WILMINGTON
AREA SCHOOL DISTRICT

Community Service Packet

2023-2024

"To inspire and prepare students to learn continuously, lead responsibly and live purposefully."

What Is a Community Service Project?

Community Service projects are planned, organized, and voluntary efforts designed to address a problem or need in the community. To be meaningful, community service must address a real need or problem found within the school or community. The community service project you choose to do should also reflect your personal interest and skills. In addition, worthwhile community service projects require an on-going commitment on your part.

What are the Community Service Project Requirements?

To complete the community service project requirements for WASD, you must complete a community service project **_each year between 9th and 12th grades_**. A minimum of **_6 hours_** of service is required each school year for completion.

What types of projects meet the requirement?

You may do a variety of projects in order to meet the requirement. You can spend time with senior citizens in retirement homes, tutor elementary students, work in a homeless shelter and more! You may complete your project at a school or in a community. You may work as an individual and/or you may work in a group. Below is a brief description of the types of projects that are acceptable.

- Group community service projects
  - Group community service projects provide excellent opportunities for you to complete your community service requirement while also helping meet the special needs of an individual, neighborhood or community. Group community service projects provide excellent service opportunities for organized student groups such as service clubs, honor societies, and athletic teams. Membership in a service club or organization does not in itself meet your community service responsibilities. However, you can work with others in the organization on community service projects in order to meet your responsibility.

- Individual community service projects
  - Individual community service projects allow you to complete the service requirement while addressing a community need which interests you. When working on an individual project, you should be committed to providing on-going assistance to the community.

How do I select a meaningful community service project?

You should think about the following questions before selecting a community service project:
- What need or problem exists in the community that interests you?
- What project can you develop in order to work on this need or problem?
- Will your project provide an important service?
- Does the project match your interests, talents and abilities?
- Are there any special qualifications you need in order to work on the project?
- Will you be able to spend the necessary time on the project?
- What planning steps are needed before beginning the project?
- Who needs to be contacted before the project begins?

Where can I perform the community service project?

Community service hours must be performed solely by the student and may be performed at any of the following: (1) a non-profit organization, (2) a government agency, (3) a school, (4) a hospital, (5) a retirement organization or home, or (6) for a disabled or elderly individual in need of assistance. Students may not receive community service hours for work on an individual's political campaign, for volunteering in a relatives business, or for office work for a private company and may not receive any compensation such as money, gifts or other benefits for their service.

The organizations and agencies listed below typically welcome volunteers. This list should help develop ideas for community service projects.

Chambers of Commerce	Charities	City Governments
City Rescue Missions	Retirement Homes	County Agencies
Cultural Centers	Day Care Centers	Elementary Schools
Hospices	Hospitals	Libraries
Middle Schools	Museums	Parks
Recreation Centers	Religious Organizations	Zoos
United Way Agencies	Parks	Service Organizations

Additionally, you are strongly encouraged to involve your parents/guardians in the process of selecting your project. While this is your project, their support is also necessary.

How do I receive credit for the community service project?

- Students must complete the community service project proposal form. Students must have their proposal approved before beginning their service, including parent and counselor or principal signatures. Completed community service hours may be rejected if prior approval by the district was not secured.

After completion of community service project:

- Students must keep an accurate record of their service using the ***activity log form.*** When the project is completed, the supervisor of the activity, the student and the parent must sign the activity log.
- Students must complete the ***community service project summary form*** after completing their experience.
- Community Service Packets will not be collected by the school counseling office once completed, instead the Activity Log Form, Project Proposal, and Project Summary Form need to be uploaded to Smart Futures **and** the Community Service Google Form submitted.
  To upload in Smart Futures go to: " My Portfolio → Community Service".
- Documents should be submitted upon completion instead of waiting until the end of the year.
- The Community Service Google Form can be found on your student dashboard or use this QR code:

Community Service Etiquette

Appearance:
- Dress appropriately for the community service experience. Make sure to ask the site supervisor if there is a dress code. Most supervisors are looking for neat, clean clothes. Do not wear clothing that conveys a political or social statement, has suggestive language, or inappropriate content.

