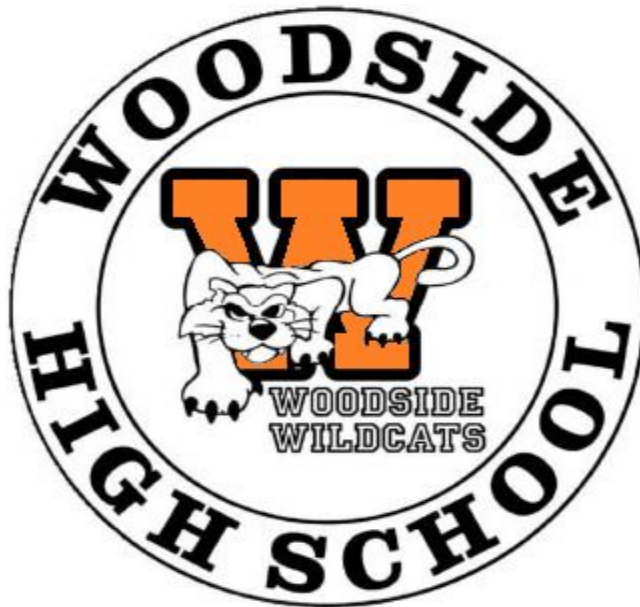


STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ ID# \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_  FALL  SPRING   
SUMMER



# COMMUNITY SERVICE APPLICATION

199 Churchill Avenue, Woodside, CA 94062

[www.woodsidehs.org](http://www.woodsidehs.org)

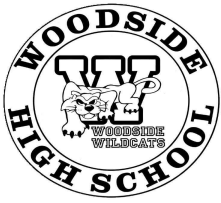
Phone: 650-367-9750

Fax: 650-367-7263

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

**MUST SUBMIT CONTRACTS 1, 2, 3 BEFORE ANY SERVICE HOURS WILL BE COUNTED.**



Received by: \_\_\_\_\_

## **NECESSARY STEPS COMPLETE PACKET**

### **Cover page:**

1. Fill out your name, grade and Student ID# .
2. Fill out the year and semester you are applying for.

### **Three Contracts:**

3. Complete Student Community Service Contract (page 1)
4. Parent Permission Contract (page 2).
5. Organization Contract (page 3)
6. All three contracts must be returned to Ms.Erika Zelaya **BEFORE YOU BEGIN YOUR COMMUNITY SERVICE**. Service hours will start counting on the date the application is received.

### **Time Sheet:**

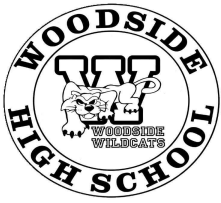
7. **Time sheet will be handed to you once packet and contracts has been submitted.**

### **Supervisor Report:**

8. In order to receive credit each semester you **MUST** turn in your timesheet and supervisor report
  - December for fall semester
  - May for spring semester
  - **FIRST WEEK** of school for summer
9. **FORMS MUST BE TURNED IN TO Ms. Erika Zelaya** in the administration building.

Should you have any community service questions please feel free to contact **Erika Zelaya** at: (650) 367-9750 x40033 or [ezelaya@seq.org](mailto:ezelaya@seq.org)

**MUST SUBMIT CONTRACTS 1, 2, 3 BEFORE ANY SERVICE HOURS WILL BE COUNTED.**



# Student Community Service Contract #1

I, \_\_\_\_\_, commit to volunteer \_\_\_\_\_ hours while participating in the school community service program. I understand and agree to the following requirements:

I am responsible for having all required forms, reports and evaluations completed and submitted according to the deadlines.

I understand that I must complete a new application each semester and that my hours will not roll over from one semester to the next.

I understand that I must complete a minimum of 15 hours to receive ONE credit, the grade issued will be “CR” credit and that a maximum of 10 elective credits may be applied toward meeting graduation requirements (5 Credits Maximum Per Semester).

I will notify the service organization of any absences and coordinate with the supervisor to make up the time missed as soon as possible.

