

## **Community Service**

Every student in the Proviso Township High Schools District 209 is required to complete at least 36 hours of community service to graduate. Hours must be completed thirty days before graduation.

Transfer students will be required to complete a minimum of 12.5 hours of community service for the transfer year, and 36 hours for subsequent years of concurrent enrollment.

### **How Do I Obtain Community Service Hours?**

- Community Service office has a list of organizations/businesses needing volunteers.
- Obtain an approval form from the Community Service Contact office in your school.
- Return the completed form and obtain approval from the Community Service Contact.
- Upon approval, obtain an Evaluation Form from the Community Service Contact.
- Complete project.
- You and agency supervisor complete the Evaluation Form. Return the completed Evaluation Form within two weeks of completion of project.
- Community Service hours will be credited to your record.

### **Available Service**

- Must benefit the community or the school.
- Must be unpaid.
- Must be completed outside of the student's normal school day.
- Must be completed in addition to class requirements
- Can be completed for anyone outside of family members.
- Can be completed for any organization other than political groups
- Can be earned anytime except while a student is serving out-of-school suspension

### **Why Community Service?**

The number of high school students involved in community service programs has risen from 81,000 in 1984 to nearly 3 million in 1997 (National Service Clearinghouse).

Community service programs are being implemented to help counteract the sense of isolation that many experts attribute to the growing amount of violence in the schools.

Most schools with community service learning cited strengthening relationships among students, the school, and the community as key reasons for practicing community service.

Community service has long been viewed as a possible means of improving education. John Dewey, an advocate of service learning, believed that students would learn more effectively and become better citizens if they engaged in service to the community.

# Proviso Township High Schools District 209 Community Service Approval Form

Name \_\_\_\_\_

Grade \_\_\_\_\_

Student Number \_\_\_\_\_

Phone # \_\_\_\_\_

Place of Service \_\_\_\_\_

Agency Supervisor \_\_\_\_\_

Phone # \_\_\_\_\_ Date/Time \_\_\_\_\_

Hours Expected \_\_\_\_\_

Description of Service to be performed

\_\_\_\_\_

Signature Student \_\_\_\_\_

Signature Parent \_\_\_\_\_

Approval of Activities Coordinator or Community Service Contact

\_\_\_\_\_

Date \_\_\_\_\_

# Verification and Evaluation Form

Name \_\_\_\_\_

Grade \_\_\_\_\_

Student Number \_\_\_\_\_

Phone # \_\_\_\_\_

Place of Service \_\_\_\_\_

Agency Supervisor \_\_\_\_\_

Phone # \_\_\_\_\_ Date/Time \_\_\_\_\_

Hours Completed \_\_\_\_\_

Signature Agency Supervisor \_\_\_\_\_

Agency Supervisor Comments

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Date \_\_\_\_\_

## Student Evaluation of Site

Using a scale of

5 = Excellent; 4= Good; 3= Fair; 2=Poor;

1=Unacceptable, please evaluate your experience in the following categories:

1. I had clear understanding of what was expected

\_\_\_\_\_5\_\_\_\_\_4 \_\_\_\_\_3 \_\_\_\_\_2 \_\_\_\_\_1

2. I gained a sense of the needs of others

\_\_\_\_\_5\_\_\_\_\_4 \_\_\_\_\_3 \_\_\_\_\_2 \_\_\_\_\_1

3. I saw a purpose for what I did

\_\_\_\_\_5\_\_\_\_\_4 \_\_\_\_\_3 \_\_\_\_\_2 \_\_\_\_\_1

4. I would rate the experience

\_\_\_\_\_5\_\_\_\_\_4 \_\_\_\_\_3 \_\_\_\_\_2 \_\_\_\_\_1

5. I would consider doing further work at this agency?

\_\_\_\_\_5\_\_\_\_\_4 \_\_\_\_\_3 \_\_\_\_\_2 \_\_\_\_\_1

What did you learn from this experience?

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# Community Service Hours for PTHS 209 Procedures for High Schools

Proviso students must complete thirty-six (36) hours of community service each year.

- ⌚ Each high school will identify a Community Service Contact. Proviso Township High Schools District 209 Activities Coordinators will serve as the Community Service Contact for Proviso East and Proviso West High Schools. Proviso Math and Science Academy will designate a Community Service Contact.
- ⌚ Students working for the 36 hours/year of service work required for the PTHS 209 diploma must follow specific guidelines. Any student wanting their hours reflected on the transcript also must follow these guidelines. The student must submit a proposal for approval of the community service project planned to the counselor of record.
- ⌚ The Community Service Contact must sign off on all required documents.
- ⌚ The only hours that will be recorded on the transcript are those that have been approved and completed through the new process.
- ⌚ The high school will decide where to store all documentation which will need to be easily accessible.
- ⌚ Documents must be kept for one year following the date of graduation.
- ⌚ The Registrar and Data Processor must be made aware of the process.
- ⌚ This process will begin with the incoming 2011-2012 senior class.

Dear Parent (s)/Guardian (s),

As you know, for years we have had community service or service(s) as a graduation requirement.

Community Service is defined as volunteer service beyond the confines of the traditional classroom that fosters civic responsibility for the benefit of the community. This service is non-paid, non-graded and non-punitive. Through this service, students will develop skills, career awareness, and self-esteem. The intent of the requirement is to encourage students to be active and engaged members of their communities and to address important community issues. Service can unite neighbors, mobilize volunteers and encourage a lifelong ethic of public participation and is best performed in conjunction with a reputable public service organization.

To this end, the guidelines for what qualifies as community service for the district graduation requirement have become more explicit. They are as follows:

- \_ No pay may be received for service;
- \_ No family members may be the recipients or supervisors of service;
- \_ No credit will be given for extracurricular (co-curricular) activities or for student aide activities;
- \_ No service may be performed during a student's school hours;
- \_ No credit may be given for grading papers;
- \_ No credit for service will be recorded without a parent or guardian's signature, both for permission and of approval;
- \_ No credit for service will be recorded without the Activities Coordinator's signature of approval;
- \_ It is highly recommended that service be in conjunction with a reputable public service organization.
- \_ No credit will be given for work with a profit-making organization.

Contacts for community service activities are located in the Activities Coordinator's Office.

Students will be required to complete a minimum of thirty-six hours of community service per year before graduation. Counselors and the school's activities coordinator will discuss the guidelines, student responsibilities and verify completion of the community service requirement.

**Parents are required to sign their students' community service forms before the activity is completed as parent permission to complete the activity.**

Please contact the Counseling Office at \_\_\_\_\_ if you have questions or concerns.

Sincerely,