

LIBERTY UNION HIGH SCHOOL DISTRICT

STUDENTS IN SERVICE

COMMUNITY SERVICE PROGRAM

and urgent question is...

"Life's most persistent



WHAT ARE YOU DOING FOR OTHERS?"

--Martin Luther King, Jr.

Student Information Packet

Liberty Union High School District
20 Oak Street
Brentwood, CA 94513
925-634-2166

COMMUNITY SERVICE

The goal of Community Service is to engage students in providing meaningful contributions to their community and instill an ethic of lifelong community service. This will foster students' personal, social, and civic development.

All students should complete twenty hours of community service as part of their American Government class curriculum.

**“THE BEST WAY TO FIND YOURSELF IS TO LOSE YOURSELF IN THE SERVICE OF OTHERS”
– GHANDI**

PROGRAM REQUIREMENTS

Students enrolled in American Government are required to perform twenty hours of community service activities within the following guidelines:

1. Government teachers and School Career Technicians will work with students in meeting this course requirement. Orientation to community service will be provided.
2. Hours must be served before or after school or during a student's free time within the school day, i.e., lunch or unscheduled period within the Liberty Union High School District Attendance boundaries.
3. Community Service hours for a non-profit organization must be served in one of the following categories:
 - Senior Citizens
 - Children (tutoring, childcare, recreation)
 - Health related services
 - Environment
 - Clerical/Office
 - Fundraising
 - Maintenance/Janitorial
 - Special Needs
 - Community Project
4. Students may begin this course requirement during the summer prior to their senior year. Hours should be completed by the end of the semester the student is enrolled in American Government.
5. Community Service activities are in a voluntary capacity and not a paid position.
6. Community Service activities may not have proselytizing as their main objective.
7. Students are to provide agency with Service Agency Packet if they are not on the approved list, to be completed and returned to the Career Center prior to beginning service hours.
8. Students must furnish a complete and verified time card to their Government teacher.
9. Students must submit a reflective essay on their experiences as part of their grade. If approved by the teacher, students have an option to submit an oral presentation, journal, portfolio, or project on their experiences.

**“SERVICE TO OTHERS IS THE RENT YOU PAY FOR YOUR ROOM HERE ON EARTH.” –
MUHAMMED ALI**

Checklist for Success!

- 1. Choose a volunteer opportunity from the website/binder and print it out.
- 2. Contact the organization to arrange your hours.
- 3. Print out a time card from the school's website (or pick one up from Career Center).
- 4. Serve twenty hours and have the organization sign your time card(s).
- 5. Provide agency with Service Agency Packet and submit to Career Center for approval if they are not on the approved list.
- 6. Write an essay (3 pages/typed/double spaced) and submit to your Government teacher.
- 7. Don't wait! Start your Community Service now!
- 8. Submit your time card and reflective essay to your Government teacher prior to the end of the semester. You must use a new timecard for each opportunity and have it signed by that agency's representative or supervisor.

Helpful hints:

- 1. Determine what you would like to do, what your interests are, and how far you can travel to volunteer.
- 2. Call several organizations/businesses to inquire about volunteer opportunities.
- 3. Be persistent.
- 4. **Be on time.**

COMMUNITY SERVICE CULMINATING ACTIVITY GUIDELINES

Upon completion of the twenty-hour community service activity requirement, students should write a comprehensive reflective essay on their experience.

The essay must be typed and be between two to three pages (500 to 750 words) long. It should also include the following components:

- Description of personal experience.
- Reflective of what the experience meant to the writer personally.
- Discussion of the link between the community service activity and key concepts studied in school.
- Discussion of how your community service activity addressed a need in your community or helped your career exploration.

GETTING STARTED

There will be a general orientation meeting conducted each semester by your Career Technician in your Government class at each school. After this orientation, each senior will receive a packet of information. The Community Service Binder will be available in your Career Center to use as a reference.

The following is a suggested step by step checklist to assist the students in meeting their community service requirement:

- Attend the general orientation meeting in class.
- Receive packet and additional information from Career Technician in individual classroom meetings.
- Decide on a community service opportunity or write up and submit a proposal of your own student-designed activity to your teacher.
- Provide agency with Service Agency Packet if they are not on the approved list. Available at the Career Center.
- Start to work on either your proposal or at your service site.
- Serve your twenty-hours making sure to fill out the time card and receive verification.
- Take notes for your culminating activity (essay) as you serve.
- Discuss problems or concerns with your teacher.
- Complete your commitment and obtain your signed time card to submit to your Government teacher.

Liberty Union High School District
STUDENTS IN SERVICE - COMMUNITY SERVICE PROGRAM
Acknowledgement Sheet

DIRECTIONS: DO NOT initial or sign anything until it has been discussed in class and you fully understand what you are signing.

- ____1 I understand that I may count only those hours that I have earned during my Senior year. Since this is a content standard for my American Government course, volunteer hours and essay must be completed prior to the end of class.
- ____2 I understand that the **ONLY** volunteer time that counts toward my Community Service requirement is time performed at a District approved, non-profit agency. I am aware that these agencies are found on the District website or in the Community Service binder located in the Career Center. Time performed at an agency not found on the website or in the approved binder will not count toward my requirement unless prior approval has been granted by the Career Technician.
- ____3 Volunteer time may be performed during summer break, before or after school, on weekends, holidays or on-campus during an unscheduled period within Liberty Union High School District boundaries.
- ____4 I understand that a different timecard must be used for each organization. All timecards must be totaled at the bottom and completely filled out with the appropriate information and signatures. I am aware that my parent/guardian or relative may not sign my timecard and that all information provided on my timecard is verified by the District. Agency Supervisors may email the school's community service/service learning electronic account to submit hours.
- ____5 Community Service activities may not have proselytizing as their main objective. Example: participating in a political campaign that promotes a political party or individual candidate is NOT allowed. Participating in an evangelical religious activity is not allowed.
- ____6 All 20 hours **must** be served and the essay **must** be submitted by the end of the semester I am enrolled in American Government. If this requirement is **not** fulfilled, it will negatively impact my grade.

I have read and understand all of the above

(Print your name legibly)

(Sign your name)

(Date)

LUHSD COMMUNITY SERVICE PROGRAM

STUDENT PLACEMENT FORM

School Site: (circle one) **Liberty** **Heritage** **Freedom** **La Paloma** **Independence**

Teacher Name: _____ Period: _____

Student Name: _____ Phone: _____

(FOLD ON THE LINE)

LUHSD COMMUNITY SERVICE PROGRAM

Student Name: _____

Non-Profit Agency Name/Event Name: _____

HOURS COMPLETED

Date	Hours	Date	Hours	Date	Hours

TOTAL HRS: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

(MUST BE SIGNED TO BE VALID)

SUPERVISOR COMMENTS: _____
