Minibasket

**Community Service – How Can I Help**

**Directions to the Student**

In this assessment you will complete an activity designed to simulate a real work situation. You are to perform this assessment as if you were an employee for the company named in the scenario. Your evaluator will provide you with all necessary materials and instructions. As you perform the assessment, the evaluator will review your performance with you and answer any questions you may have. The assessment scenario is as follows:

*You work for: Community Volunteer Services Agency*

*Your job title is: Coordinator for Volunteer Services*

*Your school has decided to add an additional item to graduation requirements. Before receiving his/her diploma, each student now will need to complete twenty hours of community service. Members of your class will research the local community area to learn what community service organizations are in existence and what the responsibilities and needs of each organization involve. Each student in the class will then select one particular organization to research and to contact to request information. Members of the class will then be required to present the information obtained through a PowerPoint presentation to the other members of the class.*

*To complete this assignment, you must:*

1. *Select a community service organization from the list provided on the attached sheet. You may choose one that is not on the list* ***if you seek approval from the teacher first****. You may not research the same organization that another classmate has chosen.*
2. *Compose a letter to the organization requesting information that you can use in your presentation. See the sample letter provided with these instructions for suggestions on what to include in your letter before you actually write your letter.*
3. *Print a copy of your letter. Proofread the letter carefully and critically to be sure it has no errors as you will actually be sending this letter to the organization. Make all needed corrections, preview it, and print a corrected copy to mail to the organization. Prepare a #10 envelope for the letter.*
4. *While you are waiting for the information to be sent, begin researching your chosen organization on-line. Some areas that you may want to research are:*
* *What community service means--support your definition with examples*
* *What is the history (brief) and background of your group/organization*
* *Find the mission statement of the organization and explain what it means*
* *What type of service(s) does the organization provide and who are the recipients of the help*
* *Describe some events that are sponsored by the organization*
* *Explain the responsibilities of the individuals who volunteer*
* *How could you become a volunteer, and who would you contact*
* *Where is the facility located*

*5. Enter the information you obtain from your research on the worksheet that is provided.*

*6. Once you are finished with research, begin creating your PowerPoint presentation. Be sure to include information you might receive from the organization in response to your letter. Be creative with the presentation. Make it informative and entertaining.*

*7. Attached is a rubric that you should use as a guide in preparing your presentation. It will be used to evaluate your final presentation.*

*You will have a total of 3 in-class hours to complete this assignment, but it is understood that it may take a little time to receive a response from your organization.*

**Response from the Student**

***SCANS Proficiencies:***

Information: Organizes and Maintains Information (2F)

 Organize, process, and maintain information (written or computerized) in a systematic fashion. (2F004)

 Interprets and Communicates Information (2G)

 Use available information, interpret it in lay terms and give it to others orally, in writing or through use of media/computer (2G004)

 Uses Computers to Process Information (2H)

 Use computers for communications and to analyze information (2H003)

***Computer Applications Content Standards and Performance Expectations***

##### *CA 4 Internet*

CA 4.1 Students utilize Internet services

CA 4.1.1 Access business and technical information using the Internet

CA 5 Presentations

CA 5.1 Students create, format, and print a presentation

CA 5.1.1 Define/apply basic presentation terminology and design principles

CA 5.1.3 Insert, delete, copy and rearrange slides

CA 5.1.7 Use graphics/clip art from the Internet and other sources to enhance the appearance of the presentation

CA 5.1.10 Customize a presentation using bullets, transitions, animations, tables, and charts

CA 5.3 Students refine and deliver a presentation

CA 5.3.1 Apply transitions, effects, timings, and annotations to presentation

CA 5.3.3 Utilize proper public speaking techniques during presentation

##### *CA 10 Word Processing*

CA 10.1 Students utilize word processing skills to create, format, and print a document

CA 10.1.1 Create, save, close, retrieve, and print a document

CA 10.1.2 Reinforce letter, memo, and report formats

CA 10.1.3 Utilize editing and writing tools such as spell check, thesaurus, grammar check, etc.

***NBEA Standards***

*Communication I: Foundations of Communication*

Communicate in a clear, courteous, concise, and correct manner on personal and

professional levels.

