SST Active Citizenship Education (ACE) Committee
2024 Student-Initiated Service Learning Project Proposal (Open Group)

Dear students,
Thank you for your interest in initiating a service learning project. Your effort and actions will go a long way in benefiting the community.

Some examples of service learning projects you can initiate are:
1) Advocacy Service: Link up with an organisation to continue advocating for a cause after your Learning Alliance Beyond Borders (LABB) experience
2) Direct Service: Organising a programme for seniors at an eldercare centre
3) Indirect Service: Plan and conduct a food donation drive

[For more ideas, browse the #SST-ACTivate website.]

Depending on the nature of the project, it can be done individually or in a **planning committee group of a maximum of 5 students.**

Please read the following criteria and project deadlines before filling in the form.

Criteria of Student-Initiated Service Learning Projects

- Students research and identify a specific community need
- Student research on a Voluntary Welfare Organisation (VWO) to collaborate with and liaise with them directly.
- Student manages all aspects of the project: finances, logistics, programmes etc., under the guidance of teacher mentor

Criteria for students who initiate Student-Initiated Service Learning Projects

Members
Individual or in a planning committee group (exco) of a maximum of 5 students.
Applicable mainly to Sec 3 and 4 students. However, Sec 2 students who are interested may apply as well.

Co-curriculum
At least 80% attendance in CCA in the past two years (75% benchmark - MOE)
Served in at least 1 service project or attended a service-learning programme in SST

Project Deadlines (Open Group)

Date (Day), Time	Description
Before 25 February 2024	(i) Form a committee of a maximum of 5 students (Refer to Criteria on page 1) (ii) Make a copy of this project proposal form: Student-Initiated Service Learning Project Form (Open Group) (iii) Label file as "Student-Initiated Service Learning Project Form_(name of team leader)" (iv) Give "anyone can comment" rights. (v) Fill in group members' names and contact details on page 4 of the project proposal form. Research and discuss with group members. (vi) Complete Stage 1 and Stage 2A of the project proposal form.
By Before 25 February 2024 (2200 hours): Submission of draft	Submit Stage 1 and Stage 2A of the Student-Initiated Service Learning Project Form and book a consultation slot by emailing the document to • Mdm Nurus Sa'adah Bite Hatraby (nurus_sa'adah_binte_hatraby@sst.edu.sg) • Mr Elson Loh (loh_heng_meng_elson@sst.edu.sg)
Between 26 Feb 2024 to 24 Mar 2024	Attend consultation with ACE Committee teachers in charge. NOTE: This is a compulsory consultation session before the final submission. This consultation aims to discuss your proposal with the ACE Committee teachers. After the consultation, your group can improve the proposal before the final submission.
	(i) Refine project proposal based on feedback after consultation with the ACE Committee teacher. (ii) Complete all stages (Stage 1, Stage 2A and Stage 2B) of the project proposal form. (iii) If necessary, arrange another consultation session with the ACE Committee teacher.
By 24 Mar 2024	Submit the completed project proposal form via this Google Form (file size maximum 1GB). NOTE: This is the final submission. Please complete all stages

2200 hours: FINAL SUBMISSION	(Stage 1, Stage 2A and Stage 2B) of the project proposal form. Please submit the correct proposal form. If submission via Google form fails, email to Mdm Nurus Sa'adah Bite Hatraby (nurus_sa'adah_binte_hatraby@sst.edu.sg) Mr Elson Loh (loh_heng_meng_elson@sst.edu.sg) by the deadline.
By 2 April 2024	Receive emails from ACE Committee teachers, Mdm Nurus Sa'adah Bite Hatraby or Mr Elson Loh on - result of project proposal submission (approved/ not approved) - name and email of teacher mentor (for approved projects): ACE Committee teacher
After the project is approved, the group plans and implements the student-initiated project under supervision by an assigned teacher mentor. Dates to avoid for service: Weeks 2 and 3 of June Holidays	
By 30 June 2024 2359 hours [Only applicable to project teams with Sec 4 Exco members]	Service of student-initiated projects with Sec 4 exco members must be completed.
By 10 November 2024 2359 hours	Service of all student-initiated projects must be completed.

Note: This student-initiated project encourages students to initiate a service under the guidance of a teacher mentor. The deadline is to facilitate the cycle of mentoring and management of the project within each year. However, students are encouraged to continue volunteering with the organisation in their own capacity.

