



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

Frances DeSanctis, Principal

Debra C. Bodie, AP, ext. 410

Note to Guidance Counselors:

Thank you for thinking about enrolling some of your students in our Community Service Learning Program. The program allows qualified Juniors or Seniors to earn ONE elective credit for **40 hours of unpaid volunteer work**.

Most students volunteer to tutor younger students at one of several local elementary schools. Some students volunteer to work at a local Boys and Girls Club.

Your recommendation is an essential part of the process, as we need you to verify that the student is in good academic standing (e.g. he/she is not in danger of failing any classes).

The student should also have an excellent attendance record and be considered by you to be reliable and trustworthy. The community sites to which we send our students are accommodating our students and deserve to get students who will not let them down.

If you have students who you think would benefit from enrolling in our Community Service Learning Program, please complete and sign a "*Guidance Counselor Recommendation Form*".

Please tell the interested students to either:

- Bring a signed copy of the "*Guidance Counselor Recommendation Form*" directly to Ms. Vojvodic in Room 410 (Social Studies Office)
Or
- Put the recommendation form, together with a copy of the student's program, in Ms. Vojvodic's mailbox

Thank you for your assistance.

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