

CENTRAL VALLEY HIGH SCHOOL GRADUATION PROJECT INFORMATION

The Graduation Project Committee (Ms. Delon and Mrs. Montecalvo) provides students with guidance, resources, and suggestions for potential non-profit organizations. However, it is the student's responsibility to secure and arrange a placement with a non-profit organization to complete the required service hours.

All Graduation Project forms are available in **Google Classroom** and may be completed and approved electronically. Students who prefer to use hard-copy forms may have the forms approved in person and then submit them in Google Classroom. **Once your form has been submitted, please email Ms. Delon or Mrs. Montecalvo to notify us that it is ready to be reviewed and approved.**

Central Valley's Graduation Project consists of seven components:

1. **Graduation Project Planning Form** (Senior Year)

All students must complete the [Graduation Project Planning Form](#). This form is designed to help students identify their project idea, plan their next steps, and ensure they understand the requirements and deadlines.

2. **Community Service Hours**

Students must complete 60 community service hours during 10th, 11th, and/or 12th grade. The following two forms must be completed:

[Community Service Project Approval Form](#) must be approved before any service hours begin.

- Projects must involve **direct service**—hands-on, face-to-face activities where you actively help or support others or your community.
- All service hours must be completed at a **non-profit** organization.
- Remote or digital volunteer work will not be accepted.
- No project hours may be completed during the school day.
- There is to be no monetary compensation for the student's project.
- Family members are not permitted to mentor projects.
- Multiple projects require multiple Project Approval Forms.

[Project Log Hours](#) is used to record the required sixty (60) hours for your Graduation Project.

- No hours will be accepted until the Graduation Project Committee approves the Community Service Project Approval Form.
- The supervisor verifying the hours should be the same person who completed the Project Approval Form.
- No more than 8 hours will be accepted per calendar day unless the Graduation Project Committee provides prior approval.
- Time spent writing your essay, preparing your documentation, and attending class does not count toward the hours required for your project.

3. **Job Shadow** (Senior Year)

Students are encouraged to shadow a career they are interested in pursuing after high school.

- All [Job shadow](#) forms must be completed and submitted.
- A minimum of four hours is required.
- If necessary, the job shadow experience may qualify as an excused absence with prior approval. Send Ms. Delon the name, business, and contact information before the job shadow.
- A student may not be employed at the location where they complete their job shadow.

- Family members are not permitted to supervise job shadow experiences.

4. **Resume** (Senior year)

Students must create and submit a professional [Resume](#).

5. **Reflection Essay**

Students must complete a 500-word reflection on the experiences and knowledge gained through their community service and job shadowing activities.

6. **Visual aid**

Students are required to create a visual aid for their presentation.

- The visual aid must include **photos** documenting the student's volunteer experience.
- The student must appear in the photos.
- A Google Slides presentation is the recommended format.

7. **Presentation** (Senior Year)

Students will present their project to a panel of teachers in April. Presentations will be evaluated on project knowledge, organization, visual aids, communication skills, and professionalism.

- The presentation must be at least 10 minutes long.
- Students are expected to dress in a neat, professional appearance.