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**SAN MARIN HIGH SCHOOL**  
 15 SAN MARIN DRIVE  
 NOVATO, CALIFORNIA 94945  
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 Novato Unified School District

*Community Service Learning Verification Form 2020-21*

*Hours to meet NUSD Graduation Requirement*

**PRINT CLEARLY**

Legal (Full) Name: \_\_\_\_\_ Graduation Year \_\_\_\_\_

Date(s)	Hours	BRIEF Description of Volunteer Experience	Name of Organization/ Name and phone number of supervisor for Com. Service	Signature of Com. Service supervisor verifying hours completed

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

**INSTRUCTIONS FOR RECORDING COMMUNITY SERVICE:**

1. Refer to guidelines for service projects attached to this form.
2. Record your community service hours on this form
3. Complete service and have form filled out and signed by supervisor and parent.
4. Complete mission statement for project (s). Note: This form may be used for more than one project, as long as all projects are discussed in mission statement on backside of this form.
5. Record your community service hours on this form.
6. Turn in this completed form **front and back** to the College and Career Center to be verified.

**Keep a copy of the form for your records.**

**DEADLINE:** Hours completed in Summer and Fall are due by December winter break, hours completed during December break and 2<sup>nd</sup> semester are due end of May.

**To be completed AFTER completion of the community service activity:**  
**Parent Validation:** I, the parent of the above-named student certify that my son/daughter performed the described community service at the times listed above.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## *San Marin Service Learning Mission Statement*

Explain the purpose (mission statement) of the organization(s) you served:

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How did (or will) your work benefit the community?

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Reflect on how you felt about your service and yourself:

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

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

### *Community Service Guidelines for San Marin High School*

1. All community service work must be completed outside of school hours, unless organized by a teacher liaison, and approved by Principal or designated staff member.
2. Projects will be approved only for work through a **nonprofit community organization**. Hours worked at convalescent homes or hospitals may be allowed but need to be pre-approved.
3. Community Service credit will not be granted for recruitment, membership building or teaching about an organization or its beliefs, philosophy or mission. For example, Community Service credit will be granted for volunteer work performed at a church providing childcare, directing recreational activities, helping to feed or clothe those in need, and providing other community services, but credit **will not be** granted for teaching about religious beliefs or for organizing or participating in religious ceremonies.
4. Community Service hours **will not be** given for service performed for a parent or a relative.
5. Service hours completed during the school year for Walker Creek Outdoor Education will be accepted for the community service graduation requirement and to earn service credit. Hours will be credited for non-school hours. **Maximum of 5 hours per day. You must have a 2.5 GPA to participate.**
6. Approved Community Service completed during weekends or vacation time will not exceed more than **8 hours a day**.
7. Hours earned for after school or weekend training or planning sessions may count towards community service when the training results in actual volunteer service towards the community.
8. Club meetings, fundraisers and general activities do not qualify as approved community service. However, participation in service activities organized by clubs and extra-curricular groups at SMHS may be counted with prior approval by Principal or designated staff member.
9. Paid Work **will not** be considered for community service hours
10. Punitive service **will not** qualify for high school service hours (such as hours worked for probation).
11. The agency has the option of not signing the timesheet if the student's job performance is not satisfactory.
12. Students must use official school community or credit service verification forms. Student's sheets must be signed off by parent or guardian and supervisor of service activity.
13. Accumulation of service hours begins when entering San Marin High School. Transfer students can have their hours prorated at 10 hours per year.
14. Students wishing to do tutoring for their service must wait until **after their 9th grade year to begin**.
15. Students who meet either the ten hour per year requirement or exceed the 40 hour graduation requirement may then become eligible to earn units towards graduation. Units will not be posted on the transcript until the 40 hour service learning requirement has been met. Fifteen hours of community service equals 1 school unit of elective credit posted to the students' transcript.
16. **Be sure to keep a copy of your completed form for your records.**

# Community Service Organizations

This list is being provided to assist students in finding community service organizations. Students can find their own organizations for service learning projects. Organizations not on this list need to meet the guidelines of the policy for the purpose of earning graduation and credit recognition.

**Center for Non Profit Leadership of Marin – [www.cvnl.org](http://www.cvnl.org)** This nonprofit has many resources for volunteering. They will help you find nonprofit organizations or activities designed specifically to your interest. You can register on their volunteer portion of the website and be sent volunteer activities you might want to be involved in.

**North Marin Community Services – [www.northmarincs.org](http://www.northmarincs.org)** North Marin Community Services (NMCS), we are serving more than 4,800 people annually through an array of services delivered by more than 60 highly qualified staff and 400 dedicated volunteers at our two locations.

**Blue Star Moms Of Marin – [www.bluestarmomsofmarin.org](http://www.bluestarmomsofmarin.org)** The Blue Star Moms of Marin are mothers of children of our military that support and advocate for the Armed Forces of the United States and their Veterans. The group organizes and solicits donations for care packages for our troops, knits and sends cooling scarves, caps and other items, work with VA hospitals and brings community awareness promoting education, service activities and events beneficial to our military personal and their families.

**Point Reyes National Seashore – [www.nps.gov/pore/supportyourpark/volunteer.htm](http://www.nps.gov/pore/supportyourpark/volunteer.htm)** Visit this site to view the website for available volunteer opportunities. The opportunities can be viewed by work type, time commitment, etc. to help you find your interest and availability. You will be emailed opportunities that will apply to your profile and you can apply for them online. Here are some of the examples of service: Habitat Restoration Program, Kule Loklo Workday and Stream Team.

**Marin Humane Society – [www.marinhumanesociety.com](http://www.marinhumanesociety.com)** – registration and interview required for volunteer positions. See website for details.

**The Greater Bay Area Make-A-Wish Foundation – [www.sfwish.org](http://www.sfwish.org)** The Make-A-Wish Foundation grants wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy. Many ways to get involved, events, fundraising etc ...

**Homeward Bound of Marin – [www.hbofm.org](http://www.hbofm.org)** Volunteers make it possible for Homeward Bound to carry out the daily work on behalf of their community. From renovating rooms at homeless shelter to packaging chocolate truffles, there are many ways to get involved with their programs.

**Novato Park and Recreation Department- [www.cityofnovato.org](http://www.cityofnovato.org)** There are many ways to get involved through our own park and recreation department. Here you can find out how to coach a youth team, work at the teen center, volunteer at the Margaret Todd Center and more.

**American Cancer Society [www.cancer.org](http://www.cancer.org)** There are many ways to get involved in the Society's lifesaving mission. The Society works with many support programs making the lives of cancer patients more bearable. The webpage will direct you to the areas you are interested in.

**Wildcare [www.discoverwildcare.org](http://www.discoverwildcare.org)** WildCare's mission is to advocate for wildlife for a sustainable world, and we actively pursue this mission through nature education, wildlife medicine, advocacy and community outreach. Through partnerships with schools, collaborations with other organizations, educational programs and activities, internships and volunteer opportunities we make a positive difference in our community.

**Go to the College and Career Center for more Community Service Opportunities.**