

The background is a light cream color, decorated with several thin, overlapping gold circles of varying sizes. Scattered throughout are small gold dots and four-pointed gold stars. The main title is centered within the largest circle.

Community Service Workshop

Presented by: Key Club

What do you need to have?



01

**All Community
Service Letters**



02

A Computer



01

CS Letters

Take care of the heavy paperwork!

Scan Your Letters

1

Apps

Notes App, Scanner
App, Adobe Scan

2

Download

Save the file on your
phone as a PDF, and
email it to yourself.

3

Drive

Save to your MAST
Google Drive.



02

Service Log

Learn how to access it and fill it out!

How do you access the service log?

Step 1

Go to our school website,
mastmedical.org

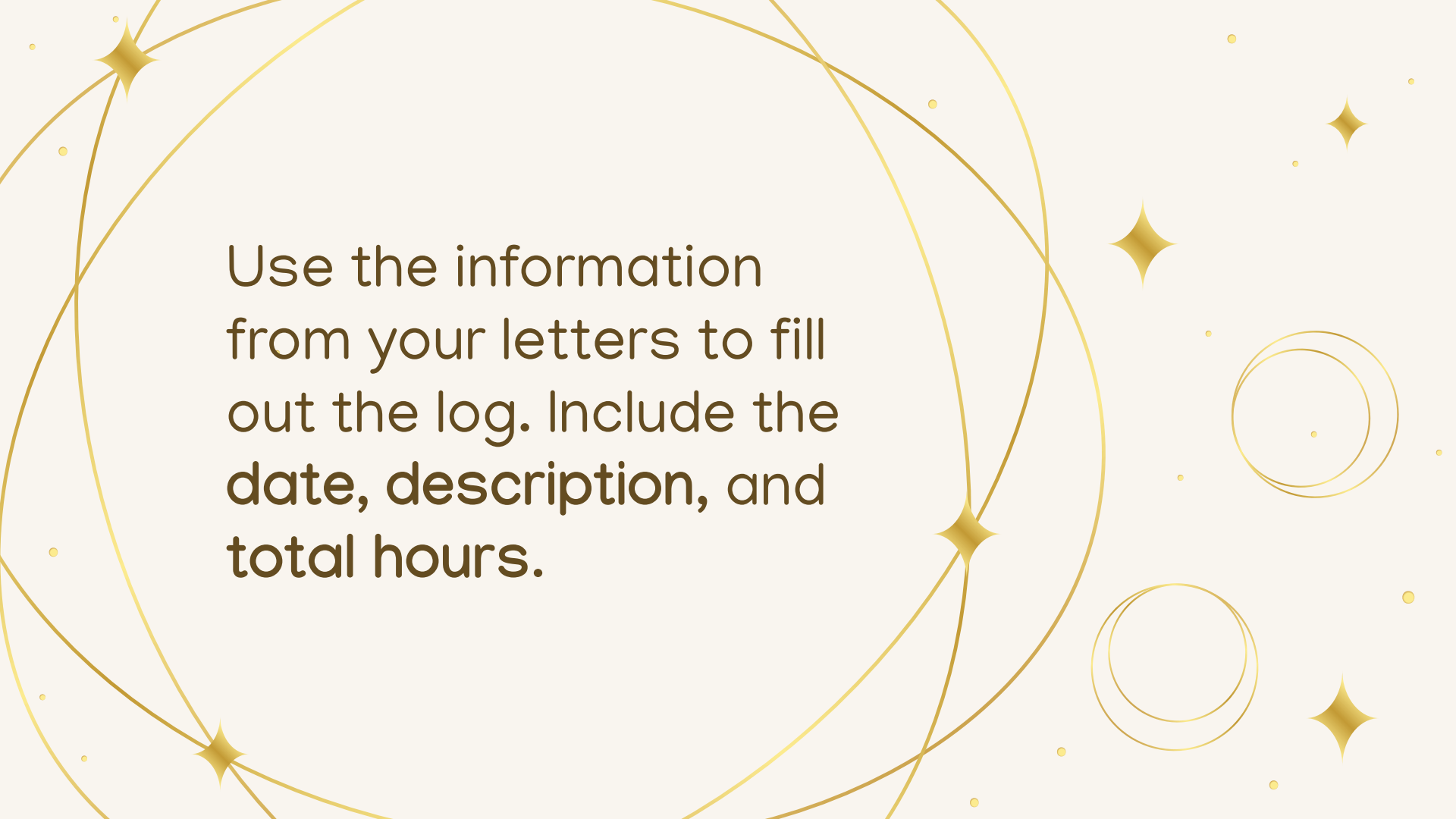


Step 2

Go to the section titled
“Activities,” then “Community
Service Procedures”

Step 3

Click on “MAST Community
Service Forms Rev_ 08-
2019.pdf” or click on [THIS link](#).



Use the information
from your letters to fill
out the log. Include the
**date, description, and
total hours.**

The background is a light cream color. It features a large, thin gold circle that is partially visible on the left and right sides. Scattered around this circle are several smaller gold circles of varying sizes. Some of these smaller circles contain a four-pointed star or spark-like shape. The overall aesthetic is clean and modern with a touch of elegance.

EXCEPTION

If the activity is something done over time, provide the range during which you participated in it.

Example: 09/24 - 2/25

Medical Academy for Science & Technology
ACTIVITY LOG FORM

Activities Use Only:
Total Hours: 85
Input Date: _____

All students must use the Activity Log Form to record their community service activities. Use additional sheets if needed.

Student Name Alyssa ID # Class of 2021

DATE (Month/Day/Year)	COMMUNITY SERVICE ACTIVITIES	HOURS COMPLETED
8/5/19	SGA Board	10 ✓
1/17/18	Homestead Hospital	94 ✓
12/22/18	Christmas Smiles toy donation	8 ✓
12/17/18	Book Drive donations	30 ✓
12/14/18	Parkland Holiday Card	15 ✓
12/14/18	Neva King Cooper STEM fair	3 ✓
11/2/18	SGA Soda donation	7 ✓

Sample Log

Within your personal log, you will include a brief title for the activity alongside the hours completed.



03

