



Learn and Serve America's National Service-Learning Clearinghouse (NSLC) is interested in receiving a copy of your project plan for our Lesson/Project Plan collection.

Once you have finished the worksheets and completed your plan, please send an electronic copy to NSLC at info@servicelearning.org.

Thank you!

Worksheet One: Planning and Preparation

Part A. Project Overview

<i>Project Title:</i>
<i>Subject area/Grade Level :</i>
<i>Service problem:</i>

Part B. Linking service-learning to academic, civic, and other learning goals

<i>Purpose of the project.</i>		
<i>Academic Goals:</i>		
Subject Area	Model Content Standards (list the standard number.)	Benchmark or Indicator
	1.	1.
		2.
		3.
	2.	1.
		2.
		3.
	3.	1.
		2.
		3.
	4.	1.
		2.

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		3.
Subject Area	Model Content Standard	Benchmark or Indicator
	1.	1.
		2.
		3.
	2.	1.
		2.
		3.
	3.	1.
		2.
		3.
	4.	1.
		2.
		3.
Subject Area	Model Content Standard	Benchmark or Indicator
	1.	1.
		2.
		3.
	2.	1.
		2.
		3.
	3.	1.
		2.
		3.

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	4.	1.
		2.
		3.

<i>Civic Goals</i>	1. Civic Knowledge	1.
		2.
		3.
	2. Civic Skills	1.
		2.
		3.
	3. Civic Attitudes and Values	1.
		2.
		3.

<i>Other goals (e.g., social skills, career preparation)</i>
1.
2.
3.
4.
5.

Part C. Creating an Assessment Plan

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1. Plan for assessing students' readiness to learn and serve:


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2. Plan for students' progress during Planning and Preparation and the Service Activity (Formative assessment)

Learning Goal	Description of the assessment task (e.g., during student research, pre-service discussions or writing assignments, during the service itself, or on reflection during service)

3. Plan for Assessing Overall Student Achievement (Summative Assessment)

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Goals	Summative Assessment Task
	

Worksheet Two: Implementing the Service Activity

<p><i>Project Title:</i></p> <p><i>Time frame for the Service Activity:</i></p>
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Lesson Plans

Based on your answers to the questions in Guide 2, create lesson plans for each step in the Service Activity phase of the project.

<p>Step One: Researching the problem.</p> <p>Dates:</p> <p>Goals:</p> <p>Materials and Resources:</p> <p>Activities:</p> <p>Assessment Plan:</p>	<p>Step Two: Selecting a solution.</p> <p>Dates:</p> <p>Goals:</p> <p>Materials and Resources:</p> <p>Activities:</p> <p>Assessment Plan:</p>
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<p>Step Three: Writing an Action Plan</p> <p>Dates:</p> <p>Goals:</p> <p>Materials and Resources:</p>	<p>Step Four: Orientation and Training #1.</p> <p>Dates:</p> <p>Goals:</p> <p>Materials and Resources:</p>
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Activities:	Activities:
Assessment Plan:	Assessment Plan:

Step Five: Orientation and Training #2 and introducing reflection assignment during service.	Step Six: Students begin their service project.
Dates:	Dates:
Goals:	Goals:
Materials and Resources:	Materials and Resources:
Activities:	Activities:
Assessment Plan:	Assessment Plan:

Administrative Tasks

Making arrangements for students to carry out service-learning projects involves many administrative issues, such as scheduling (possibly getting permission for students to miss classes), gaining parent permission and involvement, and managing risk. What challenges do you anticipate related to each issue? What resources (people, financial, etc.) could help you and your students with these challenges? What are your final strategies for addressing each administrative issue?

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Administrative Issue	Challenges	Resources	Strategies
Scheduling the service experience			
Gaining administrator permission and support			
Gaining parent permission and support			
Transportation			
Materials and equipment needs			
Potential risks			

Worksheet Three: Planning for Reflection



Using the chart of options above, plan the reflection assignments you will use before, during, and at the conclusion of the service activity.

Phase of Service-Learning	Reflection Assignment	Prompts	Mode of Responding	Length	Authors	Audiences
Planning and Preparation						

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During the Service Activity						
During the Culminating Event						

What goals will each reflection activity allow you to meet?

Worksheet Four: The Culminating Event

The purpose of this template is to help you plan a final event that honors students' efforts, allows them to share what they have learned, and builds on their service-learning for the future.

1. Title of the event: 2. Date and Time:

3. Location:

4. Participants and their roles:

Participant	Roles and Responsibilities
1.	
2.	
3.	
4.	
5.	
6.	

5. How will you invite participants to the event?

6. Activities: What are your plans for celebration, knowledge demonstration, and planning for the future?

7. Write a brief agenda for the event.

8. How will you evaluate the success of the event?