



Ada Merritt K-8 Center



A Nurturing Community of Learners



**Service as Action
Student Guide**

SERVICE AS ACTION



Ada Merritt K-8 Center values service with others as an important way to develop the attributes of the learner profile that are essential for success in future academic pursuits and for adult life.



Service as Action is incorporated into the Middle Years Curriculum to encourage students to think of themselves as thoughtful members of their local and global community. Middle grades students are asked to complete a minimum of 10 hours of service in their communities in sixth grade, 10 in seventh grade, and 20 in eighth grade. **Service participation is one of the requirements for receiving an Ada Merritt IB Certificate** at the end of your 8th grade year. Service as Action is an integral part of the programme, culminating in 8th grade with the completion of the **MYP community project**.

Service Advisors have been assigned to each grade level. Your advisor will approve activities and verify completion.

- 6th grade: Ms. Susan Fletcher
- 7th grade: Mr. Andrew Alvarez
- 8th grade: Ms. Brigette Kinney.

There are **two types of service activities**:

1. **School sponsored activities**:
 - All are **pre-approved**
 - They may take place in school or outside of school, outside of school hours
 - Information on opportunities for such activities will be shared through Managebac, the IB Service board, flyers, etc.
2. **Local community service activities** for non-profit organizations only found on your own or with your parents help.

Requesting service activities:

1. **School sponsored activities**: Log onto your Managebac account:
 - a. Go to "[Groups](#)"
 - b. Select the activity by name (for example: Festa Junina, Book Fair, Super Intendent 5K, etc.) and **join the group**
 - c. The group sponsor will approve your request, which will automatically add the activity to your service page
2. **Local community service activities**: **pre-approval is required**
 - a. Log onto your Managebac account
 - b. Select the **IB HOME** tab
 - c. Select SA ([Service as Action](#)) from the pull down menu
 - d. Click on "Add SA Activity"
 - e. Complete all required information, including the name of the organization and of the supervisor.

Completing and documenting service activities: complete the reflection and evidence

section within two weeks of completion of the activity:

1. School sponsored activities:

• **In school pre-approved as group activities:**

- Log onto your Managebac account
- Select the SA tab
- Select the completed activity
- Click on Edit and add the number of hours you actually completed and all required information. Save your information
- Click on "Add Reflection and Evidence"
- simply complete the reflection by answering the questions listed at the bottom of the screen

• **Outside of school activities:**

Same procedure, plus attach a picture of your evidence: certificate, letter, completion form signed by the adult in charge of the SA and any other relevant information/document

2. Local community service activities: same procedure as above.

Mentoring and Teacher Assist Activities for FFEA club members:

Students must be members of the FFEA club to participate in mentoring or teacher assist after school activities. Ms. Sanchez-Jimenez will coordinate all mentoring assignments with the After School Care personnel. For Teacher Assist, students may contact teachers directly.

1. Teacher Assist:

- Download and maintain the **Teacher Assist Log**
- Submit a Managebac Service Activity:
 - Indicate the number of hours you intend to complete
 - enter the teacher's name and email address
 - Keep a record of the hours when you assist a teacher
 - When completed:
 - upload the Service Log signed by the teacher as your "Evidence"
 - Enter your reflection
 - Submit any other evidence you wish to provide

2. Mentoring:

- Get your classroom/student assignment from Ms. Sanchez
- Download and maintain the Mentoring Log
- Submit a Managebac Service Activity with your mentoring assignment details and Ms. Sanchez-Jimenez as your supervisor
- Follow directions as in Teacher Assist

Donations: to encourage students to participate in a variety of activities, the number of service hours earned from donations will be limited to 5 hours per year.

Questions to guide your reflection:

- How did the activity allow you to meet the learning outcomes you selected?
- Which IB Learner Profile attributes or Approaches to Learning skills did you develop or reinforce during this activity?
- What do you think and feel about the activity itself?

Community Service Do's and Don'ts

Do

- **Work at earning your service hours throughout the year and be prepared for the May 16, 2017 deadline.**
- Seek as many activities as possible to be of service to your school, local and global community
- Check Managebac and the Service bulletin board for service opportunities offered to all students
- Volunteer for non-profit organizations that service the broader community
- Complete all Managebac forms yourself
- Complete your reflection and evidence quickly while it is fresh in your mind
- Indicate the **actual number of hours** you completed
- Use the journal function in the Reflections and Evidence tab to write you reflections
- Attach photographs or scans of your evidence as image or PDF files
- Check grammar, syntax and spelling before submitting requests or reflections
- Communicate with your Service Advisor through Managebac.



Don't

- Email Service forms
- Submit requests for activities performed:
 - for a for-profit organization
 - under a parent's supervision
 - during school hours
- Enter your grade level supervisor as the activity supervisor. The activity supervisor is the adult from the sponsoring organization who can verify that you completed the activity under his/her supervision

