

# **FREEDOM**

AREA SCHOOL DISTRICT

## **Graduation Project**

**2024-2025**



## **Graduation Project B:**

### **Post-Secondary Education Pathway**

## Overview

The Freedom Area School District Graduation Project is a culmination of many different activities and artifacts that align with the district's core values.

The process will begin when students enter the high school their freshman year. Students will collect artifacts throughout their high school experience. Using their artifacts and experiences, students will be able to measure their growth as they progress throughout their high school career. At the end of their junior year, students will start completing activities that help prepare them for life after high school, contribute to the improvement of the community around them, and gain a deeper understanding of the local governance in their own neighborhood.

Students will be allowed to select their teacher advisor, but their selection will be based on a first-come-first serve basis. Students who participate in the work release program will be assigned an advisor that is a guidance counselor or an administrator. Throughout the school year, students are required to meet with their advisor on designated dates (*See the Required Dates for Graduation Project Page*) during Personalized Learning Time (PLT). Advisors will measure student progress and guide them throughout the completion of their project.

At the conclusion of their senior year, students will submit their portfolio and present their Graduation Project to a committee of Freedom Area Educators. In order for a student to receive a passing score, they must receive a 70% or higher on both the portfolio and presentation. If a student fails to complete a section of the project or has artifacts missing, the project will be deemed incomplete. If a student receives an incomplete or doesn't achieve a passing score, they will have an opportunity to make the proper adjustments and present to District Administrators prior to graduation. After earning a passing score on their Graduation Project, students will receive 1 Credit, in accordance with the District's Graduation Requirements. Students who earn a 70% or higher on their graduation project portfolio and presentation will receive a "Pass" on their transcript.

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## Required Dates for Graduation Project

	Graduation Project Introduction- Online
June 4, 2024	Advisor Request Form Due
Week of September 23, 2024	Advisor Meeting - PLT
Week of October 21, 2024	Advisor Meeting - PLT
October 17, 2024	Financial Aid Night- Virtually
Week of November 18, 2024	Advisor Meeting - PLT
Week of December 16, 2024	Advisor Meeting - PLT
Week of January 21, 2025	Advisor Meeting - PLT
Week of February 24, 2025	Advisor Meeting - PLT
Week of March 24, 2025	Advisor Meeting - PLT
Week of April 22, 2025	Advisor Meeting - PLT
April 14, 2025	Portfolio Due to Advisor by 2:30 PM
Week of May 5, 2025	Advisor Meeting - PLT
May 16, 2025	Presentations-Freedom Area High School

## 2024-25 Post-Secondary Portfolio Rubric

	Points Earned	Possible Points
Advisor Meetings (8 Meetings) (10 Points Per Meeting)		80
<b>SECTION 1 - CAREER PATHWAY - Post-Secondary Pathway</b>		
Signed Job Shadow Proposal Form		25
Completed Job Shadow Interview Questions		25
Job Shadow Thank You Letter		20
Completed Job Shadow Student Evaluation Job Shadow *		25
Artifacts from the Job Shadow Experience (Pictures, letters, etc.) *		15
Cover Letter & Resume		20
3 letter of Recommendation		20
Financial Aid Night Registration or Evidence of FAFSA Submission		20
Two Completed Scholarships		30
Post-Secondary Tour Form - Visits 1 & 2		30
Post-Secondary Tours - Photo Evidence		20
<b>SECTION 1 TOTAL SCORE</b>		<b>250</b>
<b>SECTION 2 - SERVICE - COMPLETE EITHER OPTION A OR B</b>		
<b>Option A - Community Service</b>		
Signed Community Service Proposal		25
Community Service Project Hours Log		25
Community Service Student Evaluation Form		25
Artifacts from the Community Service (Pictures, Flyers, Letters)		25
<b>SECTION 2 - OPTION A TOTAL SCORE</b>		<b>100</b>
<b>Option B - Fundraiser</b>		
Signed Fundraiser Proposal		30
Fundraiser Finance Tracker		40
Artifacts from the Community Service (Pictures, Flyers, Letters)		30
<b>SECTION 2 - OPTION B TOTAL SCORE</b>		<b>100</b>
<b>SECTION 3 - GOVERNMENT MEETING</b>		
Signed Government Meeting Form (w/ Notes)		50
One Page Reflection of the Meeting		50
<b>SECTION 3 TOTAL SCORE</b>		<b>100</b>
<b>SECTION 4 - HIGH SCHOOL ARTIFACTS</b>		
Freshman Forum Presentation		50
Sophomore Academy Project Reflection		50
2 Samples of Work from Junior Year (25 Points Each)		50
2 Samples of Work from Senior Year (25 Points Each)		50
<b>SECTION 4 TOTAL SCORE</b>		<b>200</b>
<b>TOTAL PORTFOLIO SCORE</b>		<b>730</b>

