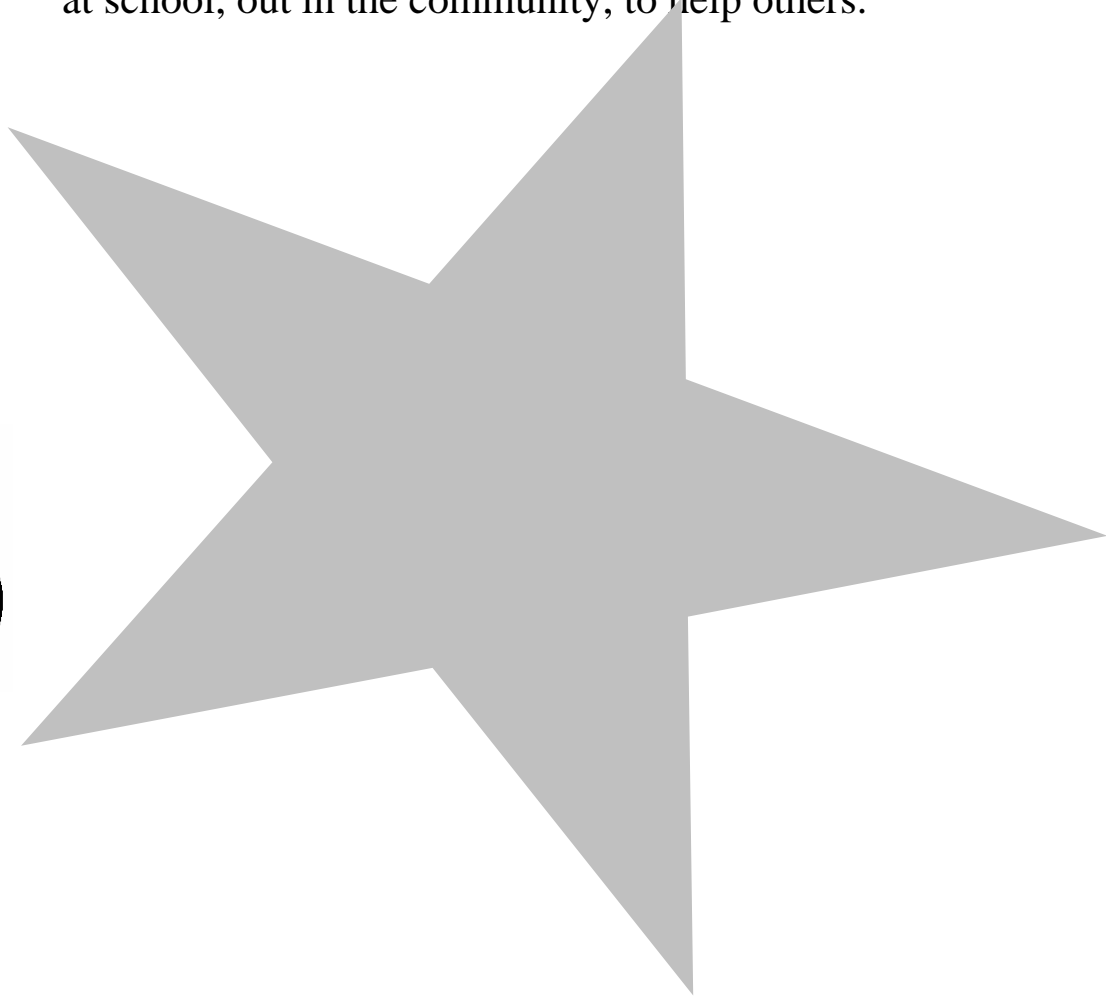




# Student Service Learning Manual

Service Learning provides an opportunity for students to apply what they have learned at school, out in the community, to help others.





