

## Gateway Middle School Community Service Guidelines

Gateway believes in students developing the habit of serving their community as a means to understand their role as citizens and their responsibilities for participation in an open and democratic society. Therefore, Community Service is a requirement for successful completion of the Middle School program.

Community Service requirements should meet the following criteria. A student's service should:

- relieve an adult of a necessary task;
- be completed thoroughly and proficiently;
- avoid adding to adult supervisory responsibility.

### Community Service parameters for receiving credit toward graduation

The service provided must:

- be performed free without receiving academic credit or to benefit class fundraising efforts;
- support some sector of the community, either school or wider community;
- be unpaid and for a not-for-profit organization or an organization approved by the student's advisor;
- take place outside of class time;
- receive prior approval from the student's advisor;
- be documented with a form from the teacher or organization benefiting from the service, and signed by the site supervisor (please see the attached Tracking Forms).
- **It is the student's responsibility to keep track of his or her hours and submit the tracking form to his or her advisor by May 1<sup>st</sup> of the school year.**

Please note:

- Credit will not be given for music or sport practice time, or for competitive activities on the part of the student. For example, a musician may receive credit for a public performance in a non-profit setting, but not for rehearsal time. A swimmer cannot get credit for competing in a meet, but may get credit for the time she or he spends staffing a snack table or timing other heats.

### *GRADE LEVEL REQUIREMENTS*

**Grade 6** activities will be chosen and worked on as a class and may be at Gateway School or a nonaffiliated organization. The required number of hours will vary, depending on the project chosen.

**Grade 7** students will choose projects individually. A total of **20 hours** is required; these hours may be performed at Gateway School, through an approved organization, or a combination of both.

**Grade 8** students will choose projects individually. A total of **25 hours** is required; no more than 5 of these hours may be performed at Gateway School.

### **Some Ideas for Volunteering in Santa Cruz County**

- Serve food at a shelter
- Work at a food bank
- Walk in a walk-a-thon for your favorite charitable organization
- Volunteer at an animal shelter
- Participate in an organized beach clean-up activity (e.g., Save our Shores)
- Usher at a play for a non-profit theater group
- Bring meals to an elderly or disabled person through a non-profit organization (e.g., Meals on Wheels)
- Raise money for your favorite non-profit organization (e.g., Jacob's Heart, the Red Cross, or the SPCA)
- Volunteer at the library
- Volunteer at a local Community Center (Beach Flats, Davenport)
- Organize a clothes drive and donate the items to a shelter or other non-profit group
- If you have other ideas you'd like to discuss, please check in with your Advisor as soon as possible!



# GATEWAY SCHOOL

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## Community Service Tracking Form

--OFF SITE--

Students: complete this form each time you perform hours at this organization (date, hours worked, and a description of the tasks performed). Please have the supervising adult initial the form **each time you do service hours**. If you are doing service hours at more than one organization, please use a different form for each organization. When your service at this non-profit organization is complete, please total your hours at the bottom of the form and have the supervising adult complete the comments section at the bottom of this form.

Student Name \_\_\_\_\_

Non-Profit Organization's Name \_\_\_\_\_

Address of Organization/Contact Info.

\_\_\_\_\_

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (phone/e-mail)

Name/Title of Supervising Adult \_\_\_\_\_

Date	Hours Worked	Tasks Performed	Supervisor's Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Hours of Service at this organization \_\_\_\_\_

Supervisor's Comments

Supervisor's Signature \_\_\_\_\_

