



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

Debra C. Bodie, AP, ext. 410

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Guidance Counselor Recommendation (Required)

Dear Ms. Vojvodic,  
Coordinator, Community Service Learning Program

I have reviewed the guidance records of the following student:

Name: \_\_\_\_\_

OSIS: \_\_\_\_\_

Official Class: \_\_\_\_\_

The above-named student is a **Junior** or **Senior** in good academic standing who wishes to earn one elective credit by participating in our Community Service Learning Program.

I have informed the student that in order to receive an elective credit the following must be completed satisfactorily:

1. The student must perform the community service for a **minimum of 40 hours**.
2. The student **cannot be paid** for the service.
3. The student **must keep a daily time log** of his/her volunteer activities listing the date and hours of service. The log must include the on-site supervisor's signature.
4. The student **must keep a reflective journal** (or diary) in which he/she writes a paragraph each day about what he/she is learning and accomplishing by doing volunteer work.
5. **Must report weekly to his/her supervising teacher** at Richmond Hill High School to show his/her journal entries and talk about his/her experiences.
6. The student **must earn a final satisfactory evaluation** report from the school or community service center where they worked as a volunteer.
7. At the end of the 40 hour period of volunteer service the student must submit a **500 word (2-3 page) typed final reflective essay** on the their experiences.

I believe that this student is reliable and conscientious and would complete the Community Service Learning Program satisfactorily.

\_\_\_\_\_  
*Print Name of Guidance Counselor*

\_\_\_\_\_  
*Phone Ext:*

\_\_\_\_\_  
*Signature of Guidance Counselor*