# Community/Service Learning High School Graduation Requirement 40 hour Requirement



## What All High School Students (and their Parents) Need to Know!

1. You must volunteer 40 hours of community/service learning as part of your high school graduation requirement in Long Beach Unified School District. Each year of high school will get busier, so don't wait. Some students get part-time jobs or take advanced courses their last 2 years. Make it a goal to complete most, if not all of your hours by the end of your 10<sup>th</sup> grade year. (Some teachers will offer volunteer ideas in their courses.)
2. The types of service that are acceptable are with **non profit agencies** or a **non profit activity**. *Some examples are:*
  - The Red Cross, Boys and Girls Clubs, Police PAL sites, YMCA, Special Olympics and Habitat for Humanity are the types of local agencies to consider.
  - Animal control, the aquarium, libraries, nature centers, litter abatement, museums, shelters and the ranchos, are local agencies with youth programs.
  - Schools need help with tutoring/mentoring and with recreation programs during the summer and all year. Many hospitals and convalescent homes have volunteer programs.
  - All volunteer sports groups such as, AYSO, LBYSO and Pop Warner are acceptable. (Camps where students pay to attend are **not** acceptable).
  - Examples of other non-profit activities are participating in walk-a-thons, beach, wet-lands and park clean-ups. Neighborhood clean-up and elderly assistance days.
  - Helping a church feed/clothe/shelter those in need is okay. Teaching about your religion to others is **not** acceptable.
3. You may **not** volunteer at a **for profit** business. You are **not** to provide **free labor** for an office, grocery, medical office or department store, child care agency or day care center. ***"Not getting paid,"*** doesn't make it non profit.
4. Your high school will only accept volunteer hours you perform that begin the day **after** your 8<sup>th</sup> grade graduation date.
5. You can find more information and learn about agencies and projects on the Long Beach Unified School District web site at: [www.lbusd.k12.ca.us](http://www.lbusd.k12.ca.us)
  - At the top right hand corner click on the 's'.
  - Scroll down the 's' page and click on '**service learning**'.
  - On the left-hand side of the page, you will want to visit these buttons: '**Student Information**', '**Agency Partnerships**', '**Events & Web Sites**' and '**Student Forms**' (for a log). Check out the '**Volunteer Village**' button for a great event held in October!
6. Summer hours count! If you are not sure that the experience will be accepted ask the Service Learning Coach at your high school first. If you are just entering high school and need approval, or you need to get a service learning log in the summer, you may call the LBUSD, Health and PE Curriculum Office at (562) 997-0632 and ask for Merideth Joyce.

## *How Can I Do My Hours?*

	<b>Earns Service Hours</b>	<b>Does Not Earn Service Hours</b>
Profit/ Non Profit	<b>Non Profit/City Agencies are established to help others, not to make money. They have proof of this status with a <u>501c(3) document</u>. (If you are not sure, ask the agency if they are a non profit!)</b>	<b>For Profit businesses/agencies are in business to make money. (If you are not sure, ask the agency if they are a non profit!)</b>
Religious and Other Non Profit Agencies	Food kitchen for homeless/hungry Emergency/Disaster Preparedness projects Teaching arts/crafts Promoting literacy Academic/Language tutoring for an agency Health/sports coaching Building shelters Programs assisting the elderly Community safety/Community outreach/ Violence prevention Collection and distribution of food, clothing and other essentials for those in need	Recruitment/membership building Distribution of Materials Teaching about an organization. The goal is for you to perform charitable and service learning work, not just talk about it!  Activities at <b>For Profit</b> agencies. (*An exception to this would be if a company sponsors an event to help others. (i.e., Avon sponsors a Walk-A-Thon where all proceeds go to help cure breast cancer.)
Childcare Services	Shelters/Free clinics/YMCA/Boys & Girls Clubs Public Education facilities ( <i>Head Start; First Five, CDC</i> ) Tutoring or mentoring at public or private schools ( <i>academic subjects</i> ) Pre-approved special projects where free services are offered to a population in need Recreation and supervision of children Leading & coaching at organized non profit/volunteer programs	Babysitting for family, friends or neighbors  Babysitting, coaching, mentoring, tutoring at <b>For Profit</b> agencies. ( <i>The family pays for the student to attend.</i> ) <i>This could be a daycare, pre school, tutorial group, sports camp, etc.</i>
School Clubs	Club sponsored service projects to help others Meetings specifically preparing for service activities or approved fundraising Community outreach ( <i>i.e., parade/LB Reads/Health Fairs</i> )	Activities that benefit only you Activities that benefit only the club Regular club meetings Fundraising for the club treasury, uniforms, fieldtrips, etc. Recruitment/membership building Helping with club meetings
Sports, Performing Arts and ROTC	Exhibitions for Community Wellness ( <i>Health Fairs/ Red Ribbon Events/Great American Smoke-out, etc.</i> ) Youth clinics ( <i>non-profit or free to participants</i> ) Free performances for special populations or, all fees collected go to a charity or for a cause ( <i>i.e. hospital/shelter; fire/flood victims</i> ) Unpaid coaching/refereeing for non-profit sports organizations/parks ( <i>AYSO/LBYSO/Pop Warner, etc.</i> ) Back-to-School night (directions, hand-outs, pushing wheel chairs, etc.) Participating in parades ( <i>If not a class requirement</i> ) Activity where profits go to shelter/needy family/victims of a natural disaster ( <i>Katrina help</i> )	Camps or classes that charge tuition  For-profit camp or business  Activities/performances/presentations required for a course for school credit  Rehearsals required for class credit  Ticket profit goes to club