## Graduation Project Presentation Rubric

CATEGORIES	POINTS EARNED	POSSIBLE POINTS
<b>Professionalism</b> <ul style="list-style-type: none"> <li>Business professional dress (<i>see presentation day process for description</i>) <b>(10 pts.)</b></li> <li>Appropriate attitude and demeanor <b>(10 pts.)</b></li> <li>Handshake before and after presentation <b>(10 pts.)</b></li> </ul>		<b>30</b>
<b>Speaking Abilities</b> <ul style="list-style-type: none"> <li>Maintained eye contact throughout <b>(5 pts.)</b></li> <li>Appropriate voice, volume, &amp; clarity <b>(5 pts.)</b></li> <li>Enthusiastic &amp; confident; smooth delivery; well-rehearsed <b>(5 pts.)</b></li> <li>Proper posture &amp; body language <b>(5 pts.)</b></li> <li>Professional tone and pace <b>(5 pts.)</b></li> <li>Use of proper English <b>(5 pts.)</b> <ul style="list-style-type: none"> <li>Avoids slang (“yinz,” “y’all,” etc.) and filler words (“like,” “um,” etc.)</li> </ul> </li> </ul>		<b>30</b>
<b>Technology Presentation</b> <ul style="list-style-type: none"> <li>Well organized and helpful to the understanding of the content of the presentation. It reflects professionalism <b>(10 pts.)</b></li> <li>No errors in spelling or grammar <b>(10 pts.)</b></li> </ul>		<b>20</b>
<b>Presentation Content</b> <ul style="list-style-type: none"> <li>Student background information (educational and personal history) <b>(10 pts.)</b></li> <li>Description and reflection of service project <b>(10 pts.)</b></li> <li>Description and reflection of government meeting attendance <b>(10 pts.)</b></li> <li>Description and reflection of career pathway experience - post-secondary or workforce <b>(10 pts.)</b></li> <li>Description and reflection of high school experience (educational and personal growth over four years) <b>(10 pts.)</b></li> <li>Future plans and expectations <b>(10 pts.)</b></li> </ul>		<b>60</b>
<b>Ability to answer impromptu questions thoughtfully and with quality</b>		<b>10</b>
<b>SUBTOTAL</b>		<b>150</b>

TIME	LENGTH MULTIPLIER
<b>Requirement: 12-15 minutes.</b> <i>Time begins with technology presentation and ends before the question/answer period</i>	
	12-15 min. = <b>1</b> +/- 1-2 minute = <b>.95</b> +/- 3-4 minutes = <b>.9</b> +/- 4-5 minutes = <b>.8</b> +/- 5+ minutes = <b>.75</b>
PUNCTUALITY	
<i>Total score will be reduced by 5 points for each minute presenter is late.</i>	

**SUBTOTAL:** \_\_\_\_\_ **X MULTIPLIER:** \_\_\_\_\_ **= TOTAL SCORE:** \_\_\_\_\_

## **Presentation Day Process**

Presentation Day will take place at Freedom Area High School on Friday, May 16, 2025. The purpose of the presentation is to share the insight gained when completing the service, attending the government meeting, and completing the career pathway components. Students will also talk about their personal growth as an individual and a student, as well as share their future plans.

### **SCHEDULING:**

- Students will be randomly placed into their presentation rooms and time slots.
- The time schedule will be released to students well in advance of presentation day so proper arrangements can be made for presentation day.
- Any senior who is unable to make their scheduled presentation time must make arrangements with administration.

### **TIME:**

- Students need to arrive at least 15 minutes prior to their scheduled presentation time.
- Upon arrival, students must immediately check in with the guidance staff in the lobby of Freedom Area High School.
- Using their Chromebook or phone, students will complete a senior exit survey in the auditorium.
- Staff will dismiss students to their assigned presentation classroom at the appropriate time.

### **ATTIRE:**

- Business professional dress is required and part of the grading process
- Business Professional Dress typically consists of:
  - Business Suit or Skirts/Dresses of appropriate length
  - Dress Pants and Blazer or Jacket over a dress shirt
  - Dress Shoes
- If you have specific questions about your presentation attire, seek the advice of your mentor teacher.

### **EVALUATION:**

- Each classroom will consist of teachers and/or staff members of Freedom Area High School and Middle School.
- Evaluators will use the presentation rubric to evaluate the student.
- A passing grade of 70% or above must be reached on the presentation and portfolio in order to successfully pass the graduation project.

## Advisor Meeting Verification Form 2024-25

ADVISOR MEETING DATES/VERIFICATION		
Date	✓	Notes - to be completed by the advisor
<b>Week of September 23, 2024</b> <ul style="list-style-type: none"> <li>Establish new Google Classroom between advisor and students</li> <li>Establish Google Drive Shared Folder with Advisor including section folders</li> <li>Establish project type                             <ul style="list-style-type: none"> <li><a href="#">post-secondary</a></li> <li><a href="#">workforce</a></li> </ul> </li> <li>Review Section Three Requirements (government meeting)</li> </ul> <p>Looking Forward: Community Service/Fundraiser Possibilities</p>		
<b>Week of October 21, 2024</b> <ul style="list-style-type: none"> <li>Section Three (government meeting) Review</li> <li>Discuss Financial Aid Night Requirements (secondary ed. students only) and Career Outlook Form (workforce students only)</li> <li>Discuss Section Two and Community Service Requirements                             <ul style="list-style-type: none"> <li>Community Service</li> <li>Fundraiser</li> </ul> </li> </ul> <p>Looking Forward: Be ready to submit a Community Service Proposal within the next month.</p>		
<b>Week of November 18, 2024</b> <ul style="list-style-type: none"> <li>Finalize Financial Aid Night/Career Outlook Form documents into shared folder</li> <li>Community Service Proposal Complete</li> <li>Review Job Shadow Requirements</li> </ul> <p>Looking Forward: Be ready to submit job shadow proposal form(s) within the next month.</p>		
<b>Week of December 16, 2024</b> <ul style="list-style-type: none"> <li>Discuss job shadow opportunities &amp; appropriate communication/expectations for that day.</li> <li>Review community service - are all necessary documents being saved to the shared folder?</li> </ul> <p>Advisor will notify the Assistant Principal of any student who has not met deadlines to this point. Outreach/intervention will follow.</p>		