Do:
- Turn off your phone during the experience unless having it on is required and necessary.
- Arrive a few minutes early to allow time for parking and locating the person you've made contact with. Introduce yourself and offer a handshake and a smile. Be attentive and act interested during the experience.
- Apply general rules of courtesy. Say please, thank you and excuse me.
- Use good posture and eye contact.
- Make sure to thank the host/site supervisor before leaving the site.
  - Thank them for their time and the opportunity to participate in the service experience.

Don't:
- Chew gum or candy or bring food or drinks into the workplace/site.
- Use profanity or vulgarity.
- Use/ be on your cell phone.
- Wear your hat indoors.
- Show up late or leave early.
- Forget to obtain a signature.

Sample phone script for community service request

Hello, my name is _____ and I am a student at Wilmington Area High School. May I please speak with someone who can provide me with information about community service?

Hello, my name is _____ and I am calling because I am interested in your company/business/organization/agency for a community service experience. I am currently a student at Wilmington Area High School and one of my graduation requirements is to complete a community service project. I am calling to find out if you would be willing to host me so I can gain community service experience.

- Be ready to have information on dates and times that work with your schedule.
- Be prepared to explain the community service requirements including the hours needed.
- Explain that you will arrange transportation to and from the experience
- If the host site is unavailable, leave your name, contact information and the reason you are calling.

If the host site agrees to letting you complete the experience, make sure to thank them for the opportunity. Let the contact person know you will be calling a few days ahead of time to confirm the experience.

Student Contract and Code of Conduct

I _____, understand the importance of community service to my education at Wilmington Area High School. I know that it is a privilege to participate in a community service project and that people outside of school are giving up valuable time to help me learn about serving my community.

I understand that under no circumstances am I to simply "not show up." In the event of a serious illness or emergency, I will call the host site as well as send an email to the school counselor.

I understand that my community service project should not be conducted during school hours. I understand that planning ahead will help avoid scheduling conflicts.

I agree to arrive on time to my community service experience. I agree to conduct myself appropriately and act professionally at all times during my experience. During the experience, I will follow all school and host site rules and regulations. I understand that any violations will result in appropriate disciplinary actions.

I understand that I am representing the Wilmington Area School District and that my conduct during the community service experience affects my classmates and others in the school district. If I make a good impression, everyone benefits. If I make a bad impression, it will be the impression of our school to the community.

By signing this contract, I agree to fulfill all the requirements of the Community Service Project.

_____   _____
Student's Signature   Date

_____   _____
Parent/ Guardian's Signature   Date

Community Service Activity Log Form

Students Name: _____   Date: _____

Grade: _____   Graduation year: _____

All students must use this activity log form to record their community service activities. When turning in the hours to the counselor, the site supervisor's name, signature and contact information must be present .

Date of Service	Community Service Activity	Supervisor's Initials	# of hours completed

Total project hours _____

I have reviewed the activity log form and confirm the accuracy of the information presented.

_____   _____

Student's signature   Date

Site Supervisor Information:

_____   _____

Site Supervisor's name(print)   Contact Phone Number

_____   _____

Site Supervisor's Signature   Date

A copy of this page needs to be uploaded on Smart Futures account and to the Community Service Google Form

Community Service Project Proposal

Name: _____   **Date: _____**

Grade: _____   **Graduation Year: _____**

Directions:
1. **Complete the Community Service Proposal Form in ink and sign it. Please print clearly.**
2. **Have Proposal signed by a parent or guardian.**
3. **Submit Proposal for approval to principal or school counselor.**

Project Description- What is your project? Be specific about what you will do.

Need- Why is this project needed? For whom will it be valuable?

Final Results- What do you hope to accomplish as a result of your service?

Approval is required prior to your project.

_____   _____
                 Student Signature   Date

_____   _____
           Parent / Guardian Signature   Date

_____   _____
          Principal / Counselor Signature   Date

A copy of this page needs to be uploaded on Smart Futures account
and to the Community Service Google Form

Community Service Summary Form

Name: _____   **Date: _____**

Grade: _____   **Graduation Year: _____**

1. **Complete the Summary Form and sign it. Please print clearly.**
2. **Provide specific details from your experience.**
3. **Submit your completed Summary Form and packet to the school counseling office.**

Summarize your project:

Describe the impact you believe your project had on the community and/or the people who received the service.

What did you learn about your community after completing your experience?

Would you recommend this experience to a future student? Why or why not?

_____   _____
Student Signature   Date