



# URGENT INC.

## INTERNSHIP APPLICATION

*A Resume needs to be submitted with this request*

PERSONAL				
Last Name	First	Initial	Social Security #	
Other Name(s) Used			DOB:	
Address	Apt. #	City, ST	Zip	Home Telephone # (   )
Cell Phone # (   )		Email:		

EDUCATION				
Circle Highest Grade Completed:	Middle School	7	8	
GPA _____	High School	9	10	11   12
Graduation Year: _____				
School Attending	Address	Career Academy/Major		
List any Club, School or Community Memberships or Affiliations				
Other Special Knowledge, Skills or Qualifications				
Computer Skills (Hardware/Software)				
Relevant Coursework (if applicable)				
What are your post-secondary plans?				
<input type="checkbox"/> On-the Job Training	What type and where: _____			
<input type="checkbox"/> Apprenticeship	In what? _____			
<input type="checkbox"/> 2-year Associate Degree	What college? _____			
<input type="checkbox"/> 4-year Bachelor's Degree	What college? _____			
<input type="checkbox"/> Military	What branch? _____			
<input type="checkbox"/> Other	List? _____			

## PLACEMENT

Career Area Preference: \_\_\_\_\_

Long Term Career Goal: \_\_\_\_\_

List the experiences you have had in this career field such as job shadowing, work experience, volunteer work or academic classes:

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### Explanation of Position/Experience Desired

Comment briefly on the type of experience you prefer (e.g. your expectations, type of organization and/or industry, type of work you prefer to do, etc.)

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### Learning Objective

Comment briefly on what you most want to learn from this experience. What new knowledge and/or skills do you wish to obtain?

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### Provide three references (teachers, guidance and/or administrators) – No Family Members

Name, Position	Affiliation	Phone	Email
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

## SUPPLEMENTAL INFORMATION

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you intend to hold another job during the internship agreement?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you able to comply with regular attendance expectations as well as meet any other reasonable expectations of the internship site?          |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which as not been annulled, expunged or sealed by court? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you submit for a background screening?  |

## PAID AND/OR UN-PAID WORK HISTORY

Start Date / /	Company Name	Supervisor Name	Rate of Pay
End Date / /	Company Address	Supervisor Phone #	
Job Title		Reason for Leaving	
Duties & Responsibilities			

Start Date / /	Company Name	Supervisor Name	Rate of Pay
End Date / /	Company Address	Supervisor Phone #	
Job Title		Reason for Leaving	
Duties & Responsibilities			

Start Date / /	Company Name	Supervisor Name	Rate of Pay
End Date / /	Company Address	Supervisor Phone #	
Job Title		Reason for Leaving	
Duties & Responsibilities			

Start Date / /	Company Name	Supervisor Name	Rate of Pay
End Date / /	Company Address	Supervisor Phone #	
Job Title		Reason for Leaving	

Duties & Responsibilities

## CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, I shall be subject to termination from the program if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize URGENT, Inc. to inquire into my educational, professional and past employment history references as needed to research my qualifications for this internship.

I certify that I personally have completed this application and that the information I am providing is complete, accurate and given in good faith. I hereby acknowledge that I have read and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### Management Only

RECOMMENDATION

Date: \_\_\_\_\_

\_\_\_\_ Accepted Meets Pre-Requisite Criteria

- Completed 9 of 12 Skill Development Workshops
- Completed 9 of 12 Employability Skills Activities
- Completed Internship Application
- Completed Resume (Attached)
- Completed Mock Interview
- Completed Career Portfolio

\_\_\_\_ Denied—Reason: \_\_\_\_\_

Reviewer (Full Name and Position): \_\_\_\_\_

\_\_\_\_\_  
Staff Approval Signature

\_\_\_\_\_  
Date



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A 501 ( c ) 3 community based and development organization

## Weekly Internship Report

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Week beginning: \_\_\_\_\_ Ending: \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

Please document in detail the activities in which you participated, specific incidents you observed, and your hours at the internship site for each day (rounded to the nearest 1/4 hour). NOTE: In order to earn stipend for this assignment, all questions must have a response. N/A or "none" does not constitute a complete response. Attach this Report with your time sheet.

### Monday:

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### Tuesday:

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### Wednesday:

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### Thursday:

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If you were absent from school and/or your internship site, *any day or part of any day*, give an explanation below. Identify the specific day(s).

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1. What new knowledge or skill did you learn during the internship this week? Describe.

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2. What have you learned in the Rites of Passage Program or High School that you applied during the internship?

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3. List any difficulties, mistakes, pleasant or unpleasant experiences that occurred this week. What did you do to correct your mistake(s)?

