

Friends Academy Independent Service Project [ISP] Information Packet 2018 - 2019

Welcome to a unique time in your life, truly a moment that you may never experience again, because you are being given nearly three weeks of school time to pursue a project of your own choice! Please read through this packet carefully and complete each sheet according to the due dates included on your ISP Checklist [page 3 of this packet] Good luck!

The primary goal of the Independent Service Project is for each student to fulfill this important graduation requirement by doing something personally meaningful that provides an opportunity for learning and growth and offers service to others. All projects should be completed keeping in mind the Quaker testimonies of integrity, simplicity, and equality and may also be work done in furtherance of peace and stewardship.

Enclosed you will find the following:

- **Guideline Sheet [page 2]**
- **Task Checklist with Due Dates [page 3]**
- **Phone Interview Script [page 4]**
- **Completed Call Form [page 5]**
- **Site Visit Interview Form [pages 6]**
- **Duties/Responsibilities and Risks Form [pages 7 - 8]**
- **ISP Supervisor's Information Sheet [page 9]**
- **Project Description Sheet [page 10]**
- **Commitment Form [pages 11]**
- **Calendar/Schedule of Hours Worked [12-13]**
- **Supervisor's Evaluation Sheet [page 14] *{to be completed by your supervisor}***

Friends Academy Independent Service Project Information and Guidelines

1. Many students choose to volunteer through traditional community service agencies.
2. It is possible to pursue a creative or research project on a topic that interests you as long as it provides humanitarian service to a community.
3. Each student must find three potential ISP sites/foundations/agencies that they will contact and interview by phone (see Interview Script page 4). Following the phone interview, each student will be required to visit the site of their choice and complete the Site Visit Interview Form (page 6).
4. Independent Service Projects MUST be fulfilled during the dates assigned [**Tuesday, May 20th- Thursday June 6th**].
5. Projects must have an adult supervisor who is willing to take responsibility for overseeing the project and who can verify the time and effort that the student has put into the project. The adult supervisor may not be related to the student.
6. Students must spend six hours a day working at their site during the 13 day period [**totaling 78 hours**]. Students have flexibility to arrange a schedule that meets their particular needs provided they can justify the schedule if needed. The schedule provided in this packet must be filled in with the supervisor **and the supervisor must initial the schedule at the end of each week and at the conclusion of the project acknowledging the hours worked.**
7. We strongly encourage students to pursue individual projects. **No more than two students can work together at a site.**
8. If students have been discussing their ISP plans with their advisors, the project will likely be approved without discussion. On the other hand, projects which do not seem to meet the guidelines in terms of purpose and rigor will be brought for discussion before the Senior Class Dean, the Dean of Service Learning, Public Purpose & Stewardship and the Dean of Students. This team will suggest ways that the project can be modified to fulfill the requirements.
9. **Each** student is required to complete a one page typed summary of their ISP experience and a PowerPoint Presentation. They will bring these and the Supervisor's Evaluation (page 14), to the ISP formal presentations in the Upper School at designated locations on Friday, June 7th. On this date, **each** student will give the written report and Supervisor's Evaluation to their advisor, forward the PowerPoint to their advisor, and provide a 3 to 5 minute oral presentation.
10. It is our sincere hope that every student will benefit from this valuable opportunity. A full checklist is being provided to support you in completing a rewarding project. **If a student fails to meet a deadline, immediate consequences will ensue. This could include loss of driving privileges and/or daily after school detentions until the requirement has been fulfilled.**

Friends Academy Independent Service Project Task Checklist and Due Dates

This checklist is provided to make sure that you are on track and adequately prepared to complete your project successfully. Please place a check in front of each completed task. The documents referred to below must be turned in on the dates indicated.

1. _____ This task should begin immediately.
 - a. Talk over your ideas with your advisor and your parents.
 - b. Complete phone interviews with various agencies. *(page 4)*

2. _____ Due Date: Friday, October 19th:
 - a. Completed Call Form *(page 5)*
 - b. Site Visit Interview Form *(page 6)* You **MUST VISIT** the site.

3. _____ Due Date: Friday, December 14th:
 - a. Duties/Responsibilities and Risks Form *(pages 7- 8)*
ISP Supervisor's Information Sheet—submit to supervisor *(page 9)*
 - b. Project Description Form *(page 10)*

4. _____ Due Date: Friday, March 15th:
 - a. Commitment Form and Calendar. *(pages 11 -13)*
 - b. Make two copies of each. Give the other copy to the site supervisor.

5. _____ Date: Monday, May 20th:
 - a. Report to your ISP site.
 - b. Have your supervisor initial your calendar at the end of each week.

