**ORANGE UNIFIED SCHOOL DISTRICT**

***COMMUNITY SERVICE***

***STUDENT HANDBOOK***

****

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***TABLE OF CONTENTS***

PHILOSOPHY, PROGRAM, RECOGNITION, AND STUDENT OUTCOMES 3

STEPS TO PARTICIPATE IN THE COMMUNITY SERVICE PROGRAM 4

PERMISSION FORM (COPY) 5

VERIFICATION FORM (COPY) 6

STUDENT RESOURCE GUIDE 7-8

**PHILOSOPHY**

The Orange Unified School District recognizes that community service and volunteerism are significant aspects of the college application and scholarship process. Community service can help students develop skills, career awareness and a sense of connection to the community. Community service experiences also can motivate students by letting them apply what they are studying in school to local needs and problems as well as allows students to make a beneficial contribution to their community.

**PROGRAM**

The Community Service program is a volunteer program that encourages students in grades 10-12 to become involved in assisting people and/or service organizations in the community.

**RECOGNITION**

Students will not receive graduation credit for participation in the community service program nor is it a requirement of graduation. Students will receive a certificate of recognition once they have accumulated a minimum of twenty (20) hours of volunteer service each school year, or the specific hours as required per school site. This program will provide the opportunity for students to focus on community based projects.

**STUDENT OUTCOMES:**

Students will be provided the opportunity to:

* develop a sense of individual responsibility and importance, which may encourage participation in government matters, elections, and community affairs
* learn values fundamental to American democracy
* experience connections between academia and real life situations
* develop skills that apply to personal life, professional life, and possibly a future career
* gain valuable experiences and exposure to a wide variety of career choices
* sharpen and apply their skills in leadership, planning, implementing, and evaluation
* bridge varied ethnic, socio-economic, and generational backgrounds
* gain self-reliance, self-respect, and confidence while developing a positive self-esteem
* work collaboratively with members of the community
* experience meaningful ways to care for and share community spirit with those who have special need

**STEPS TO PARTICIPATE IN THE**

 **COMMUNITY SERVICE PROGRAM**

The following procedures are to be followed by the student in order to participate in the community service program:

1. **Student Packet:** Each interested student should pick up a packet in the Student Center of their high school outlining the community service program. This packet will include a Community Service Resource Guide that lists possible agencies from which students may choose along with necessary forms.

2. **Permission Form:** The permission form included in the student packet needs to be completed and signed by parent/guardian and student and then returned to the Student Center as quickly as possible. Community service should not begin until the signed form is returned.

3. **Selecting an Agency/Organization:** Community service is any unpaid work completed for your community off campus. Any student who is doing community service through a court probation program may not use those hours for the OUSD community service program. Also, service performed for family members or private individuals will not count toward the community service program. The Community Service Resource Guide in the student packet lists non-profit agencies for students to consider. Students may choose service opportunities not listed in the guide with pre-approval from their on-campus club advisor (i.e., Key Club, Girls League, NHS, etc.) or, if non-club affiliated, the school Career Guidance Technician.

4. **Contacting the Agency:** Students are responsible for contacting the agency to determine days and times to perform the service.

5. **Community Service Verification Form:** The student should fill out the **top half** of the Community Service Verification form at the end of the service activity. The **bottom half** of the form should be filled out and signed by the individual at the agency who supervised the student. The student should then return the completed form to the Student Center/Career Guidance Technician.

6. **Miscellaneous:** Students may use as many completed forms as is necessary to accumulate the hours of community service. The community service may be performed anytime during the year including summers and vacations. Hours accumulated during the summer may be applied to the year of the students choosing (back to the last grade level or up to the current grade level) or may also be split between those two.

**ORANGE UNIFIED SCHOOL DISTRICT**

 **COMMUNITY SERVICE PERMISSION FORM**

**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Birthdate** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First M.I.

 (*please print, last name first*)

**High School** VPHS **Grade** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Class of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We understand the community service program is an optional program to encourage students in grades 10-12 to become involved in assisting people and/or service organizations in the community. We understand our student will provide his/her own transportation while participating in this program. In the event of an injury while performing community service work, we hereby waive, release and hold harmless the Orange Unified School District and its personnel from any and all liability.

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ORANGE UNIFIED SCHOOL DISTRICT**

**VPHS COMMUNITY SERVICE VERIFICATION**

**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CLASS OF** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*please, print*) Last First M.I.

