



مدرسة ايليت الانجليزية ش.ذ.م.م
Elite English School L.L.C

Community Service As Action Programme

Governing Authorities:

Knowledge and Human Development Authority (KHDA)

Ministry of Education (MOE), United Arab Emirates

Review Cycle: Yearly

Last Review: February 2026

Next Review: February 2027

Student Workbook **Grade 6-12**

Name: _____

Grade: _____

Class Teacher: _____

COMMUNITY SERVICE AS ACTION

Community service as action is a vital part of the Curriculum at Elite English School and is a mandatory requirement for students to complete. It starts in the classroom and extends beyond it, requiring students to take an active part in the communities in which they live. Giving importance to the sense of community throughout the programme encourages responsible citizenship and seeks to deepen the student's knowledge and understanding of the world around them. The programme provides an avenue for experiential learning through a range of physical, service and community activities.

The emphasis is on

- Developing **community** awareness and concern
- Learning to **balance** social, academic, and recreational avenues in life whilst maintaining a healthy lifestyle
- Becoming **independent**
- Developing the **skills** needed to make an effective contribution to society including personal reflection, resilience and working collaboratively.

Students are encouraged to make connections between their intellectual and social growth, thereby refining their affective, creative and ethical as well as cognitive development. This is achieved through a process of discovery of self and community, and reflections inside as well as outside the classroom.

What is SERVICE AS ACTION?

Action: Taking “action” on issues in the local, national or global community.

Service: An unpaid and voluntary exchange that has a learning benefit for the student. The rights, dignity and autonomy of all those involved are respected.

What is a SERVICE AS ACTION project?

It is an activity that you decide you will organize or participate in over a period of time with a desired outcome that helps others. It is not only about how long it takes, but the impact it has on those you help. You must participate in at least TWO projects this year. Simply:

Project Category One

- Grades 6-12
- Decide on an appropriate activity. It should take 6 weeks from the initial planning until the reflection is complete. More complex projects will require more time planning, whereas simpler projects will require more time taking action.
- You may work alone on the activity or as part of a small group (no more than **FOUR** students).
- Complete a proposal form on ELG
- Once approved, you will be notified on ELG
- You must have a supervisor or person to oversee your project (this cannot be a parent in their role as a parent)
- Once the project is completed, you should upload your evidence and reflections onto ELG

Project Category

You must choose an appropriate activity which is challenging for you and which helps others. You should discuss possible projects with your parents, friends, teachers or other family members. They will be a good resource and can give you some great ideas. Your project can be an individual one where you work alone or you can work with others, but only up to **FOUR** people in a group project. Each person must complete their own reflection but you can share your evidence i.e. photos, research, etc.

Here are a few Service as Action project ideas:

Organise events and activities that will provide a service to someone

- Create an “Environmental Club” at school that could organize activities such as cleaning parks or beaches in your local area over an extended period of time, and educate people about being environmentally friendly and recycling!
- Organise a Primary student assistant program
- Organise a mother tongue reading program for the younger kids
- Be involved with organizing and participating in International Day

Volunteer for a local charity or cause

- Volunteer your time at Dubai Autism Centre and hang out with children who have special needs
- Volunteer at the children’s hospital

Raise awareness for a charity or cause

- Design, make & market an appropriate product you could sell, with the profit being donated to a charity whilst raising awareness for that charity
- Organize a market stall to sell old toys and games, with the profit being donated to a charity whilst raising awareness for that charity

Give service to people in our Dubai community

- Collect and drop-off non perishable food for the labour camp workers
- Coach a sports team of some kind
- Give music lessons

Generally, the best service activity is one that:

- Meets a genuine need
- You genuinely care about
- You understand the issue or problem
- Involves other people
- Has a responsible supervisor who is able to comment on your success
- Allows you to meet your learning outcomes

There are so many opportunities to work with individuals, groups of people or local and international organizations. So you will need to do a lot of planning before you decide on the right project for you.