Personal Essay

Not sure how to write it? Keep reading!

Format & Structure



Double spaced, Arial, 11 point font



Write 2 paragraphs



CANNOT exceed ONE page



Choose one CS activity

Requirements

1. Describe your **community service project** and **why** you wanted to volunteer with this organization
2. Describe the **main activities** you engaged in while volunteering
3. Describe the **impact** you believe your project had on the community
4. Briefly describe your project and the main **activities** of your project

Sample Personal Essay

Homestead Hospital: Community Service Experience

Starting in June of 2018, I began volunteering at the front desk in Homestead Hospital. Since then, every Friday from 4pm to 8pm I have had the responsibility of discharging patients, delivering food trays, escorting professionals, cleaning wheelchairs, delivering gifts to patients, and directing visitors. These are all the reasons why I wanted to volunteer at Homestead Hospital in the first place. Nevertheless, I also took this opportunity so I would be able to get a feel for the hospital atmosphere while giving back to my community.

By doing this I believe I have created an impact not only on those patients in the hospital but also my own life. After patients have experienced a long stay at the hospital the thing they are most excited for is to get home as quickly as possible. As volunteers at the front desk we get to help them leave in the most comfortable way. A way that leaves a smile on the patients face and my face. I really enjoy giving them words of encouragement and listening to their experiences. Volunteering at the hospital has been one of the best choices I have made to date.

Signatures

Get your parents to sign your log (e-signature or printed and scanned).



05

Email

Send your CS letters, log, and essay to Mrs. Molina.



Email Title

[FIRST NAME] [LAST NAME] [GRADUATING CLASS] CS Hours

Example: Sami Saber 2026 CS Hours

Last Check!

Documents

Check that you have included
the log, letters, and essay!



Email Title

Check that it is correct!

Deadlines

Be mindful of the deadlines:
March 14 (Class of 27 & 28) &
April 17 (Class of 26)

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Questions?

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