

## **GUIDELINES FOR STUDENT INDEPENDENT SERVICE-LEARNING HOURS (A Graduation Requirement)**

Independent service-learning hours allows students to take leadership and ownership of projects whose purposes are to directly address human needs. Service-learning activities must include Preparation, Action and Reflection.

***All service-learning experiences should meet Maryland's Seven Best Practices of Service-Learning.***

**\*YOUR SERVICE PROJECT SHOULD SOMEHOW SERVE THE COMMUNITY\***

### **COMMUNITY SERVICE PROJECTS (Suggestions)**

- Volunteer at government agencies that have a volunteer program established ONLY. Agency should have a volunteer coordinator.
- Participate in Adopt-A-Highway program
- Assist with monitoring a recycling program in your housing development
- Volunteer at Public Library
- Help with Boys and Girls Club
- Work on graffiti clean-up in neighborhood
- Help at local Nursing Homes and Hospitals
- Volunteer with Outreach Projects (ONLY) with a place of worship. SERVICE PROJECTS MUST BE VERIFIED BY THE AGENCY not church (i.e. Shelter/Soup Kitchen)
- Volunteer with political campaigns
- Assist with community projects – e.g. National Hispanic Heritage Month/Martin Luther King celebrations; Black History Month etc.
- Volunteer at Homeless Shelters and Soup Kitchens

### **SCHOOL BASED PROJECTS**

- Active member of peer mediation and/or conflict resolution team in your school
- Plan and implement school beautification and clean-up
- Volunteer during special events (i.e. set-up/clean-up/serving guests)

PERFORMING AT SCHOOL MUSICALS/THEATRICAL PERFORMANCES IS NOT CONSIDERED COMMUNITY SERVICE

STUDENTS MAY NOT RECEIVE HOURS FOR SERVICES PERFORMED DURING NORMAL SCHOOL HOURS OR FOR STUDENT AIDE COURSES WHERE A GRADE AND/OR CREDIT FOR COURSE IS RECEIVED.

DONATING GOODS/WARE FOR CHARITY IS NOT VALID COMMUNITY SERVICE. STUDENT MUST HAVE PLANNED AND COORDINATED THE CHARITABLE ACTIVITY. SERVICE-LEARNING ACTIVITIES MUST INCLUDE: PREPARATION, ACTION AND REFLECTION.

### **DEADLINES FOR SUBMISSION OF STUDENT SERVICE-LEARNING VERIFICATION FORMS ARE AS FOLLOWS:**

- End of first semester for service performed during the first semester
- End of second semester for service performed during second semester
- September 30 for service performed during the summer.

**Any forms submitted after the stated deadlines are invalid and students will not be given credit for those hours.**

## INFORMATION STUDENTS SHOULD REMEMBER

- **SERVICE HOURS MUST BE EARNED IN A NON-PROFIT SETTING** -- Sites must be non-profit, tax exempt, community-based organizations or for-profit nursing homes, hospitals or licensed day-care facilities.
- Government facilities are considered non-profit, **however**, any service learning activity that REPLACES a paid staff worker may not be counted toward the service-learning graduation requirement. THERE MUST BE A VOLUNTEER PROGRAM IN PLACE AT THE AGENCY. Helping Parents at their job site is unacceptable.
- Baby-sitting at home or for a neighbor or relative is NOT acceptable for service hours.

PARTICIPATING IN AN ACTIVITY AND NOT RECEIVING PAY DOES NOT ALWAYS QUALIFY FOR SERVICE LEARNING HOURS.

**PARENTS/GUARDIANS or RELATIVES MAY NOT VERIFY SERVICE HOURS FOR THEIR CHILDREN.**

What Service-Learning Projects Should NOT Do:

### **Business Relationships**

- Any service-learning activity whose chief purpose is to increase the amount of revenue for a private, for-profit business or to generate new revenue for that business **may not** be counted toward the service-learning graduation requirement.
- Any service-learning activity that replaces a paid staff worker of the participating agency or institution with a student earning service-learning credit **may not** be counted toward the graduation requirement.
- Any service-learning activity that compensates a student with money, goods, or services **may not** be counted toward the service-learning graduation requirement.

### **Religious Practice**

- Any service-learning activity whose chief purpose is to convert others to a particular religious or spiritual view **MAY NOT** be counted toward the service-learning graduation requirement.
- Any service-learning activity whose purpose is to help prepare for and/or participate in the performance of a religious service or religious activity **MAY NOT** be counted toward the service-learning graduation requirement.



Student Service-Learning Verification Form

Complete this form in blue or black ink and submit to the School Service-Learning Coordinator by the end of each semester in which the service was completed. Submit this form by September 30 for service hours completed in the summer.

Section to be completed by the student:

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_
School: \_\_\_\_\_ Student Telephone: \_\_\_\_\_
Student Mailing Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Email: \_\_\_\_\_ Grade in school \_\_\_\_\_

Student Assessment of Service-Learning Activity

- I. Discuss your preparation for this service-learning activity/activities by completing the prompts below.
• In reviewing the research and information available, I found the following facts about the population to be served and the need for this service-learning activity.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

- The name and title of the person who will train, supervise, and guide my service-learning activity is

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

- II. Describe the service-learning activity/activities that you completed.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

To be completed by agency representative for independent hours.

Agency Name: \_\_\_\_\_ Tax ID # \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_
State: \_\_\_\_\_ Zip: \_\_\_\_\_
Supervisor / Teacher: \_\_\_\_\_ Title: \_\_\_\_\_
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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## Service Learning Log

Date of Service	Agency Name	Hours of Service	Total Hours Earned	Signature of Supervisor/Teacher

Upon reflection, what did you learn about yourself and others?

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\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent or Guardian's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

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*For School-Based Student Service-Learning Coordinator and data-entry personnel use only:*

**Previous Independent Hours** \_\_\_\_\_

**+ Independent Hours for this activity** \_\_\_\_\_

**=Total Independent Hours** \_\_\_\_\_

**Date of receipt** \_\_\_\_\_

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

**Title** \_\_\_\_\_