A. Oral Communication

Level 3

* Use proper techniques to make a formal oral presentation
* Use technology to enhance oral presentations

B. Informational Reading

Level 1

* Apply reading skills to gather information from casual print and electronic media
* Read and follow simple directions

Written Communication C

Level 3

* Compose and produce a variety of business messages and reports using correct style, format, and content

*Communication III: Technological Communication*

Use technology to enhance the effectiveness of communicatiion

Level 1

* Use basic software applications (e.g., word processing, spreadsheets, databases, and graphics)

Level 4

* Enhance documents through the use of advanced layout, design, and graphics production software and scanning hardware

*Information Technology V: Application Software*

Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software’s installation and use.

Level 1

* Prepare documents that include a variety of media (e.g., images, text, and sounds
* Use a variety of application software appropriate to specific tasks (e.g., use a Web browser to find information)

Level 2

* Select and apply the appropriate application software to common tasks (e.g., design a simple Web page)

**Indiana Academic Standards**

**English/Language Arts**

*READING: Reading Comprehension*

11.2.3 Verify and clarify facts presented in several types of expository texts by using a

 variety of consumer, workplace, and public documents.

*WRITING: Writing Process*

10.4.9 Use a computer to design and publish documents by using advanced publishing software and graphic programs

*WRITING: Writing Applications*

10.5.5 Write business letters that:

* provide clear and purposeful information and address the intended audience appropriately.
* use appropriate vocabulary, tone, and style to take into account the nature of the relationship with, and the knowledge and interests of, the intended audience.
* emphasize main ideas or images
* follow a conventional style with page formats, fonts (typeface), and spacing that contribute to the documents' readability and impact

12.5.8 Deliver multimedia presentations that:

* combine text, images, and sound and draw information from many sources, including television broadcasts, videos, films, newspapers, magazines, CD-ROMs, the Internet, and electronic media-generated images
* select an appropriate medium for each element of the presentation
* use the selected media skillfully, editing appropriately, and monitoring for quality
* test the audience's response and revise the presentation accordingly

*WRITING: Written English Language Conventions*

12.6.1 Demonstrate control of grammar, diction, paragraph and sentence structure, and an understanding of English usage.

12.6.2 Produce writing that shows accurate spelling and correct punctuation and

 capitalization

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#

Community Involvement

**Introduction**: This project challenges you to investigate the opportunities available for community service and report your findings to the class. You will use Power Point to visually support your presentation. Remember that Power Point is only used to outline the important points of your presentation. Therefore it is necessary for you to have knowledge about your subject in order to give an in-depth presentation of your topic.

1. From your research explain what community service means and support your definition

 with examples.

1. Give a brief history and background of your group/organization.
2. Find the mission statement of your assigned organization and explain what it means.
3. What type of service(s) does your group provide and who are the recipients of the help.
4. Describe some events that are sponsored by your organization.
5. Explain the responsibilities of the individuals who volunteer.
6. If you were interested in becoming a volunteer, who would you contact and where is the

 facility located?

Web Sites for Community Service

Habitat for Humanity

<http://www.indianapolislife.com/html/habitat_for_humanity.html>

Indianapolis Humane Society

<http://www.indyhumane.com/>

Indianapolis Red Cross

<http://www.redcross-indy.org/>

Indiana Special Olympics

<http://www.specialolympicsindiana.org/>

Volunteers of America

<http://www.voa.org/>

United Way of Central Indiana

<http://www.uwci.org/>

Youth as a Resource for Central Indiana

<http://www.uwci.org/yar.html>

Gleanors Food Bank

<http://www.gleaners.org/vol.html>

Indiana Regional Blood Center

<http://www.cirbc.org/vol.htm>

Locks of Love

 [http://www.locksoflove.org/bios.htm](http://www.audubon.org/chapter/in/amosbutler/)

American Diabetes Association

<http://www.diabetes.org/>

Friends of the White River

<http://www.surf-ici.com/fowr/>

Keep Indianapolis Beautiful

<http://www.kibi.org/>

USA Defenders of Greyhounds

<http://www.usadog.org/>

Lion’s Club

http://www.lionsclubs.org/

Central Indiana Regional Citizens League <http://www.circl.org/>

America Recycles Day

<http://www.americarecyclesday.org/>

National Wildlife Federation

<http://www.nwf.org/>

Easter Seals

<http://www.x-roads.org/>

Little Red Door Cancer Agency

<http://www.littlereddoor.org/>

March of Dimes

<http://www.modimes.org/>

Big Sisters of Central Indiana

<http://www.bigsistersindiana.com/>

American Cancer Society

<http://www.gl.cancer.org/>

**Additional Volunteer Resources:**

Central Indiana Volunteer Opportunities

<http://www.ci.indianapolis.in.us/volunteer/>

Volunteer Match Online

<http://www.volunteermatch.org/>

**Directions to the Evaluator**

# This Proficiency Assessment is to determine whether the student Organizes and Maintains Information, Interprets and Communicates Information, and Uses Computers to Process Information by performing the scenario in the Directions to the Student and completing the tasks listed in the Response from the Student. This procedure is to be performed in a simulated office environment representing *Community Service Company.*

