



Parents/Students,

As most of you are aware, Kohler High School requires Community Service for Graduation. The intent of the requirement is to encourage students to be active and engaged members of their communities and to address important community issues.

This letter will hopefully give you a quick over view of the community service requirements, what qualifies to meet these requirements, what is needed to document the information, and a few tips for choosing a service project.

Community Service Requirements:

Class of 2016 10 Per Year
Class of 2017 10 Per Year
Class of 2018 10 Per Year
Class of 2019 10 Per Year

Community Service Verification Forms should be signed off and tracked by each student's advisor.

For Community Service qualifications see page 3 & 4

**COMMUNITY SERVICE
VERIFICATION FORM**
All Community Service Must Be Unpaid and Volunteer Work

Student Name: _____ Graduation Year: _____

Advisor: _____ Date: _____

To be completed BEFORE the performance of the community service activity:

Advisor Approval: _____ **Date:** _____

Parent Permission: I give my permission for my son/daughter to participate in the community service activity described below.

Parent Signature: _____ **Date:** _____

Description of Community Service Activity:

Name and address of organization: _____

Organization contact person: _____ Phone: _____ Email: _____

Dates When the Above-Described Community Service Took Place and Validating Signature from Contact Person:

Date	Number of Hours	Service Provided	Signature of Contact Person

To be completed AFTER the community service activity:

Parent Verification: I verify that my son/daughter performed the described community service at the times listed above.

Parent Signature: _____ Date: _____

Advisor Signature as Verification: _____ **Date:** _____

Community Service Qualifications: The guidelines for what qualifies as community service for the district graduation requirement are as follows:

- The service must be provided without compensation.
- The service must be provided beyond the normal school day hours.
- Any service with or through a profit-making organization will not be accepted.
- The service may not be provided to or for family members.
- The service must not be part of other school credit or extra-curricular credit earning opportunities except as described below
- The service will not be recorded if it is with or part of an extra-curricular activity such as managing a sports team,

Best Practice when thinking of Community Service

- Look for something you enjoy doing.
- Put together a small team.
- Make sure it is a non-profit.
- Try to implement and build a project.
- If you have been involved in Boy Scouts or Girl Scouts, think of how they worked together.

A possible resource for community service can be found online at

<http://volunteersheboygan.galaxydigital.com/>

Please note that Volunteer Sheboygan is not part of or affiliated with Kohler Public Schools.

Kohler Schools highly recommends reaching out to the community, we do however allow for some school affiliated activities. Below are examples of what is and is not allowed.

School affiliated activities which are examples of community service

- On-campus community service club activities (not meetings) such as Key Club or Student Council food drives where the effort takes place off campus and after school and the effort is a sustained, multi-hour project.
- Peer/youth tutoring after school hours or on weekends
- Weekend campus clean-up, beautification activities
- Assisting/facilitating at school functions such as PTA or parent meetings

School affiliated activities which are **NOT** community service

- Grading papers.
- Working for an individual teacher (or teachers).
- What would usually be considered normal extracurricular (or co-curricular) activities, such as sports and sports-related activities, cheer-leading, participating in school performance activities that are related to a class, etc.
- Work often done by student aides, such as office, teacher, or library aides.
- Work during regular school hours.
- Related to a class, credit for a class, or the making of profit, defraying costs of trips, etc.
- Benefits a business or individual employer

The service should be with or through a highly reputable service organization.

Documentation of Information

- A community service verification form will require both parent/guardian and a student advisor signature.
- Advisers will be responsible for monitoring and verifying that the community service hours have been completed for each of their students.

NOTE: This document also includes forms students must use to document and report service hours.

TIPS FOR CHOOSING A SERVICE PROJECT

1. **Schedule a Visit.** Making a visit to an organization that you are interested in volunteering for will give you valuable first-hand information on the type of services they offer and the environment you will be working in.
2. **Estimate a Realistic Time Commitment.** Take all of your schoolwork and other activities into account before scheduling the time you can give to the volunteer organization. Remember, it is easier to start small and add hours later than to break a commitment for hours that you cannot fulfill because your schedule is too tight. You might also consider a project with other students to share the hours to meet the agency needs.
3. **Be Enthusiastic.** Find an organization in a field that is of interest to you. This will make your volunteer work enjoyable and personally rewarding. Your advisor, school counselor, other teachers, or your parents can help you with this.
4. **Keep Records.** Volunteers should keep photocopies of all Verification of Community Service forms for their own records during their four years of high school. You might also consider taking pictures of your service (ask permission from the agency first) and include these in your Naviance portfolio.