



Joseph C. Wilson Magnet High School Commencement Academy

Designed for students enrolled in:

Participation in Government
&
History of the America's

Community Service Guide

We make a living by what we do, but we make a life by what we give.

~ Winston Churchill

The State of New York and the Rochester City School District require that each student complete at least 20 hours of community service at a non-profit agency prior to graduation.

Guidelines:

- I. Community Service hours must be completed during the current school year.
 - a. September 1st through June 1st.
- II. All hours and paperwork must be completed & submitted by June 1st
- III. Community Service hours must be completed at a **NOT-FOR-PROFIT** organization.
 - a. A pre-approved list of organizations is attached for your convenience.
 - b. Nursing Homes, Hospitals, Youth Centers, Libraries are acceptable examples.
 - c. Garages, Barber Shops, Beauty Salons and in-home day cares DO NOT qualify.
- IV. No friends, no family, no businesses!
- V. **ALL VOLUNTEERING MUST BE PRE-APPROVED BY THE PIG or HOTA INSTRUCTOR!!!!**

Process:

STEP 1: *Speak with your PIG/HOTA Instructor about an organization you would be interested in volunteering at. Get the approval from your Instructor before you begin volunteering.*

STEP 2: *Contact the organization and set up times or a schedule to volunteer.*

STEP 3: *Honor your commitments and show up on time to volunteer.*

STEP 4: *Have the volunteer site manager complete one of the following tasks:*

1. Fill-in, sign, date the attached "Letter of Commitment" **OR**
2. Have the sight manager write a brief statement on company letterhead that details the dates, and number of hours you have volunteered.

STEP 5: *Complete "Volunteer Log Sheet" – completely fill in the dates, times, and obtain site mentor signature. Be sure that your complete number of hours is equal to or greater than 20 hours.*

STEP 6: *Hand in all completed paper work by June 1st.*

Disclaimer:

Students who neglect to follow the guidelines/processes and fail to complete the required 20 hours of community service may be withheld from receiving full credit for either PIG or HOTA. In certain instances, seniors may be prevented from graduating on time and may be denied their diploma until the community service requirements have been fulfilled. Any student who forges signatures or fabricates volunteering information will automatically be denied PIG/HOTA credit on the basis of academic integrity.

Letter of Commitment

Community service, in the spirit of volunteerism, is the act of giving assistance to someone in need of help, without receiving any monetary reimbursement.

As a student in this required course, *Participation in Government OR History of the America's*, and as a full-time student at Joseph C Wilson Magnet High School, I understand that I must fulfill the requirements set forth by the New York State Education Department (NYSED), and perform community service.

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It is my understanding that:

- I will be involved in meaningful activities I select;
- I will not only participate but also complete and fulfill this project in a dedicated and disciplined manner;
- In doing so, I will be on time and respectful to all of the people who supervise my volunteer work; and
- Lastly, I will honor the commitment I have made and look forward to this as not only a community service project but a rewarding experience helping those in need of assistance.



D

My signature below establishes an agreement between the person/people which I am volunteering my time, Mr. Caswell, and most importantly, myself.

I

Student's Signature

N

Supervisor's Signature

Date(s) of Community Service

G

Supervisor's Contact Number

Number of Volunteer Hours

Meaningful