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4. List any accomplishment, small or big that occurred this week. What did you do to demonstrate success?

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5. What interesting or challenging experience did you have with your fellow "workers" or site supervisor? Describe.

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6. Is there anything concerning your internship, your internship site supervisor/mentor, fellow "workers," or school that you would like to discuss with me? Yes No

**Intern Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## WEEKLY SEMINAR JOURNAL TOPICS

### **Dress the Part**

Did you feel confident and comfortable in what you wore on your first day of work?

### **Arrive on time.**

How did you get to work?

Was it easy to locate your new job?

Did you make it on time?

### **Meet with your supervisor/career mentor.**

How do you like your supervisor?

How did he or she help you feel welcome?

### **Don't be afraid to ask questions.**

What kind of questions did you ask?

Did you get the answers to your questions?

### **Make an effort to get to know co-workers.**

Did you remember any of your new co-workers names?

How did your coworkers make you feel?

### **Keep an open mind.**

Do you think you made a good impression?

How was your attitude?

Were you focused?

What might you do differently next time?

How has this experience influenced the way you understand the world of work?

### **Responsibilities.**

What are my responsibilities?

What are some skills that are needed in order to complete my responsibilities successfully?

Are you meeting your learning objectives as stated in the training plan?

What will you do differently as a result of this experience?

**Going above and beyond.**

Do you suggest doing things without your supervisor asking you to?

Have you come up with a suggestion to improve a business activity or function?

How does it make you feel when you put all your time and hard work into doing something?

What contributions did you make at your host agency?

**Feeling comfortable.**

How do you feel about your co-workers?

Do the people at your host agency assist you when you need help?

What can you do to help others at your job?

**Doing the right thing.**

How often are you late?

Do you call in when you don't feel like working?

Are you gossiping or socializing too much?

In ways did you fall short?

**Career Minded.**

What Rites of Passage training or high school classes have prepared me for this line of work?

What coursework, training or additional education will you need to continue your career preparation?

**Reflection.**

What were the best aspects of this experience?

What were the worst aspects of this experience?

Do you see yourself in continuing on this career path? Why or Why not.



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## Internship Cumulative Hours Summary

Due: \_\_\_\_\_

Intern: \_\_\_\_\_ Career Area: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Internship Period	Begin Date (Month/Day/Year)	End Date (Month/Day/Year)	Total Hours for the Week
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
		<b>TOTAL HOURS</b>	

\_\_\_\_\_  
 Intern's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 Site Supervisor's/Mentor's Signature

Date: \_\_\_\_\_



# INTERNSHIP TIME SHEET

Due: \_\_\_\_\_ Intern (First Last): \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ City, ST \_\_\_\_\_ Zip \_\_\_\_\_

Internship Site: \_\_\_\_\_ Career Area: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Day	Date (Month/Day/Year)	Start Time	End Time	Total Hours for the Day
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
			<b>TOTAL HOURS</b>	

**SITE SUPERVISOR EVALUATION**  
Please rate overall weekly performance

Attendance	Excellent	Good	Fair	Needs Improvement
Punctuality	Excellent	Good	Fair	Needs Improvement
Dressed appropriately	Excellent	Good	Fair	Needs Improvement
Comprehend Instructions	Excellent	Good	Fair	Needs Improvement
Ability to work independently and with others	Excellent	Good	Fair	Needs Improvement
Completed assigned task	Excellent	Good	Fair	Needs Improvement
Showed Initiative	Excellent	Good	Fair	Needs Improvement
Was courteous and friendly	Excellent	Good	Fair	Needs Improvement

\_\_\_\_\_  
Intern's Signature                      Date

\_\_\_\_\_  
Site Supervisor's Signature                      Date



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## **INTERN EVALUATION OF THE INTERNSHIP PROGRAM**

**Intern:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Supervisor/Mentor:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

1. How would you rate the experience? Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

2. Did the internship experience meet your expectations? Explain.

\_\_\_\_\_  
\_\_\_\_\_

3. Did you feel the site supervisor/mentor exposed you to a variety of responsibilities related to the career field you were experiencing? Explain.