<p style="text-align: center;">Money &amp; Other Services</p>	<p><b>“1/4<sup>th</sup> Rule for Extras”</b> - Only ¼ of your hours can be completed in ‘low quality’ service experiences (i.e., trash, filing, cleaning, etc.); money collected; blood donations; orientations and/or trainings</p> <p>One fourth of your hours can be in money collected for a walk-a-thon or charity. <b>\$19 = 1 hour</b> (so, \$100=5 hrs)</p> <p>Blood drives: <b>1 adult = 1 hour</b> (Must be at least 17 yrs old)</p> <p>Orientations/trainings/presentations that prepare you to do service, count towards your hours when the ‘service’ component is completed. It can not be more than ¼ of your total hours ( 10 hours of training can count if you submit 40 hr. 50 hours count if you submit 200 hours)</p> <p style="text-align: center;">*Food drives <b>1 bag of food = 1 hour</b> Clothing drives <b>1 large bag of clothes = 1 hour</b></p>	<p>Cannot raise money for the full 40 hours</p> <p>Cannot donate blood for the full 40 hours</p> <p style="text-align: center;">Cannot pick up trash for 40 hours</p> <p style="text-align: center;">Cannot do office work for the 40 hours</p> <p>Orientations/ trainings/presentations - with <b>no</b> service completed, do not count</p> <p>*Check with food &amp; clothing drive guidelines at your site. Remember \$19 = 1 hour so a donated bag of food or clothing should be close to this amount!</p>
<p style="text-align: center;">Court-mandate d Service</p>	<p>Hours <b>beyond</b> those required by the court at the same agency or for the same project - <b>if the placement meets <u>non-profit guidelines.</u></b></p>	<p>Court mandated hours do not count for your community/service learning requirement</p>
<p style="text-align: center;">Politics</p>	<p style="text-align: center;">Voter registration (<i>unpaid</i>) Poll worker (<i>unpaid, or you donate stipend to a charity</i>) “Get out the vote” activities</p> <p>*Students who have completed 30 hours of high quality <b>service</b> may then choose to work during an election for a candidate or advocating for an issue on the ballot. Get parent permission &amp; choose safe situations!</p>	<p style="text-align: center;">Protests/strikes/rallies</p> <p>*Work for political candidates or parties or special interests (<i>see exception under earns hours.</i>)</p>
<p style="text-align: center;">Recruitment</p>	<p style="text-align: center;">Voter registration (unpaid)</p> <p style="text-align: center;">Getting family or friends to donate blood.</p>	<p style="text-align: center;">Recruitment/membership building</p> <p>Teaching about organizations/ churches/ club’s beliefs. (Our goal is for you to perform charitable service, not just talk about it)</p> <p style="text-align: center;">Attendance at club/organization/church meetings</p>
<p style="text-align: center;">Ani- mals</p>	<p style="text-align: center;">Animal Shelters/ Animal Rescue Groups</p>	<p style="text-align: center;">For profit pet stores or veterinary clinics</p>
<p style="text-align: center;">Miscellaneous</p>	<p>Students, there are always exceptions! If you have an idea, or an opportunity that seems to fit the guidelines, but you are not sure, ask the Service Learning Coach at your site.</p> <p>Students, if you still have questions or concerns, call the Service Learning District Coordinator: Merideth Joyce at (562) 997-0632 and describe your situation or ask questions. (M-F, 7:30 am until 4 pm)</p>	<p>Please don’t do hours if you are not sure it is acceptable way of fulfilling this requirement. Talk to the Service Learning Coach at your school site!</p> <p>If you still have questions or concerns, call Merideth Joyce at (562) 997-0632 and describe your situation or ask questions. (M-F, 7:30 am until 4 pm)</p>

