

Final Reflections on My Sophomore Year Community Service

Date Due: 30 days following completion of community service hours

Value: Approximately 10% of 4th Marking Period Project Grade

Project Summary

Students will complete 25 hours of community service following the guidelines described in the Community Service letter posted on the Guidance website. Upon completion of service, students will reflect upon the experience and consider the value of the organization and the service they provided to the organization through their volunteer efforts. Students will write a letter to current freshman, describing the organization they worked with and sharing their experience.

Project Requirements

- 1) Write a letter to next year's sophomores.
- 2) Discuss the pros and cons of your community service.
- 3) Discuss the pros and cons of the organization you served.
- 4) Recommend (or don't) the service and the organization you served.
- 5) Create an original letterhead that depicts the organization, your service and your feelings about it (see description and examples below).
- 6) Put the letter on the letterhead paper format outlined on the next page.

What is letterhead?

A letterhead serves several purposes. A letterhead's main purpose is to convey a message to the recipient. Letterheads can be used as a means of communication. Businesses and individuals use letterheads to establish or create an image as well as professionalism. Letterhead plays a huge part in a company's brand identity. The company's logo and basic contact information should be on the letterhead. Sometimes, extra graphics come into play to create a more interesting letterhead layout.

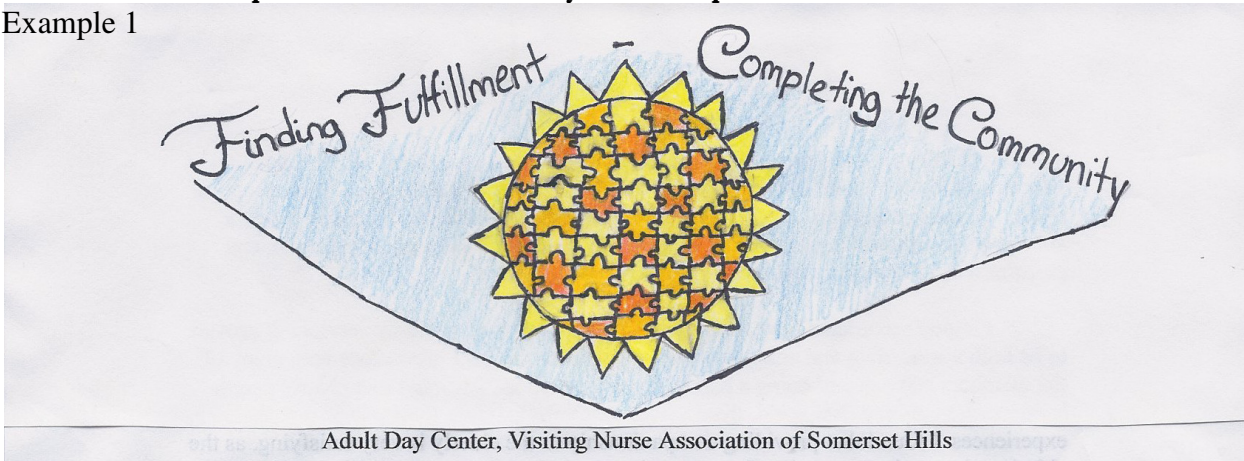
Scoring Rubric

Criteria	missing	poor	adequate	good	excellent
Letterhead creatively reflects attitude/values of the organization and the service experience					
Provides future sophomores good information on service and organization					
Well Written: <ul style="list-style-type: none"> ▪ Varied and proper sentence construction (no run-ons, fragments) ▪ Free of awkward or illogical phrases & passages ▪ Paragraphs are focused on one main idea and logically organized ▪ Effective transitions between paragraphs and ideas 					
Letterhead written in proper format					

Letterhead
Date
<i>Dear '11-'12 Sophomore</i>
Letter
Closing,
Signature Your full name

See below for examples of letterhead done by former sophomores.

Example 1



Example 2



Example 3



Example 4