<b>Week of January 21, 2025</b> <ul style="list-style-type: none"> <li>Progress check the job shadow(s) and community service.</li> <li>Discuss expectations for <a href="#">letters of recommendation</a> (workforce only) and post-secondary tours (post-secondary only)</li> </ul> Looking forward: Start to collect artifacts from freshman, sophomore, junior, senior years for Section 4 of the portfolio.		
<b>Week of February 24, 2025</b> <ul style="list-style-type: none"> <li>Progress check sections one, two, and three of the portfolio</li> <li>Discuss expectations of Section Four - High School Artifacts</li> </ul> Looking Forward: Resume/Cover Letter will be discussed next month- these may be a part of your English curriculum.		
<b>Week of March 24, 2025</b> <ul style="list-style-type: none"> <li>Progress check all aspects of project completion</li> <li>Discuss expectations of resume/cover letter</li> </ul> Looking Forward: Portfolio due April 14, 2025 <b>Advisor will communicate with Mr. Turpin regarding any student who is projected to have an incomplete portfolio by April.</b>		
<b>Week of April 22, 2025</b> <ul style="list-style-type: none"> <li>Portfolio Completion - due to advisor by April 14</li> </ul> Looking Forward: Begin work on presentation for May 16 date.		
<b>Week of May 5, 2025</b> <ul style="list-style-type: none"> <li>Discuss presentation requirements</li> <li>Review presentation rubric</li> <li>Presentation template</li> </ul>		

<b>MEETING MAKE-UP DATES (IF APPLICABLE)</b> <i>Students are permitted no more than two (2) make-up dates.</i>		
<i>Date</i>	<i>✓</i>	<i>Advisor Signature</i>

**Portfolio Due Date: April 14, 2025**

**Graduation Project Presentations: May 16, 2025**

# **Section 1: Career Pathway**

## Post-Secondary Education



## Section 1: Career Pathway Explanation - Post-Secondary Education

The Career Pathway section of the graduation project is designed to help the student to gain firsthand experience in their expectations for life after high school. The post-secondary education graduation project is designed specifically for the student planning to attend any type of educational institution upon high school graduation.

- Attend two post-secondary institution tours
  - While on the tour of each institution, complete the tour form with proper signatures
  - Photographic evidence necessary in presentation - students must be next to a building or with a sign that is unique to the institution
  - Tours can be replaced by receiving an acceptance letter to a college or trade school.
- Complete **one** job shadow and interview the individual the student is shadowing.
  - Must be at least eight hours in length (one entire, consecutive shift)
  - Students are not permitted to receive any form of compensation for their time during the job shadow
  - Students are not permitted to shadow a relative
  - Students are only permitted to leave school to complete their job shadow if approved by administration
  - Students are responsible for their own transportation to and from the work site
  - Students must compile evidence of job shadow experience (photograph, video, etc.) for their presentation
  - Students must complete a thank you letter to the individual with whom their experience takes place
  - Students must submit a job shadow proposal to their project advisor or the high school administration, and receive approval **at least 3 days** prior.
  - During the job shadow, the student must conduct an interview of the person they are observing (See Job Shadow Interview Form)
  - An evaluation form must be completed by the professional that the student shadows
- Complete two scholarship applications
  - Scan a copy of each completed scholarship for their digital portfolio
  - Refer to Financial Aid Information/Scholarships page for resources
- Complete a financial aid form and attend financial aid night at FAHS
  - Students must attend financial awareness night at Freedom Area High School to help in completing the applications
  - If a student is unable to attend this night, an appointment must be made with a high school counselor to receive this information
  - Students must complete the Financial Aid Night Form as evidence of attending
- Complete a cover letter and resume and obtain 3 letters of recommendation

## Career Pathway: Option A/B: Job Shadow Proposal

Name & Date	
Work Site Name	
Job Shadow Sponsor Name & Title	
Job Shadow Sponsor's Contact Info	
Job Shadow Date & Time (minimum 8 hours required)	
Explanation of Expectations	

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

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

### FAHS Approval

Advisor: \_\_\_\_\_

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

(THIS FORM MUST BE COMPLETED AND SIGNED BY ADMINISTRATION BEFORE JOB  
SHADOW TAKES PLACE)

## Job Shadow Interview

Directions: During your work site visit, ask your sponsor the following questions. Do not ask the sponsor to write the response for you. Feel free to add additional questions of your own.

