



New York City Department of Education
RICHMOND HILL HIGH SCHOOL
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The Final 500 Word Paper

In addition to writing 1 or 2 paragraphs in a journal that will be a record of your thoughts on each day's work, you will write a typed paper in which you pull your ideas and insights together into a final report. Be sure to include in your final paper highlights from your reflective journal. These are the formal requirements for the report:

Format:

1. **Typed**, double-spaced, with reasonable margins.
2. **Length 500 words** (2-3 typed pages) with a cover sheet that must contain your name, OSIS, official class, your RHHS supervising teacher's name and your RHHS counselor's (or grade advisor's) name.

Content:

1. **Introductory paragraph** – tell the reader background information: where did you volunteer; what did you do; who was your immediate supervisor.
2. **Describe and evaluate your community service experience.** In writing your report, include thoughts and stories from your reflective journal to illustrate your points. Feel free to add additional information that you think is appropriate or relevant.
3. **Conclusion.** End your report with a clear concluding paragraph in which you sum up the most important things you learned from the experience. What skills will you take away from this experience? In what ways do you think the experience will aid you in formulating your school and career goals?

If you are working on your final reflective paper, you have completed your volunteer commitment successfully. Now just take the time to reflect on what you have learned and write a good paper summarizing your experiences. Remember you are earning an elective credit for all your good efforts.

Congratulations! We are proud of you!