLEY HIGH SCHOOL

SENIOR PROJECT INFORMATION AND FORMS

The graduation project requirement is a policy set forth by the CVSD Board of Directors that applies to every student seeking to graduate from the Central Valley School District.

For the convenience of our students, the graduation project office provides support, assistance and suggestions for getting started and has a list of agencies in need of help. Students may also seek the help of a graduation project committee member if they have questions or concerns. Committee members: Mrs. Jones, Mrs. Kostelic, Mr. McCreary & Mr. Vukovcan.

Central Valley's graduation project consists of six components:

- **40 Community service hours**
A contract must be filled out and approved prior to starting service hours. Community service hours are to be performed for a non-profit organization.
- **Job shadow**
Students are encouraged to shadow a career they are interested in pursuing after high school. A minimum of four hours and the completed Job Shadow forms are required. The job shadow visit is considered an excused absence, if necessary, and students are responsible for any school work they miss.
- **Resume**
- **500 Word paper**
The student's paper should reflect the experience gained during their community service hours and job shadow experience.
- **Visual aid**
A visual aid is required during the presentation of the project. It can be a compilation of photos in power point, poster board, scrap book, along with any other visual representation of their project.
- **Presentation**
Students will present their project to a panel of teachers in April. They are graded on the following:
 - *Knowledge of the project
 - *Organized and well thought-out presentation
 - *Interesting and informative visual aid
 - *Command of the English language and public speaking skills
 - *A presentation that meets or exceeds the ten minute time requirement
 - *A neat and professional appearance

IMPORTANT INFORMATION

- Time spent writing your essay paper, putting together your binder, and class time does not count in the hours required for your project.
- **No hours will be accepted prior to a contract being approved by the Graduation Project Committee.**
- Any project that plans to donate to a charity must complete a Charity Form. These forms are located in the Graduation Project Office and online.
- Multiple projects require multiple contracts and supervisor/mentor consent forms.
- Family members are not permitted to mentor projects or supervise job shadow experience.
- There is to be no monetary compensation for the student's project
- Student may not be employed at the place where they complete their project hours or job shadow.
- No project hours may be completed during the school day.
- Creative and academic projects (in lieu of community service) are considered and approved on an individual basis.





GRADUATION PROJECT CONTRACT

Name _____ Grade _____

Project Title _____

Part 1. Describe what you plan to do for your project.

Part 2. What activities are planned in order to complete your 40 hours for your project?

Part 3: What do you hope to learn from this project?

- Contract must be approved by the Graduation Project Committee **prior to the start of your project** for community service hours to count.
- Your **visual aid must include pictures** of you completing your project. This validates your hours log and authenticates the project.
- It is your responsibility to **have all required documentation** at the time of presentation.
- **Multiple projects require multiple contracts and supervisor/mentor consent forms.**

COMPLETED SUPERVISOR/MENTOR FORM MUST BE ATTACHED
SIGNATURES ARE REQUIRED:

Student _____

Date _____

Parent/Guardian _____

Date _____

Graduation Project Committee Approval _____

Date _____

SENIOR PROJECT

SUPERVISOR/MENTOR CONSENT FORM

Thank you for creating an opportunity in which our students can experience the gratification and rewards of volunteerism, academic and creative achievement.

Central Valley students must complete forty (40) hours of service work as part of their graduation requirement. Community Service must, in some way, contribute to the betterment of community, focus on community members, or focus on the betterment of humanity. Academic and Creative projects are also considered, however, these projects must be detailed, substantial, and verified by a professional in the field. Regardless of the project, all hours must be logged and documented with a supervisor's signature.

The mentor/supervisor's qualifications are listed below:

- 21 years of age or older, and not a member of the student's family
- have some expertise in the area of the project
- can commit the time necessary to mentor and guide the student

Please fill out the Supervisor/Mentor Consent Form below.

Thank you for your cooperation, and for mentoring our students. Your efforts are greatly appreciated.

I, _____, agree to supervise/mentor _____,

a Central Valley High School student, while he/she completes forty (40) hours in one of the following areas: community service, academic or creative achievement. **No more than 8 hours will be accepted** for each calendar day unless prior approval is given by the Graduation Project Committee. I realize that this is a requirement for his/her graduation and should be completed by January of the student's graduation year.

There is to be no monetary compensation for the student's project.

Supervisor Name _____

Supervisor's Title _____

Supervisor Signature _____

Supervisor Phone # _____

CENTRAL VALLEY HIGH SCHOOL GRADUATION PROJECT HOURS LOG

Student _____

Grade _____

Supervisor _____

Project _____

Use this form to record the required forty (40) hours for your Graduation Project. The supervisor verifying the hours should be the same person who completed the Supervisor/Mentor Consent Form. **No more than 8 hours will be accepted for each calendar day unless prior approval is given by the Graduation Project Committee.**

Date	Activity	Hours	Supervisor's Signature
Total Hours			

GRADUATION PROJECT CHARITY FORM

Student _____ Grade _____

Supervisor/Mentor _____

Graduation Project Title _____

Charity/Group Receiving Donation _____

NOTE: If you have chosen a project that will require spending your own money **and** raising funds for a charity, you are **not** to be reimbursed out of the money you raise for the charity. You are taking on this project and you must assume all of the project's costs. All donations, monetary or materials, must be documented below.