Characteristics of a Service Learning Project Proposal

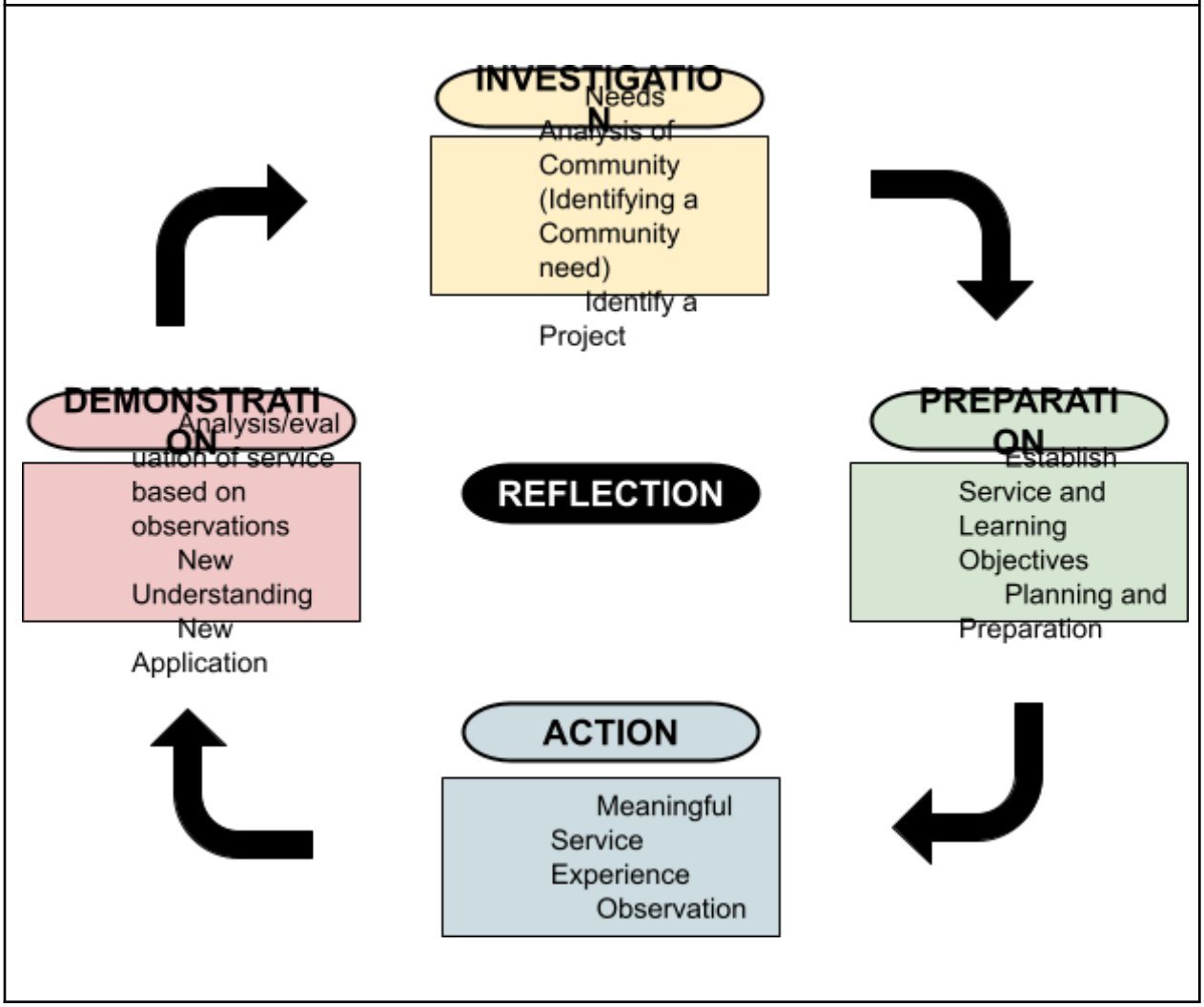
- should have well-formulated and clearly stated goals and plans
- should have sufficient (but not excessive) detail
- is of good writing style
- accuracy: spelling, grammar, choice of words, punctuation
- clarity: each sentence, paragraph, and section should make a clear statement
- coherence: each sentence, paragraph, and section should follow a logical progression
- adherence to the required format, citation style
- can be used as a working document to guide project planning
- can be used as a reference resource for future service learning projects

Do refer to the resources on this ACE Google Site page on the process of Service Learning to help you fill in this form.

