

**2005-06 RENEWAL APPLICATION GUIDELINES FOR
CALIFORNIA K-12 SERVICE-LEARNING PARTNERSHIPS
Narrative Section**

1. Vision and Policy

- State how the partnership's vision for service-learning is consistent with CalServe's Goal of having school districts provide one service-learning experience at each grade span for all students.
- Describe any critical issues or challenges the partnership has faced, and how you plan to overcome these challenges next year.
- Describe current school board policies or administrative directives in support of service-learning that have been established or are in development.
- Describe the partnership's work next year to achieve the overall vision policy goals for service-learning and identify measurable outcomes the year.
- Describe key "*end of grant*" outcomes for Vision and Policy on Form E, Local Evaluation Plan for 2005-06.

2. High-Quality Service-Learning

- Based on the district's vision for service-learning and an analysis of current school, district, and community needs and capacities, describe how high-quality service-learning has been integrated into the district's instructional practice and will continue to be integrated in next year's plans.
- How has your partnership ensured that service-learning activities align with the five elements of the federal definition for service-learning?
- How have young people had a voice in determining community needs and service activities?
- How will service-learning be used as a strategy to teach and assess academic content standards and civic responsibility linking history, civics, and service?
- How will your initiative include opportunities for students from public and nonprofit private schools, and from diverse groups—age, race, gender, ethnicity, ability, economic background—to serve and study together? How will students from special and alternative programs learn and serve together?
- Using Form E, Local Evaluation Plan for 2005-06, describe key *intermediate* outcomes for High-Quality Service-Learning.

3. Training and Professional Development

- Describe how the partnership has executed the professional development plan presented in *last year's* application. If new *or additional* training needs were identified, describe how they were identified and if they were met.
- How have youth, parents, and community partners been involved in the planning and participation in these events?
- Describe how the partnership has integrated service-learning into staff development activities provided by other programs in the district and/or the community.
- Using Form C, Summary of 2004-05 Professional Development Activities and Conference/Workshop Presentations, list activities and conference presentations that have or will have occurred between January 1 and August 31, 2005.
- Based on a needs assessment, recommendations from the local advisory committee and recommendations presented in the *prior year's* local evaluation report, describe next year's training and professional development plan for the partnership. *Please refer to "Elements of High Quality Professional Development."*
- Using Form E, Local Evaluation Plan for 2005-06, describe key *intermediate* outcomes for Training and Professional Development.

4. Organizational Design and Leadership Capacity

- Describe the partnership's (district and community) leadership and school site coordination structure and the effectiveness of this structure. If any changes have occurred, please explain.
- List specific examples of how the partnership's advisory committee has provided leadership, support, and resources.
- How will the partnership's leadership and organizational structure be expanded or changed in the next year? What new district and community partners will be added and what role will they play?
- How will the role of youth leadership in the district be expanded next year?
- Using Form D, Summary of Proposed Key Activities During 2005-06, list next year's proposed events and activities.
- Using Form E, Local Evaluation Plan for 2005-06, describe key *intermediate* outcomes for Organizational Design and Leadership Capacity.

5. Resource Development and Public Relations/Recognition Activities

- Describe your current funding (both cash and in-kind) and resource development strategies, such as collaborating with community agencies or institutions of higher education and forming linkages to other district or county initiatives.
- Describe the results of this year's public relations and recognition activities.
- Describe next year's plans to expand your partnership's funding and resource capacity.
- Describe next year's plans for public relations and recognition activities.
- Using Form E, Local Evaluation Plan for 2005-06, describe key *intermediate* outcomes for Resource Development and Public Relations/Recognition Activities.

6. Evaluation, Accountability and Continuous Program Improvement

The primary purpose of the local evaluation should be to inform the school board and the district advisory committee as they guide and promote the efforts of the partnership.

The evaluation process should be led by a local evaluation team and focus on two key areas: (1) the benefits of service-learning for students, teachers/schools and community; and (2) the monitoring of progress toward district-wide implementation of service-learning. Both of these areas are critical to the integration of service-learning into the culture of a school-community.

- Describe how the Local Evaluation Team has shaped and supported the 2004-05 evaluation process.