

## Community Service Promotion Requirements - Middle School

The Pasadena Unified School District has adopted new graduation requirements starting with the class of 2019. A new requirement is that all 7th & 8th grade students will complete Community Service or Work-Based Learning hours. Students enrolled in 7th grade will be required to complete 20 hours of approved Community Service by the end of their 8th grade year, Students enrolled in 8th grade are required to complete 10 Community Service hours by the end of the school year.

### The section below applies only to Community Service hours

1. Completing ten hours of Community Service per year is recommended.
2. Seniors are encouraged to complete all of their hours by the end of first semester to ensure an accurate account of total hours completed by graduation.
3. PUSD guidelines for Community Service require students work only for a **Non- Profit Organization** (501c3, tax exempt status).
4. Students who are completing the International Baccalaureate Program and/or Pathways Certification requirements may use hours from those specific programs to fulfill the Community Service/Work Based Learning hours noted above.

### Definition of Community Service

The giving of one's time, efforts and skills outside of school class time for the purpose of benefiting the community (local or global), without monetary compensation.

### Selection of Community Service Opportunities

1. Students select a "hands-on" Community Service project of interest and then contact the non-profit organization to sign up.
2. The non-profit organization must be able to use student volunteers outside of the school day on weekdays or on weekends.
3. Students may receive Community Service hours for volunteering on political campaigns, to benefit an individual, or an issue. Students may receive hours for working on non-partisan events, or working at the polls after school hours.
4. Students receive credit for working as "hands-on" support of charitable fundraisers.

### These are **NOT acceptable** activities for Community Service and/or Work-Based Learning:

1. Babysitting or working at home.
2. Activities that solicit funds (Ex: In a marathon to raise money for cancer research, a student may get credit for setting up, or handing out water bottles, etc., but not for asking for donations or running)
3. Working for a family based business without pay.

### Options for Community Service include but are not limited to the following:

Humane Society Museums	Habitat for Humanity	Parks/Recreation Center
Police Station	Fire Station	Hospitals
Senior Citizen Homes	Libraries	Tournament of Roses/Float Decoration
Religious Institutions (Church, Mosque, Synagogue, Temple)	School Sites	

### Guidelines for Verification Forms

1. A supervisor from the organization of service must be able to verify the hours completed with a signature and business card. Parents and students may not sign as a supervisor on the verification form.
2. The verification form needs to be completed by the student and turned in to their counselor within one calendar month from the last day of service. Students can keep track of on-going Community Service hours on a monthly basis by using the Community Service timesheet available on the PUSD website via the Counseling link.
3. Students are encouraged to complete their Community Service hours during the summer months and turn in their verification forms in September.
4. **Complete page 2 with details of your activities.**

Please see your school counselor for questions regarding Community Service.



**STUDENT WORK-BASED-LEARNING/COMMUNITY SERVICE FORM**

(Used for Multiple Date Entries for Individual Students)

Student Name: \_\_\_\_\_ Student I.D. Number: \_\_\_\_\_ School: **McKinley** Grade: \_\_\_\_\_

Organization Name: \_\_\_\_\_

***To Be Filled Out By Student- log hours on one form per organization***

Date / Start & End Time	Description of Duties or Activities	Total Hours

Grand Total: \_\_\_\_\_

***To Be Filled Out By Employer or Site Supervisor – Student Evaluation***

	Excellent	Good	Average	Needs Improvement	Not Applicable
Attendance & Punctuality	○	○	○	○	○
Appearance & Grooming	○	○	○	○	○
Attitude & Cooperation	○	○	○	○	○
Initiative & Self Direction	○	○	○	○	○
Quality of Work	○	○	○	○	○

Additional Comments:

Supervisor's Name: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ *\*Please attach Business card or organization letterhead if available.*

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

***For Office Use Only***

Date Received:

Verified by:

Approved: • Yes • No

Submit this completed form to your Counselor and keep a copy for your records.

***\*All submitted documents will be verified. Information that is falsified will result in student hours being voided.***