

**MAHWAH HIGH SCHOOL
MAHWAH. NJ**

Instructions for Option Two Community Service outside the building

Stacy Mandel- Coordinator
smandel@mahwah.k12.nj.us

Congratulations on your decision to become involved in your community as a Community Service volunteer! Within this packet you will find all of the information that you will need to begin your Community Service Project. If at any time you have questions please feel free to see me or you can contact me via e-mail smandel@mahwah.k12.nj.us

1. Select a community service site. You may find one on your own or choose one from a list of approved sites. The attached "Guidelines" form will help you choose an appropriate work site.
2. Contact the site and complete the attached "Community Service Contract". Do not leave any section blank. This form must be approved by me before you begin your service.
3. After your Community Service Contract form has been approved by me and returned to you, you may begin your service. **Any hours that are spent at a site before it has been approved by me will not be counted.**
4. Each time that you work at your approved site you will need to fill out your time log sheet and have it signed by your supervisor. You will turn in these sheets when you complete your service. Be sure to make a copy for your records.
5. When you have completed your hours of service you must hand in your completed time log sheet and the signed verification form. I will then submit these so that you may receive credit for your service. All forms must be submitted within two weeks of finishing your service.

Notes:

- In order for you Community Service credits to be applied to the current school year, all paperwork must be submitted to me no later than two weeks before the last day of school.
- If you plan on performing Community Service over the summer months you must submit the Community Service Contract **no later** than two weeks before the last day of school. Your credits will be applied to the following school year. You may contact me via e-mail over the summer if you decide to perform service over the summer. Paperwork for completed summer community service must be handed in within the first two weeks of the new school year.

MAHWAH HIGH SCHOOL

COMMUNITY SERVICE GENERAL DEFINITIONS & GUIDELINES

- Community service activities are those which students perform to benefit at least one other unrelated person and for which they receive no compensation. In most cases students will be working under the auspices of an organization: town government, school, non-profit organization, hospital, nursing home, or volunteer fire department/ambulance squad.
- Community service may be performed at any time during the students' high school career. Community service cannot be performed during school hours.
- Relatives, family members, current Mahwah High School students, and/or individuals under the age of 18, are not permitted to indirectly nor directly supervise or verify your community service work.
- Students must perform 27.5 hours of community service to receive 1 credit hour. Although you may earn as many credits as you like, only 10 credit hours of community service may be used toward graduation for elective credits.
- Students are expected to follow the Mahwah High School dress code policies while working at a community service site. Agencies will be advised to refuse to accept any student inappropriately dressed. Please remember that you are representing the Mahwah School community while working at a service site.

SPECIFIC GUIDELINES

COMMUNITY SERVICE THROUGH THE JUDICIAL SYSTEM. Community service which is court-assigned is **NOT** applied toward the 27.5-hour requirement.

ORGANIZATION-BASED COMMUNITY SERVICE. In general, service performed for profit-making organizations is **NOT** applicable, with the exception of hospitals, pre-schools and nursing homes. Service performed for individuals should be performed under the umbrella of an organization (e.g., tutoring a student through a school, helping the elderly through the Council on Aging). Activities to help a friend or neighbor typically do **NOT** count toward the requirement. Supervisors cannot be current high school students, family members, nor relatives of the student.

COMMUNITY SERVICE THROUGH RELIGIOUS ORGANIZATIONS. In order to be applicable, an activity may not be associated with the rituals, services, or ceremonies of any specific religion, proselytizing, or fund raising to support a specific religion or religious institution.

Thus, participation in religious services (e.g., choir membership, altar service, reading from the Torah), while worthy endeavors, is **NOT** counted. However, educational activities and non-religious activities which benefit the religious community (in non-financial ways) or the community at large ARE applicable.

Examples of applicable religious-sponsored service activities include (but are not necessarily limited to):

- Teaching Sunday school, Hebrew school, CCD, etc.
- Baby-sitting during religious services
- Painting church or synagogue buildings and classrooms
- Clothing drives
- Work in shelters

TRADITIONAL SCHOOL-SPONSORED ACTIVITIES. Activities performed which are traditional after-school activities are NOT applicable. Thus, participation (as officers or as members) in student government, marching band, National Honor Society, and clubs and teams are NOT applicable

SUMMER CAMPS. If other community service guidelines are met (related to compensation, type of organization, religious practices) CIT hours spent in the actual organization and performance of specific community service activities ARE applicable. NOTE: Traditional counselor-in-training positions in for-profit camps are NOT applicable.

SUMMARY OF ACTIVITIES NOT ELIGIBLE FOR SERVICE CREDIT

- Court-ordered service
- Service for individuals (e.g. friends, neighbors) without an umbrella organization
- Service at for-profit businesses (e.g., law firms, landscape companies)
- Participation in religious rites, services or ceremonies (e.g. altar service, choir, Torah reading, confirmation requirements)
- Proselytizing
- Fundraising to support religious institutions (e.g., most rummage sales)
- Traditional after-school activities
- CIT positions at for-profit camps and/or where CIT's pay reduced fees to attend

All community Service sites must be approved by Mrs. Mandel.

Hours spent at unapproved sites will not be counted toward the service requirement.

DOCUMENTING YOUR HOURS.

In order to receive community service credit, Verification forms and time log sheets signed by the supervisor must be turned in to the Community Service Coordinator, within 2 weeks of completion of the service. SIMPLY PERFORMING SERVICE DOES NOT AUTOMATICALLY PROVIDE CREDIT!

**MAHWAH HIGH SCHOOL
COMMUNITY SERVICE STUDENT TIME LOG SHEET**

Student Name: _____

For the Month Of: _____

Date	Time In	Time Out	Hours	Site Supervisor's Signature

Total Hours _____

MAHWAH HIGH SCHOOL
COMMUNITY SERVICE CONTRACT

Student Name _____

Name Site Supervisor _____

Name of Organization _____

Estimated Hours Per Week _____

Please provide a brief description of the work that this student will be doing for your organization.

I agree to complete the community service project described above

Student Signature: _____ **Date:** _____

I agree to supervise the student's completion of the project and to verify that the number of hours worked is accurate

Supervisor Signature: _____ **Date:** _____

I agree to allow my child to participate in the Mahwah High School Community Service Program.

Parent/Guardian Signature: _____ **Date:** _____

- () approved
- () not approved

Community Service Coordinator Date

C: Student

**MAHWAH HIGH SCHOOL
COMMUNITY SERVICE VERIFICATION STATEMENT**

Student Name

Site Supervisor

Organization

The student named above has completed _____ hours of community service hours for my organization.

Comments: _____

Supervisor Signature: _____ Date _____

Telephone Number: _____

() Credit granted

() Credit denied _____
Community Service Coordinator Date

Number of Credits = _____ Recorded on transcript _____

Letter Mailed on _____