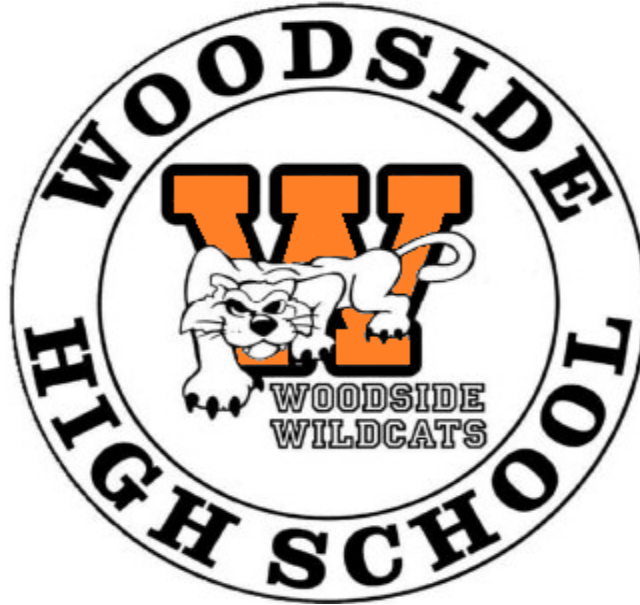


STUDENT NAME _____ GRADE _____ ID# _____

SCHOOL YEAR _____ FALL SPRING

SUMMER



COMMUNITY SERVICE APPLICATION

199 Churchill Avenue, Woodside, CA 94062

www.woodsidehs.org

Phone: 650-367-9750

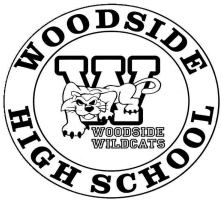
Fax: 650-367-7263

FOR OFFICE USE ONLY

Date Received: _____

Received by: _____

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



May not include hours of community service required for other classes or programs (ex: Octagon, Avid, CTE)

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 the packet and contracts have been submitted.**

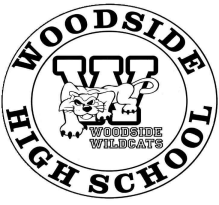
Supervisor Report:

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

May not include hours of community service required for other classes or programs (ex: Octagon, Avid, CTE)

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.

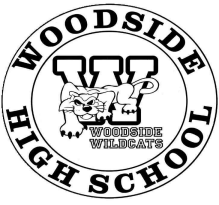
STUDENT SIGNATURE

STUDENT NAME

ID #

May not include hours of community service required for other classes or programs (ex: Octagon, Avid, CTE)

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 _____
Name of student

to _____. I understand that my student will be working at _____. Under the supervision of

_____. 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 () _____

Parent Signature _____ Date _____

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.

May not include hours of community service required for other classes or programs (ex: Octagon, Avid, CTE)

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

