



VOLUNTEER HOURS AND COMMUNITY SERVICE

Directions for completing Record Sheet.

"Our true destiny is not to be ministered unto but to minister to ourselves and to our fellow man."

-President Franklin Delano Roosevelt

As a middle or high school FCPS student, you have an opportunity to contribute to your community, grow as a citizen, and receive recognition by participating in volunteer and community service activities outside the regular classroom. Follow the guidelines below and take advantage of the associated resources to plan, document, and be recognized for your experience.

Annual recognition will be given to students who complete a minimum of 75 hours of appropriate volunteer/community service experiences. Recognition will be coordinated by each individual high school.

Follow these steps to complete a successful Volunteer/Community Service Experience:

1. Select or identify an appropriate volunteer/community service site/experience. There are many community groups and organizations ready and eager to work with young people. Seek out these groups and find an individual interest. You can also plan and organize your own individual experience. For all experiences you must be under the supervision of an adult who can verify your participation and activities.
2. Most volunteer/community service experiences are appropriate for school recognition. If you have any concern about appropriateness, please check with your school Service Learning Coordinator. A few major exceptions include the following:
 - Religious Organizations- volunteer activity must have a secular purpose and meet a need in the community. Any volunteer activity whose chief purpose is to convert others to a particular religious or spiritual view and/or which denigrates the religious or spiritual views of others will not be accepted. Any volunteer activity whose chief purpose is to help prepare and/or participate in the performance of a religious service or religious education activity will not be accepted.
 - Political Organizations- volunteer activity must occur in a public place under the supervision of an adult. This includes voter drives, voter participation activities and volunteering at the polls. Any volunteer activity that is partisan in nature or specific to a single candidacy will not be accepted. Any volunteer activity involving political fundraising or financial solicitation will not be accepted.
3. As you progress through your volunteer/community service experience, complete the form *Record of Volunteer Hours and Community Service*. Students must complete the *Preparation, Action, and Reflection* sections, and submit to your school Service Learning Coordinator. This documentation is required for you to receive recognition for the experience. Try to submit your record sheet within two weeks of completing the activity.
4. A separate record should be submitted for each volunteer/community service site/experience.
5. Any questions should be directed to the school Service Learning Coordinator.

Life's most persistent and urgent question is, "What are you doing for others?"

-Martin Luther King, Jr.

Good luck with your volunteer/community service experience! There is no greater deed than to serve others.

Print & complete this form and return it to the Service Learning Coordinator at your school within two weeks of completing the service.



RECORD OF VOLUNTEER HOURS AND COMMUNITY SERVICE

Please complete a separate form for each different activity.

Student Last Name	First Name	Graduation Year	Phone
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Name of Community Organization/Group

Date of Service	Hours Completed that Date	Date of Service	Hours Completed that Date
			Total Hours for this Activity:

Please complete the following questions about your volunteer/community service experience. Attach additional pages if you need more room to complete the following:

Preparation: What did you do to prepare for your experience?

Action: Briefly describe your actions during the experience. List and describe the skills you used and developed.
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Reflection: What did you learn about yourself or accomplish during this experience? How did this experience impact your life and the lives of others?
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Student Signature:	Date:
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Section below is to be completed by the supervisor/director of the volunteer/community service experience:

Feedback on the student's experience:
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Supervisor/Director Name:	Supervisor/Director Title:	Phone:
Supervisor/Director Signature:	Date:	Email:

<i>For use by school coordinator</i>	<i>Date Received:</i>	<i>Notes:</i>
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