Community Service Seal
Sheridan High School

Community Service Seal Requirements

- ❏ 120 hours community service
  - ❏ The community service experience must be approved by a school counselor prior to documenting hours of service
  - ❏ Provide hours log, reflection responses, and supervisor evaluation

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Community Service Seal Participation and Agreement Form

Student Information:

Student Name: _____ Address: _____ City/Zip Code: _____

High School Name and Address:

_____

School Advisor: _____ Telephone Number: _____

In case of an emergency, the organization should contact the student's parent or guardian and Mrs. Hughes:

Name (Parent/Guardian): _____ Address: _____ City/Zip Code _____

Telephone Number (Home): _____ (Work): _____ (Mobile) _____

Emergency Contact (Name and Telephone Number):

_____

Privacy Information: The information provided on this form is for administration of Community Service Seal Agreement only and is not to be used for any other purpose. Health information will be provided if the student has a medical condition or requires medication that may be relevant to his or her experience. This information must be kept confidential.

Community Service Experience Proposal

In this box, write a brief description of the community service activities you will perform. If a work description is available, please attach it to this form.

- *This proposal needs to be completed **PRIOR** to **EACH** community service activity and turned into Mrs. Hughes for approval.*

If you are aware of multiple community service experiences you will be participating in this school year, you can list each of them in the box above.

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Agreement Clause:

To participate in the program, all parties must agree to the following:

All Parties

1. Agree the primary purpose of this experience is educational and understand the student will use the experience to satisfy criteria outlined in Ohio's graduation requirements.
2. Understand the experience and duties defined will be planned and managed using this form.
3. Will jointly develop and update this form.
4. Understand that complaints should be addressed to and resolved by Mrs. Hughes and the experience supervisor.
5. Will identify a transportation plan for the student to get safely to and from the community service experience.
6. Must be notified promptly of any accident, injury or incident that may occur.
7. Termination or change in experience must be communicated to all parties and, in some cases, approved by Mrs. Hughes.

Student

1. Upholds the policies, rules and regulations of the school and organization.
2. Makes sure his or her actions, attitudes and appearances reflect positively on the school and organization.
3. Gives advance notice of any absence to the supervisor and Mrs. Hughes
4. Is responsible for his or her personal conduct demonstration at school and during the community service experience.

Parent/Caregiver

1. Encourages the student to carry out duties and responsibilities effectively.
2. Ensures required planning, induction, supervision and safe work systems always are provided for the student to maintain a safe and healthy community service experience.
3. Will take into account the competency, maturity and physical capabilities of the student related to all assigned activities.
4. Counsels the student about his or her progress and provides an evaluation verifying completion of the identified learning outcomes through the community service experience.

School Advisor

1. Helps the student secure an appropriate community service experience.
2. Performs periodic check-ins with the student to monitor progress.
3. Fairly enforces policies, rules and regulations.

I agree to the above clause for the student named in this form.

Student:	**Date:**
Parent/Guardian:	**Date:**
School Advisor:	**Date:**
Supervisor:	**Date:**

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Identify at least three learning outcomes related to professional, technical or academic skills you will demonstrate throughout the community service experience.

Academic, Technical or Professional skills I will demonstrate Example: Teamwork and collaboration (professional skill)	Evidence of how I will demonstrate this skill Example: I will build collaborative relationships with others while completing my community service experience and work as a reliable and contributing member of the team.

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Community Service Experience Details

- Please complete each table completely for each service experience
    - *It is recommended that each student complete at least 30 hours per year to remain on-track.*

Year #1: _____

Date & Time In/Out	Organization Name/Activity & Duties Performed	Supervisor Signature

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Year #2: _____

Date & Time In/Out	Duties Performed	Supervisor Signature

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Year #3: _____

Date & Time In/Out	Duties Performed	Supervisor Signature

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Year #4: _____

Date & Time In/Out	Duties Performed	Supervisor Signature

Student Reflection Questions

The goal of these questions is to help you:

- Make connections between what you do in your community service experience and your intended learning outcomes;
- Learn to evaluate the quality of your service and think about how you have improved your knowledge and skills over time;
- Consider the aspects of the service you enjoy and how they might be reflected in your future career; and
- Identify your strengths and make plans for what you want to do next to improve even more.

What you write in your reflection becomes important supporting evidence of your learning that you can share with others, along with samples of your work. These can become viable resources when you are applying for jobs, scholarships, or admission to new education or training programs that will help you achieve your career and life goals.

Reflection #1

1. What duties and responsibilities of the service do you enjoy the most? The least? What duties and responsibilities would you like to do more?
2. What are the most important skills you have learned so far? Describe how these skills have contributed to your overall performance.
3. What can you do to continue building these skills throughout your experience?

Reflection #2

1. Describe the duties and responsibilities of the service at which you excel and those that are a struggle. How are these strengths aligned to your future career goals?
2. What areas of the service could you improve upon?
3. Reflect on the academic, technical or professional skills you identified in the start of the experience. Describe the progress you have made in demonstrating these skills.

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Supervisor Verification and Evaluation of Skills and Knowledge

Grading System

- Supervisor, please evaluate the student in each area listed below by using a numerical grade from 0-10, 10 being the highest score possible.
- The overall performance average is computed by finding the average of the 13 areas. Calculation for the performance average will be completed by Mrs. Hughes.

Student Evaluation

- Reliability _____
- Work Ethic _____
- Punctuality _____
- Discipline _____
- Teamwork _____
- Professionalism _____
- Learning Agility _____
- Problem Solving _____
- Leadership _____
- Creativity _____
- Communication _____
- Technology _____

Supervisor Evaluation

- Based on the student's identified expectations of performance, please provide feedback on their performance or any other evaluation comments.

By signing, all parties have reviewed, discussed, and approved the above evaluation.

Student:	**Date:**
Parent/Guardian:	**Date:**
School Advisor:	**Date:**
Supervisor:	**Date:**

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