Name & Date	
Work Site Name	
Job Shadow Sponsor Name & Title	
Job Shadow Sponsor's Contact Info	

1. What are your primary responsibilities?

2. With what other people do you work most closely?

3. What type of education/training does this career require?

4. What skills and abilities are needed for this job?

5. What do you like most about your job?

6. What do you like least about your job?

7. What is the typical starting salary for this type of work?

8. Do you have any advice for me as I consider my career options?

## Job Shadow Student Evaluation

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

Job Shadow Sponsor: \_\_\_\_\_

Profession Observed: \_\_\_\_\_

Work Site Name and Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Please take a minute to evaluate the student's day on the job.

**1. The student was punctual.**

Agree      Somewhat Agree      Disagree      N/A

**2. The student actively participated in all tasks assigned.**

Agree      Somewhat Agree      Disagree      N/A

**3. The student asked appropriate job-related questions.**

Agree      Somewhat Agree      Disagree      N/A

**4. The student showed a genuine interest in the job area shadowed.**

Agree      Somewhat Agree      Disagree      N/A

**5. The student's behavior was respectful and appropriate.**

Agree      Somewhat Agree      Disagree      N/A

**6. The student's appearance and dress were appropriate for the job setting.**

Agree      Somewhat Agree      Disagree      N/A

**7. The student followed all safety rules.**

Agree      Somewhat Agree      Disagree      N/A

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Freedom Area School District greatly appreciates your role in helping our students in their quest for personal growth and development. If you have any questions or concerns, please call (724) 775-7400 or email [jturpin@freedomarea.org](mailto:jturpin@freedomarea.org)

Please return to:      Assistant Principal  
Freedom Area High School  
1190 Bulldog Drive  
Freedom, PA 15042

## **Sample Cover Letter**

### **Your Same Header as Your Resume (Include Your Contact Information)**

#### **Sample Cover Letter Format**

Date:

Contact Name

Contact Job Title

Company Name

Company Address

City, State, ZIP

Dear Mr./Mrs./Ms./Dr. \_\_\_\_\_: (colon, not a comma!)

The introductory paragraph should be brief (3-4 sentences). You should briefly highlight your top qualities and state that you are an excellent fit for the position that you are applying for (clarify which position you are applying for). Make a connection to the reader (employer) by providing a referral (if available), how you heard about the job, why you want the job, or by sucking up!

In the second paragraph, use the HEADS Method (highlight your experience, accomplishments, distinctiveness, and skills). Demonstrate that you are not only qualified for the position, but that you are the employee that the company has been searching for. Be sure to include transferable skills, but do not just copy them from your resume. Be creative! Your second paragraph must be concise and only use about 4-6 sentences.

The final paragraph will be your “call-to-action” paragraph. It is only a few sentences long, but will express your interest in providing additional information during a personal interview. Be confident and state that you are the right candidate for the position. Explain any inconsistencies that you may have in your resume. State that you will contact the employer on a certain date to arrange for an appointment to further discuss your qualifications with the employer in person (you should actually follow up!). Thank the employer for their time and consideration.

Sincerely/Best wishes/With best regards,

(Your handwritten signature, in pen)

-Skip 4 lines between your typed signature and closing remarks

Your typed signature

Enclosure: Resume

# Sample Resume

**Your Name**

• **Email Address • Street Address • City, State Zip • Phone Number**

## Objective:

Create a thoughtful, detailed, and concise objective. (See “Writing a Resume that Works” )

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## Education and Certification:

**School Attended**

Location (City, State)

*Degree/Certification*

Year

GPA: 3.0+

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## Professional Experience (Your intended career):

Employer (Place of Employment) #1	Location (City, State)	Job Title	Year
<ul style="list-style-type: none"><li>• Detailed and concise description of duty #1</li><li>• Detailed and concise description of duty #2</li><li>• Detailed and concise description of duty #3</li></ul>			

Employer (Place of Employment) #2	Location (City, State)	Job Title	Year
<ul style="list-style-type: none"><li>• Detailed and concise description of duty #1</li><li>• Detailed and concise description of duty #2</li><li>• Detailed and concise description of duty #3</li></ul>			

## Work Experience (Any job you have had):

Employer (Place of Employment)	Location (City, State)	Job Title	Year
<ul style="list-style-type: none"><li>• Detailed and concise description of duty #1</li><li>• Detailed and concise description of duty #2</li><li>• Detailed and concise description of duty #3</li></ul>			

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## Awards and Accomplishments:

**Award or Accomplishment Title**

Year

- Brief description
- 

## References:

**Reference Name #1, Job Title**

- Address
- Phone number

**Reference Name #2, Job Title**

- Address
- Phone number



# Post-Secondary Tour Form

## Visit #1

Student Name

Student Signature

Name of Institution

Representative of Institution Name (Print): \_\_\_\_\_

Representative of the Institution Signature: \_\_\_\_\_

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

Answer below, Based on your tour, are you considering attending this institution and why?

# Post-Secondary Tour Form

## Visit #2

Student Name

Student Signature

Name of Institution

Representative of Institution Name (Print): \_\_\_\_\_

Representative of the Institution Signature: \_\_\_\_\_

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

Answer below, Based on your tour, are you considering attending this institution and why?

## Financial Aid Information/Scholarships

You are required to apply to at least two scholarships and attend Financial Aid Night. The high school guidance department can assist you with questions regarding this process. The guidance secretary coordinates all private scholarship applications. The guidance page of Freedom's website will always have the current list of scholarships available.