EXCO TEAM MEMBERS AND CONTACT DETAILS (Maximum 5)				
Member Names	**Class**	**Project Role**	**Contact Number**	**Email Address**
		Team Leader		
		Assistant Leader		
		Exco Team member 1		
		Exco Team member 2		
		Exco Team member 3		

1. SERVICE LEARNING CYCLE

The Service Learning Cycle will be used to guide your Service Learning process. In this proposal, we will be focusing on the investigation and preparation stages.



STAGE 1: INVESTIGATION

To begin, the Investigation stage involves **gathering information** about the issue of interest and **subsequent analysis to identify a community need and uncover possible causes**.

Next, research **pre-existing actions by organisations** to help your team decide how to plan a service for the chosen community need.

(a) Gathering Information

What does your community need in your team's area of interest? What is a possible cause of this need? Use the questions listed under the following four modes of gathering information as a guide to finding out more.

Finding out about …*(area of interest)*

As a team, carry out your investigation and include your findings below.

Media *What media (newspapers, TV programmes, Radio, Internet sources) in your community might have helpful information? List ways to use or work with different media to learn more about community needs and possible causes in your team's area of interest.*
Findings: Sources (Please include links): [Use APA Citations: https://goo.gl/3pdIA0]

(b) Analysis of Findings, Identification of Community Need and Cause of Need

From your findings, what are some community needs in your issue of interest?

(fill in)
*As a team, decide on **one** community need to focus on for this Service Learning Project. Explain how or why your team has come to this decision.*
(fill in)
From your findings, identify the cause(s) of the community need that your team has chosen.
(fill in)

(c) Actions in place by organisations and what we can do as part of service learning

Somewhere there will be allies who support the same cause as your team. Research on these potential allies who may be interested in working with you on the same cause. Through media sources, identify such organisations or community groups (refer to VWOs in Singapore) that have been taking action to

address your team's identified community need. Fill in the table below to include their contact information, what they have been doing and how your team can help. Collaboration can be in the form of advocacy, direct, or indirect service.

(fill in the table below. Add more rows if necessary)

Organisation	Website/ other contact information	What they are doing	What our team can do to help

STAGE 2A: PREPARATION (Project Description)

First, the preparation stage involves **establishing the service learning project's service and learning objectives**. For planning purposes, goals should be broken down into specific steps. Remember that focusing on a relatively narrow, manageable group of issues is better than trying to cover too much ground and lose strength in the process. Set S.M.A.R.T goals.

Next, **developing an action plan** will help you find out where the major difficulties may lie ahead and avoid surprises. In addition, planning will help you clarify your goals, clarify the steps needed to achieve them and increase your chances of success.

(a) Identified Community Need

Identified community: (highlight in blue where applicable)		
Children/ Youth	Family	Elderly
Disabled/ Impaired: Specify: _____	School/ Education	Environment: Specify: _____
Heritage/ Arts	Health/ Medical	Others: Specify: _____
Description of needs of the identified community: Restate the community need your group decided on for this service learning project (from STAGE 1 above):		

(b) Nature of Service Project

Nature of Service: (highlight in blue where applicable)		
Administrative/ Clerical	Teaching/ Mentoring	Collecting/ Distributing
Fund-raising	Adoption of Facility/ Area	Outreach/ Recruitment
Awareness-raising	Maintenance/ Clean-up	Others: Specify: _____
Befriending/ Interacting	Enhancing/ Beautifying	

Organising/ Facilitating	IT/ ICT-Related	

(c) Project Objectives and Description

For this section, fill in **EITHER**
Option 1: Advocacy Service Project Proposal **OR**
Option 2: Direct/ Indirect Service Project Proposal

For a list of organisations you can collaborate with, refer to VWOs in Singapore.

Option 1: Advocacy Service Project Proposal

(i) Description of Project

Consider the following:
Is there any age limit for the volunteers at the organisation?
Are there any licences involved before you can carry out the project?
Are there any permissions required for the use of any logos on official publicity documents?

Name of project: (fill in)
Name of Organisation: (fill in)
Website and Contact Information of Organisation: (fill in)

Description of needs of Organisation: (fill in)
Proposed date and duration of showcase/ presentations with the organisation: (fill in)

Description of advocacy project: *Include the following:* 1. *What is the cause your team will advocate for?* 2. *How does this advocacy address the community need identified by your team? / How are the organisation's needs aligned with the cause of your advocacy project?* 3. *How can you and your team support the organisation?*
(fill in)

Strategies: *What are your strategies/ approaches to influence your audience? (Eg. Website, Infographics. Engaging activity, Presentation style etc.) Try to be as specific as possible.*
(fill in)

(ii) Service Objective

What do we aim to achieve through our project? *Consider what you want to change and who you wish to influence*
The objective of the advocacy project is to create awareness on ...(*issue*) through (*action plan*) so that (*targeted community*) can (*SMART Goal*).