# Service Learning That Counts



**Make sure your hours make a difference.  
Volunteering is more than working for free.**

## SERVICE LEARNING: CAREER CONNECTIONS

**It will be of benefit if you bring your strengths, interests and passions to your Service Learning contributions.**

<b>STRENGTHS</b>	<b>INTERESTS</b>	<b>PASSIONS</b>	<b>TASKS</b>
Check the <i>courses</i> you have enjoyed most AND/OR earned highest grades or test scores	Check the <i>career areas</i> where you might fit	Check the <i>types of organizations</i> you feel positively and/or strongly about.	Check the <i>contributions</i> you would like to make
<b>SCIENCE-BASED</b> <input type="checkbox"/> Anatomy/Physiology <input type="checkbox"/> Automotive & Transportation Tech <input type="checkbox"/> Biology <input type="checkbox"/> Forensics <input type="checkbox"/> Life Science <input type="checkbox"/> Marine Biology <input type="checkbox"/> Zoology <input type="checkbox"/> Physics <input type="checkbox"/> Chemistry <input type="checkbox"/> Environmental Studies <input type="checkbox"/> Food Science <input type="checkbox"/> Physical Education	<input type="checkbox"/> <b>Energy &amp; Utilities</b> (includes products and services related to the Petroleum Industry, Alternative Energy and Power Industry and Utility Industry)  <input type="checkbox"/> <b>Health Science and Medical Technology</b> (related to Dental Care, Medical Care, Pharmaceuticals, Biotechnology and Preventative Practices and Fitness)  <input type="checkbox"/> <b>Transportation</b> (related to Air Transportation, Land Transportation, and Water Transportation)  <input type="checkbox"/> <b>Agriculture &amp; Natural Resources</b> (includes services and products related to Agriculture Production; Agri-business, Ornamental Horticulture and Landscaping; Agriculture Mechanics, Power and Engineering, Forestry, Natural Resources and Rural Recreation)	<input type="checkbox"/> Animal protection and welfare <input type="checkbox"/> Environmental/beautification <input type="checkbox"/> Food distribution programs <input type="checkbox"/> Health (general & rehabilitative) <input type="checkbox"/> Public safety, disaster preparedness, relief service and safety education <input type="checkbox"/> Sports & recreation <input type="checkbox"/> Public transportation <input type="checkbox"/> Food production	Some ideas to consider: <input type="checkbox"/> Groom animals at a shelter <input type="checkbox"/> Maintain a stretch of beach <input type="checkbox"/> Deliver food to individuals who are housebound <input type="checkbox"/> Assist the disabled <input type="checkbox"/> Assist at a blood drive <input type="checkbox"/> Distribute materials for earthquake safety <input type="checkbox"/> Coach a special needs team <input type="checkbox"/> Help plant and maintain a school or community garden <input type="checkbox"/> Assist with a marine environment project <input type="checkbox"/> Develop your own ideas based upon topics of interest in your Science-based classes (get permission) <input type="checkbox"/> Guiding museum visitors (docent)
<b>VISUAL &amp; PERFORMING ARTS &amp; LANGUAGE ARTS –BASED</b> <input type="checkbox"/> Art <input type="checkbox"/> Graphic Design/Computer Art <input type="checkbox"/> Photography <input type="checkbox"/> Filmmaking <input type="checkbox"/> Vocal and Instrumental Music <input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> English <input type="checkbox"/> Literature <input type="checkbox"/> Writing <input type="checkbox"/> Journalism <input type="checkbox"/> Foreign Language	<input type="checkbox"/> <b>Fashion &amp; Interior Design</b> (related to Apparel Design and Manufacturing, Commercial Interior Design and Furnishings, Textile Design and Manufacturing and Textile Care and Maintenance)  <input type="checkbox"/> <b>Arts, Media &amp; Entertainment</b> (related to Visual and Performing Arts; Electronic and Multi-media Production; Film, Television and Radio; Printed Publications and Professional Sports)  <input type="checkbox"/> <b>Information Technology</b> (related to Management Information Systems, Data Processing and Telecommunications)	<input type="checkbox"/> Arts <input type="checkbox"/> Cultural awareness <input type="checkbox"/> Translation <input type="checkbox"/> Design <input type="checkbox"/> Performance <input type="checkbox"/> Computer literacy <input type="checkbox"/> Literacy <input type="checkbox"/> Public Television or Broadcasting	Some ideas to consider: <input type="checkbox"/> Design posters, brochures or artwork* <input type="checkbox"/> Design costumes* <input type="checkbox"/> Write a play, skit or concert* <input type="checkbox"/> Perform in a play or skit* <input type="checkbox"/> Produce a video* <input type="checkbox"/> Sing/dance at a benefit* <input type="checkbox"/> Translate information* <input type="checkbox"/> Provide computer literacy training <input type="checkbox"/> Write a column for the newspaper* Develop your own ideas based upon topics of interest in your Visual & Performing Arts and Language Arts-Based classes (get permission)

