

Mercer County
Career Connections Partnership

COMMUNITY
SERVICE
LEARNING
HANDBOOK

Information, Application and Documentation
for
Students, Parents and Service Organization

Dr. Deborah S. Akers, Superintendent

Mercer County Board of Education
Career Connections Office
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Community Service Handbook 4/30/09

Mercer County Career Connections Community Service Learning

GOALS OF THE EXPERIENCE

The following items include the overall goals of the Community Service Learning experience and should be reflected in the Job Description and Work Site Learning plans.

- Conducting research and organizing and synthesizing information
- Planning
- Writing
- Making presentations
- Working as part of a team
- Meeting a real organizational need
- Using technical knowledge and skills
- Using mathematics or other academic skills
- Making judgments and explaining the basis for actions
- Applying problem-solving skills
- Managing and scheduling time

WORK-SITE INFORMATION

Prior to the first day at the work-site, the Application packet must be completed and submitted to the Career Connections contact. **You cannot begin at the work-site until you receive notification of approval by email or from your guidance counselor.**

First Day: Be prepared to provide any documents that may be required, such as social security number and birth certificate. The organization's staff can provide a list of information that will be needed from the student.

Dress/Appearance: The student should inquire about the dress code, if any, for the organization prior to the first day and dress appropriately. Dress is usually dictated by the duties performed; for example, will the work be inside/outside, ground maintenance, clerical, meeting the public, etc. In any case, the student is to present a clean, neat appearance upon reporting each day.

Conduct:

- Always practice good manners and be courteous.
- Be attentive when being spoken to and listen carefully to instructions.
- Do not hesitate to politely ask questions any time instructions are not clearly understood.
- If suggestions are made, offer them in a well thought out format that can be easily understood and be prepared to explain why the suggestions are beneficial.
- Apply yourself to the task at hand.
- Do not create disruptions for others.
- Use equipment properly.
- Obey all rules – they are necessary.
- Always remember that you are at a work site, not a social gathering.

Termination of an Experience Prior to Completion: The learning experience may be terminated prior to completion by the service organization, the school, the Career Connections office or the student. Should this occur, an evaluation would be done on a case-by-case basis to determine if credit is to be awarded toward the student's community service learning plan.

Eligibility: Any student is eligible in the Mercer County School system, grade level 9 through 12, who has completed Workplace Readiness and has a recommendation from a teacher and has proven to be dependable. The Career Connections contact person at the school must approve all applications **in advance**.

APPLICATION PROCESS

Student's Responsibility: Choose a service learning opportunity from the Community Service Learning Directory or other source and submit an application to the building level Career Connections contact for approval. To qualify for credit, the application must include information documenting the relevance of the activity to the cluster, a description of duties to be performed, the skills that will be used, and a learning plan. If more than one experience is to be used, the Information About the Organization form on page 7 must be submitted for each. The learning plan must include completion dates for each experience, and seniors must complete all learning experiences by May 1st to receive credit. After the plan has been approved, the student will be responsible for completing all requirements and documentation to receive credit for the learning experience.

To be eligible for elective credit, the application must be approved prior to the beginning of the Community Service Learning Experience.

Pages 4, 5, 7, and 8, along with a copy of the insurance card's front and back, must be completed and submitted with the application for credit.

Multiple Experiences: The 100-hour requirement for credit may be met by combining multiple experiences, with a limit of four different experiences. If multiple experiences are used, an experience must have a minimum of 10 hours. For example, if three different workplace experiences are used, one may have 55 hours, one 35 hours and one 10 hours to meet the 100-hour requirement. The 10-hour minimum requirement could result in exceeding the 100 total hours required if other experiences total more than 90 hours.