### Free Application for federal Student Aid (FAFSA)

- This is a free, federal application that ALL families must complete online <https://studentaid.ed.gov/sa/fafsa>
- Virtually all colleges, universities, professional schools and trade schools require a FAFSA to be completed. The FAFSA is filed as soon as possible after January 1st of the student's senior year in high school.
- To complete the FAFSA, parents and students must have their income (taxes) information available from the previous year. The information gathered by the FAFSA is processed by a set formula and a student's "Expected Family Contribution (EFC)" is determined.
- Parents and students should go to **www.pin.ed.gov** to receive a pin number. The FAFSA must be signed – by creating a PIN number, parents and students can sign the application electronically. If you have questions or need help completing the FAFSA, try these sources:
  - Financial Aid office of the school you will attend
  - PHEAA office in Pittsburgh : 724-831-7317(Wendy Dunlap)
  - High School Guidance Counselor: 724-775-7400
- **\*Important\*** - The FAFSA also serves as your application of Federal and Pennsylvania State Grants
- **Freedom Area High School will hold an informational financial aid meeting on the evening of October 17, 2024. Students must attend this event. If a student is unable to attend this night, an appointment must be made with a high school counselor to receive this information**

### Grant, Loan & Scholarship Information:

- Pennsylvania Higher Education Assistance Agency (PHEAA) is a great resource for information about State Grants, Loans, Scholarships and Work-study programs.
- Scholarships are funds awarded that do not have to be paid back. Scholarships are most commonly based upon academic merit and often require an essay to be composed. Your best chance for a scholarship will be from the college or career school you attend.
- **NEVER pay for a scholarship** application or scholarship service. Many FREE scholarship searches are available on the internet.
  - Meritaid.com
  - EducationPlanner.org - provides a free scholarship search, a variety of worksheets, calculators, and a financial award analyzer.
  - Fastweb.com
  - Scholarships.com

**Freedom Area High School  
Financial Aid Night  
Graduation Project Documentation**

Student Name (Print): \_\_\_\_\_

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

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

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

Guidance Counselor Signature: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

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# Thank You Letter Template

Your address  
Phone Number  
Email address (not school email)

Date

Contact's name  
Contact's title  
Contact's company  
Contact's address

**Greeting:** (Dear Mr./Mrs./Ms./Dr. \_\_\_\_\_:)

**Body (Reflection and Thank you):**

- Reflection and thank you from experience (keep it concise!)
  - "Thank you for your \_\_\_\_\_ in contributing to \_\_\_\_\_. Because of your generosity/donation/time, the event was a huge success."
    - Provide additional details of the event (funds raised, successes, etc.)
- Final thank you and contact information
  - "Thank you again for \_\_\_\_\_. If you ever need anything, please feel free to contact me at (your email) or (your phone number)."
  - Add any additional comments that you wish to make.

**Closing:** (Sincerely,/Yours truly,/Best wishes,)

**(Your signature, in pen!)**

Your typed name

## **Section 2: Service**

Community Service -OR- Fundraiser



## **Section 2: Service: Community Service and Fundraiser Explanation**

Community service projects are planned, organized, voluntary efforts designed to address a problem or need in the community. To be meaningful, community service projects must address a real need or problem found within the community.

### **Option A: Community Service**

The community service project that a student chooses to do should reflect his/her personal interests and skills. Students are required to perform a **minimum of 10 volunteer hours** with a non-profit organization. Students shall not be paid for their services, cannot be court-ordered to complete those services, and cannot be a part of their required National Honors Society hours. Students may also choose to perform community service for a member of the community (who cannot be a relative). Students are responsible for arranging their own transportation to and from the project site. Hours should be logged on the Hours Log document included in the handbook & on website. Students will also give an evaluation form to their service supervisor to fill out upon completion of time. This document is included in the handbook & on the website.

Students must submit a Service Learning Project Application to Mr. Turpin, found on the Graduation Project website and received approval before starting their service. This part of the graduation project may be completed at any time after your proposal has been approved. If a proposal is denied, a student must select another experience and submit a new proposal.

### **Option B: Fundraiser**

#### **BEFORE THE FUNDRAISER**

##### **Choosing a Fundraiser**

There are countless organizations you could choose as the beneficiary of your fundraiser; therefore, you should spend some time researching local, regional, national, and global nonprofits to decide which organization you would most like to help.

##### **Budgetary Considerations**

Successful fundraising events meet the fundraising goals of the event planners. Bringing in money relies on event participation. Event participation depends on a number of factors, including how well the event is advertised, incentives for participation, belief in the cause, etc. Simply put, you often have to spend money to make money. Start by answering two very important questions:

1. How much money would you like to raise?
2. How much will you have to spend to make that possible?

Here are some things you should consider when planning your fundraising budget:

- **Supplies & Materials:** Make a list of everything you'll need to host your event successfully. Which item(s) on your list must be purchased, which item(s) might be donated, and which item(s) might you be able to borrow and return?
- **Printing & Publicity:** How do you plan to advertise? Flyers and social media posts are two of the most common methods, and both can be free; however, should you opt for color printing or promoting your event on social media, you'll want to take those costs into consideration.
- **Event Expenses:** Are you selling 50/50 tickets, hosting a concession stand, renting materials (tents, coolers, etc.), or providing entertainment like a DJ? How much you plan to buy/spend will depend on the number of participants you expect.
- **Awards:** Will you be offering awards to winners of a competition? Depending on the type of award(s) you'd like to bestow upon the winner(s), you'll want to consider potential cost.