As you must complete a minimum of 1 category one project per year to meet the minimum requirements, think carefully about your project. If you choose one that ends after a short while, you can do another. Remember, it's not about the hours, it's about the service you give and the help you give to others. The more activities you do, the more outcomes you can cover and the more balanced you are!

Planning your Service as action project

Your project proposal has been approved. It is time to begin your planning. Ideally, you will prepare these documents digitally and upload them directly to your project, however, you may also choose to complete your work by hand and scan it.

When planning, it is essential to ask yourself questions about the 'who, what, when, where and why' of your project to make it successful. Below are some guiding questions and over the page is a flowchart to help you get started.

- Making contact with people who you will be involved with
- Will you be working alone on your project or in a small group?
- What resources will you need, such as equipment?
- If you need to travel to a location, how will you get there?
- When will you work on your project? After school or weekends?
- What time do you have to be at your location?
- Who will be your supervisor?
- If you are fund raising, to whom will the money be donated?
- How are you going to market and raise awareness of the charity/cause?
- Will you need any special clothing?
- When will you schedule to finish your project?
- What is/are your goals for the project?

Taking Action for your project

Taking action will be the most rewarding and most important step in learning from your experience. Whilst it is exciting to experience helping others and make a difference, without evidence supporting the great work you do, your project may be marked as incomplete.

When taking action, remind yourself to do the following:

- Record the progress of your project with photos and text
- Upload the photos from your phone or camera into ELG
- Describe the activities you completed
- Describe what changes you made, if any
- If a group project, describe what the others did and how they all performed
- Remember to 'tell the story of your project'

Reflecting on your Service as action project

You have done the hard work, made a real difference in the life of another human being and want to share it with the world. But what did you learn?

Reflection is a valuable tool to separate the specific moments you are proud of from the moments when things did not go so well. It allows you to outline your learning outcomes and how they were achieved. Important questions for you to ask yourself include:

- What were my overall thoughts of the project? Did I plan well and take action appropriately?
- Did I manage to achieve my goals for the project? My learning outcomes?
- How successful was the project?
- If I had to repeat the project, what would I do differently?
- How did the group work together (for group projects)?
- How can I apply what I learned to other situations?

Evidence from small group projects can be the same as other group members; however, the reflections need to be your own work relevant to your own learning outcomes

What does a reflection look like?

Choice 1 – get creative

- Use your words!
- Write an article for the newsletter
- Create a podcast
- Write a short story/play
- Write a poem
- Write an essay about the issue
- Take part in a debate and record it.

Use space!

- Create a bulletin board
- Create a website
- Create a slideshow presentation
- Create a painting, mural, cartoon

Use your Body!

- Y Act out a performance
- Y Do a puppet show

Use music!

- Y Create and perform a musical display
- Y Write a song and/or sing about the experience

Use your own idea!

- If there is another way you want to create a reflection piece that appropriately addresses the questions above.

Choice 2 – Write straight in ELG

You can write straight in ELG answering the reflection questions. Below are some sentence frames. It is not a requirement that these be used – they are simply here to help students unsure of what to write or say. It is recommended that you go beyond just ‘filling the gaps’ with one-word answers to complete a high quality reflection.

In this activity I did (___ activity(ies)___) on (___ date(s)___)

One thing I loved about the activity was ...

During the project, I felt really good when ...

One thing that frustrates/frustrated me about this project was

... During this activity I felt challenged when ...

One adjective that describes my project would be _____because ...

When I disagree(d) with my group members in my activity, I ...

One way I tried to make my project better was ...

One thing our group did to communicate better was ...

If I had put a little/lot more effort into my project, I think ...

If I look closely at my project, I think it would have been better to ... because ...

This project helped me to understand that ...

I was really surprised when ... because ...

I know I worked hard on this project because ... For example, ...

The worst part about the project was ...

The greatest part about the project was ...

In this project, I learned/discovered/figured out that ...

Now I understand ...