**Mercer County Career Connections
Community Service Learning**

APPLICATION FOR COMMUNITY SERVICE LEARNING CREDIT

(Submit before Community Service Learning can begin)

Name: _____ **Date:** _____
Address: _____ **Home Phone:** _____
City: _____ **State:** _____ **Zip Code:** _____

Parent or Guardian _____

School: _____ **Grade Level:** _____
Cluster: _____ **Student Number:** _____

Workplace Readiness Completed? **Yes** _____ **No** _____

Teacher Recommending: _____

Service Organization: _____

Name of Contact: _____

Job/Activity to be Performed: _____

Hours of Service Credit Expected: _____

Projected Completion Date: _____

List the skills you now have that will benefit you most during this experience: _____

In what ways will you be able to apply and enhance these skills? _____

What new skills do you hope to gain from this experience? _____

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RECOMMENDATION FORM

(Submit before Community Service Learning can begin)

Student's Name _____

School _____

Next Grade Level _____

Referred by _____

How do you know this student? _____

Why is this student a good prospect for Community Service Learning? _____

The recommendation form must accompany the student's application.

Mercer County Career Connections Community Service Learning

INFORMATION ABOUT THE ORGANIZATION AND COMMUNITY SERVICE LEARNING WORK-SITE AGREEMENT

The Student Agrees to:

- Provide transportation to and from work.
- Report as scheduled, dress appropriately and cooperate fully with the organization and the Career Connections contact.
- Discuss unpleasant work-site situations with the Career Connections contact and the job supervisor rather than with students, co-workers or individuals outside the organization.
- Represent the school and the organization in an outstanding manner by exhibiting honesty, punctuality, courtesy and a willingness to learn.
- Refrain from socializing with friends or family or making personal phone calls while at the work site.
- Be evaluated by the Career Connections contact and the work-site supervisor.
- Give the Career Connections contact a weekly record showing total hours worked.
- Complete reports promptly.
- Submit final reports, portfolios and projects within thirty days following completion of the Community Service Learning experience.
- Acknowledge that failure to comply with this agreement may result in loss of school credit.
- Comply with all school rules and policies.

Parents of the Student Agree to:

- Encourage the student to carry out duties and responsibilities effectively.
- Assume responsibility for the student's conduct and safety when traveling between the work site and home.
- Carry adequate medical, accident and automobile insurance on the student during the community service learning experience.
- Ask the Career Connections contact rather than the organization about the student's work-site experiences.
- Understand that the student must report as scheduled.
- Offer to serve as a resource person for the Career Connections contact or to help in other ways that will benefit the school and the student.

The Organization Agrees to:

- Provide a variety of work experiences that will help the student reach his or her career objectives.
- Host the student for 100 hours.
- Adhere to policies and practices that prohibit discrimination on the basis of race, color, national origin, sex or handicap in recruitment, hiring, placement, task assignment, and levels of responsibility.
- Provide instructional materials and career guidance.
- Assist in evaluating the student volunteer.
- Adhere to all federal and state regulations.
- Meet with the Career Connections contact to review the student's progress and to discuss any difficulties that may arise.
- Inform the Career Connections contact before or immediately following the dismissal of a student.

**Mercer County Career Connections
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INFORMATION ABOUT THE ORGANIZATION

(To be completed by the student – a separate form for each placement)

(Submit before Community Service Learning can begin)

Name of Organization: _____

Address (street, box number, etc.): _____

City: _____ State _____ Zip _____

Phone Number: _____

Charter: Local _____, State _____, National _____

Name of Contact: _____

Mission Statement of Organization: _____

Objectives of the local organization: _____

Describe the work the student will be performing: _____

Organization agrees to host student for _____ hours.

Dress code: _____

Additional comments: _____

I have read this agreement and promise to carry out my responsibilities.

(Student's signature)

(Parent's signature)

(Organization Representative's signature)

(Date)

I grant permission to photograph my child in the Community Service Learning program for promotional and educational purposes. Yes _____ (initial) No _____ (initial)

I give permission for any necessary background checks on my child. Yes _____ (initial)

No _____ (initial)

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INSURANCE VERIFICATION AND EMERGENCY INFORMATION

(Submit before Community Service Learning can begin)

(Please print or type all information)

Student's name: _____ Social Security No. _____ School: _____ School year _____ Grade _____
Parent or Guardian: _____ Phone: _____ Address: _____ City/State: _____ Zip: _____ Parent/Guardian employment: _____ Phone: _____ Address: _____ City/State: _____ Zip: _____
Name of physician: _____ Phone: _____ Address: _____ City/State: _____ Zip: _____ Hospital preferred: _____ Name of health and accident insurance company: _____ Medical Identification Number: _____ Additional instructions and/or information (allergies, medication, chronic conditions, etc.) _____ _____
Listed below are two persons who are authorized to assume responsibility for the temporary care of the above named child in case of emergency: Name: _____ Phone: _____ Address: _____ City/State: _____ Zip: _____ Name: _____ Phone: _____ Address: _____ City/State: _____ Zip: _____

*This is to certify that my son or daughter, _____
Student's Name*

is adequately covered by medical, accident and automobile insurance during the course of the Community Service Learning experience and that no further insurance is needed. A copy of both front and back of insurance card must be provided.

In case of an accident or serious illness, I request that the school representative or work-site supervisor contact me if possible. If unable to contact me, I hereby authorize either to make whatever arrangements deemed necessary to protect the safety, health, and welfare of the child. I agree to assume financial responsibility for such arrangements.

Signature of Parent or Guardian _____ **Date** _____

**Mercer County Career Connections
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DAILY LOG

(To be completed by the student)

At the end of each day, take a few minutes to reflect on and record what you have learned (not what you DID) in response to one of the questions or statements below.

Note: Attach additional pages as needed. You will use the daily sheets in preparing weekly summaries and a portfolio of the total Community Service Learning experience.

What did you learn about yourself — your interests, aptitudes, strengths and weaknesses?

Describe the technology or equipment you used or observed being used.

Give specific examples of mathematics or science concepts and skills you used or observed being used.

Give an example of oral or written communication you used or observed being used.

Describe a work activity you performed and the procedures you followed.

Describe special instructions you received from your work-site supervisor or another employee.

Describe any materials you had to read and interpret to complete an assigned work activity.

Describe any initiative you took to learn something new.

Discuss a problem you solved or observed being solved and tell how you or others arrived at a solution.

Describe a meeting you attended and list the decisions made or actions taken. What contributions did you make to the meeting? What happened as a result of the meeting?

Discuss something new you learned about the organization and its opportunities for employees.

How would your training supervisor describe your work ethic?

Describe an experience you could share with other students about what you have learned.

Are men and women treated equally in your workplace? Give an example that justifies your opinion.

Write the directions for performing a task that you did today.

Tell how your training supervisor is a valuable career mentor.

What is the best advice that you have received? Who gave you the advice?

Write a poem about your experience or feelings.

What is the most important lesson you have learned? Why?

**Mercer County Career Connections
Community Service Learning**

**SAMPLE
DAILY LOG**

(Submit your logs after completing Community Service Learning)

June 2, 2009 - One example of written communication that I observed today was a memo from our supervisor to all of the employees. The memo discussed how important it is for all of us to follow the dress code established. We want to make sure that we make a positive impression on all who enter our agency. Personally, I always observe the dress code so I wish he had just spoken with those who were not following it.

June 3, 2009 - A problem that I solved by myself came about by accident. My supervisor left to go to the Post Office, so I was the only one in the office when the phone rang. The caller asked me if our agency could assist in a fund-raiser her office was having for an employee. I had just read the guidelines for our agency, and I told her that we cannot assist any employee of a for-profit business.

June 4, 2009 - A work activity that I performed today was working with children in a reading camp. I read stories to them and helped them read stories on their own. I enjoyed working with the younger children, but I didn't like the older ones.

June 5, 2009 - My supervisor is an excellent mentor. Whenever I don't know how to do something, I feel like I can always ask him and I won't get fussed at. He is patient and kind. Just yesterday I couldn't figure out how to fill out the form we had to turn in after we completed our project. My supervisor worked with me for over an hour in order to make sure I did it exactly right.

June 6, 2009 - I hope that my training supervisor would say that I have a good work ethic. I always arrive at work on time, I take only half an hour for lunch, and I never leave early. Whenever he asks me to do something, I never complain or refuse, even though I may not want to do it. I try to be polite to the public and make a good impression whenever someone comes into our office.

Continue writing an entry for EACH DAY
that you do community service.
Answer one of the questions on page 9 each day.
Do not answer the same question every day.

**Mercer County Career Connections
Community Service Learning
JOB PERFORMANCE RATING SHEET**

(To be completed by Worksite Supervisor)

(Supervisor submit after Community Service Learning is complete)

5 = Excellent 4 = Above Average 3 = Average 2 = Below Average 1 = Poor

PERSONAL TRAITS	5	4	3	2	1	
1. Listens carefully to instructions						Poor listener
2. Catches on first time						Needs repeated instructions
3. Follows instructions						Ignores instructions
4. Uses feedback positively						Negative response to feedback
5. Works well with others						Poor team worker
6. Maintains positive attitude						Displays negative attitude
7. Behaves responsibly						Behaves irresponsibly
8. Dresses appropriately						Should improve appearance
9. Can be depended on						Is not reliable
10. Exhibits good judgment						Jumps to conclusions
11. Is self confident						Lacks confidence
12. Shows initiative						Performs only as directed
ATTENDANCE	5	4	3	2	1	
13. Emergency absence only						Frequent absences
14. Arrives on time						Frequently late
JOB TRAITS	5	4	3	2	1	
15. Seeks understanding of operations						Never asks questions
16. Exhibits knowledge of objectives						Needs to study
17. Is orderly and systematic						Is careless
18. Performs assignments accurately						Frequent errors
19. Completes work assignments accurately						Is not thorough and has frequent errors
20. Produces expected quantity of work						Is not productive
21. Represents organization positively						Creates negative image
22. Uses equipment properly						Uses equipment improperly
23. Manages time wisely						Wastes time
24. Communicates well with others						Poor communicator
25. Adjusts to change						Unwilling to change

Total number of hours completed _____

Student's Signature

Date

Worksite Supervisor

Organization

Date

Note: Additional comments may be written on back of form or on an additional page.

Please mail or fax to: **Career Connections, 1403 Honaker Avenue, Princeton, WV 24740, 304-425-8643.**

Mercer County Career Connections
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**STUDENT EVALUATION of
COMMUNITY SERVICE LEARNING EXPERIENCE**

(Submit after Community Service Learning is complete)

1. Did the organization job host make you feel welcome? Yes _____ No _____
2. Did the organization job host spend enough time with you to give you an understanding of the work to be done?
Yes _____ No _____
3. Did the organization job host answer your questions satisfactorily? Yes _____ No _____
4. List three things that you gained from the experience that you think will be beneficial to you.
A. _____
B. _____
C. _____
5. What do you think was (were) the most important thing(s) you learned from this experience?

6. List three skills used in the Community Service Learning experience that you expect to use in your chosen career.
A. _____
B. _____
C. _____
7. What was the most difficult aspect of your experience? Please explain: _____

8. After completing your Community Service Learning experience, do you expect to continue your career plan?
Yes _____ No _____ Please explain: _____

9. Would you recommend this Community Service Learning experience to another student?
Yes _____ No _____ Please explain: _____