In the end, it's as simple as: *FUNDS RAISED – MONEY SPENT = ACTUAL FUNDS RAISED*

### **Assistance**

It's likely that you'll need the help of others to organize a profitable fundraiser. In lining up your team, consider the following:

- Do you need people to help you advertise, set up, host, or tear down your event? If so, how many people might you need, and who might be willing to help you?
- Do you need district staff members, parents, coaches, referees, etc. for your event? If so, how many, and who?
- Let the organization/beneficiary of your fundraiser know about your event. The organization may be willing to sponsor the event, which could help provide you with funds, event promotion, and even helpers.

Once you've answered these questions, it might be a good idea to discuss options with those individuals to ensure that they are able to commit to the dates/times of your event.

### **Choosing a Date/Time**

A good fundraiser relies heavily on participation. In choosing the best date and time for your event, consider the following:

- Are there any/many other conflicting district events taking place on the same day that could limit participation/attendance (district/community events, athletics, etc.)?
- Will weather play a factor? If so, you may want to plan a back-up date/time in the event that you have to postpone your event.



- At which time of day/evening would you like to hold your event, and how long will it last?
- Will your event conflict with common meal times? If so, are you planning to offer food/drink options at your event?

In short, making your fundraiser as convenient as possible for participants will likely increase participation and turnout. For example, while a Friday evening or weekend event may afford you more time to prepare, execute, and conclude your event, asking participants and attendees to come back to campus may prove to be a difficult feat.

### **Proposal & Approvals**

1. Submit a [Service Learning Project Application](#) to Mr. Griffith. (Found on the website)
2. Is your event taking place on campus? If so, complete the [Use of Facilities Form and Fee Schedule](#), and return it to the main office. (Found on the website)

### **DURING THE FUNDRAISER**

#### **Photos/Artifacts**

Take lots of photos, and save them! These are required in your portfolio and presentation. If your participation in the event inhibits your ability to take photos, make sure someone you trust is on hand to help you out with that component.

### **AFTER THE FUNDRAISER**

#### **Thank Participants/Assistants**

Most successful fundraisers require the help of many people. Be sure to thank (verbally and/or in writing) everyone who helped make your event possible: participants, attendees, school officials, parents, etc.

#### **Submit Funds**

Contact the organization/beneficiary of your fundraiser to find out the best way to donate the funds you raised, and submit according to their preference.

## Community Service/ Fundraiser Ideas & Phone Script

### Option A: Community Service Volunteer Ideas:

- Send donations to soldiers serving overseas
- Make blankets to be donated to hospitals, homeless shelters, nursing homes & Humane Society
- Babysit children during school-related events
- Organize a reading hour for children at a local library
- Help with camps (sports related, bible school or other)
- Create and execute activities at a nursing home (*bingo game, family games, etc.*)
- Humane Society or Habitat for Humanity Volunteer Programs
- Community/School grounds clean up day
- Volunteer to clean up at community event (Conway Days, Big Knob Fair, etc.)

Some of our students find the most success volunteering with the following local organizations:

Skybacher Ministries	Freedom Boro	Conway Boro	Vicary House
Green Valley Park	New Sewickley Recycling	Brady's Run Recreational	Beaver County Humane Society
Conway Meals on Wheels	Ready Yourself Youth Ranch	Goodwill	Hosanna Industries

### Option B: Fundraiser Ideas:

- Organize a charity race, walk-a-thon or bike-a-thon
- Organize a car wash and donate the profits to charity
- Organize a community trick-or-treat, holiday event or Easter egg hunt
- Raise money to provide a bullet-proof vest for Police K9.
- Sponsor a plastic recycling contest
- Collect and donate old eyeglasses to distribute to people in need
- Make "care kits" (homeless shelter, chemo patients, women's shelter)
- Organize a winter clothes drive to collect coats, hats, scarves & gloves
- Organize a self-defense workshop or a city beautification project
- Organize an informational event (drug awareness, vaping, etc.)
- Playground enhancement project
- Community Parade float

### Sample Telephone Script:

"Hello. My name is \_\_\_\_\_ and I am a senior at Freedom Area HS. I am currently working on my senior project and am looking to do some community service work. Do you have a need for some help?"

\*\*Before hanging up - be sure to thank them for their time.

# FREEDOM AREA HIGH SCHOOL

## SERVICE LEARNING PROJECT APPLICATION

A service learning project may be developed with a school organization (e.g., National Honor Society), a community organization (e.g., Junior Rotarians), a faith-based organization (e.g., Salvation Army), or a youth organization (e.g., Boy/Girl Scouts).

