

# Community Service Hours 2010-2011



This book was put together for you to better understand the community service requirement as well as track your activities and log your hours. Please take time at the beginning of the school year to read over it, as much has been changed, added or updated since the last school year.

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

In order to complete my community service requirements, I must complete:

- 6<sup>th</sup> Grade: 15 Hours (5 Each Creative, Action, Service)
- 7<sup>th</sup> Grade: 21 Hours (7 Each Creative, Action, Service)
- 8<sup>th</sup> Grade: 30 Hours (10 Each Creative, Action, Service)

My deadlines are:

Midpoint Check:

I must have half of my hours and documentation completed by

\_\_\_\_\_.

Final Due Date:

I must have all of my hours and documentation completed by

\_\_\_\_\_.

## Community Service Checklist

*Before you turn in your Community Service log book, ask yourself the following questions:*

- ✓ *Are my activities appropriate?*
- ✓ *Did I fill out the basic information for each form? Be sure to have all of the blanks filled out completely.*
- ✓ *Did I fill out a log sheet for activities that meet more than once, like sports teams or dramatic productions? These logs can be found on the back of the IB Prep community service logs if you need them. Be sure to only count practices as half credit!*
- ✓ *Did I get an evaluation and signature from the activity leader? Make sure it isn't a relative, and also be sure to thank them for the time it takes to fill out the paperwork.*
- ✓ *Did I fill in the Student Self-Evaluation? This must be completed in detail to receive credit. Remember, the more information you provide us about what you did and what you learned, the more likely it is you will receive credit.*

**Great job – you made a difference in your community!**

## **Introduction to IB Prep Community Service**

Completing community service hours is a requirement of the IB Prep program and is designed to allow students an opportunity to get involved with their school and community in a non-academic setting. Students complete community service hours in three distinct categories: community, action and service. Community service activities serve either a need in a community or the environment, or expand the student's understanding of the world as expressed through an activity. The basic question to be asked to ascertain the propriety of an activity for IB Prep community service is "Whose needs are being met?" The answer must be a needy individual, community, or the environment. "Need" is defined by the social definition, not by "My mother really needs to have these copies made for her business." Community service activities include but are not limited to the following: Kids Voting, Teen Court, band, chorus, drama, volunteering at schools, nursing homes, elementary schools, public libraries, nurseries, plus a multitude of creatively conceived projects (paid hours are not eligible).

### Philosophy and Spirit of IB Prep Community Service

1. Education neither begins nor ends in the classroom nor in the examination hall, and the essential aspects of education may exist outside of both.
2. An international education must go well beyond the provisions of information and is inevitably involved in the development of attitudes and values that transcend barriers of race, class, religion, sex, or politics.
3. The will to act in a service of the community (either local, national, or international) complements intellectual development and the academic curriculum.
4. IB Prep schools have a special challenge and opportunity to establish links with the local community and in doing so further the aims of international understanding.
5. Creativity and Action should play an equal part with Service in any such program.
6. Participation should complement the academic disciplines of the curriculum and counter-balance the academic self-absorption of the student as well as the privileged status of many students and schools.

*ATTITUDE IS PARAMOUNT, not just the hours you put into your community service experience. Commitment, being involved with others and giving of your time and talents is what community service is all about. It's not about counting hours.*

## What is Required?

*The following chart gives a general overview of the community service requirements and how they can be fulfilled. Please note that these examples come from actual Fairview IB Prep students, and merely give a sampling of activities; it is by no means an exhaustive list.*

Type	Description	Examples	Number Required
<b>Creativity</b>	Creativity is interpreted broadly to include a wide range of arts activities as well as the creativity students demonstrate in designing and implementing service projects.	<ul style="list-style-type: none"> <li>* Chorus / band performances</li> <li>* Creating a webpage for a teacher or volunteer group</li> <li>* Dance recitals</li> <li>* Organizing a service project for FMS or another group</li> <li>* Poetry Jam at the Leon County Public Library</li> <li>* Design and paint a mural at FMS</li> <li>* Sign language classes (no credit)</li> <li>* Teen Court</li> <li>* Drama productions</li> </ul>	6 <sup>th</sup> : 5 hours 7 <sup>th</sup> : 7 hours 8 <sup>th</sup> : 10 hours  <u>Half the hours spent in sports or music practices may be counted under creativity.</u>
<b>Action</b>	Action can include not only participation in individual and team sports but also taking part in expeditions and in local or international projects.	<ul style="list-style-type: none"> <li>* Individual/team sports</li> <li>* Karate/self-defense class</li> <li>* Gymnastics/Dance</li> <li>* Hiking / Canoeing</li> <li>* Boy Scout / Girl Scout Expeditions</li> <li>* Garden Club</li> <li>* Walk-a-thons</li> </ul>	6 <sup>th</sup> : 5 hours 7 <sup>th</sup> : 7 hours 8 <sup>th</sup> : 10 hours  <u>Half the hours spent in sports practices may be counted under action.</u>
<b>Service</b>	Service encompasses a host of community and social service activities. Service must address a need within the school, local, national or international community.	<ul style="list-style-type: none"> <li>* Organizing food at Second Harvest</li> <li>* Beach cleanups</li> <li>* Helping a teacher after school</li> <li>* Trick or Treat for Canned Goods</li> <li>* Jr. Beta activities</li> <li>* Fairview Helping Hands activities</li> <li>* Library Volunteer Program</li> <li>* Kids, Inc. of the Big Bend volunteer</li> <li>* Help at an elementary school picnic/carnival</li> <li>* Walk dogs for a local animal shelter</li> <li>* Call BINGO at local nursing home</li> </ul>	6 <sup>th</sup> : 5 hours 7 <sup>th</sup> : 7 hours 8 <sup>th</sup> : 10 hours