10. What are your career plans? _____

Possible Placements for Community Service*

Non-Profit Agency	Phone #	Contact person
American Cancer Society	304-327-8770	Sherry Ciccolini
American Red Cross	304-327-5017	Phyllis Sheets
Bluefield Garden Club	304-325-3853	Ann Sampson
Bluefield Parks & Recreation	304-327-2448	
Buckskin Council of Boy Scouts	304-920-7921	Charles Truckenmiller
Camp Creek State Park	304-425-9481	Mr. Ratliff
CASE Head Start Program	304-487-5631	Darlene Martin
CASE of WV (Commission of Elderly)	304-425-7111	Sandy Graham
CASE-Concord Child Development Center	304-384-5386	Florence Sargent
Catholic Community Services	304-425-4306	
Child Protect of Mercer County, Inc.	304-425-9973	Shiloh Woodard
Children's Home Society	304-431-2424	Joanne Boileau
City of Princeton	304-487-5023	Wayne Shumate
Community Connections	304-913-4956	Greg Puckett
Community Hospices of America	304-431-2000	Melissa Carr
Consumer Credit Counseling Service	304-325-5143	Erna Simkins
Craft Memorial Library	304-325-3702	Eva McGuire
First Call for Help (United Way)	304-327-9193	Vanessa Schruggs
First Presbyterian Church Pre-School	304-327-9727	Mary Park
Girl Scouts	304-327-8584	Marla Akers
Glenwood Park Retirement Village	304-425-8128	Becky Kidwell
Glenwood Recreational Park	304-425-1681	Greg Pruett
Greater Blfd. Chamber of Commerce	304-327-7184	Marc Meachum
Greater Blfd. Community Center	304-325-5707	
Habitat for Humanity	304-325-7606	
Heaven Sent Ministries	304-425-0191	Lyle Mullins
Holiday of Lights-Blfd. City Park	304-327-8770	
Lifeline Child Care Center	304-425-6522	Michelle Oxley
Mary's Cradle (Trinity Methodist)	304-327-7757	
Mercer Co. Commission on Aging	304-425-7111	Sandra Wolfe
Mercer Co. Convention & Visitor Bureau	304-325-8438	Marie Blackwell
Mercer Co. Opportunity Workshop	304-425-3810	Ron Self
Mercer County Animal Shelter	304-425-2838	Stacy Shampo
Mercer County CASE RSVP	304-425-1911	Brenda Miller
Mercer County Commission	304-487-8370	Vickie Reed
Mercer County Historical Society	304-425-0559	Lois Miller
Mercer County Solid Waste Authority	304-425-9455	Eli Testerman
Mercer County Special Olympics	304-384-9113	Shirley Martin
Mercer County Teen Court	304-425-9973	Beth Sizemore
Mother Goose Child Care Co-op	304-487-0507	Bonnie Franklin
Pctn. Community Hospital Volunteers	304-487-7513	Mollie Lilly
Pipestem State Park	304-466-1800	Dave Caplinger
Planet Extreme-Thorn Street	304-887-2378	Tim Smith
Princeton Health & Fitness Center	304-487-7876	Lynn Krulich
Princeton Health Care	304-425-9877	Roger Topping
Princeton Public Library	304-487-5045	Dave Shumate
Princeton Recreation Dept.	304-487-5040	Amanda McCabe
Princeton/Mercer Co. Chamber of Comm.	304-487-1502	Robert Farley
SAFE (Stop Abusive Family Environment)	304-320-2547	Susie Reed
Salvation Army-Bluefield	304-327-7411	Cpt. Jerry Lester

Salvation Army-Princeton	304-425-2971	Cpt. Mike Michaels
United Way	276-322-2606	Michelle Carter
Wade Center	304-323-3777	
WE CAN Social Services	304-425-8738	Angela Fedele
Westminster Preschool Child Care	304-325-9121	Linda Mullenex
WVU Extension Office/4-H	304-425-3079	Brenda Pruett
*Community Service must be performed at a non-profit agency such as those listed above.		

**Mercer County Career Connections
Community Service Learning**

GRADING FORMAT FOR ELECTIVE CREDIT

Student's Name _____

Student # _____

I. Application (30 points)

Application for CSL Credit (p. 4) _____

Recommendation Form (p. 5) _____

Information About the Organization (p. 7) _____

Insurance Verification (p. 8) _____

Copy of Insurance Card (**front and back**) _____

II. Documentation (70 points)

Daily Logs (Answer one question on page 9 for each day of community service.) (40 points) _____

Job Performance Rating Sheet (p. 11) (10 points) _____

Student Evaluation (p. 12) (10 points) _____

All documentation well-organized & complete (10 points) _____

TOTAL #1 (each item worth 6 points) _____

TOTAL #2 _____

FINAL GRADE (Add #1 and #2) _____

Evaluator's signature _____

Date _____