



New York City Department of Education  
**RICHMOND HILL HIGH SCHOOL**  
89-30 114<sup>th</sup> Street  
Richmond Hill, NY 11418  
(718) 846-3335

Frances DeSanctis, Principal

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To Whom It May Concern:

Over the years, many of our students have volunteered in community schools and social service agencies as part of our Community Service Learning Program. The students complete **40 hours of unpaid community service** under the direct supervision of a cooperating teacher or other on-site supervisor. For this service they earn **one elective credit** towards graduation.

Please be aware that our program is rigorous and demands of the student the following:

- An **initial eligibility form** signed by the student's guidance counselor substantiating that the student is a junior or senior in good standing who would benefit from participating in our Community Service Learning Program.
- A Richmond Hill High School **liability disclaimer** signed by a parent.
- A **student contract** signed by both the student and his/her parent.
- A copy of a **commitment letter and liability disclaimer from the volunteer site** where the student will be working as a volunteer.
- A **weekly time log** to be kept by the student listing all hours worked and signed weekly by the student's on-site supervising teacher.
- A **daily reflective journal** to be kept by the student and reviewed with the student's supervising teacher at Richmond Hill High School on a weekly basis.
- A **final signed evaluation** to be completed by the student's on-site supervisor.
- A **final 500 word typed paper** summarizing the student's experiences working in community service.

These checks are designed to ensure that our students take their volunteer duties seriously and that their experience is truly an educational experience for them. Please assist us by reminding the student's supervising teacher that he or she should sign the student's time log each week, and complete the final evaluation report at the end of the student's volunteer assignment.

Thank you for giving our students this opportunity to serve their community and learn the true value of human giving. If you have any questions, please do not hesitate to contact us.

Sincerely,

Ms. Vojvodic, ext. 401 (Room 410)  
Coordinator, Community Service Learning Program