## Frequently Asked Community Service Questions

### **How do I choose community service activities?**

Although activities are individually inspired, the IB Prep administrator is available to counsel students and to evaluate and report on their performance. In addition, appropriate community service opportunities will be advertised through flyers, website postings, and list-serve alerts. With parent permission and supervision, you can also sign up at websites such as [volunteerleon.org](http://volunteerleon.org) for volunteer opportunities and alerts.

### **What are the guidelines for determining the appropriateness of a community service activity?**

The activity must serve the needs of the community or environment. You may not receive credit or payment in any way. You must have an adult supervisor who is willing to document what you have done. Activities cannot be passive; for example, attending a concert, art exhibit, sporting event or museum do not count. If these criteria are met, you have an appropriate activity! If you are unsure, please contact the IB Prep administrator before starting the activity to ensure appropriateness.

### **When do I start my community service requirements?**

The IB Prep Administrator will meet with you at the beginning of the year to explain the program and answer any questions you might have. This year, hours completed between June 5, 2010 and the final collection date can be counted toward your 2010-2011 requirements.

### **How do I document my activities?**

Community service log sheets are provided in this booklet to allow you to document your hours. Remember that all activities must be adult supervised and documents must be signed by the supervisor. Incomplete documentation will not be accepted and those hours will not be counted. If you run out of log sheets, you may obtain more by downloading them from the Fairview IB Prep Website ([www.fairview.leon.k12.fl.us](http://www.fairview.leon.k12.fl.us)).

When filling out your student evaluation, be specific. "I helped clean up the beach with my boy scout troop by picking up trash and recycling it" is acceptable. Writing "Beach Pickup" is not.

### **Can the three areas of community service overlap?**

Yes. For many activities that students consider for community service, the three areas can overlap. For example, a student working in the Garden Club for three hours might count one hour as Creative, because he planned out the garden's structure; one hour as Action, because he spent time preparing soil, planting, weeding and watering; and one hour as Service, as the garden he planted was a service to our school in terms of beautification. Be aware, however, that if you use the time in one area, you cannot use that same period of time to also count in another area. The student has the responsibility to understand the definitions of IB Prep community service to make clear which areas have been covered by the activity in the activity evaluation.

### **Who can sign as the adult supervisor?**

All activities must be monitored by an adult; i.e. a head counselor, volunteer coordinator, or club sponsor, but **NOT a parent/relative**. It is essential for students and adults to monitor carefully each activity or project in terms of appropriateness, quality, and student participation. Evaluation by the Community Service committee and self-evaluation by the student should be an ongoing process throughout the entire program.

**What do I do if I am unable to get the log sheet signed?**

You may obtain a signed letter or a personal e-mail from the activity supervisor, which must list the activity, dates, and times you volunteered. These notes may be added to your community service book. You must still complete an activity evaluation form, however.

**May I work for free at my parent's or friend's business and receive credit?**

No. Community service activities are to meet a community need. The activity should serve the environment or someone or something that is disadvantaged in the school, local or international community.

**May I receive credit for classes taken at school?**

No. However, hours outside the school day for band, chorus, drama and sports may count.

**May I receive credit for classes taken outside of school, such as a community art class?**

If you receive no credit on your transcripts and are not rewarded financially, then yes.

**May I receive credit for participation in religious devotion (worship services)?**

No. However, service to a non-profit religious organization beyond regular worship may be counted. This would include such activities as choir practice or leading worship classes. It would NOT include activities such as serving at mass or ushering during a service.

**What happens if I don't meet the minimum requirements for community service by the deadline?**

You will be put on IB Prep probation until the hour requirements have been met. Failure to complete the hours before the end of the school year may result in dismissal from the program.

**May I complete more than the minimum requirement?**

Yes! Please document all the hours even if the numbers go above and beyond the requirement. The school and program will benefit from the documentation. Also, students who go far above and beyond the required amount of hours may be recognized at a special ceremony in the spring.