\_\_\_\_\_  
\_\_\_\_\_

4. Did the experience change your mind about your career plans? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain.

\_\_\_\_\_  
\_\_\_\_\_

5. What was the most valuable activity you experienced?

\_\_\_\_\_  
\_\_\_\_\_

6. How can the program be improved?

\_\_\_\_\_  
\_\_\_\_\_

7. If needed, I could easily contact the internship coordinator and receive help or assistance. YES NO

8. Would you recommend this host agency as a future internship site? YES NO. If No, why not?

\_\_\_\_\_  
\_\_\_\_\_

9. Do you see yourself participating in this program again next year? YES NO \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_



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## **Orientation to Business**

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Site Supervisor/Mentor: \_\_\_\_\_

Directions: Interns are to obtain the following information about the following factors and maintain in their career portfolio. Questions should be answered in the Career Journal. Check the information on each item as it is completed. The completed form and back up documentation is to be returned to and reviewed with the internship coordinator.

### **Company Orientation**

- 1. Obtain copies of printed materials. (Ex. Brochure, Flyer, Policy Manual, etc.)
- 2. What is the company's history?
- 3. Describe the company's product line(s) or service(s).
- 4. Discuss company policies and procedures regarding:
  - a. Hours of operation/work schedule
  - b. Holiday policy
  - c. Appropriate dress and grooming
  - d. Safety rules
  - e. Emergency procedures
  - f. Procedures for absence
  - g. Procedures for arrival
  - h. Procedures for departure
  - i. Policies about use of telephone
  - j. Policies about use of Internet
  - k. Presence of food at work station

### **Intern Orientation**

- 1. Identify training supervisor.
- 2. Show intern his/her work station.
- 3. Describe intern's responsibilities.
- 4. Explain the importance of the intern's responsibilities to the organization.
- 5. Introduce co-workers and their responsibilities

### **Signatures:**

\_\_\_\_\_  
Site Supervisor/Mentor Date

\_\_\_\_\_  
Intern Date

\_\_\_\_\_  
Internship Coordinator Date



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1600 NW 3rd Ave. Bldg. D Miami, FL 33136 305-576-3084p \* 305-576-2089f  
office@urgentinc.org \* www.urgentinc.org

## Intern Agreement

The purpose of this agreement is to ensure that the internship experience is productive and beneficial to all parties. This agreement outlines the obligations of the intern and URGENT, Inc.

This internship agreement is between \_\_\_\_\_ a participant of URGENT, Inc.'s Rites of Passage Youth Empowerment Academy. This internship will begin \_\_\_\_\_, 2008 and will be completed by \_\_\_\_\_, 2008 at host agency site:

Name

Address

The intern will have an opportunity to earn a stipend up to an amount not greater than \$800. The stipend level earned will be based on the length of the internship and the successful completion of the following activities:

- Complete agreed upon length of internship (4-6 weeks) \$50/wk
- Submission of weekly Time Sheet and Internship Report (Correct and on time- Due every Friday) \$10/each
- Attendance at weekly Internship Seminar/Workshop \$20/each
- Site Visit Monitoring Evaluation
  - Satisfactory \$0
  - Good \$25
  - Excellent \$50
- Interim Supervisor/Career Mentor Evaluation
  - Satisfactory \$0
  - Good \$25
  - Excellent \$50
- Final Supervisor/Career Mentor Evaluation
  - Satisfactory \$0
  - Good \$0
  - Excellent \$50
- Perfect Attendance and completion of committed hours (No consideration for excused or unexcused absences) \$50
- Perfect punctuality (No consideration for excused or unexcused late arrivals) \$50
- Completed Career Portfolio and Final Presentation
  - Satisfactory \$0
  - Good \$50
  - Excellent \$100
- Completed Community Service Project \$50

I, \_\_\_\_\_ acknowledge that I have been given a unique opportunity to gain valuable professional experience. I have reviewed the attached internship handbook and training plan and feel confident that I will be able to fulfill the job duties described in a timely and professional manner. I also acknowledge that this internship is to be considered an experiential learning opportunity and that my

performance will be evaluated and considered if I apply for this program again in the future. I am aware that the evaluation will be based on the following criteria:

- My ability to perform in a professional manner, as indicated by my ability to arrive on time, my ability to meet deadlines, my ability to take initiative in learning, and my ability to interact with my supervisors and colleagues
- My learning during the internship, as indicated by my ability to fulfill the training plan and my development of the skills identified in the training plan
- The evaluation of my supervisor
- My final presentation to completed by the end of the internship describing my learning experience

***I also agree to:***

1. Perform the necessary tasks and follow instructions as given by the Internship Coordinator and/or Host Agency Site Supervisor/Career Mentor
2. Abide by the regulations and policies of the business and the program
3. Attend the weekly Internship Seminars
4. Notify the Internship Coordinator and my Site Supervisor on days absent or late prior to starting time (when possible)
5. Submit complete and accurate weekly reports my activities as required
6. Report to the Internship Coordinator as soon as possible when problems arise affecting my internship placement
7. Study the internship handbook and accept the conditions set forth therein
8. Not hold the business or URGENT, Inc. liable for accidents or injuries sustained during the internship
9. Dress appropriately for the internship
10. Support all activities related to the internship program, including the final recognition ceremony
11. Keep all matters confidential

