

COMMUNITY SERVICE HOURS/SERVICE LEARNING HOURS

There are several ways to fulfill the employability skills requirement for graduation. One option is to complete 20 hours of community service, or "service learning hours." Service learning hours must be done through a non-profit organization, rather than for individuals such as neighbors or friends. More guidelines below. Using the *Service Learning Hours Log Sheet* below, log your hours until you have earned at least 20. **A minimum of 20 service learning hours is required for graduation.** Once you have completed your hours, a representative of the organization or business must complete and sign the top half of the *Service-Based Learning-Community Service Form*. The student must complete the bottom portion and then turn it in to the Guidance office. A list of community service opportunities is available on our school website under **Guidance**.

****Please note that community service is not the only way to fulfill the employability skills requirement. Students may also: participate in an extracurricular activity for at least one year, participate in work-based learning by being employed for approximately six months, or participate in work-based learning through a CTE program. Some examples of extracurricular activities include JROTC, a sport, a club, band, orchestra, choir, etc.**

*****Service Learning Guidelines:**

Ideally, service projects move students into the community to:

- provide a real benefit to the community to:
- enhance student learning,
- develop student civic engagement skills,
- expose students to community issues and organizations, and
- expand student career choices

APPROVED: A student volunteers for Boys and Girls club. A student volunteers for an event sponsored by the YMCA.

NOT APPROVED: A student or group of students, working and receiving pay for their services.

All community service should be done for a non-profit organization.

Getting Started:

Step 1: Decide what type of activity you would like to do or what **non-profit organization**.

Step 2: Contact the agency and apply/volunteer to serve.

Step 3: Take this (reverse side) form to the perspective supervisor and complete with appropriate signatures.

Step 4: Return the "Service Learning Hours Log Sheet" and the "Service-Based Learning - Community Service Form" to the Guidance Office after completion of service rendered. They are both located below for your convenience.



Portage High School Service-Based Learning-Community Service Form

Student Name: _____ Graduation Year: _____

This form must be completed in its entirety

1 Community Service Provider Section

Community or Volunteer Service Organization: _____

Supervisor's Name: _____

Company/Employer Address: _____

Company/Employer Phone #: _____

Date of Community Service Activity: _____

Total # of Hours Served: _____

Community Service was voluntary? Yes No

Does/Did the student exhibit good employability skills? Yes No

What type of community service was completed: _____

The information provided in this section is an accurate reflection of the number of hours and type of community service performed by the student.

Supervisor's Signature: _____ Date: _____

2 Student Section (Please provide a reflection of your community service or volunteer experience)

Please describe how this experience has impacted you educationally or how it relates to you strengthening your employability skills.

Please describe how your involvement benefited the community service organization.

The community service performed relates to the Indiana Academic Standard 5 for United States Government (Roles of Citizens in the United States). I will utilize the skills learned from this activity to continue to contribute to the well-being of my community.

Student Signature: _____ Date: _____

Counselor Signature: _____ Date: _____