



# 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 eighth-grade year. Service as Action is an integral part of the program, culminating in eighth grade with the completion of the **MYP community project**, which will contribute a minimum of 15 hours to the eighth grade required hours.

**Service Advisors** are assigned to each grade level on Managebac. Your advisor will approve activities and verify completion.

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

1. **School sponsored activities:**

- All are **pre-approved**
- They take place outside of school hours, either in school or outside of school.
- Information on opportunities for such activities will be shared through Managebac, the IB Service bulletin board, flyers, etc.

2. **Local community service activities** for non-profit organizations only may be found on your own or with your parents help.

**Proposing 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
- d. Go to **IB Home** and **select SA** from the pop-up menu
- e. Click the **Add Activity** button and then use the **Select Activity From a Group** drop-down menu to choose the group for this activity
- f. Most of the information will automatically populate, but you still need to fill in the **Organization** and **Activity Aim** fields and select **targeted Learning Outcomes**

2. **Local community service activities: pre-approval through Managebac 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.

Review the following definitions before selecting **Learning Outcomes**:

- **Awareness** - Become more aware of your own strengths and areas for growth
- **Ethics** - Consider the ethical implications of your actions
- **Global Value** - Develop international-mindedness through global engagement, multilingualism and intercultural understanding
- **Initiative** - Discuss, evaluate and plan activities that you initiate on your own
- **Perseverance** - Persevere in action
- **Challenge & New Skills** - Undertake challenges that develop new skills
- **Collaboration** - Working collaboratively with others

**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.
- Answer the three reflection questions in the SA Questions tab.

- **Outside of school, pre-approved as group activities:**

- Same procedure as above, PLUS
- Click on Add Reflection and Evidence and upload evidence of your hours completed (certificate, letter, completion form signed by the adult in charge of the SA) and any other relevant information/documents

2. **Local community service activities:** same procedure as out of school activities.

**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.

- Go to Groups and join the **Teacher Assist** or **Mentoring** group
- Download and maintain the **Teacher Assist Log** or **Mentoring Log**
- Submit a Managebac Service Activity as indicated above, with your final number of hours completed
- Answer the reflection questions
- Upload the Service or Mentoring Log signed by the teacher as your Evidence.

**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.

## Community Service Do's and Don'ts

### *Do*

- **Work at earning your service hours throughout the year and be prepared for the May deadline as indicated in your student agenda.**
- 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

