



# TUMWATER SCHOOL DISTRICT

## Community Outreach Documentation

Community Outreach hours are defined as time that you have volunteered (non-paid) with any **non-profit organization**. Community Outreach can be defined as an activity that could or would provide **personal fulfillment, but not personal gain**. Examples would be assisting in community organizations such as youth programs, homeless shelters, churches or food banks. Community Outreach is not a mentorship or an internship for career exploration. Hours worked for family members or required by a school class, the courts, or any other institutions due to discipline or restitution may **not** be applied.

Community Outreach hours **must be documented** in the space provided below. You will need to list the organization, dates, hours, contact person, and obtain a signature verifying each experience. You may provide a signed letter (by organization's supervisor) on the organization letterhead instead of this form. You may include as many hours as you have volunteered; however, you **must have a minimum of 30 hours**. **Hours that apply to this requirement must be acquired after the completion of your 8<sup>th</sup> grade year and prior to being assigned a Senior Culminating Project – Exit Interview time.** Community Outreach Documentation forms must be submitted to the Career Center Specialist prior to your interview.

### To be completed by student (Print Clearly):

Student Name (first and last) \_\_\_\_\_ School: \_\_\_\_\_  
 Non-Profit Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date(s) of Community Outreach: \_\_\_\_\_  
 Duties/Activities Performed: \_\_\_\_\_

### To be completed by contact person for non-profit organization:

#### Promptness

Excellent                       Good                       Fair                       Below Average                       Poor

#### Completion of task(s)

Excellent                       Good                       Fair                       Below Average                       Poor

#### Quality of work/effort

Excellent                       Good                       Fair                       Below Average                       Poor

#### Demonstrated self initiative and independence

Excellent                       Good                       Fair                       Below Average                       Poor

Comments (optional): \_\_\_\_\_

Total Hours of Service: \_\_\_\_\_

The signatures below indicated that all information contained in this document is factually and honestly presented.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Contact Person Signature**



Completion of community outreach is part of the Tumwater School District Senior Culminating Project high school graduation requirement. In order to graduate a student must have a High School and Beyond Plan; complete 30 hours of community outreach; and complete a successful exit interview to district staff and community members.

The parent/guardian's cooperation and support is critical to a student's successful completion of these graduation requirements. Because not all activities are supervised by school staff, the parent/guardian is also responsible for ensuring the safety for the student's activities outside the classroom.

### **Guidelines for Community Outreach**

Community outreach activities are selected by a student and their parent/guardian to give the student a non-paid, volunteer experience and to promote civic awareness and responsibility. Community outreach activities in a governmental, non-profit, or bona fide charitable organization are appropriate. Hours worked for family members or required by a school class, the courts, or other institution due to discipline or restitution may not be used.

### **Parent/Guardian Responsibilities**

Tumwater School District does not select or supervise community outreach activities and cannot assure the student's safety during these activities. The student and the student's parent/guardian are responsible for any injury or loss resulting from community outreach activities. School district insurance provides no coverage for student injuries or losses unless caused by the district's negligence.

### **Documentation of Hours**

- The student must document at least 30 hours of community outreach on the school district form.
- The form must be signed by a representative of the non-profit organization or a contact person for the activity.
- **Hours that apply to this requirement must be acquired after the completion of your 8<sup>th</sup> grade year and prior to being assigned a Senior Culminating Project – Exit Interview time.**
- Community Outreach Documentation forms must be submitted to the Career Center Specialist prior to your presentation.