6. _____ Due Date: Thursday, May 23th:
 - a. E-mail your advisor to give an update regarding your ISP.
 - b. Your advisor will also be checking in with your supervisor.

7. _____ Due Date: Friday, June 7th: Report to the Upper School at 10:30 a.m.
PLEASE BRING with you:
 - a. Your one page summary
 - b. A Power-Point/Prezi/ presentation with photos
 - c. The completed Supervisor's Evaluation Sheet *(page 14)*

**Please note: Each student is to complete their own forms – even if the student is working with a partner.*

Friends Academy Independent Service Project Phone Interview Script

Hi, my name is _____. I'm a student at Friends Academy, which is in Locust Valley. I'm calling to inquire as to whether or not you might be interested in hosting a graduating senior or seniors during our Independent Service Project period.

The Independent Service Project is a three-week program beginning in May during which every student provides **approximately** thirty hours of service per week to a service project or organization.

Do you think your organization might be interested in this?

[If they ask for the dates, they are: **May 20 – June 6**, with Memorial Day off].

[If there is interest – and you shouldn't get rejected too often as these are organizations with which we've had past connections, though some more recent than others – then say...]

Great! We would like to do a site visit with someone who would be willing to educate us about your organization. It doesn't have to be a long information session -just enough for us to get an idea of what your organization does and what services we would be providing.

Would that work for you?

[If they say "yes," say...]

We need to complete our site visits prior to **October 19**. Could you give me an idea of what days and times might work for you?

[So as not to burden the organizations, please make sure that you coordinate with your fellow advisees so that two to three people visit the site on the same day].

Let me talk to some other students who would also like to visit so that we can coordinate our schedules. When is a good time for me to call you back to confirm?

Thank you so much for your time, Mr. or Ms. [name] _____

Friends Academy Independent Service Project Completed Call Form – Organization Chosen

Date of Call: _____

Student's Name: _____

Advisor: _____

Name of Supervisor: _____

Name of Organization: _____

Address: _____

City, State: _____

Phone: _____

Name of Contact: _____

Student Signature _____

Parent Signature _____

Advisor Signature _____

Friends Academy Independent Service Project Site Visit Interview Form

Student's Name _____ Advisor: _____

Name of Site _____

1. History of the organization: Who founded it, when and why?

2. Who do they serve?

3. What are the assets of the community/group/individuals receiving the service?

4. What are the needs of the organization and/or those being served?

3. How is the organization funded?

5. What are the organization's biggest challenges?

***Use additional paper if necessary.**

Friends Academy Independent Service Project Duties/Responsibilities and Risks Form

Student's Name_____

Site supervisor: It is very important that our students have a clear understanding of their duties/responsibilities/expectations before beginning work at your site. Please outline these duties as specifically as possible. If you believe that some are subject to change, please specify that as well.

Duties/Responsibilities during the ISP period (if more than ten, please continue on separate sheet and attach hereto):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Friends Academy Independent Service Project Duties/Responsibilities and Risks Form (cont'd.)

Student's Name _____

Site supervisor: Please outline any potential risks of the students' duties/responsibilities (if there are more than five please continue on separate sheet and attach hereto):

- 1.
- 2.
- 3.
- 4.
- 5.

Site supervisor's name: _____

Site supervisor's title: _____

Site supervisor's signature re: duties/responsibilities and risks: _____

We, the student and parent, understand and agree to:

--the aforementioned duties/responsibilities and risks and

-- in consideration for being allowed to participate in this activity, we agree to hold the supervisor(s) and coordinator(s) of this activity, Friends Academy, its Board of Trustees, agents, officers and employees harmless for any and all direct, indirect, special or consequential damages, or costs, legal or otherwise, which the student may incur as a result of their participation in this activity(ies) even if due to the negligence of Friends Academy or any person serving in the above-identified capacities.

Parent signature: _____

Student signature: _____

Friends Academy Independent Service Project Supervisor's Information Sheet

(Please give to your supervisor)

Thank you for volunteering to supervise a Friends Academy 12th grade student so that our graduating seniors may successfully complete a purposeful Independent Service Project. The primary goal is that each student fulfills this graduation requirement by doing something that is a) personally meaningful, b) provides them with an opportunity for learning and growth and c) has some component that offers service through the Quaker testimonies of integrity, modesty, simplicity, and equality, peace and/or stewardship.

