

**LAKE-LEHMAN SCHOOL DISTRICT  
GRADUATION PROJECT CONTRACT**

As part of the high school graduation requirements, \_\_\_\_\_  
Student's name  
will complete a project in one or more areas of concentration, under the guidance and direction  
of \_\_\_\_\_ of the high school faculty and \_\_\_\_\_  
from our community (if applicable). This student is required to meet the project demonstration  
criteria as set forth in the Chapter 4 Regulations of the State Board of Education.

**The major objective of this graduation project is:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I plan on working:** \_\_\_\_\_ alone \_\_\_\_\_ group of no more than 3

If applicable, list group members: \_\_\_\_\_

**My project type will be: (please check one):**

\_\_\_\_ Community-service based (25 hours volunteering)

\_\_\_\_ Community-service based fundraiser (25 hours plus minimum of \$500 raised)

**\*\* I understand that I am required to document all money raised on the forms provided\*\***

\_\_\_\_\_  
High School Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Mentor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

## **GRADUATION PROJECT PLAN OF ACTION**

\*The graduation project plan of action **MUST** be typed.

### **I. The title or theme of the Graduation project:**

Examples: S.P.C.A.  
Community Service at Hillside Farms  
Meadows Grandparent Program  
Locks of Love

### **II. Write Out Project Type**

#### **A. Write out the complete objective, (make sure the type of graduation project chosen and the research topic are included in the complete objective).**

Examples:

My objective is to volunteer at Hillside Farms a minimum of 25 hours and research organic farming.

My objective is to research geriatrics and donate a minimum of 25 hours at Lakeside Nursing Home.

#### **B. Timeline.**

1. Describe the steps you intend to follow for this project month by month
2. Use as many numbers as you need to complete this section.

# COMMUNITY MENTOR AGREEMENT

I, \_\_\_\_\_ agree to serve as a mentor for  
 \_\_\_\_\_  
 Mentor  
 \_\_\_\_\_ for the duration of his/her Graduation Project.  
 Student's Name

Having professional experience in the \_\_\_\_\_, I understand that I  
 Area of Expertise

am acting as a facilitator giving guidance and suggestions as needed.

I further understand that the student is ultimately responsible for the successful completion of his/her Graduation Project. It is the student's responsibility to request assistance and to schedule meetings at a time that is convenient for the mentor.

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This section is to be completed by the Mentor:

I agree to serve in the capacity of Graduation Project mentor for the student identified above regarding the following topic:

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Should the terms of this agreement change in either of the following ways, I understand that I have the right to terminate my responsibilities as mentor.

- Additional students begin to work on this project without my knowledge and/or permission.
- The project topic changes to such a degree that my expertise can no longer be utilized.

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Student's Signature

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Date

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Mentor's Signature

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Date

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Mentor's Phone Number

## MEETING RECORD FOR HIGH SCHOOL MENTOR

Student Name \_\_\_\_\_

Conference Date \_\_\_\_\_

1. Project Topic (Brief Description).
  
  
  
  
  
  
  
  
  
  
2. What was discussed during this session?
  
  
  
  
  
  
  
  
  
  
3. Areas to be explored before the next conferencing session.

Mentor's Signature \_\_\_\_\_

Next Scheduled Conference \_\_\_\_\_



## MEETING RECORD FOR HIGH SCHOOL MENTOR

Student Name \_\_\_\_\_ Conference Date \_\_\_\_\_

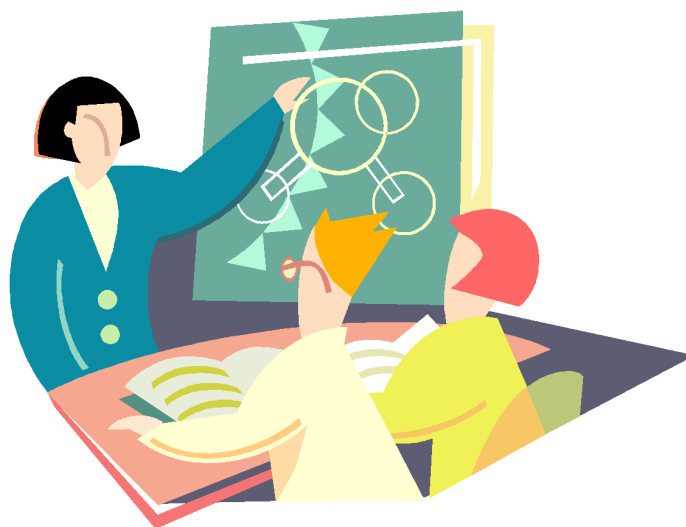
3. Project Topic (Brief Description).

