



CUMBERLAND HIGH SCHOOL

2600 Mendon Rd., Cumberland, Rhode Island 02864
(Tel) 401-658-2600 - (Fax) 401-658-0880



Adolfo Costa - *Principal*
Sarah Kelly - *Assistant Principal for Teaching and Learning*
Heather Delfino - *Assistant Principal and Director of Pathways*

DO NOT SUBMIT THIS CHECKLIST

REQUIRED COMPONENTS FOR COMMUNITY SERVICE SUBMISSIONS

- ☐ Approved Community Service Activity
 - ☐ Read Guidelines below to ensure that you are completing an approved activity
- ☐ Affirmation of Community Service document (on page 2) → MUST include
 - ☐ Student's FIRST and LAST name
 - ☐ Student's Year of Graduation
 - ☐ Total Number of Hours
 - ☐ Brief Description of tasks
 - ☐ Name of the Organization
 - ☐ Supervisor's Name & Signature
 - ☐ Supervisor's Contact Information Email/Phone Number
- ☐ Printed essay (guidelines on pg 3 - **electronic submissions will not be accepted**)
- ☐ Hours Log (only required for those seeking "Exemplary" or "Century Club")
 - ☐ Hours must include dates/year

Student Guidelines for selecting a community service project

Community service projects should focus on community needs. Students are asked to research and identify organizations or groups of people that will benefit from your involvement. To do so please reach the following guidelines:

- All activities must be performed without financial compensation.
- All activities must be completed outside of your instructional day
- Supervisors of community service must be at least 18 years old, not currently a student at CHS and someone other than a member of your immediate family.

Examples of Unacceptable Community Service Activities: **Activities that fall under this category will NOT be approved.**

- Any service activity whose chief purpose is to serve a student's own family and which does not extend the benefit of the service activity to other families in need cannot be counted towards the service-learning graduation requirements
- Any service activity that violates federal or state laws which prohibits discrimination on the basis of race, color, sex, age, national origin, religion, or disability cannot be counted towards your service-learning graduation requirement.
- Any community service that is court ordered cannot be used towards the service-learning graduation requirements.
- Any service activity whose chief purpose is to increase the amount of revenue for a private for profit business or to generate new revenue for that business cannot be counted towards the service-learning graduation requirement.
- Any service activity that replaces a paid staff worker of the participating agency or institution with a student earning service-learning credit cannot be counted toward the service-learning graduation requirement.
- Any service activity that compensates a student with money, goods, or services such as the service-learning activity is performed in expectation of both the service-learning credit and the money, goods, or service cannot be counted towards the service-learning graduation requirement.
- Any service activity that is not secular in nature, that either advances or inhibits religion entanglement with religion or that fosters excessive entanglement with religion cannot be counted towards the service learning graduation requirement.



Date Received by Office:

CUMBERLAND HIGH SCHOOL
 2600 Mendon Rd., Cumberland, Rhode Island 02864
 (Tel) 401-658-2600 - (Fax) 401-658-0880

Adolfo Costa - *Principal*
 Sarah Kelly - *Assistant Principal for Teaching and Learning*
 Heather Delfino - *Assistant Principal and Director of Pathways*

Community Service Coversheet

Complete ALL fields, or your submission will not be reviewed.

<u>Student Full Name:</u> _____	Student YOG: _____
#of activities completed: _____	Total Hours Submitted <i>(for all activities combined):</i> _____

Please verify that you have included the following:

☐ Approved Community Service Activity ☐ Read Guidelines below to ensure that you are completing an approved activity ☐ Printed <i>typed</i> essay (electronic submissions will not be accepted) ☐ Hours Log (only required for those seeking “Exemplary” or “Century Club”) ☐ Hours must include dates/year	☐ Affirmation of Community Service document (on page 3) → MUST include ☐ Student’s FIRST and LAST name ☐ Student’s Year of Graduation ☐ Total Number of Hours ☐ Brief Description of tasks ☐ Name of the Organization ☐ Supervisor’s Name & Signature ☐ Supervisor’s Contact Information Email/Phone Number
---	---

School Administration Use:

		Student Performance Evaluation					From High Proficiency Graduation Requirements: <i>Students must achieve proficiency or better on a minimum 15 hour community service activity demonstrating one or more of the school’s identified expectations for learning</i>	
			Not Effective	Somewhat Effective	Effective	Highly Effective	Overall Evaluation Score: <i>Any rating above MET requires tracking of hours</i>	
Total Hours Completed: _____	Less than 15	NM	NM	NM	NM	Did not Meet		
	15-49	M	M	M	M	Met		
	50-99	M	MD	MD	MD	Met (Distinction)		
	100	M	ME	ME	ME	Met (Exemplary)		
	100 in one year	M	CC	CC	CC	Century Club		
Administrator Signature:							Date Reviewed:	

Quality Community Service provides the student with knowledge, skills, attitudes, and career exploration opportunities that lead to effective citizenship in an increasingly diverse and interconnected world. Cumberland High School is committed to quality community service experiences for all students. Students should regard these experiences as learning opportunities that will lead to self-discovery of strengths and interests.



Date Received by Office:

CUMBERLAND HIGH SCHOOL
2600 Mendon Rd., Cumberland, Rhode Island 02864
(Tel) 401-658-2600 - (Fax) 401-658-0880

Adolfo Costa - *Principal*
Sarah Kelly - *Assistant Principal for Teaching and Learning*
Heather Delfino - *Assistant Principal and Director of Pathways*

Affirmation of Community Service

Cumberland High School believes that community service addresses recognized community needs and is connected to learning goals.

DUE Feb 1st of the student's senior year. Submissions received after the deadline will not exceed a rating above "MET"

Students who do NOT meet the 2/I deadline will be placed on the academic ineligibility list.

Century Club Status is due Nov 1st of student's senior year, and must include the hours log.

This letter affirms that _____, _____ completed _____ hours of Community Service.
(Student Name) (YOG) (# of hours)

This student completed the following tasks while working for this organization:

Brief Description of tasks:

The student's *dependability, professionalism and attitude* were:

CIRCLE ONE:

Highly Effective Effective
Somewhat Effective Not Effective

The following information is required:

Name of Organization: _____ Supervisor: _____

Signature of Supervisor: _____

Contact information (phone & Email): _____

-----REFLECTIVE ESSAY GUIDELINES -----

Students must complete service learning post-project reflective essay. Utilize the following format.

a. **Typed** essay must be at least 250 words with your **full name** on it.

- I. **First paragraph** – Include the following information: what the service project was about? What organization did you work with? Who was the community partner/supervisor? How did your community partner/supervisor help you to be successful?
- II. **Second paragraph** – Include the following information: what did you learn from your service learning project? What challenges did you face? What did you learn about yourself? How did you use self-direction and problem solving skills?
- III. **Third paragraph** – Include the following information: how did your service contribute to the community? How did your service impact your attitude(s) towards the people you worked to help? When considering the future, how will this service learning project impact how you feel about community service for the common good?

b. Completed essays should be returned attached to the affirmation form.

Quality Community Service provides the student with knowledge, skills, attitudes, and career exploration opportunities that lead to effective citizenship in an increasingly diverse and interconnected world. Cumberland High School is committed to quality community service experiences for all students. Students should regard these experiences as learning opportunities that will lead to self-discovery of strengths and interests.



Date Received by Office:

CUMBERLAND HIGH SCHOOL
2600 Mendon Rd., Cumberland, Rhode Island 02864
(Tel) 401-658-2600 - (Fax) 401-658-0880

Adolfo Costa - *Principal*
Sarah Kelly - *Assistant Principal for Teaching and Learning*
Heather Delfino - *Assistant Principal and Director of Pathways*

Community Service Log Sheet

(Only required for Exemplary and Century Club levels of performance)

Student Name:			YOG:	
Brief Description of work performed	Hours	Date Completed M/D/Y	Supervisor Initials	Supervisor Contact Info

Quality Community Service provides the student with knowledge, skills, attitudes, and career exploration opportunities that lead to effective citizenship in an increasingly diverse and interconnected world. Cumberland High School is committed to quality community service experiences for all students. Students should regard these experiences as learning opportunities that will lead to self-discovery of strengths and interests.