I will attend all scheduled conferences and meetings related to the service program.

I understand that the community organization or school staff may terminate my volunteer placement if my conduct is unsatisfactory.

**I understand that my community service timesheet must be turned in to the administration building (Ms. Erika Zelaya), during STUDY week and first week of school in order to receive community service credit.**

**I understand that failure to fulfill any or all of the above requirements will result in not receiving credit for the service project.**

STUDENT SIGNATURE

STUDENT NAME

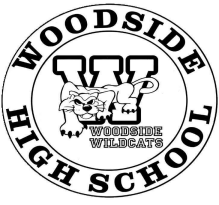
ID #

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MUST SUBMIT CONTRACTS 1, 2, 3 BEFORE ANY SERVICE HOURS WILL BE COUNTED.**



**PARENT PERMISSION CONTRACT #2**

My student \_\_\_\_\_ has permission to volunteer in a project through Woodside High School from \_\_\_\_\_  
to \_\_\_\_\_. I understand that my student will be working at \_\_\_\_\_. Under the supervision of

Name of student

\_\_\_\_\_. Neither the organization nor the school program leader will be held responsible in the event of an accident or injury. Should it be necessary to contact our family immediately, you can reach me at:

( ) \_\_\_\_\_ or another family member at (name) \_\_\_\_\_

At ( ) \_\_\_\_\_

**Woodside High School Community Service Policy:**

**Supervision**

School staff shall review and verify attendance records of students at designated community service sites. Staff may also visit these sites to observe students and help them resolve service related problems.

**Credits**

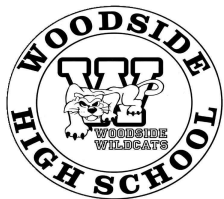
Credit for community service shall be based upon the hours worked and verified by the organization. Students will receive one credit for every 15 hours of community service. A maximum of **10 elective credits** may be applied per year toward meeting graduation requirements.

**Student responsibilities**

In case of illness, the student shall inform the community organization in a timely manner.

*The community organization or school staff may terminate any student's volunteer placement if the student's conduct is unsatisfactory. Transportation to the community service site shall be the student's responsibility.*

**MUST SUBMIT CONTRACTS 1, 2, 3 BEFORE ANY SERVICE HOURS WILL BE COUNTED.**



# Organization Service Contract #3

I, \_\_\_\_\_, agree to volunteer at \_\_\_\_\_ for \_\_\_\_\_ hours. I will volunteer from \_\_\_\_\_ to \_\_\_\_\_.

Student name

Organization name

Total # hrs

Date

Date

Such I intend to volunteer to the best of my ability and will be open to critical evaluation by my supervisor. I anticipate ending this volunteer service project by \_\_\_\_\_. I understand that the organization will verify my hours.

Date

Describe your volunteer tasks/ activities in detail:

- o \_\_\_\_\_
- o \_\_\_\_\_
- o \_\_\_\_\_

\_\_\_\_\_  
Organization Supervisor Name (print)

\_\_\_\_\_  
Organization Address

\_\_\_\_\_  
Organization Supervisor Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Organization phone #

### **Woodside High School Community Service Policy:**

#### **Supervision**

School staff shall review and verify attendance records of students at designated community service sites. Staff may also visit these sites to observe students and help them resolve service related problems.

#### **Credits**

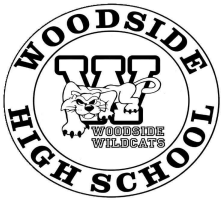
Credit for community service shall be based upon the hours worked and verified by the organization. Students will receive one credit for every 15 hours of community service. A maximum of **10 elective credits** may be applied per year toward meeting graduation requirements.

#### **Student responsibilities**

In case of illness, the student shall inform the community organization in a timely manner.

*The community organization or school staff may terminate any student's volunteer placement if the student's conduct is unsatisfactory.*

**MUST SUBMIT CONTRACTS 1, 2, 3 BEFORE ANY SERVICE HOURS WILL BE COUNTED.**



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