



A.H.S COMMUNITY SERVICE PROGRAMME

PROCEDURES FOR 2019-2020

GRADE 9 & 12 STUDENTS

Step 1

Collect the *Registration Form, Parent Consent Letter, the Organization Commitment Letter/Form, the Community Service Policy & a Procedure Sheet* from your homeroom teacher.

Step 2

Select an organization you would like to go based on the policy of the programme. If you are having difficulty finding a place to go, a suggested list of places is available on the library notice board and on the school website. You can select a place from that list.

Step 3

- Complete the registration form you were given.
- Have your parent/guardian sign the parent consent form to indicate that they have given you permission to be a part of the community service programme.
- Visit the organization you have selected and get a representative to sign the organization commitment form to indicate that they have accepted you to do your community service hours with them.

Step 4

Submit all three forms signed in step 3 to the community service coordinator at the library. When you have completed and submitted all three forms you will receive the rest of the documents to take to the organization to start doing your community hours (*This will include the Task Card, The Qualitative Report & the Student Time Card*). You will also receive a set of guidelines and reminders including the date the final part of your form is due.

PLEASE NOTE, THAT YOU MUST SUBMIT THE FIRST 3 DOCUMENTS BEFORE STARTING YOUR COMMUNITY SERVICE HOURS (Deadline- November 29, 2019)

Step 5

- Following the guidelines you are given with the rest of the community service documents, complete your hours and submit the last set of documents from the organization on the due date your class given.

- When you have submitted your form, if all is well, you will get a receipt highlighting the approved hours you have submitted.

GRADE 10, 11 & 13 STUDENTS

Step 1

Collect the *Parent Consent Letter, the Organization Commitment Letter/Form, Community Service Policy & a Procedure Sheet* from the community service coordinator at the library.

Step 2

Select an organization you would like to go based on the policy of the programme. If you are having difficulty finding a place to go, a suggested list of places is available on the library notice board and on the school website. You can select a place from that list.

Step 3

- Have your parent/guardian sign the ***parent consent form*** to indicate that they have given you permission to be a part of the community service programme.
- Visit the organization you have selected and get a representative to sign the ***organization commitment form*** to indicate that they have accepted you to do your community service hours with them.

Step 4

Submit all both forms signed in step 3 to the community service coordinator at the library. When you have completed and submitted all three forms you will receive the rest of the documents to take to the organization to start doing your community hours (*This will include the Task Card, The Qualitative Report & the Student Time Card*). You will also receive a set of guidelines and reminders including the date the final part of your form is due.

PLEASE NOTE, THAT YOU MUST SUBMIT THE FIRST 3 DOCUMENTS BEFORE STARTING YOUR COMMUNITY SERVICE HOURS (Deadline November 29, 2019)

Step 5

- Following the guidelines you are given with the rest of the community service documents, complete your hours and submit the last set of documents from the organization on the due date your class given.
- When you have submitted your form, if all is well, you will get a receipt highlighting the approved hours you have submitted.

GUIDELINES FOR SELECTING ORGANIZATION

- Community service hours **MUST** be done at an organization that is geared towards helping others or one that depend on volunteers and are committed to service. **(Retirement homes, homeless shelters, churches, hospitals, nurseries and centers for struggling students, schools (for instance homework/tutoring programs) are great choices.**
- Students are **ONLY** allowed to do up to **1/3** of their total hours **(5 hours for 9 -11 and 7 hours for 12 & 13)** doing clerical tasks. Therefore it is extremely important to discuss with the identified organization the tasks that will be assigned before confirming selection.
- You are only allowed to do **1 TO 3 HOURS PER VISIT** at selected organizations. Please ensure that this matter is discussed with the prospective supervisors before confirming selection.
- Selected organizations must be approved by the community service coordinator, before you begin. Failure to get approval can result in you redoing the hours, if the organization selected does not meet the requirement of the programme.

P.S. - *A list of suggested organizations can be found on the school's website and on the school library's notice board.*