**\*In order to qualify for credit hours, the activity must otherwise qualify for credit. For example, designing a poster or producing a video to recruit members for a club would not qualify, but designing a poster or producing a video to benefit the homeless or feed the hungry would qualify.**

<p><b>MATHEMATICS-BASED</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accounting</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Algebra</li> <li><input type="checkbox"/> Geometry</li> <li><input type="checkbox"/> Calculus</li> <li><input type="checkbox"/> Computer Programming</li> <li><input type="checkbox"/> Statistics</li> <li><input type="checkbox"/> Architecture</li> <li><input type="checkbox"/> Construction</li> <li><input type="checkbox"/> Drafting</li> <li><input type="checkbox"/> Woods</li> <li><input type="checkbox"/> Computer Diagnostics</li> <li><input type="checkbox"/> Electronics</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Manufacturing &amp; Product Development</b> (related to Printing and Publishing; Consumer Product Manufacturing; Machine Tool Manufacturing; Computer and Electronics Products; Transportation Manufacturing, Equipment Manufacturing; Chemical and Industrial Materials Manufacturing)</li> <li><input type="checkbox"/> <b>Engineering and Design</b> (includes products and services related to Engineering Analysis, Design, Development and Drafting)</li> <li><input type="checkbox"/> <b>Building Trades &amp; Construction</b> (related to Commercial and Institutional Construction and Structures, Heavy Construction, Building Materials Distribution and Residential Construction)</li> <li><input type="checkbox"/> <b>Finance &amp; Business</b> (related to Financial Services, Real Estate Services and Business Management)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Homeless, temporary shelters</li> <li><input type="checkbox"/> Housing development</li> <li><input type="checkbox"/> Money management</li> <li><input type="checkbox"/> Technical support</li> <li><input type="checkbox"/> Building design</li> <li><input type="checkbox"/> Transportation</li> </ul>	<p>Some ideas to consider:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Build shelters/housing</li> <li><input type="checkbox"/> Raise money for shelters</li> <li><input type="checkbox"/> Teach a lesson on money management/personal economics</li> <li><input type="checkbox"/> Price items for a fundraiser*</li> <li><input type="checkbox"/> Determine financial needs for a fundraiser*</li> <li><input type="checkbox"/> Determine supply needs for a building project*</li> <li><input type="checkbox"/> Develop your own ideas based upon topics of interest in your Mathematics-based classes</li> </ul>
<p><b>SOCIAL-SCIENCE BASED</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> History</li> <li><input type="checkbox"/> Government</li> <li><input type="checkbox"/> Law</li> <li><input type="checkbox"/> Economics</li> <li><input type="checkbox"/> International Business/Relations</li> <li><input type="checkbox"/> Anthropology</li> <li><input type="checkbox"/> Psychology</li> <li><input type="checkbox"/> Sociology</li> <li><input type="checkbox"/> Sales and