



## Community Service Program Guidelines

Every W.C.S. high school student is expected to perform a significant community service as a **requirement for graduation**. This service may be performed after school, weekends, and during school vacations. This requirement must be completed no later than the end of the first semester of the student's senior year.

This service must:

- be performed outside of Wilmington Christian School (with the exception of Camp Win-Some).
- be a steady involvement with **one** sponsor or agency.
- be a minimum of forty hours during a twelve-month period. Ten of these hours may be used for training purposes. **\*If a student does not finish by the established deadline, ten penalty hours must be completed in addition to the forty hours within a specified time period.**
- be performed at any time following a student's completion of their eighth grade year.
- be performed with a local agency located in the Delaware Valley region.
- be completed by all new students entering W.C.S. unless they have previously met this requirement.
- be approved in **all** cases by the Service Program Coordinator **before** a student begins his/her service work.
- be performed for an organization whose purpose is that of service to the immediate community and for which volunteers perform an essential service. This does **not** include working for a political candidate or office holder in the routine performance of political duties, working in one's church nursery or youth group, nor working for groups whose programs are inconsistent with the Word of God.
- be performed as a separate requirement from other school responsibilities such as National Honor Society.
- involve direct service to the participating community agency or the clients served by that agency. **At least 50% of the student's time must be spent with the people that the agency serves.**
- be performed under the direction of a supervisor who is not a family member or relative.
- include the completed proposal form, a satisfactory agency evaluation of the student's performance, a completed log sheet, and a self-evaluation of the student's volunteer experience before the student can successfully complete this program.

## STUDENT RESPONSIBILITY

- Choose an agency or organization.
- Submit the Community Service Proposal to the Agency Supervisor and obtain their signature.
- Obtain Parent signature.
- Submit proposal to the **Upper School office for approval BEFORE** you begin your service hours.
- Keep track of your work hours by recording them in the student service log.
- Complete student self-evaluation form when forty hours of community service has been completed. Return this form with the student service log to the office. **This must be handed in within one year of the start of your service hours.**
- Give agency supervisor the student evaluation form. This must be sent to the office by the agency supervisor.

Students will receive a letter acknowledging their completion of the program when all requirements have been met.

# SERVICE PROGRAM PROPOSAL

Student Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Purpose of Service Project: \_\_\_\_\_

## Agency Supervisor

Date: \_\_\_\_\_

As supervisor to \_\_\_\_\_, I agree to guide his/her work done under my direction and to submit a final evaluation of the student's work.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## Parent

Date \_\_\_\_\_

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, hereby agree that he/she may participate in this proposed community service activity which has been approved by the Community Service Coordinator and by myself to fulfill the school's graduation requirement. I further agree that Wilmington Christian School is hereby released and held harmless from any and all liability for damages to person and property resulting from, on account of, or in any way arising out of, such student's participation in the Community Service Program.

Signature: \_\_\_\_\_

## Service Program Coordinator

Date: \_\_\_\_\_

I have examined \_\_\_\_\_'s service proposal and find it to be acceptable.

Signature: \_\_\_\_\_



## STUDENT SELF-EVALUATION

This self-evaluation is an important part of your community service and overall evaluation. Upon completion of your forty hours, please respond to each of these questions. You may use the back of this form or attach an additional sheet if necessary.

Name\_\_\_\_\_ Date\_\_\_\_\_ Agency\_\_\_\_\_

1. Explain the kind of work you did and who benefited from your service.
2. Explain what event or aspect of this service work most stands out in your memory.
3. After completing your service requirement do you feel that God has revealed any gifts to you that you didn't realize you had?
4. Did you have a chance to share the Gospel or your personal testimony with anyone during your time of service? If so, please explain.
5. Was this an experience that you could now take and use in other ways, such as in your church or neighborhood? If so, what are some ways you could do this?
6. Explain why you would (or would not) recommend this placement to another student.
7. How would you evaluate your overall service experience? Are you planning to continue volunteering with this or any other agency?

## AGENCY EVALUATION OF STUDENT VOLUNTEER

Supervisor's Name \_\_\_\_\_ Agency \_\_\_\_\_

Job Title \_\_\_\_\_ Phone number \_\_\_\_\_

Student name \_\_\_\_\_

Please rate student's performance based on the following criteria:

|                      | Not Observed | Un-satisfactory | Weak | Good | Excellent |
|----------------------|--------------|-----------------|------|------|-----------|
| Motivation           |              |                 |      |      |           |
| Creative Qualities   |              |                 |      |      |           |
| Self-discipline      |              |                 |      |      |           |
| Level of interest    |              |                 |      |      |           |
| Consistency          |              |                 |      |      |           |
| Leadership           |              |                 |      |      |           |
| Self-confidence      |              |                 |      |      |           |
| Concern for others   |              |                 |      |      |           |
| Emotional maturity   |              |                 |      |      |           |
| Personal initiative  |              |                 |      |      |           |
| Reaction to setbacks |              |                 |      |      |           |
| Team worker          |              |                 |      |      |           |
| Integrity            |              |                 |      |      |           |

|   | Yes | No |
|---|-----|----|
| Has the student met the specific goals of the service based on the purpose of your agency?  |     |    |
| Has the student been thorough in his/her duties?  |     |    |
| Has the student's attendance been satisfactory?   |     |    |
| Has the student accumulated the required 40 hours of service time?                          |     |    |
| Would you rate the student's overall performance as satisfactory?<br>If no, please explain. |     |    |

Please comment on the positive and/or negative aspects of the student's performance in his/her duties. Use the back of this sheet if necessary.

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

Your response to these questions help us evaluate the success of the student's participation. Thank you for your assistance in the Service Program at Wilmington Christian School.

Please return this form to: Service Program Coordinator  
Wilmington Christian School  
825 Loveville Rd.  
Hockessin, DE 19707

## AGENCY LIST

These are some of the agencies that student's have work with in the past. It is possible to work with an agency not on the list. **You must obtain approval from the service program coordinator before beginning service hours with any agency.**

|                                   |                               |
|-----------------------------------|-------------------------------|
| A.I. DuPont Hospital for Children | Milcroft Retirement Center    |
| Ashland Nature Center             | Newark Parks and Recreation   |
| Brandywine Senior Center          | New Castle Co. Safety Town    |
| Brandywine Zoo                    | Police Athletic League        |
| Camp Win-Some                     | Read Aloud Delaware           |
| Cokesbury Village                 | Riverside Hospital            |
| Delaware Children's Museum        | Rockwood Museum               |
| Delaware Nature Society           | Ronald McDonald House         |
| Delaware Special Olympics         | St. Francis Hospital          |
| Emmanuel Dining Room              | Western Branch YMCA           |
| Episcopal Church Home             | Wilmington Senior Center      |
| Forward Manor                     | Youth for Christ Urban Center |
| Girls Inc.                        | Urban Promise                 |
| Habitat for Humanity              | Public Library                |
| Joyful Noise Puppets              | Special Olympics              |
| Kennett Area Parks and Recreation |                               |
| Leader Nursing and Rehab Center   |                               |
| Mary Campbell Center              |                               |

Milcroft Retirement Facility

Newark Parks and Recreation

Newark Senior Center

New Castle Co. Safety Town

Police Athletic League-Hockessin

Read Aloud Delaware

Riverside Hospital

Rockwood Museum

Ronald McDonald House of De.

St. Francis Hospital

The Medical Center of De.

“Till Shiloh Come” Ministry

VA Medical Center

Wagstaff Daycare

Western Branch YMCA

Wilmington Senior Center

Youth for Christ Urban Center