DONATIONS RECEIVED (Attach all receipts for proper documentation.)

Itemized Donations – List monetary amounts or material. If necessary, you may list additional donations on a separate sheet.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL AMOUNT OF MONEY DONATED
(Attach a receipt from the charity/group)

Student's
Signature _____

Sponsor's Signature _____

JOB SHADOWING EMPLOYER EVALUATION FORM

Student Name _____ Career Observed _____

Job Shadow Sponsor _____

Site Name and Address _____

Phone Number _____

Please take a minute to evaluate this student's day on the job.

- (1) The student was punctual.
Agree Somewhat Agree Disagree N/A

- (2) The student actively participated in all tasks assigned.
Agree Somewhat Agree Disagree N/A

- (3) The student asked appropriate job-related questions.
Agree Somewhat Agree Disagree N/A

- (4) The student showed a genuine interest in the job area shadowed.
Agree Somewhat Agree Disagree N/A

- (5) The student's behavior was respectful and appropriate.
Agree Somewhat Agree Disagree N/A

- (6) The student's appearance and dress were appropriate for the job setting.
Agree Somewhat Agree Disagree N/A

_____ **successfully completed** _____
Student's Name Hours

of job shadowing on _____
Date

Sponsor
Signature _____ **Date** _____

JOB SHADOW ASSIGNMENT

To receive credit for your job shadow requirement you must spend a minimum of four (4) hours with your job shadow sponsor and answer the following questions:

- What is the primary mission of this company/organization?
- What are the responsibilities of your department?
- What are your primary responsibilities?
- How does your job relate to the overall organization?
- What other people do you work most closely with?
- Are computers used on the job? If yes, in what capacity?

- What type of education/training does this job require?
- What type of education/training have you had?
- How did you decide upon this type of work?
- What do you see as the demand for jobs like yours in the future?
- What do you like most about your job?
- What do you like least about your job?
- How do you use math, science, social studies, English, computer skills, and other subjects in your work?
- Do you have any advice for me as I consider my career options?

STUDENT RESUME

The following websites will be of assistance with the preparation of a resume:

www.jobweb.com

www.jobstar.org

www.educationplanner.org

PARTS OF A SUCCESSFUL RESUME

Contact Information

The contact information should consist of your name, street, address, city, state, zip code, telephone number and email address.

The objective: (Optional)

A resume should start out with a clearly defined objective. You want to have a strong objective that is direct and to the point. It should show what role you would like to play in the company. If you are applying for different types of jobs, you should adapt your objective to each one.

Examples:

Applying for a sales position: Objective: To find a sales position in an organization seeking self-motivation and determination.

Applying for a technical support position: Objective: Seeking a position that will allow me to use my people skills and customer service experience.

Experience

List jobs in chronological order beginning with your current or most recent experience

Briefly highlight jobs early in your career

Focus on recent positions

Include firm name, location, position held, duties, and timeframe

Education

Begin with highest level of education

Make degrees/diplomas easily visible

Include grade-point average if it is higher than 3.0

List your major

Skills

List computer competencies, foreign language, teaching or tutoring, leadership, machinery you can operate, and licenses you hold.

Community Service and/or Affiliations/Leadership

This section refers to voluntary memberships in professional organizations, community groups or recognized clubs. For example, the American Marketing Association, KCC Business Club or The American Red Cross. Such associations may further support your qualifications.

References:

DO NOT include references on resume. Reference are made available upon request

You should have 3-5 people as references. Past instructors or advisors and employers are good references

Get permission prior to using their name

JOHN SMITH

123 Main Street
(724) 555-5555
Monaca, PA 15061
jsmith@hotmail.com

OBJECTIVE

To find a challenging position that will allow me to use my interpersonal skills and customer service experience.

EXPERIENCE

McDonald's Restaurant, Monaca, PA 15061 (724) 555-5555

Present – September 2008

Food Service Worker

- Operate cash register
- Maintain a sanitary work area
- Prepare food and restock lobby items as necessary

EDUCATION

Central Valley School District, Monaca, PA 15061 (724) 775-4300

Class of 2013

Grade Point Average: 3.0

SKILLS

Computer: Internet Literate, Microsoft Windows, Microsoft Office, Outlook Express;

Specialty: German, Lifeguard, CPR

General: Type 50 wpm, 10-key calculator, telephone etiquette, editing/proofreading, team player, analytical, open-minded, motivated.

COMMUNITY SERVICE

Friendship Ridge, Beaver, PA 15009 (724) 773-5251

January 2008 – September 2007

Junior Volunteer

- Developed activities for residents
- Planned and directed a game at annual carnival
- Taught a "Sit and Be Fit" class

ACTIVITIES

Center High Care Club, Secretary

Grade 12

Center High School Senior Class President

Grade 12

Center High School Football

Grade 11-12

Center High Spanish Club

Grade 9-12

References Available upon Request