

Rocky Hill High School  
Rocky Hill, Connecticut

TO: Students Applying for Community Service  
FROM: Mario Almeida, Principal  
SUBJECT: Application Procedure

Students in grades 10, 11, and 12 may apply for Community Service, a program in which credit is given based on service in an activity of a voluntary nature. Students should refer to the description in the Program of Studies for further information.

### GENERAL GUIDELINES

1. Registration includes filing a properly completed application within the first ten days of each semester signed by the student, parent/guardian, and community service supervisor.
2. Permission is granted on a semester basis. Students must reapply each new semester.
3. Credit is given based on the nature of the activity, time involvement, and the completion of a journal of activities signed by the supervisor. The determination of the type of activity that is eligible for credit is made by the school principal.
4. Forms for the journal may be obtained after the application is turned in to the office.
5. To earn one-quarter (.25) credit, a minimum of fifty (50) voluntary hours in service must be completed. A minimum of one hundred (100) hours will earn one-half (.50) credit.
6. Journals must be properly signed and turned in at the end of the semester by the first day of exams, or credit will not be awarded.
7. Students may be dropped from the program at any time if the intent of the program is not being served, if school performance is affected, or if regular school rules and regulations are violated.
8. Grades are given at the end of the semester by the principal, not by the supervisor.
9. Students must be taking a regular program of six full-time subjects plus physical education or health to be eligible.
10. The Community Service credit may not be used as the final credit for graduation (that is, the 22<sup>nd</sup> credit). These credits are considered in addition to any credit earned toward graduation.

(see application on reverse)

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## COMMUNITY SERVICE APPLICATION

The Community Service program at Rocky Hill High School is designed to allow sophomores, juniors, and seniors to receive credit and recognition for service as a volunteer in various school community agencies. Interested students must register with the high school principal during the first ten days of each semester. The on-site supervisor must be directly associated with the program, and the parent/guardian must approve the program plan.

Date \_\_\_\_\_ Student \_\_\_\_\_ I.D. \_\_\_\_\_

I wish to participate in the Community Service program and I have read and understand the general guidelines for the program. I will serve as a volunteer with:

\_\_\_\_\_

during period \_\_\_\_\_ days of week: M T W Th F (circle)

My goals for this volunteer work include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Agreement:** I agree to have \_\_\_\_\_  
participate in the Community Service program and I understand the responsibilities involved in this service activity.

**Supervisor Certification:** I accept \_\_\_\_\_  
as a volunteer worker in \_\_\_\_\_  
and I agree that direct supervision will be maintained while he/she is involved in the program.

Date \_\_\_\_\_ Signature \_\_\_\_\_

### Principal's Authorization:

This request for Community Service is APPROVED/NOT APPROVED.

Date \_\_\_\_\_ Signature \_\_\_\_\_