**What do I do if I lose my community service book?**

Replacement books are \$5 and may be obtained from the IB Prep coordinator in the front office. Log sheets turned in unattached to a book will **not** be counted for credit.

# IB Preparatory Community Service Log

Remember: **All** sections of this form must be filled out or no credit will be given for your hours.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Activity: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Date of Activity: \_\_\_\_\_  
 Number of Hours:  
 Creativity \_\_\_\_\_ Action \_\_\_\_\_ Service \_\_\_\_\_ Total \_\_\_\_\_

## Activity Supervisor's Evaluation

*To be completed by activity supervisor only. No parents or relatives, please.*

Performance Criteria	Outstanding	Good	Average	Needs Improvement	No Evidence
Attendance, punctuality, time spent on activity					
Evidence of initiative, planning, organization, and reliability					
Effort and commitment					
Development of skills and values associated with the activity					

Name of Supervisor: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Self-Evaluation

*Must be completed for credit. Use complete sentences – be detailed!*

Describe exactly what the activity was. What did you do?

---



---

Which area did you classify it in? **Why?** (Creativity, Action, Service)

---

What did you learn from this activity?

---



---



---

### Activity Log

*If you are in a sport, play, music lessons, dance lessons, or another activity that meets multiple dates and times, you must keep a log of activities to track separate times and calculate credit. Remember that practices count for ½ the hours, and games or performances get full credit.*

**Example Log: Baseball**

Date	Practice or Game?	Hours	Credit
8/15/08	Practice	4	2
8/18/08	Practice	3	1.5
8/20/08	Game	3	3
		Total Hours: 10	Total Credit: 6.5

Activity: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Date	Practice or Game?	Hours	Credit
XXXXX	XXXXX	Total Hours:	Total Credit:

# IB Preparatory Community Service Log

Remember: **All** sections of this form must be filled out or no credit will be given for your hours.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Activity: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Date of Activity: \_\_\_\_\_  
 Number of Hours:  
 Creativity \_\_\_\_\_ Action \_\_\_\_\_ Service \_\_\_\_\_ Total \_\_\_\_\_

## Activity Supervisor's Evaluation

*To be completed by activity supervisor only. No parents or relatives, please.*

Performance Criteria	Outstanding	Good	Average	Needs Improvement	No Evidence
Attendance, punctuality, time spent on activity					
Evidence of initiative, planning, organization, and reliability					
Effort and commitment					
Development of skills and values associated with the activity					

Name of Supervisor: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Self-Evaluation

*Must be completed for credit. Use complete sentences – be detailed!*

Describe exactly what the activity was. What did you do?

---



---

Which area did you classify it in? **Why?** (Creativity, Action, Service)

---

What did you learn from this activity?

---



---



---

### Activity Log

*If you are in a sport, play, music lessons, dance lessons, or another activity that meets multiple dates and times, you must keep a log of activities to track separate times and calculate credit. Remember that practices count for ½ the hours, and games or performances get full credit.*

**Example Log: Baseball**

Date	Practice or Game?	Hours	Credit
8/15/08	Practice	4	2
8/18/08	Practice	3	1.5
8/20/08	Game	3	3
		Total Hours: 10	Total Credit: 6.5

Activity: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Date	Practice or Game?	Hours	Credit
XXXXX	XXXXX	Total Hours:	Total Credit:

# IB Preparatory Community Service Log

Remember: **All** sections of this form must be filled out or no credit will be given for your hours.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Activity: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Date of Activity: \_\_\_\_\_  
 Number of Hours:  
 Creativity \_\_\_\_\_ Action \_\_\_\_\_ Service \_\_\_\_\_ Total \_\_\_\_\_

## Activity Supervisor's Evaluation

*To be completed by activity supervisor only. No parents or relatives, please.*

Performance Criteria	Outstanding	Good	Average	Needs Improvement	No Evidence
Attendance, punctuality, time spent on activity					
Evidence of initiative, planning, organization, and reliability					
Effort and commitment					
Development of skills and values associated with the activity					

Name of Supervisor: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Self-Evaluation

*Must be completed for credit. Use complete sentences – be detailed!*

Describe exactly what the activity was. What did you do?

---



---

Which area did you classify it in? **Why?** (Creativity, Action, Service)

---

What did you learn from this activity?

---



---



---

### Activity Log

*If you are in a sport, play, music lessons, dance lessons, or another activity that meets multiple dates and times, you must keep a log of activities to track separate times and calculate credit. Remember that practices count for ½ the hours, and games or performances get full credit.*

**Example Log: Baseball**

Date	Practice or Game?	Hours	Credit
8/15/08	Practice	4	2
8/18/08	Practice	3	1.5
8/20/08	Game	3	3
		Total Hours: 10	Total Credit: 6.5

Activity: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Date	Practice or Game?	Hours	Credit
XXXXX	XXXXX	Total Hours:	Total Credit: