

Dear parents,

We are proud to have you as part of the Proviso family and look forward to the growth your student will experience during his or her high school journey.

We are focused on building well-rounded students and expect them to excel both in and out of the classroom. To this end, it is required that all students complete community service hours before they graduate.

Community service fosters civic responsibility and is defined as volunteer service beyond the confines of the traditional classroom. Through this service, students will develop skills, career awareness, and self-esteem. The intent is to encourage students to be active and engaged members of their communities and to address important community issues.

Here are the guidelines students should follow when performing community service.

- ◆ 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.

Parents are required to sign their student's community service forms before the activity is completed.

Students should connect with their counselors to get additional details about the graduation requirement and get a list of potential agencies where they can volunteer.

We look forward to partnering with you and seeing your student's growth and success.

Sincerely,

Dr. James L. Henderson  
Superintendent of Schools

Every student in Proviso Township High School District 209 is required to complete community service hours to graduate. Students should contact their counselor for more details.

### **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 the agency supervisor complete the Evaluation Form. Return the completed Evaluation Form within two weeks of completion of the 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 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.

Please see your school counselor or activity sponsor for activity forms and tracking.

# 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  
\_\_\_\_\_  
\_\_\_\_\_

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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