

## Tips/guidelines for applying for the *2009 Champions for Character: Celebrating Service-Learning* Recognition

- Beat the **deadline** – get an earlier postmark.
- Write as a **team** or at least have a colleague read and react.
- Reflect on **what projects developed into service-learning from community service** (if that is the case).
- If possible, have **students** help with the application process.
- Remember that the questions are **equally weighted**.
- **Answer by question** rather than just a two-page narrative
- Be sure your answer is for that **specific question**.
- **Describe** rather than just list...give annotated examples. **Show** how SL is integrated throughout the school.
- Focus on SL experiences that are truly **student-driven**.
- Highlight projects that are **cross-curricular**.
- Keep **normal margins** and font size (12 pt.).
- Emphasize the fact that the projects/programs highlighted have all of the **components of the service-learning cycle** (preparation, action, **reflection (on-going)** and demonstration).

### Supplements: up to 5 pages (suggestions)

- Do **not** send videos, CD's, or tapes.
- Copies of SL posters, SL photo displays, project boards, display cases can demonstrate how SL is a part of your school's life.
- Include a reflection piece(s).
- May include an assignment sheet explaining an entire SL project including the essential components of SL.
- Include thank-you notes and letters of appreciation if they show the community's response and involvement.
- Attach a newspaper article(s) (school or local); they tell the story, too.

November 2, 2008  
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