

### III. TAKING ACTION

## IB Community Project Checklist: TAKING ACTION October 18 – November 1, 2019

### Taking Action:

1. Carry out the service as action
2. Record information and developments in process journals
3. Finalize – MLA Bibliography

#### 1. Carry Out the Service as Action

First, review your Proposal for Action. Does it need adjustments to make your service as action successful? Make sure you have a timeline in place. Once you have determined that your plan is solid, it is time to put it into action! Make sure you document the process! **\*Are you still struggling to finalize your plan? See Ms. Garcia in the library during lunch or after school.**

#### 2. Record Information and Developments in Process Journals

Remember to document the process and rally reflect on the impact of your service project. You need to have 10-15 process journal entries by November 30<sup>th</sup>.

#### 3. Finalize your Bibliography

Any sources that you used to investigate and plan for your project need to be included in an annotated MLA style format. You can use [www.bibme.org](http://www.bibme.org) and [www.easybib.com](http://www.easybib.com) to help create your bibliography. Remember, you must include **at least 5 sources**. The library will be open before and after school.

### III. TAKING ACTION

## IB Community Project Checklist: TAKING ACTION October 18 – November 1, 2019

### Taking Action:

4. Carry out the service as action
5. Record information and developments in process journals
6. Finalize – MLA Bibliography

#### 4. Carry Out the Service as Action

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