I am determined to ...

I am most proud of ...

My goal was to ... and I achieved this by ...

I want to know more about ...

I can use my new skill of _____when I ...

Getting approval for activities considered HIGH LEVEL

If your planning stages identified any of the following elements, you must complete and submit the planning documents below in addition to your other planning evidence:

- Raising money
- Using a specific school facility other than a classroom
- Needing to use school equipment
- Involving primary AND secondary school
- Needing teacher supervisors/chaperoning
- Using the school before 7.30am or after 4:00pm or on the weekend

Elite English School Event Proposal Form – High Level Activities

Please complete and return to the Supervisor office at least 3 weeks before the High Level event. By completing this form you accept all responsibility for organizing the event and any resources used.

Name _____ Class _____ Date _____

What is the purpose/aim of my event?

Which staff member is supervising my event? (Signature of Staff member required)

Please provide start and finish times for the event

Please provide a clear description of all details of the event.

What safety precautions are required?

Please provide a clear description of all resources needed to run the event:

Facilities:

Teacher chaperones:

Security staff

Cleaners:

School support staff:

Equipment:

Other:

How will I promote my event? (Posters, ELG, Morning assemblies, radio recess, etc)

Please describe any other special arrangements that may be required.

Signed

Student _____ Supervising teacher _____

Office use only

Permission Granted

Permission Denied

My Service as Action checklist

Investigating

Thought of an appropriate project that will take 6 weeks or more
Identified an appropriate supervisor and recorded their information
My project had an appropriate aim (I worked towards something clear)
Selected 2-3 appropriate learning outcomes from the list provided
Entered data into ELG and received approval for the activity

Planning

Determined the details of the project, including when, where and resources
Recorded planning, such as the template or your own planning documents
If applicable, completed the additional planning process for **high level** activities
Uploaded evidence of planning to ELG

Taking action

Completed the action component of the project
Had a great time!
Taken photographs, videos and collected any artifacts of your action
Added evidence to ELG

Reflecting

Decided on the method of reflection
Created the reflection piece
Made sure the reflection answers most of the reflection questions
Made sure the reflection focuses on the selected learning outcomes
Checked the project covered six or more weeks
Uploaded or added the reflection to ELG

Completion

Contact supervisor to make sure that project is finished
Informed homeroom/wellbeing teacher to mark the project as complete
Feel great about the effort you gave and the difference you made!

Service as Action Awards and Academic Honours

Service as Action Awards

Each month during the whole school assemblies, awards relating to Service as Action will be presented to students. This may be for outstanding efforts in planning, taking action and reflection, or for ongoing commitment to the Service as Action programme.

Furthermore, outstanding project presentations will receive an award at the final awards ceremony at the end of the school year. There are also major awards for the most outstanding contributions to Service as Action and to the school community.

List of Community Service as Action Possibilities

Tired of doing the same old thing and looking for a new, interesting challenge? Left it to the last minute and needing inspiration. The extensive list below is essential reading to help you investigate your next Service as Action project!

General Ideas:

- Send cards to soldiers serving overseas
- Read books or letters to a person who is visually impaired
- Organize a wheelchair basketball team
- Collect unused makeup and perfume to donate to a center for abused women
- Help deliver meals and gifts to patients at a local hospital

Helping Children and Schools:

- Tutor children during or after school
- Organize games and activities for children in hospitals or who are visiting hospitalized relatives
- Knit or crochet baby blankets to be donated to hospitals or homeless shelters
- Collect baby clothes and supplies to donate to new parents
- Organize a Special Olympics event for children and teenagers
- Sponsor a bike-a-thon and give away bike safety gear, like helmets and knee pads, as prizes
- Collect used sports equipment to donate to families and after-school programs
- Volunteer at a summer camp for children who have lost a parent
- Coach a youth sports team
- Put on performances for children in hospitals
- Give free music lessons to schoolchildren
- Become a volunteer teen support counselor
- Organize a holiday reading program to encourage kids to read
- Create a new game for children to play that encourages fitness
- Organize events to help new students make friends

