

Albion Central School District Community Service Philosophy



The goal of the Community Service component of the Albion Central School District is to foster a sense of responsibility as citizens. As responsible citizens, it is more likely that students will establish a clear connection to their school, community, and the nation.

The purpose of this Albion requirement is to promote a sense of commitment to the community, which serves as a basis for volunteerism.

The key competencies listed below can affect positive changes in the eyes of the person served, as well as individual growth of

the student providing the service.

KEY CONCEPTS

- Awareness: Serving others and giving of one's time develops a greater awareness of social responsibility, concern for the welfare of others, and a sense of the importance of the group and individual action in a society.
- Knowledge: Participating in community service will demonstrate increased knowledge and understanding of people living together in a society.
- Connections: Increasing active participation in community affairs will heighten connections to the community and promote the likelihood of future involvement in civic affairs.
- Exploration: Observing community roles will assist in career exploration.
- Self-reliance: Volunteer service promotes a greater sense of self-reliance and less dependence upon government services.

KEY COMPETENCIES

Students participating in Community Service experiences will:

- Demonstrate skill in communication, both oral and written.
- Understand the operation of political and/or social systems as providers of community resources.
- Display a sense of dependability.

REQUIREMENTS

By the end of their senior year, all Albion High School students must have completed and verified at least **30 hours** of approved community service. Service must not begin before September of the student's freshman year. **We encourage all students to begin working on their hours early in their high school career since senior year is a very busy time.** Students receive no grade for community service, but upon completion of hours and required paperwork they receive the **½ credit required for graduation.**

If the student enters the district during high school they will be required to complete the following hours:

Freshman- 30 hours

Sophomore-22.5 hours

Junior- 15 hours

Senior- 7.5 hours

A student's counselor will evaluate project ideas submitted by students and approve or disapprove volunteer opportunities. Certain regulations have been set to ensure the integrity of each opportunity and maintain the concept of community service.

- Hours cannot begin before September of the student's freshman year and must be completed before **June 15th** of senior year.
- Service work may be done on school breaks and during summer vacation.
- Community service or projects must be completed for a **non-profit** organization. Students cannot just **work for free** at an area business.
- If students initiate an individual project, this must be approved by the counselor. An adult, who will verify hours and work, must be designated as supervisor.
- Students are advised to complete at least ten hours with one agency or on one project, but the 30 hours can be completed through various opportunities.
- Students **may not earn more than** 10 hours of Community Service on **approved** school related activities.
- Hours cannot be completed during school hours.
- Hours can be completed in the Albion community or elsewhere as long as the work meets our criteria.
- Volunteer work for family members will not count toward completion of required hours since our goal is to encourage students to participate in the community.
- All students are expected to act responsibly when working to complete hours. Time spent in service should be considered like a job - students need to keep commitments, show up when expected, be on time, and work to 100% of their ability.
- All hours must be verified and students must submit the Community Service Self-Evaluation form and Agency Evaluation form in order to receive credit for their service.

There are many new opportunities throughout the school year. Mrs. Hill will post these on the Community Service bulletin board and they will be emailed out to the students.

ALBION CENTRAL SCHOOL DISTRICT COMMUNITY SERVICE PROGRAM

Agency Evaluation of Student

Student Name _____ Date _____ Grade _____

Agency _____ Telephone # _____

Evaluator _____ Title _____

Please check the appropriate column (acceptable/unacceptable) for each of the competencies listed below. Feel free to include any comments you may have regarding this student and his/her work.

DEPENDABILITY	acceptable	unacceptable
Responsibility		
Attendance		
Notification of Absence		
Punctuality		
Ability to follow through with tasks		
Cooperation		

COMMENTS: _____

COMMUNICATION SKILLS	acceptable	unacceptable
Respect		
Speaks clearly/respectfully		
Listens carefully		
Follows directions		
Asks questions		

COMMENTS: _____

UNDERSTANDING/KNOWLEDGE	acceptable	unacceptable
Optimism/Attitude		
Enthusiastic participation		
Performed assigned tasks willingly		
Understands the importance of community service		
Knowledge of organization as a community resource		

COMMENTS: _____

Please check one:

The overall performance of the work completed by this student was:

- Excellent**
- Satisfactory**
- Unsatisfactory**

Comments: _____

Evaluator's Signature _____

ALBION CENTRAL SCHOOL DISTRICT -COMMUNITY SERVICE
PROGRAM STUDENT SELF-EVALUATION

After you have completed your hours with one agency or on one project, please complete the following self-evaluation and return this with your Hours Verification Form to the secretary in the high school Counseling office.

Please Print Clearly

Name _____ **Date** _____

Name of Agency or Project _____

1. How did you contribute to the organization or how did you contribute to the completion of the service project?

2. Describe any problems or difficulties you may have had completing your work.

How did you solve these problems?

3. Reflecting on the Community Service project that you have just completed: What was the significance of what you did? What went right? What needed to be improved? Why?

4. Please rate your overall satisfaction with this volunteer experience or project (circle one):

Very satisfied

Some what satisfied

Dissatisfied

Comments _____

While working to complete your service hours/project, how did you demonstrate:

➤ Respect _____

➤ Responsibility _____

Optimism _____

Albion Central School District

Hours Verification Form – Official Time Record

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jan																																
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STUDENTS: Mark the number of hours service for each day served. Upon completion, total your hours, total your supervisor sign and date this form to verify your hours, and return this and your evaluations (agency and self-evaluation) to the Counseling Office.

TOTAL HOURS _____

Student Name _____

SUPERVISOR'S SIGNATURE _____ **Date** _____

Telephone # _____