

HARRISON HIGH SCHOOL

COMMUNITY SERVICE GUIDELINES

Dear Student:

If you are interested in earning a Community Service Honor Cord for commencement, please follow the guidelines written below. If you have any questions, contact Mrs. Maher in the Counseling Office.

- You must complete 40 hours of community service during your high school career which includes your 8th grade summer and ends April 30th of your senior year.
- Make sure your hours are legitimate community service activities. Harrison High School only recognizes work for a non-profit organization, service to an individual, or work performed for a profit-based organization when the student is *not paid*, as true community service. Extracurricular activities (for example, setting up for Homecoming, going to a S.A.D.D. meeting) are not community service. Do not count any activity that takes place during school hours. This program does not encourage students to miss school in order to complete these hours. If a student attends an overnight activity (church mission trip, Habitat for Humanity), then a maximum of 8 hours per day will be granted for community service.
- Make sure all of your community service contact supervisors complete the evaluation form. Your hours do not count until Mrs. Maher receives the evaluation. Evaluations can be sent by mail, fax, and email or dropped off at the Guidance Office. Make sure your evaluator has contact information (phone number or email address). **Spot checks will be done on evaluations to ensure the validity of hours of service.** If the student is evaluated poorly by the supervising adult, the service hours will not be counted. If the student is evaluated poorly by the supervising adult, the service hours will not be counted. If you are a member of an HHS-based organization, (Interact, RAGE, S.A.D.D., etc), do not have your sponsor fill out your forms unless your sponsor was present during the service activity. If your club sponsor was not present, have the supervising adult sign your evaluation. Parents may sign for their son/daughter, provided that they were the supervising adult of the activity. It is also recommended that students make a personal copy of their forms before they turn them in for documentation.
- Your community service paperwork is due by April 30th of your senior year. However, it is advisable to turn it in upon completion of each event.

Sincerely,

Mrs. Maher, Counselor
Harrison High School, Counseling Office
Phone: (248)489-3504 Voice Mail: (248)426-2994
Fax: (248)489-3517 Email: elisa.maher@farmington.k12.mi.us

Notice of Nondiscrimination: It is the policy of the Farmington Public School District that no person shall, on the basis of race, creed, color, national origin, sex, marital status, age or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment. Inquiries concerning discrimination issues may be directed to the Assistant Superintendent for Human Resources and Legal Services at 248-489-3387. Accommodations are available for persons with visual and/or hearing impairments, please contact Special Ed at 248-888-6259. If you need assistance understanding the content of this publication or other correspondence from school, please contact the bilingual department at 248-426-2645.

Community Service Report Form/Evaluation

The Farmington Public Schools encourages students to volunteer for community service. In order to earn the Harrison High School Community Service Honor Cord, students must have completed and documented 40 hours of community service. The purpose of this program is to encourage community involvement between students and citizens of Farmington, Michigan and their global community. On behalf of the Farmington Public Schools, please know that your support of this program is greatly appreciated. Please return this evaluation by mail or fax to:

School	Contact	Address	Phone	FAX
Farmington High School	Debbie Eason	32000 Shiawassee Farmington, MI 48336	248-489-3447	248-324-5521
Harrison High School	Elisa Maher	29995 W. Twelve Mile Rd Farmington Hills, MI 48334	248-426-2994	248-489-3517
North Farmington High School	Kathleen Maisner	32900 W. Thirteen Mile Farmington Hills, MI 48334	248-785-2005	248-865-7653

Name of Student: _____ Graduation Year: _____

Date(s) of Service: _____

Organization: _____ Phone: _____

Name of Supervisor: _____ Title: _____

Address: _____
Street
City
State
Zip Code

Description of the Community Service Activity: _____

Number of Hours: _____ Student's High School: Harrison High School

Evaluation: Please circle the appropriate number and only those that are applicable. A "5" indicates outstanding and a "1" indicates unsatisfactory.

Dependability 1 2 3 4 5

Courtesy: 1 2 3 4 5

Initiative: 1 2 3 4 5

Interpersonal Skills: 1 2 3 4 5

Supervisor Signature _____

Student Signature: _____