

HIGH SCHOOL - COMMUNITY SERVICE PROJECT

Report Rating Sheet

(Mark one score per row **AND** write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Expectation Item	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned	Tie Breaker
	0	○	1-3	○	4-7	○	8-10	○		
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

Deduct 5 points for each instance of report/project guidelines not being followed	- ____	○	Total Penalty	- ____	
			Grand Total (100 max)		

School: _____

State: _____

Judge's Signature: _____

Date: _____