# Observing the Assessment

Provide the student with:

* Example of the letter to community service organization
* Worksheet to record information on community research
* List of community service organizations to choose from
* Grading rubric for community service project
* Copy of the scenario

When the workstation has been set up, provide the student with the **Directions to the Student,** **Response from the Student**, and any necessary source documents. Explain that the assessment will be based on the ability to perform the scenario and the skills identified. Allow the student to begin when ready and provide information as to the amount of time available to complete the assessment. Instructions for completion of the assessment will be delivered to the student in a manner appropriate to the individual student’s abilities.

**Response from the Evaluator**

**Community Service—How Can I Help**

Student Date Started

Date Completed Point Value Points Earned

|  |  |  |  |
| --- | --- | --- | --- |
| ***SCANS******Proficiencies*** | ***Performance Indicators*** | ***Yes******✓*** | ***No******✓*** |
| Organizes and Maintains Information  | Organize, process, and maintain information (written or computerized) in a systematic fashion. (2F 004) |  |  |
| Interprets and Communicates Information  | Use available information, interpret it in lay terms and give it to others orally, in writing or through use of media/computer (2G 004) |  |  |
| Uses Computers to Process Information  | Use computers for communications and to analyze information (2H 003) |  |  |
| ***Computer Applications Content Standards*** | ***Performance Expectations*** | ***Yes******✓*** | ***No******✓*** |
| CA 4.1 Students utilize Internet services  | CA 4.1.1 Access business and technical information using the Internet  |  |  |
| CA 10.1 Students utilize word processing skills to create, format, and print a document  | CA 10.1.1 Create, save, close, retrieve, and print a document  |  |  |
| CA 10.1.2 Reinforce letter, memo, and report formats  |  |  |
| CA 10.1.3 Utilize editing and writing tools such as spell check, thesaurus, grammar check, etc.  |  |  |
| CA 5.1 Students create, format, and print a presentation  | CA 5.1.1 Define/apply basic presentation terminology and design principles  |  |  |
| CA 5.1.3 Insert, delete, copy and rearrange slides  |  |  |
| CA 5.1.7 Use graphics/clip art from the Internet and other sources to enhance the appearance of the presentation  |  |  |
| CA 5.1.10 Customize a presentation using bullets, transitions, animations, tables, and charts  |  |  |
| CA 5.3 Students refine and deliver a presentation  | CA 5.3.1 Apply transitions, effects, timings, and annotations to presentation  |  |  |
| CA 5.3.3 Utilize proper public speaking techniques during presentation |  |  |

**Community Service—How Can I Help**

**Evaluation Checklist**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| ***Performance Indicators*** | ***Yes***✓ | ***No***✓ | ***Comments*** |
| --- | --- | --- | --- |
| Selected appropriate community organization to research |  |  |  |
| **Letter** |  |  |  |
| Used appropriate letter format |  |  |  |
| Explained reason for writing letter |  |  |  |
| Requested needed information: |  |  |  |
| * History of organization
 |  |  |  |
| * Services provided
 |  |  |  |
| * Sponsored events
 |  |  |  |
| * Additional resources available
 |  |  |  |
| Thanked organization for its help |  |  |  |
| **Worksheet** |  |  |  |
| Answered all questions thoroughly and correctly |  |  |  |
| Wrote neatly/legibly |  |  |  |
| **PowerPoint Presentation** |  |  |  |
| See additional rubric |  |  |  |
| **Work Habits Observation** |  |  |  |
| Completed project in acceptable amount of time |  |  |  |
| Remained on task |  |  |  |
| Worked independently |  |  |  |

**Community Service – Power Point Presentation**

**Grading Rubric**

Name

PowerPoint is a presentation tool that contains your electronic notecards or outline for a more effective means of presenting. When using PowerPoint, you should have only key words on your screen to prompt you as you talk about the subject. For this assignment, create a Power Point presentation consisting of a minimum of eight slides over the community service organization you chose from the list provided. This project is intended to challenge you to learn about the opportunities available for community service and to report your findings to the class. Your oral presentation should include the following information and skills listed below. Remember that your PowerPoint presentation is used only to outline the important points of your oral presentation and to visually support that presentation. Therefore, it is very necessary for you to have a strong knowledge about your subject to give an in-depth presentation of your topic.