The service learning project must be monitored/supervised by an adult who can testify project completion and sign off at the conclusion of the project. The student must provide written verification from the sponsoring organization/adult supervisor, which is to be appended to this form. (Minimum 10 service hours)

### STUDENT INFORMATION

Student Legal Name (Last, First):		PAsecureID:	
Date of Application:		Anticipated Date of Graduation:	
Project Start Date:	Project End Date:		Anticipated Number of Service Hours:

### PROJECT INFORMATION

Description of Project:		
Project Goals:		
Anticipated Contribution to the Community:		
Sponsoring Organization:		
Adult Supervisor Name:	Phone:	Email:
Student Signature:		Date:

Receiving Administrator:		Date of Receipt:
Application Approved _____ Approval Date:	Application Disapproved _____ Disapproval Date:	
_____ Successful project completion verified via receipt of supervisor documentation		
Administrator Signature:		Date:

## Community Service Project Hours Log

*Print additional logs for each community service location*

Student Name:

HS Advisor Signature:

Project Supervisor:

Location:

Date	Total Hours	Activities Completed	Supervisor Initials

*To be completed by community service supervisor:*

The above-listed student has satisfactorily completed community service hours, between the dates of \_\_\_\_\_ and \_\_\_\_\_.

Community Service Supervisor Signature & Title:

**Freedom Area High School Graduation Project  
Community Service Student Evaluation**

Student Name: \_\_\_\_\_ Project Dates: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Project Location Name and Address: \_\_\_\_\_  
\_\_\_\_\_

*Please take a minute to evaluate this student's contribution to the community service project.*

- |  |       |                |          |     |
|--|-------|----------------|----------|-----|
| 1) The student was punctual.   | Agree | Somewhat Agree | Disagree | N/A |
| 2) The student actively participated in all tasks assigned.                | Agree | Somewhat Agree | Disagree | N/A |
| 3) The student showed a genuine interest in the community service project. | Agree | Somewhat Agree | Disagree | N/A |
| 4) The student's behavior was respectful and appropriate.                  | Agree | Somewhat Agree | Disagree | N/A |
| 5) The student's appearance and dress were appropriate for the setting.    | Agree | Somewhat Agree | Disagree | N/A |
| 6) The student followed all safety rules.                                  | Agree | Somewhat Agree | Disagree | N/A |

I verify that \_\_\_\_\_ successfully completed a community service  
(Student Name)

project on \_\_\_\_\_. Total service hours: \_\_\_\_\_  
(Dates Completed)

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Freedom Area School District greatly appreciates your role in helping our students in their quest for personal growth and development. If you have any questions or concerns, please call (724) 775-7400 or email [smott@freedomarea.org](mailto:smott@freedomarea.org)

Please return to: Assistant Principal  
Freedom Area High School  
1190 Bulldog Drive  
Freedom, PA 15042

## Fundraiser Finance Tracker Template (Example)

Student Name:					
Event Name:					
Date of Event:					
Donation/Expense Source	Date Received	Donation Type	Donation Amount	Expense	Total
Ticket Sales	10/15/20	Cash	\$125.50		\$125.50
Mr. Deal	10/18/20	Check	\$20.00		\$145.50
Mr. Mott	10/19/20	Cash	\$5.00		\$150.50
Food for Concession Stand	10/14/20	Expense		\$55.20	\$95.30
<b>Total</b>					<b>\$95.30</b>

# Graduation Project Fundraiser

## Use of Facilities Form

### USE OF SCHOOL FACILITIES PERMIT

SUBMIT TO SCHOOL PERSONNEL

DATE OF APPLICATION \_\_\_\_\_

1. NAME OF ORGANIZATION \_\_\_\_\_

2. SCHOOL FACILITY & AREA TO BE USED : \_\_\_\_\_ HS \_\_\_\_\_ MS \_\_\_\_\_ ES

\_\_\_\_\_ Classroom \_\_\_\_\_ Gym \_\_\_\_\_ Cafeteria \_\_\_\_\_ Auditorium \_\_\_\_\_ Field *circle* BB SB FB

\_\_\_\_\_ Other \_\_\_\_\_ *please explain*

1. SCHOOL EQUIPMENT NEEDED (check all that apply): \_\_\_\_\_ Bleachers \_\_\_\_\_ Scoreboard

\_\_\_\_\_ Locker Rooms

Other-Please List: \_\_\_\_\_

1. DATE(S) OF ACTIVITY \_\_\_\_\_

2. LENGTH OF TIME OF ACTIVITY: FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

3. PURPOSE OR TYPE OF ACTIVITY \_\_\_\_\_

4. APPROXIMATE NUMBER OF PERSONS PARTICIPATING \_\_\_\_\_

NUMBER OF PERSONS NOT IN FREEDOM SCHOOL DISTRICT \_\_\_\_\_

1. PERSON(S) RESPONSIBLE FOR ACTIVITY - INCLUDE ADDRESS, PHONE NUMBER AND E-MAIL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-MAIL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

1. WILL ADMISSION BE CHARGED FOR THIS ACTIVITY? \_\_\_\_\_ IF SO, STATE AMOUNT \_\_\_\_\_

2. IF A CONTINUING SCHEDULE OF MEETINGS IS INVOLVED, INDICATE DATES:

1. I UNDERSTAND THAT OUR ORGANIZATION WILL BE RESPONSIBLE FOR LOSS OR DAMAGE TO THE PROPERTY DURING OUR USE (CERTIFICATES OF INSURANCE ARE REQUIRED FROM ALL OUTSIDE GROUPS/ ORGANIZATIONS USING DISTRICT FACILITIES, INCLUDING BUILDINGS AND GROUNDS)

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PERSON

## Section 3: Government Meeting





## Section 3: Government Meeting Explanation

Students are required to attend a government meeting. Links to the website information of local government meetings are listed on the website. If something isn't listed, a member of the high school administration can grant permission to an alternative government meeting.

