

PROCESS FOR OBTAINING COMMUNITY SERVICE CREDIT

Initial Contact/Community Service Learning Agreement

It is the student's responsibility to find a community service site. Students will need to consider many factors when making this decision such as level of interest, availability of transportation to the site, hours of availability...etc. Once the student finds a match, a **Community Service Learning Agreement must be completed and turned in before the student begins his or her community service hours.** Community Service Agencies must be verified and approved by the counselor before the student begins his or her hours.

Selection of Service

Community service agencies must be non-profit and provide some sort of "service" to the community. Working for a business for free does not qualify as community service. Students are encouraged to look around his/her neighborhood for a community service site. If the student is having difficulty finding an agency, then he/she may want to utilize the link on the Counselor's Corner page of our school website. After selection of the agency, the student must turn in the completed Community Service Learning Agreement to the counselor. The community service site must have a phone number listed under the location's name (ie a "land line"). **Cellular or home phone numbers for community service site supervisors will not be accepted.**

Time Log

The duties and hours are negotiated between the student and the agency supervisor. **The service time is restricted to before or after school and weekends and/or vacations.** It is the student's responsibility to keep track of his/her service dates and hours on the Time Log and to obtain a supervisor's signature on every page of the Time Log.

Evaluation

Upon completion of the student's service time, the agency will be asked to evaluate the student's performance. The student in turn, will be asked to evaluate his or her experience with the agency.

Student Final Reflection

The student must select one of two options listed below:

- a. **Answer the "Final Learning Experience Reflection" questions in the Time Log packet (3 pages). When choosing this option, all of the questions must be answered completely.**

OR

- b. Write a 500 word reflection essay utilizing some of the questions that are listed in the “Final Learning Experience Reflection”. Paragraph format with complete sentences.

Deadlines/Timelines

Once the Community Service Agreement is turned in and the site is approved by the counselor, the student may do community service hours until he/she reaches his/her goal (there is no actual “expiration” of an approved site). **However, students planning to graduate must turn in the completed Time Log packet at least 1 week prior to his/her planned last day of school.** After review of all Community Service documents, which includes the Time Log, Final Reflection Essay or Questionnaire, Student Evaluation of Service Experience, and Agency Evaluation of Student, **the student will be awarded .5 credits for every 60 hours of service (with a maximum of 2 credits/ 240 hours).** The Community Service file will be kept in the counseling office. When the student graduates, this file will be kept in storage for two years after graduation.

If you plan to complete community service hours over the **summer...the COMMUNITY SERVICE AGREEMENT is DUE NO LATER THAN MAY 26, 2017**

TIME LOG PACKET DEADLINES (for those planning to graduate)

Quarter 1 = Monday, 10/24/16

Quarter 2 = Tuesday, 01/17/17

Quarter 3 = Monday, 3/27/17

Quarter 4 (*Graduating Seniors*) = Friday, 5/19/17

Quarter 4 (*students not graduating in June*) = Friday, 6/9/17

August Graduates

For SENIORS Planning to Graduate in August = Monday, August 21, 2017

Questions should be directed to:
Mrs. Sarah Azar, MA LPC NCC
Community High School
2899 Fox Hill
Sterling Hts, MI 48310 (586)
698-4306 sazar@wcskids.net

COMMUNITY SERVICE AGREEMENT

Student Name _____ Date _____

Name of Organization/Project _____

Phone (**cellular and home phones are not accepted**) _____

Best Day/Time to Reach the Supervisor at the Site/Agency: _____

Name of Person Acting as the Student's Supervisor _____

Student Responsibilities _____

Expected starting date _____ Time of day _____ Day of week _____
(Schedule can be flexible)

I, _____, agree to abide by the regulations and policies of this organization and to perform to the best of my ability the tasks specified in this agreement. I agree to call the organization in advance if I am detained or need to be absent for any reason. Failure to do so will result in dismissal from this organization and hours served to that date will be forfeited.

Student Signature _____

I, _____, the parent and legal guardian of _____, Agree to lend support and encouragement to my son or daughter in the community service he or she will render to the agency chosen.

Parent Signature _____

_____ (organization name) agrees to accept the responsibility of supervision, evaluation, and a meaningful educational experience for the student in exchange for the community service credit (**60 hours = .5 credit....Maximum of 240 hours = 2 credit**).

Supervisor Signature _____

Community Service Coordinator (Counselor)
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