

Friend Community Service Project

- ★ Please turn in one form for EACH community service project.
- ★ You are encouraged to confirm with Mr. Anderson, Mrs. Stutzman, or Ms. Hottovy that the project is acceptable BEFORE the hours are completed.
- ★ The contact person supervising your hours may not be a family member.
- ★ See the back of this form for tips on how to make your community service project a success!

Student: _____ Grade: _____

Name of Agency/Contact Person: _____

Phone Number of Contact Person: _____

Description of Project: _____

Starting Date: _____ Completion Date: _____

Number of Hours Completed: _____

Signature of Contact Person: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Administrator/Counselor Signature: _____ Date: _____

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FOR OFFICE USE ONLY

Date Recorded in PowerSchool \_\_\_\_\_ Copy given to class sponsor \_\_\_\_\_

## STUDENT TIPS FOR COORDINATING & COMPLETING COMMUNITY SERVICE HOURS

Just a few things to keep in mind when you contact a business/organization/club/etc. that you'd like to work with to earn community service hours:

1. **Whether you are calling or emailing the contact person, be sure to start with some sort of greeting and introduce yourself. Many community members won't know who you are or that you are a student here.** Example: "Hi! My name is Joe Schmoe, and I'm a junior at Friend Public School."

2. **Explain why you are calling/emailing.** Example: "I'm interested in earning community service hours with your organization."

3. **Ask for a time to meet the person, visit the business, or actually complete the community service.** Example: "What would be a good day and time for me to stop by?" or "I would like to set up a time to get started. What works best for you?" or "I am available after school on Thursday this week or this coming Saturday to meet or get started on my hours." Obviously, you will fine tune this part of the message/call to suit what works for you. Remember to be flexible and cooperative. The contact person or the business may already have a busy calendar. Know your options ahead of time.

4. **Thank the person for their time.** Example: "Thank you very much for the opportunity to earn community service hours with you."

5. **If you are sending an email, sign your name!** It would also be wise to use your very best writing skills if you send an email.

6. **FOLLOW THROUGH with the appointment you schedule with that business/organization.** If something comes up and you can't make it, it is CRITICAL you call them ahead of time. Be courteous of their time, too.

7. **When you arrive for the work time,** be sure to clearly introduce yourself and thank them again for the opportunity. A handshake would be nice! When you are "on the job," use your manners, be friendly, look for things that need to be done rather than standing around and waiting to be told what to do, and ask questions if you are confused or unsure. Please do not be on your phone while you are "on the job".

8. **Remember to take a community service form with you** so the contact person can sign off on their hours (this will be done at the END of your time there). This is also the perfect time to thank them again for the opportunity.

Folks, this is such a great way for you to build relationships and connections with people in our school district. I often tell my own daughter that often it's not WHAT you know but WHO you know. Use this opportunity to make a good impression on others -- perhaps these people can be references for you as you apply for jobs or to college. Remember you are representing yourself, your family, and our school.

**It's a great time to be a Bulldog!**