

Community Service Graduation Requirement

All students at High Point must complete community service as part of a graduation requirement approved by the High Point Regional High School Board of Education. The Community Service Graduation Requirement engages students in projects that serve the community and build their social awareness while developing character and citizenship skills. Participation in community service activities will empower students to make a difference in the lives of others. Students can complete their hours volunteering for organizations that serve our community by working on a wide range of social issues including poverty, hunger, homelessness, the environment, health, and education. Students may not earn hours by doing volunteer work with for-profit businesses unless it serves populations in need. Please email Mrs. Schafer for a final determination. Students may not earn community service hours for work where they are financially reimbursed, nor may they work at their after school place of employment for free.

Students can complete their Community Service Graduation Requirement in **four** ways: classroom teacher sponsored opportunities, program sponsored activities, community service activities sponsored by approved clubs, or individual projects performed for approved organizations. A list of sites, agencies, clubs, and organizations serving our community is available as part of the **Community Service Learning Packet** available online at hpregional.org. If a student would like to complete hours for an organization that is not on the list, please email Mrs. Schafer for approval. Once Mrs. Schafer has approved the site, the hours accumulated by the student will be recorded on the *Hours Documentation Form*. It cannot be guaranteed that the student will be given credit for hours until the site is approved.

Upon completion of each activity, students must fill out an *Hours Documentation Form* along with a typed, one page reflection essay. The form and the essay need to be completed exactly as directed. Once the student has completed their community service, filled in the form, and written the essay, they must return the information to Mrs. Schafer's mailbox in the main office on the designated collection dates only. The collection dates are now at progress report time. You may turn in forms any time during the week of progress reports. Progress reports are sent out five weeks after the marking period starts. During this period of time, please submit your completed documentation by placing into the Community Service mailbox in the main office. The mailbox is to the far right of the boxes on the bottom row. The last day for seniors is May 1, 2012. Seniors may be unable to participate in senior activities if their documentation forms are not turn in on the May 1st deadline.

Contact Mrs. Schafer at jschafer@hpregional.org if you have questions!

Class of 2015	Current freshmen	50 hours
Class of 2014	Current sophomores	50 hours
Class of 2013	Current juniors	50 hours
Class of 2012	Current seniors	40 hours

Students who are required to complete 50 hours of community service learning, these are the benchmarks for completion:

Freshmen Year	10 Hours
Sophomore Year	15 Hours
Junior Year	15 Hours
Senior Year	10 Hours
	Total 50 Hours

Students may lose privileges and/or be retained between junior and senior year if they have not completed 40 hours of community service.

PROCEDURES FOR OBTAINING COMMUNITY SERVICE

1. When considering a site for service be sure you are working with a population that in some way is unable to help themselves. Ask yourself how the organization serves people or animals who through some circumstance are unable to care for themselves. Are there physical or mental problems? Are they elderly or disabled in some way? You need to be helping someone who can't help themselves.
2. Scan the list of sites, clubs, agencies, and organizations that serve our community. Choose some area that interests you and contact a facility in our area. Search the web or the phone book for contact information.
3. Go online to the High Point website to obtain the Hours Documentation Form along with the Post-Service Reflection Requirements. **The form and the essay need to be completed exactly as directed.** Once you have completed your community service, filled in the form, and written your essay, return the information to Community Service mailbox in the main office on the designated collection dates only. You are responsible for keeping your forms together and in a safe place until the collection dates (each progress report week, final senior deadline on May 1, 2012 or the last day of school (underclassmen)).
4. If you work a lot of hours in one place, instead of using the Hours Documentation Form you may submit a letter from the organization on organization letterhead documenting your hours. This letter must be signed by whomever supervised your volunteer work and must include their contact information. Also, be sure your name, dates (or period of time) and total number of hours is part of this letter.
5. If you have an idea for community service but do not see your idea represented on the Agencies, Clubs, and Organizations Serving Our Community list, you'll need e-mail Mrs. Schafer for approval. Your site must be approved before doing your community service.
6. Community service activities will be offered during school hours. Some activities may require bringing in items to be donated. If you would like to contribute when a donation activity occurs, you will need to obtain an Hours Documentation Form and place it into the bag with your donation. Please close the bag securely before placing it into the donation receptacle.
7. Community service activities will be offered by classroom teachers.
8. Community service activities will be offered after school.
9. Non-profit organizations will also contact High Point in need of volunteers for upcoming events. Be sure to bring an Hours Documentation Form with you when you attend any activity.
10. Please listen to the morning announcements, look for postings on the bulletin board outside the community service Office 213, the kiosk outside of the library, look for postings around the school, and check out the window of Office 213 for the details of community service opportunities.

