

Needham High School

COMMUNITY SERVICE LEARNING (CSL) PROGRAM

All Needham High School students are required to complete two credits (60 hours) of community service learning (CSL) It is a graduation requirement.

How do I meet my CSL requirements?

You need to earn two credits. Once earned, these credits are recorded on your transcript with a grade of P (Pass). The 2 credits need to be earned through completing volunteer service or an unpaid internship.

One credit equals 30 hours of service. In order to receive a credit, you must complete at least 30 hours with one organization. You may continue with that same organization and complete your second credit, or you may select a different placement. In other

words, students may complete one 60 hour placement or two 30 hour placements.

Once the CSL requirement is met, students may earn more credits if they would like to, and we encourage you to continue volunteering. Needham High School students may earn a maximum of 8 credits.

Community service credit may not be earned prior to the start of a student's freshman year in September.

How do I earn CSL credits?

There are two ways to earn community service learning credits:

Volunteer Service. There are many organizations in this community that need your help. You may find an organization on your own or you may check the CSL staff page for pre-approved sites. If you need help finding a place to volunteer, please talk with your school counselor.

Internship. An internship is an unpaid work experience that gives students an opportunity to explore a career field. You may find an internship opportunity on your own or talk with your school counselor to get some help. Another great resource is the TEC internship program. Go to www.tec-coop.org for more information on this program.

How do I get my placement approved?

If you select a volunteer placement from the pre-approved list or from the Daily Bulletin, you generally do not need to have advance approval. If you have any questions about what is acceptable, check with your school counselor ahead of time.

If you would like to volunteer at an organization that is not listed on the CSL page, please submit the attached proposal form ahead of time. Students may not be supervised by parents or relatives during volunteer or intern placements.

It is the students' responsibility to keep track of his/her hours.

All internships must be approved ahead of time. Please submit the attached proposal with appropriate signatures. Only unpaid internships are eligible for CSL credit.

Upon completion of your placement, please complete and return your log of completed hours and placement evaluation, with all needed signatures and requested contact information.

PROPOSAL FOR COMMUNITY SERVICE LEARNING (CSL)

Please complete and return this proposal if you are planning to complete your CSL requirements through an internship or if you are volunteering at an organization that is not pre-approved. This proposal must be received before you start your placement.

Name _____ Year of Graduation _____

E-Mail address _____

Type of placement: ☐ Volunteer
 ☐ Internship

Name and Address of Organization:

Please describe your duties and responsibilities:

Beginning Date _____ Ending Date _____

Name and title of your supervisor: _____

Phone Number _____ E-Mail _____

Supervisor's Signature _____

Record of Volunteer/Internship Hours

Your Name _____ Name of Organization _____

DATE	HOURS

DATE	HOURS

DATE	HOURS
Total Hours:	

Please describe your responsibilities and what you found most valuable about this placement.

Supervisor's Signature _____ Date _____

Supervisor's Email: _____ Phone Number: _____

Supervisor: Please take a few minutes to complete the evaluation on the following page. Thank you!

PLACEMENT EVALUATION

Dear Placement Supervisor:

Thank you for supporting Needham High School's commitment to community service learning. To help us improve our program, we appreciate you taking a few minutes to give us feedback on this student's work.

Please feel free to contact the Guidance Department if you have any further questions or concerns. We can be reached at 781-455-0800 x2144.

Student's Name _____

Year ___ Grade 9 ___ Grade 10 ___ Grade 11 ___ Grade 12

Your Name _____

E-mail _____ Telephone _____

Name of organization _____

Organization's website _____

Student Evaluation

Please rate each criteria on a scale of 1-4.

4= Exceeded expectations

3=Met all expectations

2= Met some expectations; improvement needed

1= Did not meet expectations

Criteria	Rating
Quality of assigned work	_____
Completion of assigned work	_____
Timeliness of assigned work	_____
Initiative	_____
Punctuality and Attendance	_____
Cooperation with others	_____

Additional comments:

Would you consider having other Needham High School students volunteer/intern?

___ Yes ___ No