Marketing</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Hospitality, Tourism &amp; Recreation</b> (related to Amusement, Recreation and Special Events; Food Services; Lodging Services; Travel and Related Services, and Recreational Sports)</li> <li><input type="checkbox"/> <b>Public Service</b> (related to State and Local Government; Justice, Public Order and Safety; National Security and International Affairs; Religious and Civic Organizations, and Social Services)</li> <li><input type="checkbox"/> <b>Education, Child Development and Family Services</b> (related to Preschool, Elementary and Secondary Education; Colleges, Universities, and Professional Education; Trade, Technical Education and Training; Child and Youth Services and Educational Support Services)</li> <li><input type="checkbox"/> <b>Marketing, Sales and Service</b> (related to Retail Sales, Distribution and Service; Wholesale Sales, Distribution and Service; Business Management and International Trade)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Children &amp; youth services</li> <li><input type="checkbox"/> Community, neighborhood development and improvement</li> <li><input type="checkbox"/> Consumer protection &amp; safety</li> <li><input type="checkbox"/> Crime/legal related</li> <li><input type="checkbox"/> Education, children adult literacy</li> <li><input type="checkbox"/> Employment/vocational rehabilitation</li> <li><input type="checkbox"/> English as a Second Language</li> <li><input type="checkbox"/> Family services</li> <li><input type="checkbox"/> Gift distribution</li> <li><input type="checkbox"/> Health programs</li> <li><input type="checkbox"/> Hotline, crisis intervention services</li> <li><input type="checkbox"/> Human service-multipurpose</li> <li><input type="checkbox"/> Mental Health</li> <li><input type="checkbox"/> Residential/custodial care</li> <li><input type="checkbox"/> Nursing Homes</li> </ul>	<p>Some ideas to consider:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tutor after-school curriculum based subjects at a public or private school (academic subjects)</li> <li><input type="checkbox"/> Tutor/mentor/coach in after-school programs</li> <li><input type="checkbox"/> Organize neighborhood watch meetings</li> <li><input type="checkbox"/> Read to ESL students/adults in connection with literacy or language acquisition programs</li> <li><input type="checkbox"/> Assist at a rehab center</li> <li><input type="checkbox"/> Take a group of students to the library</li> <li><input type="checkbox"/> Serve at a soup kitchen</li> <li><input type="checkbox"/> Work at a retail store that uses profits for charity</li> <li><input type="checkbox"/> Lobby for a cause*</li> <li><input type="checkbox"/> Teach a classroom curriculum-based lesson</li> <li><input type="checkbox"/> Assist at a nursing home</li> <li><input type="checkbox"/> Develop your own ideas based upon topics of interest in your Social Science-based classes (get permission)</li> </ul>

# Student Independent Service Learning Project Proposal

**INSTRUCTIONS:** This form must be completed and approved by the Service Learning Coach (or a classroom teacher) at your school site prior to performing an independent service project.

## STUDENT INFORMATION – to be completed by the student

Student's Name \_\_\_\_\_ Student ID No. \_\_\_\_\_  
Last First MI

School \_\_\_\_\_ Grade 9 10 11 12 Home Phone \_\_\_\_\_

First Period Teacher \_\_\_\_\_ Room Number \_\_\_\_\_

## DESCRIPTION OF SPECIAL ACTIVITY

1. Why is your proposed project a need in our community? What is the population to be served? Where will the service take place?
2. Clearly state the preparation, the activity, and the time frame of your project.

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

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

### **Please make sure:**

- \_\_\_\_\_ The activity will be completed outside the school day.
- \_\_\_\_\_ The application has been signed by a parent/guardian.
- \_\_\_\_\_ You will perform the activity without salary or compensation.
- \_\_\_\_\_ The activity does not endorse any religious and/or political beliefs.

### **PARENT APPROVAL**

I have reviewed and given my approval for my son's/daughter's participation in this independent study they have set up/ designed. I realize that my son/daughter, by choosing this special activity, will not receive direct supervision from any LBUSD staff. I accept full responsibility for my son's/daughter's choice of special activity and for submitting the necessary forms.

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

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

\_\_\_\_\_  
**Daytime Phone**

Please see the Service Learning Coach or your teacher with any questions.

# LBUSD STUDENT COMMUNITY/SERVICE LEARNING LOG

Please turn in a separate log for every project.  
(Class project hours may be turned in by the teacher.)

Student Name \_\_\_\_\_ High School \_\_\_\_\_ Graduating Class of 20 \_\_\_\_\_

Student ID \_\_\_\_\_ Period 3 Teacher \_\_\_\_\_ Period 3 Room number \_\_\_\_\_

Agency/Project/Service Performed \_\_\_\_\_

Address of Agency \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**You must complete all information, total the hours and complete the questions below to receive credit!**  
(Training / Orientation / Preparation hours count!) *Please keep a copy for your records!*

Date Month/Day/Year	Service Activities Performed	Supervisor's Printed Name	Supervisor's Signature	Supervisor's Phone	Daily Hours
				(   )	
				(   )	
				(   )	
				(   )	
				(   )	
				(   )	
				(   )	
				(   )	
				(   )	
				(   )	

*(Round all minutes to the nearest ½ hour and report as .5 only)*

**TOTAL HOURS** \_\_\_\_\_

**Post Service Reflection:** *(Complete answers on the back if needed)*

1. Choose three words that best describe your Service Learning/Community Service experience.
  
2. How did the Service Learning/Community Service experience teach you about potential careers?
  
3. How did your service help others?

Official Use Only  
Date Received \_\_\_\_\_

## **DID YOU KNOW:**

Volunteering makes students more connected to their school and community?  
People who volunteer as adults are happier, healthier and more satisfied with their lives?

## **SOME THINGS TO THINK ABOUT AS YOU VOLUNTEER:**

### **You will represent your family and school.**

Do it with integrity by presenting yourself in appropriate attire and being well groomed. Use appropriate language with children, the elderly, animals, etc.

### **Listen respectfully and follow all directions when volunteering.**

These are important social skills in future careers and in life.

### **Honor all time commitments you make.**

This is a life skill you will need in any career you choose.

### **Be prepared with whatever materials you need when you volunteer.**

(Notebook, pencil, sweater, gloves, your service learning log, etc.)

### **Ask questions or clarify tasks**

when you are unclear of what is expected of you.

### **Show character and be honest**

in all volunteer situations.

### **Keep an accurate Service Learning Log.**

Give all contact information. If we don't get confirmation, you won't get the hours.

### **Some of your teachers may offer service learning hours related to their course.**

Make sure they turn in a class list with the number of hours each student volunteered.

(You won't need to turn in a log for that project!)

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**Turn in logs AFTER EVERY PROJECT**

**to the Service Learning Coach at your school.**

Make sure it is neat, complete and accurate.

Keep a copy!