- Students must be in attendance for the meeting in its entirety.
- Students should obtain a copy of the meeting agenda. This will help the student in writing their reflection.
- If attending a Freedom school board meeting, the agenda can be found and printed prior to the meeting at <https://go.boarddocs.com/pa/free/Board.nsf/Public> through the Freedom School District website.
- During the meeting, students are required to take notes on their Government Meeting Form.
- At the conclusion of the meeting, the student must get their Government Meeting Form signed by an administrator/officer of the organization at the meeting.
  - Before this form can be signed, the form must be completed by the student.
- Students may not be excused from school to attend a government meeting unless permission is granted by an administrator.
- Students are required to write a 1-page reflection of the meeting. Use the following guidelines when writing this reflection:
  - Use MLA format
  - Briefly summarize the main points of discussion and outcomes of the meeting.
  - Discuss what you learned and/or gained by attending the meeting along with anything that was unexpected or surprised you.
  - Comment on the local government organization, its elected officials, and how community business decisions are made. Discuss how you can use this information in the future.

# **Suggested List of Government Meeting Locations**

## **New Sewickley Township Supervisors Meetings**

- Township Manager – Walter Beighey, Jr.
- Township Secretary – Patricia Pfaff
- Office Hours – 8:00 AM to 4:00 PM
- Email: [manager@newsewickley.com](mailto:manager@newsewickley.com)
- Phone: 724.774.7822
- General Supervisors meetings are held each week at 6:30 PM held at the Municipal Building

## **Freedom Borough Meetings**

- Mayor – Nadine Padezanin
- Borough Secretary – Karen Willison
- Office Hours – 8:00 AM to 4:00 PM
- Email: [freedomborough@comcast.com](mailto:freedomborough@comcast.com)
- Phone: 724.728.5744
- Work Meeting – 1<sup>st</sup> Monday of each month at 6:00 PM held at the Borough Building
- General Meeting – 2<sup>nd</sup> Wednesday of each month at 6:00 PM held at the Borough Building

## **Conway Borough Meetings**

- Mayor – Debbie Giska-Rose
- Borough Secretary – Diane McKay
- Office Hours – 8:00 AM to 4:00 PM
- Email: [mayorrose@conwaypa.org](mailto:mayorrose@conwaypa.org)
- Phone: 724.869.9959
- Working Meeting – 1<sup>st</sup> Wednesday of each month at 7:00 PM held at the Conway Fire Department
- General Meeting – 3<sup>rd</sup> Wednesday of each month at 7:00 PM held at the Conway F.D.

## **Beaver County Government – Beaver County Commissioners**

- Chairman – Tony Amadio
- E-mail: [tamadio@beavercountypa.gov](mailto:tamadio@beavercountypa.gov)
- Phone: 724.770.4405
- Meeting – 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month at 10:00 AM
- Meetings held at Beaver County Courthouse – 810 3<sup>rd</sup> Avenue, Beaver, PA 15009
- Meeting needs to be scheduled through High School Administration

## **Freedom Area School District Board of Education Meeting**

- Board President – Sharon Geibel
- Meeting – 1<sup>st</sup> and 2<sup>nd</sup> Thursday of each month at 7:00 PM at the Middle School Library

**F.A.S.D. Graduation Project Government Meeting Form**

I certify that \_\_\_\_\_ attended the  
(Student's Name)

\_\_\_\_\_ meeting on \_\_\_\_\_.  
(Government Meeting) (Date)

\_\_\_\_\_  
(Signature of Government Representative) (Title)

Student Notes:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\*This form must be complete (Student Name, Government Meeting, Date, & Notes) before the government official signs it.

## Section 4: High School Artifacts



## **Section 4: Description of High School Artifacts to Include**

- **Freshman Forum Presentation**

- If you were a student at Freedom Area High School, please upload your freshman forum presentation from your English 9 class.
- If you were not a Freedom Area High School student during freshman year, upload a sample of your best work from school that year.

- **Sophomore Academy Project Reflection**

- If you were a student at Freedom Area High School, please upload your reflection from the sophomore academy project through English 10 and Communications classes.
- If you were not a Freedom Area High School student during sophomore year, upload a sample of your best work from school that year.

- **Two (2) Samples of Work from Junior Year**

- Include one piece of digital evidence of your most impressive work from a core class (English, social studies, science, or math)
- Include one piece of digital evidence of your most impressive work from an elective class (foreign language, technology, art, band, tech. ed., weightlifting, etc.)

- **Two (2) Samples of Work from Senior Year**

- Include one piece of digital evidence of your most impressive work from a core class (English, social studies, science, or math)
- Include one piece of digital evidence of your most impressive work from an elective class (foreign language, technology, art, band, tech. ed., weightlifting, etc.)