Contact Mrs. Schafer at jschafer@hpregonal.org if you have questions!

Agencies, Clubs, and Organizations Serving Our Community

Agencies that protect the environment
Agencies that serve single parents and their children
Agencies that serve the children of families in need
Agencies that serve the elderly in our community
Agencies that serve mentally or physically challenged children or adults
Agencies that provide safe housing for battered women and or children
Alcohol and drug abuse prevention/awareness
Animal shelters
Boy Scouts of America
Camps that serve those in need in our community
Children with birth defects
Church groups
Community centers
Domestic violence prevention/awareness
Eating disorders
Elderly homebound neighbors
Fire departments
Food banks
4-H
Girl Scouts of America
Homeless shelters
Hospitals
Immigration services
Law firms that offer free services to eligible clients
Libraries
Nursing homes
Organizations that build homes for families in need
Organizations that protect historical landmarks
Organizations that provide relief for disaster stricken areas around the world
Rescue/First aid squads
Schools in our sending district
Township recreation departments
Walk-a-Thons
Youth groups

Service Clubs at High Point

DARE	REBEL
Interact	International Club
Key Club	FBLA
National Honor Society	Student Council
Pass it Along	S.A.V.E
Peer Counseling	P.R.I.D.E

*Merely belonging to a club or organization does not automatically give you hours. Only activities done through the club that directly serve non-profit organizations or those in need in our community will count.

High Point Regional High School Community Service Hours Documentation Form

Service Learning Coordinator: Jill Schafer

This form is invalid without the signatures of the student, the site contact, and the Service Learning Coordinator. If you return to a site multiple times, you may use this form for up to five visits. Otherwise, use one form for each time you participate in a community service opportunity. Save this form in a safe spot and turn it in on any one of the collection dates. Forms may be turned in during each progress report week, final senior deadline on **May 1, 2012** or the last day of school (underclassmen).

Student Information

Name: _____
 Student ID #: _____
 Grade (Circle one): Freshmen Sophomore Junior Senior
 Counselor (Circle one): Jaccodine Koch Frisbie Smith Walton
 Year of Graduation _____

Site Information

Agency: _____
 Address: _____

Site Contact Information

Name: _____
 Phone #: _____
 Email: _____

Log of Hours				
Date	Site	Hours	Work Performed	Site Contact's Signature

I verify that I completed the community service hours documented above at a pre-approved site. The information provided on this page is true.

Student's Signature: _____ Date: _____

Site Contact's Signature: _____ Date: _____

Approval by Community Service Advisor: _____ Date: _____

Please attach your typed reflection paper to this form. The form will not be processed without your reflection!

Return completed form to Community Service mailbox in the main office on any of the collection dates. Refer any questions via email to Mrs. Schafer at jschafer@hpregional.org

Post-Service Reflection Requirements

This required reflection piece allows you to personalize the experience in ways meaningful to yourself, as well as to address the broader issue of serving the community. By reflecting on your experience, you can explore reasons for performing service and consider how your participation helps our community. You can also offer ideas that could contribute to solving the problem. Choose *several* of the prompts listed below and respond in your reflection essay. Your response must be a minimum of one page double spaced, **typed** in Times New Roman font, size 12. **Please attach your reflection piece to your completed Community Service Hours Documentation Form and return to Community Service mailbox in the main office.**

Describe the people you met today.

Describe the place we were in today.

How did the place make you feel?

Name five things that stuck in your mind about today.

Describe some of your interactions.

Did you work by yourself or in groups?

What was the best / worst thing that happened today?

How did you feel when you first got there; how did you feel when you left?

What made you feel that way at first?

At what point did your feelings change? Describe what happened.

What did you learn about yourself?

What did you learn about the population served?

What did you do today you were particularly proud of?

How is your life similar or different from those you served?

If you were one of the people you served what would you think of yourself?

What other needs do you think the people you served have?

How did the people's response make you feel?

How did your opinion of the people (or situation) change from when you started?

How does this experience compare with others you've had?

What problems did you see today?

What larger scale projects could be done?

How could society better deal with the problem?

What would you like to learn more about from what you saw/learned today?

Can you apply anything you learned here to other situations in your life?

Return completed form to Community Service mailbox in the main office on any of the collection dates. Refer any questions via email to Mrs. Schafer at jschafer@hpregional.org

