

Community Service Project Report Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Project has specific goals and provides service to the community and its citizens	Project is not a Community Service Project	Project has specific goals OR provides service to the community and its citizens but not both	Project has specific goals AND provides service to the community and its citizens	Project has quantitatively defined goals and indicates future activities or steps that could be taken to further the work started	
	0	1-3	4-7	8-10	
Describe research into school and/or community needs	No evidence of community research	Research was completed but not clearly outlined	Research clearly completed and clearly outlined	Research was planned, executed, and evaluated	
	0	1-5	6-10	11-15	
Describe planning, development, and implementation of project	No evidence of planning, development, or implementation of project	Planning, development, OR implementation explanation is missing	Planning, development, and implementation activities/steps are clearly described	Planning, development, and implementation activities/steps are described and rationale for types of activities is given	
	0	1-7	8-14	15-20	
Show evidence of publicity received	No evidence of publicity received	Information about publicity was written in the report but no evidence of publicity is available	Project was recognized within the community and/or school	Project was recognized in more than one way by the community and/or school	
	0	1-3	4-7	8-10	
Report benefits to and degree of impact on the school and/or community	Community impact is not addressed	Project was completed and served a purpose	Project created tangible results that benefitted the community	Project impacted the community to a level that something has dynamically changed and the project should continue	
	0	1-3	4-7	8-10	
Evaluate the project	No evidence of project evaluation is provided	Project was evaluated	Project was evaluated and the evaluation was assessed	Project was evaluated and recommendations for change were given	
	0	1-3	4-7	8-10	

Report Format

Arrange information according to rating sheet (See above Expectation Items)	Missing 1 or more sections and/or does not follow rating sheet	All information presented, but order inconsistent with rating sheet	Information arranged according to rating sheet	Presented in the correct order and includes written transitions between sections	
	0	1-3	4-7	8-10	
Format and design a business report	Does not format document	Inconsistent formatting, excessive white space, and/or unrelated graphics and/or photos	Consistent formatting throughout report	Utilizes full bleed, effective use of space, related defined graphics, and consistent formatting	
	0	1-3	4-7	8-10	
Include correct grammar, punctuation, and spelling	More than 5 grammar, punctuation, or spelling errors	3-4 grammar, punctuation, or spelling errors	No spelling errors, and not more than 2 grammar or punctuation errors	No spelling errors, and not more than 1 grammar or punctuation error	
	0	1-2	3-4	5	
Report Subtotal (100 max)					

Penalty Points

Report Guidelines not followed	-5	Total Penalty	-
		Grand Total (100 max)	

Name(s) _____

School _____

Judge's Signature _____

Date _____

Judge's Comments _____