



# Caroline County Public Schools

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## Service-Learning School-Based Project Approval Form

**Directions:** This form and the accompanying budget request and Maryland Best Practices rubric must be completed in its entirety and signed by all parties indicating approval prior to the start of the school-based service-learning project.

**Title of Project:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Grade/Teacher Team:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Date(s) of project:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Preparation:** (What will you/your school do prior to the action phase of the project to prepare students with the knowledge and skills necessary for maximizing engagement in the project?)

**Action:** (What will the project entail? What will students and staff do to complete the actual project? Be specific.)

**Reflection:** (How will students reflect on the project, both the action phase and the preparation phase? How did this have an impact on students and their views of giving back to the community? What would they do to improve the project?)

**Project Approved** \_\_\_\_\_ **Project not approved** \_\_\_\_\_ **Date:** \_\_\_\_\_

School Coordinator

Principal

CCPS Supervisor

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**Total Budget Amount requested:** \_\_\_\_\_

**Total Requested from School:** \_\_\_\_\_ **from CCPS:** \_\_\_\_\_

**Listing of Expenditures:** List the costs of the supplies/materials needed to complete the project. For transportation, list the estimated costs provided by our Transportation Department.

Item	Cost	School/CCPS Request

**Evaluation/Rubric:** (MSDE’s 7 Best Practices of Service-Learning) Briefly describe and score your project based on the following rating scale: 0=none; 1=some; 2=adequate; 3=goes beyond adequate

1. Meets a recognized need in the community  
 0-no need identified  
 1-a vague attachment made to a need  
 2-a solution is clearly identified to a real community need  
 3-need is clearly outlined and focused upon in the project

Description:

2. Achieve curricular objectives through service-learning  
 0-no links made between curricular objectives and the project  
 1-weak links made to curricular objectives  
 2-direct and viable links made to curricular objectives  
 3-many viable links made to curricular objectives

Description:

3. Reflect throughout the service-learning experiences  
 0-reflection not evident  
 1-some reflection evident  
 2-good reflection a part of each step in the project  
 3-highly valuable reflection was completed at each phase of the project

Description:

4. Develop student responsibility  
 0-no student responsibility evident  
 1-some student responsibility evident  
 2-good student responsibility evident  
 3-excellent student responsibility evident

Description:

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5. Establish community partnerships  
0-no community partnership made  
1-a weak link to community partnership made  
2-a community partnership obvious/valuable  
3-very involved community partnership made

Description:

6. Plan ahead for service-learning  
0-no planning evident  
1-minimal planning evident  
2-adequate planning completed to focus the service project  
3-thorough/extensive planning evident

Description:

7. Equip students with knowledge and skills needed for service  
0-no knowledge needed or provided  
1-some knowledge/skills provided  
2-good knowledge/skills provided  
3-excellent knowledge/skills provided

Description:

       = **Total Score** (A total score of 14+ indicates that the project meets all practices adequately. A minimum of 2 points in each category is recommended.)

Comments:

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