

Service-Learning Site Visit Tool and Report

District: _____

DOE Staff: _____

Date of Visit: _____

Met With: _____

Grant Compliance Checklist:

Has the district convened a CSL Advisory Council to support implementation and sustainability of CSL?
Comments/Evidence:

Has the district developed a plan for administering and completing student, teacher and community partner surveys?
Comments/Evidence:

The district has a copy of Learn and Serve America Grant Provisions and is complying with those provisions.
Comments/Evidence:

Does the district acknowledge the support of the Department of Education and Learn and Serve America in publications related to this grant?
Comments/Evidence:

Is the district documenting and tracking grant and in-kind/match expenditures?
Comments/Evidence:

Is the district maintaining documentation of activities and projects implemented through this grant, including tracking number of student participants, hours, adult volunteers involved?
Comments/Evidence:

IMPLEMENTATION	OBSERVATIONS	RECOMMENDATIONS/SUGGESTIONS
What method(s) are used to engage teachers? <ul style="list-style-type: none"> ○ Stipends ○ Department Projects 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Training/Technical Assistance: <ul style="list-style-type: none"> ○ CSL Coordinator ○ Workshop/In-service ○ Building Liaisons ○ What Training/TA needs does the district have at this time? 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Structures to Support Implementation: <ul style="list-style-type: none"> ○ Common planning time, flexible scheduling to accommodate service ○ Administrative “permission” to use CSL ○ Existing Curricula that integrates CSL ○ CSL resources are available for teachers and staff to administer CSL ○ Projects are shared among faculty 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Elements of High-Quality CSL: <ul style="list-style-type: none"> ○ Meeting real community needs ○ Planning ○ Aligned with curriculum/frameworks ○ Youth voice ○ Reflection ○ Celebration 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Community Partnership(s) <ul style="list-style-type: none"> ○ Community partner is consulted for needs assessment, planning and evaluation of projects. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Use of and Sharing with National Service-Learning Clearinghouse	•	•
Sharing Promising Practices with DOE/National Service-Learning Clearinghouse	•	•
SUSTAINABILITY	OBSERVATIONS	RECOMMENDATIONS/SUGGESTIONS
Administrative Support for CSL <ul style="list-style-type: none"> ○ School/district administrators understand high-quality CSL and support its practice ○ School/district administrators promote CSL practice ○ School Committee is aware of and supportive of CSL 	•	•
Policies/Practices Supporting CSL <ul style="list-style-type: none"> ○ District mission includes CSL ○ District Professional Development Plan includes CSL ○ CSL is a factor in hiring practices ○ District supports flexible schedules to accommodate CSL practice ○ CSL is integrated into existing curricula and projects are disseminated among faculty. 	•	•
CSL Identified in School/District Improvement Plans	•	•

<p>Marketing and Promotion of CSL</p> <ul style="list-style-type: none"> ○ CSL projects are highlighted in school publications, local papers ○ Students and teachers present their projects at school committee meetings ○ District holds a CSL celebration to recognize participants 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>CSL Advisory Committee</p> <ul style="list-style-type: none"> ○ Committee has formed and met ○ Committee includes representatives from various groups ○ Students are included on the committee ○ Committee is working to develop a sustainability action plan 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>Evaluation of CSL</p> <ul style="list-style-type: none"> ○ District is documenting impact of CSL on students, teachers and the community 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Other Comments:

Site Visit Follow Up Letter Sent