***The Parent or Guardian agrees to:***

1. Direct the intern in carrying out his/her responsibilities
2. Contact the Internship Coordinator, NOT the business, when problems or questions arise concerning the intern's internship
3. Understand that career exploration/preparation is the goal of the program.
4. Approve and sign appropriate forms for student participation in the program (application, proof of insurance, permission to drive, etc.)
5. Become knowledgeable concerning the purposes and procedures of the training agreement and training plan
6. Provide proof of health and liability insurance coverage, understanding that because the intern is not an employee of the company, no worker's compensation would apply. The intern and parents or guardians assume all responsibility, accountability, and liability for any and all acts arising out of the intern's participation in the internship program
7. Grant permission to the host agency to call for medical assistance in the event of an emergency.
8. Assist the intern in complying with the rules of the program
9. Give intern permission to drive from school to internship site, be responsible for providing transportation for the intern and/or give permission for intern to use public transportation
10. Provide time for conferencing with the internship coordinator
11. Provide guidance in career selection
12. Support the policies of the program
13. Work cooperatively with internship coordinator and intern in solving school, work, and home problems
14. Assume general legal responsibility for the actions of the intern while at the internship site.
15. Provide encouragement and assistance to ensure your youth meets program objectives, which maximizes benefit from the internship experience
16. Maintain and reinforce confidentiality regarding any information/encounters your youth gains while at their internship site
17. Abide by the Behavior Agreement (See Addendum)

**General Release:**

I understand that URGENT, Inc. reserves the right to make cancellations, changes, or substitutions in the cases of emergency or changed conditions or in the general interest of the program. It is further expressly agreed that the host agency and use of any of its facilities shall be undertaken by me at my own sole risk and that URGENT, Inc. shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or property arising with of or connected with the program and with any and all services, and facilities associated with the intern experience; and do hereby expressly forever release and discharge URGENT, Inc. from any and all claims demands, injuries, damages, actions, or censuses or action, arising from or related to any and all acts of active or passive negligence on the part of URGENT, Inc. and or its officers, employees, volunteers or agents.

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **ADDENDUM #1**

### **Internship Policies and Code of Ethics Agreement**

*Your initials and signature at the bottom of this form indicate you understand the following details as they are outlined below and agree to the requirements listed.*

1. I understand that Urgent, Inc. Internship Policies and Code of Ethics apply towards my behavior during any internship assignment. **Initial** \_\_\_\_\_
2. I understand that permissible work absences include illness or other serious circumstances. I will be responsible to notify my site supervisor and my Internship Coordinator in case of absence. **Initial** \_\_\_\_\_
3. I understand that any changes in my internship status (cutback in hours, or dismissal) must be reported immediately to my Internship Coordinator. **Initial** \_\_\_\_\_
4. I am responsible to behave in a professional manner and to hold in professional confidence any information gained regarding the host agency organization. **Initial** \_\_\_\_\_
5. If I feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), I will contact my Site Supervisor and Internship Coordinator immediately. **Initial** \_\_\_\_\_
6. I understand that due to the nature of an Internship arrangement, I may not withdraw from a placement except in severe and justifiable circumstances as determined by the Site Supervisor and Internship Coordinator. A dismissal or if I quit will nullify the internship arrangement and cancel my opportunity to receive a stipend or portion thereof. **Initial** \_\_\_\_\_
7. I am aware of all applicable personal medical needs and have consulted with a medical doctor with regard to them I assume all risk and responsibility for my medical or medication needs and the cost thereof. **Initial** \_\_\_\_\_
8. I have provided, and will continue to provide, Urgent, Inc. with all medical data and any other personal information necessary for a safe and healthy internship experience. There are no physical or mental health-related reasons or problems that preclude or restrict my participation in the Internship Program. I assume full responsibility for any undisclosed physical, mental or emotional problems that might impair my ability to complete the internship experience. **Initial** \_\_\_\_\_
9. I understand that Urgent, Inc.'s Internship Coordinator may take actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience. **Initial** \_\_\_\_\_