- Babysit children during a PTA meeting
- Organize a reading hour for children at a local school or library

Helping Senior Citizens:

- Read to residents at a nursing home
- Teach computer skills to the elderly
- Make birthday cards for the elderly
- Perform a concert or play at a senior center

Helping Animals and the Environment:

- Take care of cats and dogs at an animal shelter
- Plant trees
- Start a butterfly garden in your community
- Sponsor a recycling contest
- Grow flowers in your backyard then give bouquets to hospital patients or people who are housebound
- Update the signs along a nature trail
- Help train service dogs
- Train your pet to be a therapy animal and bring it to hospitals or nursing homes
- Build and set up a bird house
- Volunteer at a nature camp and teach kids about the environment
- Test the water quality of a lake or river near you

Helping the Hungry and/or Homeless:

- Volunteer at a soup kitchen
- Offer to babysit or nanny for families in need
- Prepare a home-cooked meal for the residents of a nearby homeless shelter
- Help repair or paint a local homeless shelter
- Help organize and sort donations at a homeless shelter
- Babysit children while their parents look for jobs
- Become a Big Buddy for children at a homeless shelter
- Take homeless children on outings

Reducing Crime and Promoting Safety:

- Volunteer at a police station or firehouse
- Become a certified lifeguard and volunteer at a local pool or beach
- Paint over graffiti in your neighborhood
- Organize a self-defense workshop
- Organize a drug-free campaign
- Start or join a neighborhood watch program
- Teach a home-alone safety class for children
- Create a TV or radio public service announcement against drug and alcohol use

Promoting Community Enhancement:

- Become a volunteer tour guide at your local museum
- Participate in or help organize a community parade

- Produce a neighborhood newspaper
- Create a newcomers group in your neighborhood to help welcome new families
- Petition your town leaders to improve recycling facilities
- Clean up after a natural disaster

**It is not guaranteed that all of these ideas will be approved.

Source: adapted from <http://blog.prepscholar.com/129-examples-of-community-service-projects>

Important information – fundraising (money or goods)

So you have decided you want to complete a fundraising activity. That could be great, but it is important that you consider the following:

- Is there a need to raise money or goods in this situation?
- Am I raising the money or asking for the goods in an appropriate way?
- Am I going to be publicly asking others to donate?

The UAE has strict laws about raising money, asking for items or advertising any charity, and they might be very different from your home country if you are not from the UAE. Provided below are some publications for you to review should you want to complete a fundraising activity

How to register a charity in the UAE

Mahak Mannan | August 28, 2016

Setting up a charity in the UAE can be a longer procedure than anticipated.

7DAYS earlier reported how a British-Australian national, Scott Richards, was arrested for raising \$500 for a US charity that aids a refugee camp in Afghanistan.

We attempted going through the first few steps of setting up a charity in Dubai with the Islamic Affairs and Charitable Activities Department (IACAD).

We couldn't see clearly on the IACAD's website, www.iacad.gov.ae, how to register a charity or, in our case, set up a fundraising activity for breast cancer awareness.

With no guidelines on the web, it was time to call up the department where the agent on the helpline explained the procedure.

He said: "Depending on the fundraising activity you would like to do, first you have to determine the particular person or organisation the proceeds will go to.

"All information should be clearly documented and then taken to one of the 12 licensed charities available on the website.

"Once you take your cause and event to them, they will determine if the money is going through the right channels and to the right people and will then decide to support your event.

"If they do agree to partner your event, they will then get in touch with us to register the fundraising activity. This could take a minimum of 14 days," he added.

Following the procedure, we contacted the Dubai Charity Association, where the respective official said to book an appointment – easier said than done.

“You need to get an appointment and have a meeting with us to go ahead with a charity event. Currently we are not taking any appointments until September 18,” he said.

Source:

<http://7days.ae/register-charity-uae/91589>