

Fall 2009 Showcase Presentation Guidelines

Wednesday, December 2nd
3:30-6pm in the Lavin Bernick Center

The Center for Public Service invites current service learning students, public service interns, and community service volunteers to present on their service projects at the Fall 2009 Showcase. Presentations must follow the quality guidelines as listed below. Complete and submit a [Presentation Proposal](#) by **November 23, 2009**. Presentations will be accepted within two business days.

Presentation Guidelines

Quality, visual presentation should be a minimum of a tri-fold poster board including the following:

- Professional-looking display of photos*
- Written material must be typed
- Include synopsis of community agency (mission statement, services, contact information)
- Include synopsis of your service project (what did you do, how did it benefit the community)
- Include final product of your service, if applicable
- Include a reflective piece on what service has meant to you (excerpts or quotes from your service journal, clients, partners, etc.)
- Check with your site supervisor on whether to include additional information on your agency (brochures, promotional items, sign-up sheet)
- Prepare 1-3 minutes of talking points to engage your audience

Creativity is encouraged in the design, content, or enactment of your presentation

- Consider integrating multimedia in your display (power point, photo montage, screen video footage*)
- Hands-on demonstrations or interactive components are encouraged
- Performance pieces are encouraged and a time slot can be scheduled for you to present to the crowd
- Audio/visual needs must be communicated to CPS

Attendance

- A lead presenter (maybe a student, community partner or faculty member) must arrive at least 30 minutes prior to beginning of event.
- To receive service hours (upon faculty and community partner approval) for presenting at this event, you must sign in and out with CPS. Your presentation will be reviewed for quality and adherence to the above guidelines. If your presentation does not meet these standards, CPS has the right to refuse your presentation.
- Your professor *may* decide to award you with additional hours for your time spent creating the presentation. Please consult your professor.

*Please be sure you have permission to use others' images (photo, video, or other) in your presentation.

Best Presentation Award

Based on the above criteria, the top presentations will be selected by a team of independent judges. Winners will receive books, gadgets, professional development materials or otherwise useful awards.