11. I will not change my internship work schedule, including community service hours, without obtaining permission from my site supervisor, and Internship Coordinator. **Initial** \_\_\_\_\_
12. I will maintain satisfactory job performance and follow all policies of my host agency. If I fail to do so, I may be terminated from the internship. **Initial** \_\_\_\_\_
13. I understand my internship may be contingent on a physical exam, immunization confirmation, drug screening and/or background investigation. I understand that in some instances if a background check turns up even minor traffic violations, it may prevent me from qualifying for an internship. **Initial** \_\_\_\_\_
17. I understand that I am not an employee and as an intern this experience is part of an educational program, and I am not entitled to unemployment benefits or workmen's compensation. **Initial** \_\_\_\_\_
18. I will comply with the Internship Program Guidelines and Policies. **Initial** \_\_\_\_\_
19. I will conform to the professional standards of the internship site and will employ high standards of ethical behavior at all times during the internship. **Initial** \_\_\_\_\_
20. I agree to release to the internship site any necessary information that would enable the internship site to provide reasonable accommodations for my participation in an internship experience if I have a documented disability or limitation. **Initial** \_\_\_\_\_

\_\_\_\_\_  
Intern Name

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date



**ADDENDUM #2**  
**Participant Behavior Policies and Procedures**

URGENT, Inc. aims to create a positive, educational, safe and effective learning and work environment for all staff, clients and partners. To that end, the following behavior policies apply to all staff, clients, parents and partners. Engaging in any of the behaviors below will result in immediate termination from the program/agency on a case by case basis:

- 1) Threatening, intimidating or coercing staff, peers or others for any reason, for any purpose
- 2) Dishonesty, willful falsification or misrepresentation of any information provided to staff, peers or others for any reason, for any purpose
- 3) Immoral conduct or indecency in communications with staff, peers and others. This includes the use of profanity, sexually explicitly language, and name calling towards staff, peers and others, for any reason and for any purpose.
- 4) Unwillingness to support or further the mission of the organization.

This list is not meant to be all inclusive. If events occur falling outside of this list consequences will be reviewed on a case by case basis.

Please indicate if you agree to comply with this policy and procedure below:

Yes, I agree to this policy and will follow the stated behavior guidelines.

Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## INTERNSHIP CAREER PORTFOLIO and FINAL PRESENTATION CHECK LIST

Directions: Think about your career portfolio as a collection of artifacts that thoroughly document the work you have done to become job ready and the knowledge and skills you have acquired as an intern. Your portfolio should demonstrate the following:

- Connections between your intern experiences and your knowledge
- Reflect your personal, academic and career goals
- Provide evidence of your performance
- Document your acquisition of specific skills or knowledge
- Record your personal growth
- Provide future employers with evidence of your work experience

Your portfolio will serve as the foundation for your final presentation.

### Career Portfolio Check List

- Materials are collected and organized in a three ring binder. Plastic sheet protectors are used for items that should not be whole punched. Dividers are used where appropriate
- The outside front cover and on the spine should display your name, year of internship, career focus area and internship site
- Documents that should be included:
  - Internship Application
  - Intern Agreement
  - Resume (Before and After Internship)
  - Business Orientation Form
  - Training Plan
  - Information about your host agency (ex. brochures, flyers, manuals, etc.)
  - Journal Questions and Answers
  - Weekly Internship Report
  - Time Sheets
  - Community service project plan and results
  - Samples of internship work (ex. Reports, flyers, photos, email messages, certificates, thank you notes, letter of commendation from supervisor, etc.)
  - Sample cover letter that would model how you would present yourself for another internship or job
  - Research on career field including skills, education, salary range, experience needed to continue in field



## COMMUNITY SERVICE PROJECT PLANNING

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Site: \_\_\_\_\_

### I. Project Description

a. Who will be serviced by this project?

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b. Why is this project needed?

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c. When will this project take place?

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d. What time will this project take place?

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e. Where will this project take place?

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f. What resources or supplies will be needed?

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g. Who will perform the service for this project??

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### II. Results

Please describe the results of your project? Was it successful? Why or Why Not?

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## COMMUNITY SERVICE Project Ideas

1. Gather clothing from your co-workers and donate it to a local shelter or to a community based organization
2. Collect donations and make a care package for graduating seniors going off to college (ex. toiletries, food, sheets, gift cards, etc.)
3. Adopt a "grandfriend," and become pen pals
4. Visit a nursing home to play games with seniors
5. Organize a canned goods drive at your host agency and donate the goods to a food shelf program or community based organization
6. Arrange a read-in for children attending a summer camp
7. Contact your local League of Women Voters or voter registration office and ask what you can do to help people register to vote
8. Identify a local issue you are concerned about and contact someone in local government with your ideas on what to do about it
9. Set up a recycling system for your home or host agency site and participate in your neighborhood curbside recycling pick-up
10. Visit a summer camp and helping children with sports activities or games