**Current Grade**\_\_\_\_\_\_\_\_\_\_\_ \***Grade you would like hours applied to** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (\*Applicable to summer hours only)

**Name of Agency** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date(s) of Service** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Approval Signature** (if not on approval list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summarize the goals, purpose and activities of the agency:

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

Describe the activities or tasks of service that you performed and **relate what the experience meant to you:**

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

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

Student Signature Date

**---------------------------------portion below completed by agency-----------------------------**

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

Agency (attach business card if available) Name of Supervisor (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number Title of Supervisor

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

Total Hours of Service Signature of Supervisor Date

**STUDENT MUST SUBMIT THIS COMPLETED FORM TO THE CAREER CENTER**

**See back for rules, guidelines and deadlines.**

**STUDENT RESOURCE GUIDE**

The following pages contain a listing of non-profit agencies that might be available for community service.

**You may want to participate in community service for an agency not in this guide**. **Please request pre-approval at the Career Center of your high school.**

# COMMUNITY SERVICE AGENCIES

**Aids Services Foundation Orange County**

<https://www.radianthealthcenters.org/>

**American Cancer Society**

[www.cancer.org](http://www.cancer.org)

**American Heart Association**

[www.americanheart.org](http://www.americanheart.org)

**American Red Cross**

[www.redcross.org/support/volunteer](http://www.redcross.org/support/volunteer)

**Anaheim Department of Community Services**

[www.anaheim.net](http://www.anaheim.net)

**Arthritis Foundation**

[www.arthritis.org](http://www.arthritis.org)

**Boy Scouts of America**

<https://www.scouting.org/>

**Boys & Girls Club of Anaheim**

[www.theboysandgirlsclub.org](http://www.theboysandgirlsclub.org)

**Braille Institute**

[www.brailleinstitute.org](http://www.brailleinstitute.org)

**CHOC Hospital**

[www.choc.org/volunteer](http://www.choc.org/volunteer)

**City of Yorba Linda Volunteer Program**

www.ci.yorba-linda.ca.us

**Environmental Nature Center**

www.encenter.org

**El Modena High School Nature Center**

jcarter@orangeusd.org

**Second Harvest Food Bank**

www.feedoc.org

**J.F. Shea Therapeutic Riding Center**

www.sheacenter.org

**Friendly Center**

www.friendlycenter.org

**Fullerton Arboretum**

[www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Girl Scouts of America**

<https://www.girlscouts.org/>

**El Modena Branch Library**

[**http://www.cityoforange.org/depts/library/volunteer\_opportunities.asp**](http://www.cityoforange.org/depts/library/volunteer_opportunities.asp)

**Goodwill Industries**

www.ocgoodwill.org

**Habitat for Humanity**

[www.habitatoc.org](http://www.habitatoc.org)

**Help For Brain Injured Children**

www.hbic.org

**Home Aid of Orange County**

www.homeaidoc.org

**STUDENT RESOURCE GUIDE (continued)**

**Meals on Wheels**

[www.orangeseniorcenter.org](http://www.orangeseniorcenter.org)

**ONE OC**

www.ONEOC.org

**Orange County Health Care Volunteer Service**

[www.ochealthinfo.com/volunteer](http://www.ochealthinfo.com/volunteer)

**Orange County Ronald McDonald House**

www.ronaldhouseoc.org

**Orange County Special Olympics**

www.sosc.org

**Paint Your Heart Out Anaheim**

www.pyho.org

**Orange Public Library**

[www.cityoforange.org/library/volunteeropportunities.asp](http://www.cityoforange.org/library/volunteeropportunities.asp)

**Orange Chamber of Commerce**

www.orangechamber.com

**Salvation Army**

www.salvationarmyoc.org

**San Bernardino National Forest**

www.sbnfa.org

##### Sheepfold

[www.thesheepfold.org](http://www.thesheepfold.org)

**Taft Branch Library**

[www.cityoforange.org/library/volunteer\_opportunities.asp](http://www.cityoforange.org/library/volunteer_opportunities.asp)

**San Bernardino National Forest**

[www.sbnfa.org](http://www.sbnfa.org)

**UCI Arboretum**

www.arboretum.biouci.edu

**OC Parks**

kcasey@irconservancy.org

**Orange County Coastkeeper Garden**

garden@coastkeeper.org

**YMCA**

<https://ymcaoc.org/volunteer/>

**YWCA**

<https://www.ywca.org/>