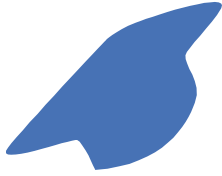


Student's Name: _____ Student# _____



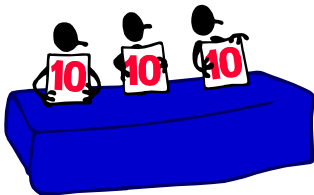
COMMUNITY SERVICE "SILVER CORD" (250 HOURS)

- Please make sure you carefully read through this packet.
- You are responsible for keeping your own paperwork until you have completed your hours. The deadline for completing these hours will be announced after the 2017-2018 school year begins.
- Do not turn in your paperwork until you have all of your 250 hours completed.
- Once you have completed all 250 hours, turn in your paperwork to Mrs. Velasco. See below for directions on submitting paperwork.

Directions for submitting paperwork

- You will need to turn in the following in this order (stapled):
 - Application for the "Silver Cord" (this cover sheet) ☐
 - One "Silver Cord" Community Service Contract with hours for **each** site for 2017-2018 ☐
 - "Silver Cord" Community Service Time Sheet ☐
 - 1 Letter of Recommendation for one of your "Silver Cord" sites ☐

**TOTAL HOURS FROM ALL
COMMUNITY SERVICE CONTRACTS**



*I certify that all the above sheets have
been completed and turned in to me.*

Registrar's Signature

Community Service for the “SILVER CORD” 2017-2018

What is the “SILVER CORD”?

All students who accumulate at least 250 hours of community service by the deadline in the 2017-2018 school year will be recognized with a silver/white cord at the graduation ceremony.

Where can you do community service hours?

Students are required to find their own site to perform their hours. Some of the most popular sites include schools, churches, hospitals, Boys and Girls Clubs, youth recreations, and homes for the elderly.

What are the requirements for community service to obtain the “SILVER CORD”?

- Community service must be for a **non-profit** organization, agency, or institution.
- Students may **not** count work performed as part of efforts to raise funds for or to assist your club or club events, unless those funds are given directly to a charity or community agency.
- Participation in performances, festivals, or competitions does not count as volunteer service unless:
 - The performance meets an identified community service need, **and**
 - There is **not** an admission charge or donation accepted for the performance, **and**
 - Students participation is of a voluntary nature, **and**
 - Neither the student’s organization nor the sponsoring organization receives any form of payment for the performance.
- Rehearsal and practice time may never be counted for volunteer service hours.
- Service performed as a result of disciplinary action cannot be counted.
- Attendance at meetings as part of a membership requirement cannot be counted.
- Volunteer work done to promote a particular religious or political politician or point of view **cannot** be counted as volunteer hours.
- Students may perform service during the summer, school year, weekends, nights. Students must keep the accurate records of your service and provide the name and phone number of an adult supervisor
- Students may **not** work at a site that has based out of a private residence.
- Volunteering in family business or profit-making organizations, except for hospitals **cannot** be counted.
- Students may earn hours as a Camp Counselor. See the SBO for dates and more information.
- Students may **not** work as TA at LHS during the school day and receive community service hours.
- **ABOVE ALL, YOU MUST GET APPROVAL BEFORE YOU DO YOUR COMMUNITY SERVICE OR YOUR HOURS MAY NOT BE COUNTED.**
(A contract must be signed by the student, parent, and community work site and turned in to the coordinator.)

Student Name: _____ Student # _____

“SILVER CORD” Community Service Contract for 2017-2018

Community Site (Non-Profit):

As the Site I Agree:

1. Not to discriminate on the base of race, color, creed, national origin, sex, age, religion or handicap.
2. To provide adequate equipment, materials and other facilities appropriate for on-the-job learning to occur.
3. To provide safety training that meets State requirements.
4. To assist the student in developing skills an work habits appropriate to the job including honesty, punctuality, cooperation, courtesy, and a willingness to learn.
5. To provide working conditions which will not endanger the health, safety, welfare or morals of the student.
6. To maintain and verify hourly records of student monthly and provide a written evaluation of the student at the end of the student’s tenure.
7. To notify the Community Service Coordinator, (Mrs. Robert, Associate Principal 398-3205) if you are displeased with the student’s work, or if you wish to dismiss the individual.

My signature verifies that my site is a non-profit organization and that I agree to items 1 thru 7 above.

Supervisor Signature

Name of Agency

Phone Number

Description of service to be performed:

+++++

Student Section

I accept the responsibility:

1. Of giving my site advance notice when I am not to report to work or I intend to quit.
2. Of fulfilling the program’s requirements and contract rules.
3. Of telling my Community Service coordinator as soon as I know:
 - a. That I am dissatisfied and/or intend to quite going to my site.
 - b. That I have been dismissed.
4. To satisfactorily maintain my health, education, and welfare to continue at this site.

Student Signature

Telephone Number

+++++

Parent/Guardian Section

As the Parent/Guardian:

1. Realizing the educational advantages provide by the Community Service opportunity, this minor is volunteering at the site described herein with my full knowledge and consent.
2. I will arrange transportation and accept the liability if incurred for my daughter/son while in this program. (Transportation to and from the student site is the responsibility of the student and parent/guardian. Livingston High School will not authorize or be held responsible for the mode of transportation that is used by this student for the Community Service Program).

Parent/Guardian Signature

Telephone Number

Livingston High School “SILVER CORD” Community Service Hours for _____ - _____ SCHOOL YEAR

Student Name: _____ Grade: _____ Telephone Number: _____

Site Name: _____ Site Telephone Number: _____

Supervisor Name: _____

Write in the number of hours for each day you provided community service: (*must use pen*)

Calendar Date																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	31
July																														
Aug																														
Sep																														
Oct																														
Nov																														
Dec																														
Jan																														
Feb																														
Mar																														
Apr																														
May																														
June																														
Total Number of Hours at this Site: _____ “SILVER CORD” Community Service hours																														

THE ABOVE IS A TRUE AND ACCURATE RECORD OF MY COMMUNITY SERVICE HOURS.

Student Signature: _____

My signature verifies that the above hours are a true and accurate total of “SILVER CORD” hours completed by the above student at this site.

Supervisor’s Signature: _____