



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

Community Service Learning Program Student Contract

Dear Parent:

Your child _____ is a junior or senior in good standing at Richmond Hill High School and would like to participate in our volunteer community service program for one elective school credit.

In order to receive elective credit the following must be completed and documented:

1. The student must perform community service for a minimum of **forty (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. Once a week the student **must report to his/her supervising teacher** at Richmond Hill High School to show his/her journal entries and talk briefly about he/she is learning from his/her community service experience.
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 essay** reflecting on what was learned from the experience.
8. When the student has completed and submitted all of his/her community service forms and papers, the student's Richmond Hill High School's supervising teacher will send the student's guidance counselor a verification form granting the student an elective credit for his or her community service.

Sincerely,

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

I agree to the above terms regarding community service.

 Student's Signature

 Date

 Parent's Signature

 Date