**Content: (23 points)**

 1 pt \_\_\_\_\_ **Title Slide** – introduce topic; include byline

2 pts \_\_\_\_\_ **Community Service--**explain what community service means; support your definition with examples; why is the organization considered a community service group

## 2 pts \_\_\_\_\_ **Mission Statement**– what is the mission statement of the organization and what

##  does it mean

3 pts \_\_\_\_\_ **History/Background**  – introduce your organization, why it came into

existence, the organization’s background, is the organization local or national

3 pts \_\_\_\_\_ **Type of Service/ Recipients of Help** – include a minimum of three types of services the organization provides, what types of people receive the benefits of the organization and how they apply for the benefits.

6 pts \_\_\_\_\_ **Events Sponsored by Organization**– include a minimum of three different events that the organization sponsors. Be sure to include specific details about the events such as time, place, what happens, who participates, why held, etc. You will probably want to put each event on a separate slide so you can elaborate.

3 pts \_\_\_\_\_ **Responsibilities of Volunteer -** what duties are volunteers asked to assist with, what can students help with; be specific, give statistics on the number of volunteers utilized

2 pts \_\_\_\_\_ **Interested in Volunteering** – who would you contact if you wished to volunteer; where is facility located.

1 pt \_\_\_\_\_ **Summary Slide** – recap a few items that you discussed; this slide will be a way for you to “exit the stage.”

**Community Service – Power Point Presentation**

**Grading Rubric- continued**

## **Presentation (10 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2 pts** | **1 pt** | **O pts** |
| Eye Contact | Maintained eye contact with audience, used slides as only reminder | Maintained some eye contact; however, seemed to have to rely on slides  | Read from the screen, no eye contact with audience |
| **Appropriate Length** | 4-5 minutes | 2-3 minutes | Less than 2 minutes |
| Vocal | Confident, easily heard, clear and concise presentation, related to audience, no gum | Could be understood, but needed to be louder with correct enunciation; used “uh’s, ok’s, etc.” | Could not hear, mumbled; poor grammar; poor enunciation |
| **Organization/Preparation** | Slides in appropriate order for continuity, prepared with information, good personal appearance | Seemed unorganized with presentation, little evidence of rehearsing prior to presentation | No evidence of organization or practice; did not present |
| Posture | Stood up straight, displayed positive attitude, interested in presentation | Minor flaws in posture; appeared  | Slouched, leaned on desk; showed little interest in presentation; did not present |

**Overall Powerpoint Folder (12 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2 pts** | **1 pt** | **O pts** |
| Eye Appeal | Background and colors enhance readability and attract attention | Some backgrounds/colors hard to read; not as attractive as could be | Backgrounds and colors lend no appeal to presentation; lacks attractiveness; did not present |
| **Size Appropriate** | Fonts easy to read, text appropriate in length | Some fonts too small and difficult font to read | Did not present |
| Graphics/Sound | Images proper size, enhance content, assist in presenting to overall theme; sounds are appropriate and lend interest to presentation | Most images and sounds relate; some sizes are too large/small. Sounds are not appropriate, do not lend interest, or are not existent | Did not present |
| **Transitions/Building Text** | Used appropriate transitions between slides. Use building of text on slides when appropriate.  | Too many/too few transitions; presentation did not flow well. Lacked continuity between slides. | Did not present |
| Layout | Information well organized; professional looking; attractive/eye catching | Information is basically organized, but some slides seemed cluttered or contained too little information | Did not present |
| Grammar/Mechanics | No spelling or grammar errors on slides | No more than two grammar or spelling errors on slides. | Too many grammar or spelling errors on slides or did not present |

###### TOTAL POINTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/45 pts

**Community Service – How Can I Help**

# Example Output/Solutions

# *Your Return Address*

# *City, State Zip*

# *Date*

*Name of Community Service Organization*

*Address*

*City, State Zip*

Dear *Name of Community Service Organization:*

Paragragh 1: Why I am writing this letter – may want to include the following

* + - For a high school class
		- Want to be involved with the community
		- Presentation to group to become more aware of volunteer services

Paragraph 2: What particular information that I am requesting

* + - History of organization
		- Services provided
		- Sponsored Events
		- Additional Resources Available

Paragraph 3: Thank them in advance for sending information. Also note that they can send information to the address listed above.

Sincerely,

Your Name

High School Student