The Independent Service Project needs to be fulfilled beginning **Monday, May 20th and ending Thursday, June 6th**. The ISP guidelines insist that students spend six hours a day on their project for five days a week. The student with whom you are working should work out a schedule with you and provide you with a copy of the schedule for you to initial at the end of each week. Each student is required to complete a one page typed summary of their ISP and create a PowerPoint presentation at the end of their experience. For this reason, they will likely wish to take photographs of any aspects of their time at your site that you deem appropriate. The culmination of the project is a 3 to 5 minute oral presentation made by each student to their peers and faculty advisors.

It is our earnest hope that this will be a rewarding experience for all involved. We trust that you can provide enough purpose and rigor so that the student will be able to have a meaningful experience. Please make sure that the schedule the student has designed and their description of the project are appropriate. The student has a copy of this page to give to you to keep for future reference. If ever there are any concerns please feel free to contact the following people:

Tamara Clark, Senior Head Advisor

516-676-0393 ext 764

tamara.clark@fa.org

Deidre Cooper, Dean of Service Learning,
Stewardship and Public Purpose

516-676-0393 ext 762

deidre.cooper@fa.org

Thank you!

Friends Academy Independent Service Project Project Description Form

Student's Name _____

**Describe your ISP in detail in a clear paragraph. Use an extra sheet, if necessary.
What do you plan to do/what need will you be meeting? Where? What do you hope
to achieve? How does your service project promote one of the Quaker testimonies of
integrity, modesty, simplicity, peace, stewardship and/or equality?**

Student's signature: _____

Parent's signature: _____

Advisor's signature: _____

Friends Academy Independent Service Project Commitment Form

This form verifies that I have spoken to my supervisor at the site listed below and confirmed that I will be working a total of 78 hours beginning **Monday, May 20th and ending Thursday, June 6th.**

Student's Name: _____

Title of Project: _____

Partner (if working with another student): _____

Independent Service Project Supervisor's Information:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email address: _____

Supervisor's Signature: _____

***Please remember to fill out the calendar/schedule on the following page as well.**

Independent Service Project Calendar/Schedule

May - June

Sun	Mon	Tue	Wed	Th	Fri	Sa
<p>May 19</p>	<p>May 20 ISP START DATE</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>May 21</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>May 22</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>May 23</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>May 24</p> <p>Start:</p> <p>End:</p> <p>Weekly Total: Supervisor Initials: _____</p>	<p>May 25</p>
<p>May 26</p>	<p>May 27 MEMORIAL DAY NO ISP</p>	<p>May 28</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>May 29</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>May 30</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>May 31</p> <p>Start:</p> <p>End:</p> <p>Weekly Total: Supervisor Initials: _____</p>	<p>June 1</p>
<p>June 2</p>	<p>June 3</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>June 4</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>June 5</p> <p>Start:</p> <p>End:</p> <p>Total Hours:</p>	<p>June 6</p> <p>Start:</p> <p>End:</p> <p>Weekly Total: Project Total: Supervisor Initials: _____</p>	<p>June 7 Friends Academy In Paired Advisories at 10:30am! Bring one page summary, supervisor's evaluation & completed presentation!</p>	<p>June 8</p>

June 9	June 10 ISP Assembly (Theater) 10:30 am	June 11 10:45am Convocation	June 12 11am - Fourth Day Honors 6:30pm - Pre-Prom Pre-Prom	June 13	June 14	June 15 8:30am Pictures in front of Library GRADUATE!
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With your supervisor, fill in the hours you will be working each day for your ISP on this calendar. Remember you need to work the equivalent of 6 hours a day, for 5 days a week. Give your supervisor a copy of this schedule. At the end of each week, your supervisor should initial your copy of the calendar to indicate that you have completed your hours for the week. You need to submit the signed schedule with your summary and supervisor evaluation at the end of the project.

Student's Signature _____

Supervisor Signature: _____

Parent's Signature _____

Advisor's Signature _____

Friends Academy's Independent Service Project Supervisor's Evaluation Form

It is our sincere hope that you enjoyed working with our Friends Academy High School Senior. We are interested in finding out how well the program worked. Please take a few minutes to complete this form, and give it to your high school senior in a sealed envelope. Feel free to attach additional sheets.

Supervisor's Name: _____

Student's Name: _____

Name of Organization: _____

Telephone Number of Organization: _____

1. **Did the student arrive each scheduled day? If not, how many days were missed?**

2. **Was the student prompt each day? If not, how many days was the student late?**

3. **Was the student consistently enthusiastic and willing to work? If not, please elaborate.**

4. **What, if any, outstanding incident and/or accomplishment occurred?**

5. **Was the student's contribution beneficial to your organization? Would you be willing to sponsor a student next year?**

6. **What recommendations, if any, would you make to enhance the Independent Service Project?**

Thank you for your time and cooperation! Have a great summer!