

Senior Graduation Project

1. Community Service (20 hours)

Service Contract (form)*

- Between student and principal/counselor
- Must complete and sign **before** service can begin

Volunteer Site

- Must be non-profit
- May not volunteer for relative
- May not be compensated
- May not participate during school day

Time Sheet (form)* - keep track of service hours logged

- Must be signed by adult supervisor

2. Thank You Letter

- One page (*typed*) – “thank you for the opportunity” – sample included in packet
- Original, signed letter **must** be given to principal/counselor (with addressed, stamped envelope) to be mailed from school – keep copy* to include in portfolio

3. Job Shadow (5 hours)

Job Shadow Contract (form)*

- Between student and principal/counselor
- Must be completed **before** scheduling job shadow experience

Job Shadow Site

- May not be supervised by relative
- May not be compensated
- May not participate during school day

Time Sheet (form)*

- Must be signed by adult supervisor

4. Thank You Letter

- One page (*typed*) – “thank you for the opportunity” – sample included in packet
- Original, signed letter **must** be given to principal/counselor (with addressed, stamped envelope) to be mailed from school – keep copy* to include in portfolio

5. Summary*

- One page (*typed*)
- Include personal reflection/thoughts about experience and how it may impact your future plans

6. Resume*

7. Exit Interview

- Participate in “mock” job interview with committee of faculty, board and community members to provide you with feedback to help prepare for future interview opportunities

**Due End Junior Year:
#3, #4, #5, #6**

MERCER HIGH SCHOOL SENIOR PROJECT

COMMUNITY SERVICE CONTRACT

_____ will be completing his/her service
(Student Name)

project at the following location: _____

Brief description of service: _____

(Principal/Counselor Signature)

(Date)

(Student Signature)

(Date)

COMMUNITY SERVICE TIMESHEET

Date	Activities	Supervisor's Name	Supervisor's Signature	Phone #	Hours

TOTAL HOURS: _____

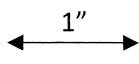
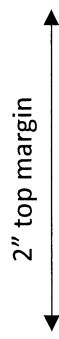
Volunteer Site Ideas

Adopt-a-Highway
American Cancer Society/Relay for Life
AWARE
Boy Scouts
Brandy Springs Park
Camp Kids (Behavioral Health Commission)
Church Camps
Church Groups
Coolspring Township
East End Fire Department
East Lackawannock Township
Findley Township
Fire Departments
Fredonia Lions' Club
Girl Scouts
Goddard State Park
Greenville Hospital
Grove City Hospital
Habitat for Humanity
Jackson Center Sportsman Club
Jefferson Township
Jefferson Township Fair
Lake Latonka Craft Fair (September)
Little Dribblers
Little League
Make a Wish Foundation
Mercer Area Chamber of Commerce
Mercer Area School District
Mercer Borough
Mercer Community Band
Mercer County Children's Aid Society
Mercer County Antique Power Association
Mercer County Conservation Club
Mercer County Conservation District/
Munnell Run Farm
Mercer County Courthouse
Mercer County Extension Office/4H Park
Mercer County Grange Fair
Mercer County Historical Society
Mercer County Humane Society
Mercer County United Way
Mercer County Visitors' Center

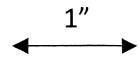
Mercer High School Sports Tournaments
Mercer High School Sports Booster groups
Mercer Public Library
Nursing Homes:
Avalon Springs
Countryside Convalescent Home
Mercer Manor
St. Paul's (Greenville)
The Grove at Greenville
PA Game Commission
Police Departments
Pregnancy Centers
Prince of Peace Center, Farrell
Recycling Centers
Salvation Army
Senior Citizen Centers
Sharon Regional Hospital
Stoneboro Fair
Sunday School
Tutoring
Twice Blessed (thrift store)
Vacation Bible School
Willow Women's Center

*This list is just a starting point. Check with a principal or guidance counselor to approve additional volunteer sites.

THANK YOU LETTER FORMAT



Your Street Address
Mercer, PA 16137



Date (September 1, 2018)

Name of Person Writing To (Mr. John Smith)
Job Title (Director of Operations)
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.

One paragraph of what you learned from the project.

A final paragraph stating again your thanks for being given this great opportunity.

Sincerely,



(Your written signature)

Your Typed Name

MERCER HIGH SCHOOL SENIOR PROJECT

JOB SHADOWING CONTRACT

_____ will be completing his/her job shadowing
(Student Name)

experience at the following location: _____

Brief description of business/company: _____

(Principal/Counselor Signature)

(Date)

(Student Signature)

(Date)

JOB SHADOWING TIMESHEET

Date	Activities	Supervisor's Name	Supervisor's Signature	Phone #	Hours

TOTAL HOURS: _____