

## **CHATFIELD SENIOR HIGH SCHOOL** **COMMUNITY SERVICE GUIDELINES**

**COMMUNITY SERVICE** efforts shall be awarded under the following guidelines:

1. Forty hours of work is equal to  $\frac{1}{4}$  credit. This can be done in one continual project or in several individual projects.
2. A student shall earn a maximum of 1 credit during his/her high school career toward graduation.
3. An adult at the project site (not a relative) must verify the number of hours spent on the community project.

### **EXPECTATIONS OF COMMUNITY SERVICE:**

1. It must be done voluntarily, with no financial gain to the student.
2. It must be for the benefit of others.
3. It must be done outside of the student's regular school day.
4. It should involve interaction with others.

### **PROCESS:**

1. Students should begin by filling out the community service proposal form. A counselor or administrator's signature is required. (List of approved activities is on the back of this form.)
2. A project not on the approved list is to be approved by a counselor or administrator before the student begins the project.
3. Students who want their community service to be recorded on their first semester transcript must submit a verification form to their counselor no later than December 1<sup>st</sup>. Any forms received after December 1<sup>st</sup> will be recorded on the second semester transcript. All requests for community service to be recorded on the second semester transcript must be submitted no later than May 1<sup>st</sup>. Any forms received after May 1<sup>st</sup> will go on the following year's transcript.
4. Forms should be turned into the counselor once 40 hours total has been earned.

\*\*\*Students choosing not to do community service for credit are still encouraged to do whatever amount they can for the intrinsic value they might gain personally from the experience, as well as for the benefit their work would be to others. All efforts at community service are greatly appreciated by the entire Chatfield community.

## **PRE-APPROVED LIST OF COMMUNITY SERVICE OPPORTUNITIES:**

- Tutoring Elementary/Middle School Students
- Hospital/Nursing Home Volunteer work
- Work with Senior Citizens
- Political Campaigns
- Civic Club Assistance (Optimists/Lion's Club, Elks, etc...)
- Working with disabled or handicapped people
- Summerfest/Ken Caryl Ranch Activities
- Holiday Charity Activities
- Food Drives
- Charity Fundraisers
- Church Charity Activities
- Big Brother/Big Sister Participation
- Girl Scout/Boy Scout Volunteer activities
- Open Space Preservation or Restoration
- Working for a Non-Profit Organization

The above activities are considered appropriate for student volunteer work. Any activity not on this list needs to be approved by a counselor or administrator **BEFORE** a student undertakes the project.

**\*\*Mandated community service by the judicial system will not be considered for high school credit.**

## **COMMUNITY SERVICE PROPOSAL**

All Chatfield Senior High School students are encouraged to participate in community service projects. Students can earn a ¼ credit for 40 hours of service (160 hours = 1 credit maximum for the 4 years of high school.) Credits will appear on the students' transcript.

1. Name of the student \_\_\_\_\_

Name of the organization or person (s) for whom service will be performed:

\_\_\_\_\_

Description of my Community Service Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Counselor/Administrator Signature)

\*if project is not on approved list

\_\_\_\_\_  
(Parent Signature)

\*\*\*\*\*

\*\*\*\*\*

### **STUDENT'S EVALUATION OF PROJECT**

2. Description of service provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Total Number of Hours: \_\_\_\_\_

What I learned from my Community Service Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Student Signature)

\*\*\*\*\*

\*\*\*\*\*

### **COMMUNITY SERVICE VERIFICATION**

3. \_\_\_\_\_ completed \_\_\_\_\_ hours of  
community service for which he/she received no financial gain.

In what ways did this student benefit your organization? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Verification Signature \_\_\_\_\_

Phone Number \_\_\_\_\_