



## Community Service Project

Revised 09/2018

**Purpose:** This event is designed to recognize FPSA chapters that develop projects to serve the community and its citizens.

**Description of Event:** Chapters will prepare a written record of a community service project they completed in the current school year.

**Limit:** 1 entry per charter

**Dress Code:** Appropriate dress to include; business attire, chapter uniform or other attire appropriate for the competition, or as directed by your chapter advisor.

### Rules:

1. The written packet must be turned in to the State Director upon arrival at the State Leadership Conference -- or follow the directions given in the SLC registration packet.
2. The report format:
  - a. Original or copy must be typewritten and/or typeset and must not exceed 5 numbered pages; title page, table of contents, dividers, appendices, and front and back covers may be included but are not part of the count.
  - b. Pages must be no longer than 8½" by 11."
  - c. Pages must not be laminated or in sheet protectors.
  - d. The report may be single or double spaced.
  - e. Each side of the paper upon which information is given is counted as a page.
  - f. Covers may include information but are not counted in the page limit.
  - g. The report must have a paper cover of a weight such as cover stock, index stock, or card stock. It must not exceed 9" by 12."
  - h. Two or three-ring hardback notebooks or plastic covers are not acceptable.
  - i. Valuable items must not be included with the report. Copies should be sent instead of important original documents.
  - j. Quality reproductions, including photocopies and/or halftones, are acceptable; pasted-on photographs, illustrations, etc., are not acceptable.
  - k. Scrapbooks and loose or bulky exhibits are not acceptable.
3. The report must be prepared by student members, not advisors. Local advisors should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in a business style.
4. The projects described in the reports cannot be submitted in any other event.
5. The project reports must describe activities of the local chapters which were conducted between the previous year's State Leadership Conference and the current year's State Leadership Conference.
6. To be considered for competition, the written projects must have been turned in to the Director at the time stated in the SLC Packet.
7. Reports not adhering to these Regulations will be disqualified.

# Florida Public Service Association, Inc.



## Procedure:

The Community Service Project must be in the interest of the community and its citizens and be designed for chapter participation, not individual participation. The report must describe a chapter project that serves the community.

The report format must follow the same sequence given on the rating sheet. If information is not available for a criterion, include a statement to that effect in the report.

The report must be like that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.

## Judging:

The judges are educators, business people, and professional persons who are competent to evaluate the projects. They make their decisions on the basis of evidence included in the written documentation. All judges' decisions are final.

## Awards:

Awards for the top five (5) places in this event are presented at the State Leadership Conference during the Awards Assembly.

## Required Personnel:

The judges should be asked to arrive at the scheduled event time.

One student to stand outside the door to minimize interruptions and to run errands as needed for the event chairperson.

## Facilities and Equipment:

A small meeting room with a conference table and 6 - 8 chairs. The room should be in a quiet location so that the judges can concentrate on reading the projects.

Judges Score Sheets

Scrap Paper - Post-it Notes

Calculator

Pens

Cups and Water



## Community Service Project Scoring Guidelines

Revised 01/2014

Student Name \_\_\_\_\_ Final Score \_\_\_\_\_  
School \_\_\_\_\_

Judge's Name \_\_\_\_\_ Judge's Signature \_\_\_\_\_  
Judge's Name \_\_\_\_\_ Judge's Signature \_\_\_\_\_

Points Values

Excellent =16-20      Superior =11-15      Good =6-10      Poor = 0-5

Content	Score
1 Purpose of project	_____
2 State of project goals	_____
3 Service to the community and its citizens	_____
4 Scope and intensity of project planning, development, implementation	_____
5 Uniqueness of project	_____
6 Benefits to and impact on the community	_____
7 Evidence of publicity received	_____
Total	_____

Format of report	Score
1 Clear and concise presentation with logical arrangement of information	_____
2 Title page, table of contents, correct grammar, punctuation, spelling, acceptable business style	_____
Total	_____

Total points	180 possible
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## Community Service Project Judge's Winner Sheet

1st Place School

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2nd Place School

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3rd Place School

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4th Place School

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5th Place School

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