What criteria indicate a successful advocacy showcase? *What will the success of the advocacy showcase look like?*

(fill in)

(iii) Learning Objective

What can we learn from our advocacy experience? *Reflection is the key to getting meaning from your service experience; everyone goes through the same process but learns differently.* *For the experience to be meaningful, start by identifying a learning objective for you and your team. As you carry out the service, keep your learning objective in mind.* *Avoid short and unclear objectives e.g. I hope to learn communication skills.*
(fill in)

Option 2: Direct/ Indirect Service (*strikethrough where applicable) Proposal

(i) Description of Project

Consider the following:
Is there any age limit for the volunteers at the organisation?
Are there any licences involved before you can carry out the project?
Are there any permissions required for the use of any logos on official publicity documents?
For fundraising projects, read Fundraising Matters in Singapore

Name of project: (fill in)
Name of Organisation: (fill in)

Website and Contact Information of Organisation: (fill in)
Description of needs of Organisation: (fill in)
Proposed date and duration of direct/ indirect service with organisation: (fill in)

Description of direct/indirect project: *Include the following:* 1. *How are you going to collaborate with the identified organisation?* 2. *How does this direct/indirect service project address the community need identified by your group? / How are the organisation's needs aligned with the needs identified by your team?* 3. *How can you and your team support the organisation?*
(fill in)

(ii) Service Objective

What do we aim to achieve through our project? *Consider the community need you wish to help or rectify and who you want to serve*
The objective of the *direct/ indirect service* project is to serve *(targeted community)* by (*action plan*) so that (*targeted community*) can benefit and achieve (*SMART Goal*).

What criteria indicate a successful direct/ indirect service? *What will the success of the direct/ indirect service look like?*
(fill in)

(iii) Learning Objective

What can we learn from our direct/ indirect service learning experience? *Reflection is the key to getting meaning from your service experience; everyone goes through the same process but learns differently.* *For the experience to be meaningful, start by identifying a learning objective for you and your team. As you carry out the service, keep your learning objective in mind.* *Avoid short and unclear objectives e.g. I hope to learn communication skills.*
(fill in)

STAGE 2B: PREPARATION (Project Action Plan)

(d) Action Plan

Consider the following: Is the timeline feasible?

Project Date (if applicable): (fill in) Venue: (fill in) Duration: (fill in) Time (if applicable): (fill in)

(fill in the table below. Add more rows if necessary)

(ii) Timeline of Activities:	
Month/ Week/ Date	**Activity**

(e) Resources and Funding *Consider the following:*
What are the logistics involved?
What is the budget required?
Can we apply for grants from external organisations to finance our project? (Scroll down to refer to "Resources and Funding" on ACE Google Site.)

(fill in the table below. Add more rows if necessary)

	Logistic items required
1.	
2.	
3.	

Estimated budget required: (fill in)

(fill in the table below. Add more rows if necessary)

Logistic item required	Estimated cost
TOTAL:	

Note: After confirming the budget, please inform teacher mentors, who will check with the school first for funds. Grants from external organisations should be considered only if insufficient school funds exist.

(f) References

Cite publications and other media resources used.

ACKNOWLEDGEMENTS: ANY RESOURCES/ MATERIALS (Please include links)

- Use APA Citations: https://goo.gl/3pdIA0

(fill in)

Note: This student-initiated project is to encourage you to initiate a service under the guidance of a teacher mentor. The deadline is to facilitate the cycle of mentoring and management of the project within each year. However, you are encouraged to continue volunteering with the organisation in your capacity.

----------END OF FORM----------

[TO BE FILLED BY ACE COMMITTEE TEACHERS]

Criteria for evaluation:

- ❑ Academic Criteria
- ❑ Co-curriculum Criteria
- ❑ Feasibility of Project
- ❑ Clear objectives and action plan

Active Citizenship Education Committee Approval:

The ACE teachers have reviewed this project, and it is:

- ❑ Approved
- ❑ Rejected
- ❑ Pending

Feedback: