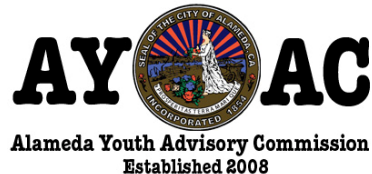




# The Students' Guide

## Fulfilling Community Service Requirements in the Alameda Unified School District



This handbook has been revised for the students and their families in the Alameda Unified School District by the Alameda Youth Advisory Commission, the Alameda Collaborative for Children, Youth, and Their Families, and the Alameda Unified School District.

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## *Why Serve?*

Students make important contributions to our communities by serving as role models for younger students, providing critical support to nonprofit organizations, learning about social issues and the political process, and feeling connected to where we live. Students gain confidence, experience, maturity, and many other priceless values and traits through altruism.

As a volunteer, you:

- Learn to build a community by serving others
- Share your gifts and talents
- Develop new interests and enhance old ones
- Have a positive and meaningful impact upon the people around you
- Donate your valuable time and learn life skills
- Acquire many helpful abilities
- Meet other humanitarians
- Begin to inspire others
- Become a voice
- Feel a sense of achievement
- Are the hope of our nation

*“If you want to help change the world, start by helping your community.”*  
– Devon Sherak, Island High School ‘11

*“Life just isn't all about you; it's about the wonderful things that surround you: your community, friends, school, and family.”*  
– Emily Chan, Encinal High School ‘11

*“The heart of volunteer is not measured in size, but by the depth of the commitment to make a difference in the lives of others.”*  
– De Ann Hollis

*“The best way to find yourself is to lose yourself in the service of others.”*  
– Mohandas Karamchand Gandhi

*“Volunteerism is the voice of the people put into action. These actions shape and mold the present into a future of which we can all be proud.”*  
– Helen Dyer

## *Program Requirements*

In order to be promoted from a public middle school or graduate from a public high school, *the Alameda Unified School District requires students to complete twenty (20) hours of community service during their years at their respective institutions.*

Students may opt to complete their service hours through non-profit or government organizations, community programs, or school-sponsored event (with approval from school teachers and administration).

## *Guidelines for Service Activities*

Students' service must be an activity that benefits other people or the environment directly.

Students cannot be paid or receive school class credit for the service that they provide.

Students' work cannot increase an organization's monetary funds (i.e. companies cannot receive financial profit for students' volunteer work).

Students must complete their community service hours before or after school in order for that time to qualify for credit.

# *It's Time to Serve!*

## **STEP ONE: SELECT AN AGENCY**

- You can always refer back to this handbook for ideas on where you can complete your community service hours or you can consult the adults at school.
- Your work must directly affect other people or the environment.
- You must take the time to inform yourself about any application and training processes that various programs require.
- You may not do clerical work for community service credit.
- As you select a place to volunteer, please keep in the mind the following factors:
- Your individual interests or passion
- The location of the agency or organization
- The level of accessibility to the agency and the ease of transportation
- The type of work that will be involved
- Your availability (i.e. time)

## **STEP TWO: AT THE AGENCY**

- Be polite. Be professional. Be proud of who you are.
- Dress appropriately (no sagging jeans, no revealing skirts, no hoodies, etc).
- Ask questions when you need to, but try to be as informed as possible before stepping into the agency.
- While working, do not answer personal phone calls and cell phones.
- As you work, be aware of how your service affects your heart and dreams. Try to integrate these experiences with your studies.
- If you are going to be late or absent to volunteer on an assigned day, you must call ahead of time!
- If you feel uncomfortable with any activities at the place you are volunteering at, contact your school administration and counselors.

## **STEP THREE: DOCUMENTING YOUR SERVICE**

- Ask your supervisor to indicate the hours that you have worked and to sign your AUSD Community Service Verification Form.
- At the end of your service, turn in the completed form to your counselor's office.

### *Helpful Tip:*

*You can ask your supervisor to write a letter outlining your involvement, contribution, and skills. Ask them to write it on official letterhead, with your name, evaluation of your work, nature of your work, and the supervisor's signature. You can use this letter in your graduation portfolio, scholarships, college applications, and/or as a job resume.*

# *Education & Mentoring*

## **Alameda Recreation and Park Department**

2226 Santa Clara Ave., Alameda, CA 94501

Andy Wong (510) 747-7552

awong@ci.alameda.ca.us

[www.cityofalamedaca.gov/Recreation/Teen-Volunteer](http://www.cityofalamedaca.gov/Recreation/Teen-Volunteer)

**Teen Volunteer Program:** Assist Recreation Leaders with youth programs and special events at local RAP sites. During the summer, Volunteers are also needed to help with the Aquatics Program at the swim centers. Interview required.

**Operation Green Sweep:** Earn community service hours by assisting with the maintenance of our City parks and recreation centers. Teens will be supervised while cleaning up various local parks, light trash removal and learning a thing or two about our park history and surrounding environment.

**Alameda Youth Committee (AYC):** Students who would like to have fun, plan middle and high school activities, learn leadership skills, and teamwork. Also plan and supervise special events geared towards teens, such as dances, sleepovers excursions, fundraising, etc. Group meets every Wednesday at Veterans Memorial Building, from 4:00 PM - 5:00 PM for planning meetings.

**Alameda Youth Advisory Commission (AYAC):** <http://www.cityofalamedaca.gov/Recreation/YAP>

Represent youth voice in Alameda city government. To act in an advisory capacity, review, and make recommendations about municipal matters referred to the Youth Commission by the Mayor, City Council, and other City of Alameda commissions. AYAC provides policy recommendations to the Mayor and City Council about issues of concern from Alameda youth.

## **Girls Incorporated of the Island City**

1724 Santa Clara Ave., Alameda CA 94501

Erin Barrett (510) 521-1743

ebarrett@girlsincislandcity.org

[www.girlsincislandcity.org/volunteer.php](http://www.girlsincislandcity.org/volunteer.php)

Assist program staff with the execution of the daily tasks needed to facilitate the girls program. Duties include snack preparation, interacting with the girls, and providing homework assistance. Volunteers must be at least 14 years old.

## **Home Project (Alternatives In Action)**

1900 3rd St., Alameda, CA 94501

[Alternativesinaction.org](http://Alternativesinaction.org)

Volunteer to help with after school teen development and community outreach projects.

## **Lafayette School Mentoring Project**

1700 Market St., Oakland CA 94607

Jessica Bilsky (510) 444-7285

LSMP is looking for tutors for 1½ hour sessions a week in either the afternoon or the evenings from Mon-Thurs.

## **Oakland Asian Students Educational Services (OASES)**

196 10th St., Oakland, CA 94607

Geraldine Ah-Sue (510) 891-928 ext. 103

geraldine@oases.org

[www.oases.org/volunteers](http://www.oases.org/volunteers)

OASES is looking for volunteers to help tutor local elementary and middle school students and organize and coordinate events to empower youth who have limited resources.

### **Ruby Bridges Elementary School**

**351 Jack London Ave., Alameda, CA 94501**

**Gwen Stephens (510) 748-4006 ext. 5309**

Tutor students who are at risk in Reading, Writing, and Math for 1 hour sessions after-school, from Mon-Fri.

### **Woodstock Child Development Center**

**190 Singleton Ave., Alameda, CA 94501**

**Carol Barton (510) 748-4001 OR Christina Arellano (510) 769-4936**

Youth volunteers read to young children, play with them both indoors and outdoors – organized games are especially appreciated; assist with art projects (clay, paint, etc.), book making, sing children's songs and assist with other activities such as gardening. The goal is to provide both young children and youth volunteers with a mutually rewarding, enjoyable and informative experience.

## *Environment*

### **Crab Cove Visitor Center, East Bay Regional Park District**

**1252 McKay Ave., Alameda, CA 94501**

**(510) 521-6887**

Call for information on how you can assist in their naturalist programs



### **Friends of the Alameda Wildlife Refuge (FAWR)**

**Carol Baxter (510) 653-9441 OR Leora Feeney, leoraalameda@att.net**

The second Sunday of every month, September - March, 9 am – 2 p.m. a work party meets at the Alameda Point location for habitat restoration.

## *Health*

### **American Cancer Society**

**1700 Webster St., Oakland, CA 94612**

**Jose Vadi (510) 452-5229 ext. 302**

**jose.vadi@cancer.org**

**[www.cancer.org/docroot/emp\\_2\\_volunteers.asp](http://www.cancer.org/docroot/emp_2_volunteers.asp)**

There are four sections of volunteer: advocacy, education and awareness, patient service program, and administrative opportunities. There are also some community service events, such as the Relay for Life and Making Strides Against Breast Cancer, which occur annually and require volunteers to help organize and staff the event.



### **American Red Cross**

**451 Stardust Place, Alameda, CA 94501**

**Joanne Robinson or Jim Franz (510) 814-4200**

**[www.chapters.redcross.org/ca/norcal/volunteer/welcome.html](http://www.chapters.redcross.org/ca/norcal/volunteer/welcome.html)**

**6230 Claremont Ave., Oakland, CA 94618**

**Anne Blackstone (510) 594-5165**

**[BlackstoneA@usa.redcross.org](mailto:BlackstoneA@usa.redcross.org)**

Volunteers assist with various food programs and train for first aid, CPR, and disaster/emergency response.

Volunteers can either work in the blood canteen or on phone team. In the Blood Canteen, volunteers provide light refreshments and informational material to blood donors after their donations and alert supervisors if a donor is not feeling well. Volunteers on the phone team provide tele-recruitment support by calling first-time donors to thank them for donating, reminding donors of their upcoming appointments, and rescheduling donors who missed appointments. Volunteers must be at least 16 years old to work in the Canteen and 15 years old to work on the Phone Team.

### **Children's Hospital and Research Center of Oakland**

#### **Volunteer Department**

**747 52nd St., Oakland, CA 94609**

**(510) 428-3471**

**[www.childrenshospitaloakland.org/join/join\\_volunteer.asp](http://www.childrenshospitaloakland.org/join/join_volunteer.asp)**

Volunteer in any of these sectors of Children's Hospital: Art While You Wait, CHAI tutors, Center for Child Protection, Children's Surgery Center, Clerical Support, Coffee cart, Day Hospital, Emergency Department, Family Resource and Info Center, Floor Volunteer/ Play Room/ Teen Lounge, Gift Shop, Hall of Health, Hospital School Program, Rehabilitation Medicine, Reach Out and Read/ Play Buddies, etc.



### **Crisis Support Services of Alameda County**

**P.O. Box 3120, Oakland, CA 94609**

**Tina Mornard (510) 550-8240**

**[www.crisissupport.org/volunteering](http://www.crisissupport.org/volunteering)**

Our volunteers enjoy working on a team with other caring people, supporting and learning from each other. Most importantly, volunteers can take pride in providing an essential service to the community, making a difference in other people's lives.

### **Kaiser Permanente: Oakland Medical Center**

**280 West MacArthur Blvd., Oakland, CA 94610**

**Aikane E. Lewis (510) 752-7373**

**[Aikane.E.Lewis@kp.org](mailto:Aikane.E.Lewis@kp.org)**

**[www.mydoctor.kaiserpermanente.org/ncal/facilities/region/eastbay/area\\_master/departments/oakland/volunteer.jsp](http://www.mydoctor.kaiserpermanente.org/ncal/facilities/region/eastbay/area_master/departments/oakland/volunteer.jsp)**

The Volunteer Services program is looking for exceptionally dynamic individuals to serve as members of the volunteer services team. Volunteer in the Gift shop, the pediatric department, and act as personal escorts and greeters. Volunteers must be at least 14 years old.

### **Oakland Outpatient Clinic**

**2221 Martin Luther King Jr. Way, Oakland, CA 94612**

**Geraldine Lambert (510) 267-7821**

**[www.volunteermatch.org/search/org42902.jsp](http://www.volunteermatch.org/search/org42902.jsp)**

Help improve health of the served veteran population by providing primary care, specialty care, extended care, and social support services in an integrated health care delivery system. The minimum age is 14 years old.

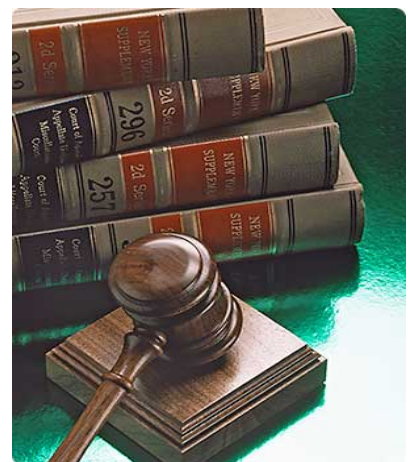
## *Legal*

### **McCullum Youth Court**

**337 17th St., Suite 205, Oakland, CA 94612**

**Youth Law Program Manager (510) 832-5858**

Youth-driven organization that provides opportunities to serve as a youth juror, and/or be trained to serve as a youth attorney. Juvenile offenders are judged by their peers.





# Poverty & Homelessness

## **Alameda County Community Food Bank**

7900 Edgewater Dr., Oakland, California 94621

(510) 635-3663 ext. 308

[volunteer@accfb.org](mailto:volunteer@accfb.org)

In 2010, nearly 6,600 volunteers dedicated more than 53,000 hours to help connect people in need with food, educate the community and lawmakers about hunger and poverty, keep the Food Bank office and warehouse running smoothly, assist with special events, provide technical assistance and more

## **Alameda Food Bank**

1900 Thau Way, Alameda, CA 94501

[volunteer@alamedafoodbank.org](mailto:volunteer@alamedafoodbank.org)

[www.alamedafoodbank.org/volunteer.html#CFS](http://www.alamedafoodbank.org/volunteer.html#CFS)

Help prepare and distribute nonperishable goods monthly.



## **Alameda Meals on Wheels**

516 Willow St., Alameda, CA 94501

[www.alamedamealsonwheels.org/volunteer.html](http://www.alamedamealsonwheels.org/volunteer.html)

Rosemary Reilly (510) 865-6131

You can help AMOW and its subscribers by delivering meals. Volunteers are needed for both weekdays and weekends, and meals are delivered between the hours of 10:00 and 11:30 AM.

## **Midway Shelter**

Alameda, CA 94501

(510) 357-0205 ext. 114

[volunteer@bffc.org](mailto:volunteer@bffc.org)

<http://www.midwayshelter.org/volunteer.htm>

Volunteers can serve on the Mayor's Fundraising Committee and/or the Board of the Alameda Homeless Network. Basic responsibilities include helping with miscellaneous activities like answering phone calls, doing paperwork and other activities determined by the supervisor.

## **Prison Activist Resource Center (PARC)**

1904 Franklin St., Oakland, CA 94606

Taeva Shefler (510) 893-4648

[www.usafreedomcorps.volunteermatch.org/results/opp\\_detail.jsp?oppid=409924](http://www.usafreedomcorps.volunteermatch.org/results/opp_detail.jsp?oppid=409924)

The Prison Activist Resource Center, a community-based nonprofit collective in Oakland, is looking for volunteers for any of the following: answer phones, help with mass mailings, assist in upgrading website, and basic office duties.

## *Miscellaneous*

### **Alameda Free Library**

1550 Oak St., Alameda, CA 94501

Mike Dooley (510) 747-7744

[www.cityofalamedaca.gov/getdoc.cfm?id=262](http://www.cityofalamedaca.gov/getdoc.cfm?id=262)

Library volunteers must be at least 16 years old and will sort and shelve books, staff the informational desk, or read to preschool children.

### **Alameda Museum**

**2324 Alameda Ave., Alameda, CA 94501**

**Robbie Dileo (510) 865-1767**

**[www.alamedamuseum.org](http://www.alamedamuseum.org)**

Volunteers will help dust, clean-up the museum and assist with other activities.

### **Island Cat Resources & Adoption**

**P.O. Box 1093, Alameda, CA 94501**

**(510) 869-2584**

**[volunteer@icraeastbay.org](mailto:volunteer@icraeastbay.org)**

**[www.icraeastbay.org/volunteer.php](http://www.icraeastbay.org/volunteer.php)**

Volunteering opportunities includes: posting our flyers in local businesses, collecting recycled cans & plastic bottles and spreading our spay/neuter message.

### **Lawrence Hall of Science**

**Lawrence Hall of Science, Centennial Dr., Berkeley, CA, 94720**

**Sue Guevara (510) 642-7723**

**[lhsteens@berkeley.edu](mailto:lhsteens@berkeley.edu)**

You will have fun and indulge your creative side by facilitating activities in our new exhibit Ingenuity in Action. In this space, visitors build a flying machine, a car, or a bridge. We need you to help them get started and to create new challenges for our visitors!

### **Mastick Senior Center**

**1155 Santa Clara Ave., Alameda, CA 94501**

**Jackie Krause (510) 747-7510**

**[jkrause@ci.alameda.ca.us](mailto:jkrause@ci.alameda.ca.us)**

Work and interact with elderly persons.

## *Annual Events*

Alameda Earth Day Festival

Alameda See Jane Run Half Marathon & 5K Race Series

Park Art and Wine Fair Festival

San Francisco AIDS Walk

San Francisco Avon Walk for Breast Cancer

San Francisco Marathon

San Francisco Nike Marathon

San Francisco Relay for Life

## *Search Engines*

[www.californiavolunteers.org](http://www.californiavolunteers.org)

[www.handsonbayarea.org](http://www.handsonbayarea.org)

[www.helpnow.org](http://www.helpnow.org)

[www.volunteercentersbayarea.org/volunteer/](http://www.volunteercentersbayarea.org/volunteer/)

[www.volunteerinfo.org](http://www.volunteerinfo.org)

[www.volunteermatch.org](http://www.volunteermatch.org)