



New York City Department of Education
RICHMOND HILL HIGH SCHOOL
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Richmond Hill, NY 11418
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Frances DeSanctis, Principal

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"Steps to Success" Checklist

Step 1 - Get a RECOMMENDATION LETTER from your Guidance Counselor

Step 2 - CONTACT MS. VOJVODIC (Room 410) for an initial interview.

1. Arrange a time and place for your weekly meetings.
2. Ask for help finding an approved location for your Community Service
3. Ask for help finding a RHHS Supervising Teacher who can meet with you once a week to review your TIME LOG and JOURNAL

Step 3 - Check out your volunteer LOCATION. Go to it and make sure that it is a good choice for you:

1. Can you get transportation to this location easily (you need to be there on time!)
2. Did you find a teacher or supervisor that you would like working for?
3. Did you come to an agreement about the **TIMES** you are committing to work. Remember people will be counting on you so be sure that you can get there on time!
4. You and your parents must sign a **STUDENT CONTRACT**. One copy has to be given to Ms. Vojvodic, the other copy has to be given to the place you will volunteer.

Step 4 - You MUST return the following to Ms. Vojvodic at RHHS before you start volunteering:

1. **STUDENT CONTRACT**
2. **RHHS LIABILITY DISCLAIMER**

Step 5 - Ready to Start! You must keep track of all of the following if you want to earn credit:

1. Keep track of your hours – have your site supervisor sign your **TIME LOG** weekly.
2. Keep a daily **JOURNAL** of your experiences.
3. Meet with your **RHHS SUPERVISING TEACHER** once a week.

Step 6 – Be reliable. Show up for your volunteer work when you are expected and meet with your RHHS Supervising Teacher once a week.

1. Finish your 40 hours of volunteer work. Be responsible. Don't quit in the middle of a week. Make sure your site supervisor knows when you plan to leave.
2. Have your site supervisor complete the **ON-SITE SUPERVISOR'S REPORT**.

Step 7 – Wrap it up - write your final paper.

1. Write your **500 WORD REFLECTIVE ESSAY** and give it to your RHHS Supervising Teacher for review.
2. Review your **FINAL CHECKLIST** with your RHHS Supervising Teacher.
3. Ask your RHHS Supervising Teacher to give your Guidance Counselor a **CREDIT VERIFICATION FORM** so that you can get credit for the class entered in on your transcript.