4. What was discussed during this session?

3. Areas to be explored before the next conferencing session.

Mentor's Signature \_\_\_\_\_

Next Scheduled Conference \_\_\_\_\_



## MEETING RECORD FOR HIGH SCHOOL MENTOR

Student Name \_\_\_\_\_ Conference Date \_\_\_\_\_

5. Project Topic (Brief Description).

6. What was discussed during this session?

3. Areas to be explored before the next conferencing session.

Mentor's Signature \_\_\_\_\_

Next Scheduled Conference \_\_\_\_\_



**MEETING RECORD FOR COMMUNITY MENTOR  
COMMUNITY SERVICE/PROJECT-BASED TOPIC**

Community Mentor \_\_\_\_\_

Lake-Lehman Senior \_\_\_\_\_

Date of the Meeting \_\_\_\_\_

Length of the Meeting \_\_\_\_\_

Material Discussed and /or Accomplished

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Mentor's Signature \_\_\_\_\_

Telephone \_\_\_\_\_

**MEETING RECORD FOR COMMUNITY MENTOR  
COMMUNITY SERVICE/PROJECT-BASED TOPIC**

Community Mentor \_\_\_\_\_

Lake-Lehman Senior \_\_\_\_\_

Date of the Meeting \_\_\_\_\_

Length of the Meeting \_\_\_\_\_

Material Discussed and /or Accomplished

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Mentor's Signature \_\_\_\_\_

Telephone \_\_\_\_\_

**HIGH SCHOOL MENTOR EVALUATION FORM**

(One form should be completed for each person working on the project and attached to the project.)

**Student's name:** \_\_\_\_\_

Requested my supervision on a graduation project for the period of time beginning in April and ending in March of the following school year.

**Major project topic/objective:** \_\_\_\_\_

The following information concerning this Graduation Project has been provided honestly and to the best of my ability and may be used as one form of evaluation for this Graduation Project.

**Evaluation Rubric:** 3 = Always    2 = Sometimes    1 = Rarely    0 = Never

<b>Criteria</b>	<b>Evaluation</b>
1. I met with my student a minimum of three (3) times during this process.	_____
2. The student came to our meetings with all information requested of him/her.	_____
3. The direction and progress of the work, indicating the beginning, middle and conclusion, was evident.	_____
4. Problems were identified and solutions discussed as the project progressed.	_____
5. All required paperwork was turned in to the appropriate person at the appropriate time.	_____
6. Physical evidence of their project was made available to me on various occasions.	_____
7. I believe the student personally completed all of the submitted materials.	_____
8. The student illustrated commitment and dedication to the project.	_____
9. The student displayed a positive attitude.	_____
10. The student demonstrated initiative in contacting and meeting with the high school mentor.	_____
	Total _____/30 Pts.

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**Mentor's Signature**

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**Date**





## COMMUNITY MENTOR EVALUATION FORM

The following student \_\_\_\_\_ has been under my supervision for the period of time beginning \_\_\_\_\_ and ending \_\_\_\_\_. His/Her major objectives and/or responsibilities while completing this Graduation Project are as follows: \_\_\_\_\_

\_\_\_\_\_ This information concerning the senior's performance has been provided honestly and to the best of my ability and may be used as one form of evaluation for his/her Graduation Project.

**Evaluation Rubric:** 3 = Always    2 = Sometimes    1 = Rarely    0 = Never

<b>Criteria</b>	<b>Evaluation</b>
1. I met with my students(s) a minimum of two (2) times during this process.	_____
2. The student(s) was on time for our meeting.	_____
3. The student(s) came to our meetings with all information requested of him.	_____
4. The student(s) displayed a positive attitude.	_____
5. The student(s) was respectful to everyone with whom he/she worked.	_____
6. The student(s) demonstrated knowledge of His/her subject area and /or required responsibilities.	_____
7. The student(s) demonstrated a good work ethic. (Were they concerned with the quality of their work?)	_____
8. The student(s) performed his/her responsibilities For the entire contracted time period.	_____
9. The student(s) appeared to enjoy what he/she had chosen to do.	_____
10. If placed in a hiring position, would you hire this person for a job?	_____

Total \_\_\_\_\_/30Pts.

\*\* Please give this form to the student in a sealed envelope or send to the following address:

Graduation Project Committee  
c/o Lake-Lehman High School  
PO Box 38  
Lehman, PA 18627-0038

<b>Mentor's Signature</b>	<b>Phone number</b>	<b>Date</b>
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# LAKE-LEHMAN GRADUATION PROJECT TIME SHEET

Student's Name \_\_\_\_\_

Graduation Project \_\_\_\_\_

DATE	TIME <small>(ex. 4:00 to 7:00PM)</small>	ACTIVITY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Time: \_\_\_\_\_

Community Mentor's Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_

