

# **COMMUNITY SERVICE PROGRAM**

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*Get started by going to the bulletin board in Mrs. Parker's room and take any hand-outs to read and to learn more or go to our website, [www.ValleyOaksSchool.org](http://www.ValleyOaksSchool.org) , to print out the hand-outs.*

*Next, please put a note in Mrs. Parker's box saying that you'd like to become a part of the Community Service Program, and Mrs. Parker will contact you A.S.A.P.*

*Students may do the Community Service Course without being on the Student Council.*

Students have one initial appointment and then just drop off work weekly into the CSP box/tray.

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*These are the components of the Community Service Program (CSP):*

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| <h2 style="margin: 0;">Community Service Course</h2> <ul style="list-style-type: none"> <li>✓ 15 hours/credit, elective course: one credit = 13 hours of service + a 2-hour writing assignment.</li> <li>✓ Students do an Individual Service Project/s (ISP) – 5 hrs/sem. +</li> <li>✓ Students EVERY WEEK turn in a 2-hour writing assignment &amp;/or a Supervised Work Form, or just a Weekly Update Sheet.</li> </ul> |                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                           | <h2 style="margin: 0;">Student Council</h2> <ul style="list-style-type: none"> <li>✓ Students additionally do the Group Service Project (GSP) – 5 hours/semester minimum</li> <li>✓ Students are assigned offices based on time served</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                           | <h2 style="margin: 0;">National Honor Society or<br/>Nat'l Junior Honor Society</h2> <ul style="list-style-type: none"> <li>✓ Honor Roll status &amp; 3.0 cum. G.P.A.</li> </ul>                                                                  |

## **Course Outline: THE COMMUNITY SERVICE COURSE**

- I. The purpose of this course is to develop leadership and life skills in students through service to the community. This is a general elective course.
- II. Students complete an Individual Service Project (ISP) and students may opt to join the Student Council. Student Council members do the Group Service Project (GSP) in addition to the ISP.
- III. One credit is earned for every 15 hours completed **in the ratio** of 13 hours of community service to 2 hours of written work.
- IV. Community service work hours are documented by students on fully filled-out, front & back, *Supervised Work Forms*. If Mrs. Parker supervises you then no *SWF* is needed **unless** Time Sheet hours are wanted. No more than 5 hours of community service can go on the Time Sheet each week. Work must be turned in by Thursdays, at noon, to be posted on the Time Sheet.
- V. All students must turn in something every week. If a *SWF* or a 2-hour writing assignment is not turned in, then students turn in a Weekly Update Sheet. Weekly Update Sheets (as well as Supervised Work Forms) are on the Community Service bulletin board in Mrs. Parker's room and are also online at [www.ValleyOaksSchool.org](http://www.ValleyOaksSchool.org).
- VI. For help in deciding what to do for an ISP, students can go to [www.volunteernow.org](http://www.volunteernow.org) or to [www.volunteermatch.org](http://www.volunteermatch.org). Students can browse the calendar on the community service bulletin board in Mrs. Parker's room and can talk to Mrs. Parker. Students are encouraged to do all their hours at one place or at multiple places/causes. Soliciting and/or fundraising are not considered community service.
- VII. Semester Final: students attend and participate at the Valley Oaks Service Ceremony. This is not a school sponsored function. Students are not required to attend and will not be penalized for not attending.
- VIII. Students keep track of their credits earned by using the check-off sheet on the back-side of this hand-out.
- IX. For the 2008/2009 school year, the last days of the semesters to turn in work for this course are:  
Thursday, noon, December \_\_\_\_\_, 2008 & Thursday, noon, May \_\_\_\_\_, 2009



# SUPERVISED WORK FORM

**Student Name:** \_\_\_\_\_

PART 1 - Student, please fill-out:

1. Name of Supervising Adult: \_\_\_\_\_

2. Title/Role of Supervising Adult: \_\_\_\_\_

3. Name of the Organization (if one): \_\_\_\_\_

4. Phone # of the Organization or Supervising Adult: \_\_\_\_\_

5. Location where you did the work: \_\_\_\_\_

6. Dates & Times that you worked:

|       | Thurs. | Friday | Saturday | Sunday | Monday | Tuesday | Wednes. |
|-------|--------|--------|----------|--------|--------|---------|---------|
| Date  |        |        |          |        |        |         |         |
| Times |        |        |          |        |        |         |         |

7. Total amount of time spent working this week: \_\_\_\_\_

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PART 2 - Adult Verification:

"My signature below verifies items 1 through 7 above in Part 1."

\_\_\_\_\_

\_\_\_\_\_

Signature of Supervising Adult

date



