

## **CHAMPS COMMUNITY AND SCHOOL SERVICE INFORMATION**

The CHAMPS Community Outreach Committee wants to give you a brief outline of your commitment to your education and your community while attending CHAMPS.

Each student must achieve a minimum of 25 points in community outreach during each school year at CHAMPS, with a total of 100 points upon finishing four years of high school at CHAMPS to graduate and be eligible to participate in graduation ceremonies and specified senior activities (excluding school year 2005-2006). This is recommended to be divided as 10 points towards School Service and 15 points towards Community Service each year.

Below is a list of pre-approved organizations for which you can volunteer without prior authorization by our committee. If you prefer to contribute your time to any other organizations, you must obtain prior written approval by submitting a completed Request for Approval form at least 2 weeks before actually beginning this service. The Community Outreach Committee will review Requests for Approval and Completion of Service forms twice each month.

Your community outreach points will be permanently recorded in your school records. For personal growth, character development, and the betterment of society, as well as for the practical purpose of acceptance to college, it is important that all students take part in community outreach service.

### **COMMUNITY OUTREACH GUIDELINES**

“Community outreach” refers to Community Service or School Service performed by a CHAMPS student for the benefit of others. Performing community outreach is a graduation requirement. CHAMPS students will earn community outreach points when they perform Community Service or School Service for approved organizations.

All CHAMPS students, prior to graduation, must earn the equivalent of 25 community outreach points per year (September to August) by performing community outreach. Proof of community outreach service will be maintained in the student’s record.

Community outreach may be performed by doing Community Service or earning School Service at CHAMPS (excluding service performed as a school disciplinary measure). Different types of services have different point values, depending upon the time and effort required by the activity.

Community Service is performing unpaid volunteer work with an approved non-profit organization. Points for Community Service may be obtained by working at the following:

1. Approved community outreach opportunities organized by CHAMPS and/or the Community Outreach Committee. Each opportunity will have a stated number of points that can be earned;
2. Community organizations and activities listed on the list of pre-approved organizations and activities; and
3. Community outreach activities proposed by the student and approved by the Community Outreach Committee. Points earned will be determined when the activity is approved.

School Service is a service performed for CHAMPS outside of your class time, that is not for pay, academic credit or undertaken as a school disciplinary measure. Pre-approved activities are listed below. These include attending an entire Governance Council meeting (2 points) or an entire Family Council/Booster Club meeting (1 point).

To request community outreach points, submit a Completion of Service form to document the number of Community Service or School Service hours that you perform. Use a separate form for each different community organization or service conducted at CHAMPS. The adult supervisor must verify the days and hours of your service and provide a brief written evaluation of your performance. The supervisor may not be a relative, unless prior approval has been obtained. Submit the original form(s) to receive verification of your service points and always keep a copy.

Complete the required 25 points by the end of August, prior to the beginning of the new school year. Before being allowed to re-enroll for the upcoming school year, mandatory service hours may be required of students who have not made sufficient progress in obtaining Community Service or School Service credit.

To receive credit for community outreach performed during high school prior to enrolling at CHAMPS, students may submit detailed records of their service via the school office so that they can be reviewed by the Community Outreach Committee and community outreach points can be determined.

### **COMMUNITY OUTREACH GOALS**

1. To foster a greater understanding and heighten each student's sensitivity to people in the community around them.
2. To develop within each student the desire to serve and the responsibility to follow through on commitments to others.
3. To broaden the ways in which students experience, view, and reflect on the world.

CHAMPS is committed to bringing out the best in you. Participation in this program will help achieve these community outreach goals.

### **COMMUNITY OUTREACH OPPORTUNITIES**

**PRE-APPROVED COMMUNITY SERVICE:** (Work performed to benefit the community, not for pay) (usually 1 point per hour correctly served)

1. Feeding needy families through a food bank, mission, or charitable organization.
2. Working with needy children in a supervised setting. This could include tutoring, creating projects, teaching new skills.
3. Collecting food, clothing, school supplies or other items through an organized plan to be distributed to those in need.
4. Working with the elderly or infirm at a retirement home or similar setting. For this activity, we recommend a real commitment to continue with this group or person over the course of a full school year to develop a true relationship. This could include reading to the people, producing and performing entertainment, creating and implementing art projects, helping to write letters. Another project we recommend is, with the person's permission, creating a video log of their life. You could prepare interview questions, videotape your interview, and then edit the piece showing chronological order of pictures of this person in earlier years, headlines from newspapers or pertinent news during this person's life and playing some background music from the time of this person's youth, mid-life and so on.
5. Working at an animal shelter or animal rescue group. Help place animals by coming up with a campaign strategy, signage and outreach programs. Contact animal food companies and other businesses to get donations of things the animals need.
6. Working with a group involving the environment such as "Heal the Bay", park renovation groups, graffiti removal.
7. Helping "Habitat for Humanity" and/or the "Ronald McDonald House".
8. Helping your church, temple, mosque or place of worship to complete some tasks or help congregation members.
9. Working at a school fair, Special Olympics, or other non-profit group working to help those who want to help themselves.

10. Assisting an elementary school group produce a play or concert.
11. Working at the Lutheran Church where CHAMPS is located.
12. Boy Scouts, Girl Scouts and other leadership activities. (Please advise the Community Outreach Committee of the scope of work, and we will determine a point value.)
13. Working with a child as a "Big Brother" or "Big Sister". This requires a long term ongoing commitment.

### **PRE-APPROVED SCHOOL SERVICE:**

(Work performed to benefit CHAMPS as a volunteer, not for academic credit or pay, or as a school disciplinary measure)

**(usually 1 point per hour correctly served)**

1. Tutoring a CHAMPS student as approved by teacher or staff.
2. Attending entire Governance Council meeting (**2 points**) or entire Family Council/Booster Club meeting (**1 point**) or other after hours CHAMPS meeting.
3. Painting, cleaning or maintaining the CHAMPS grounds.
4. Working in the school office.
5. Organizing, cleaning and shelving books at CHAMPS.
6. Cleaning up the campus by picking up trash, organizing outdoor furniture, planting and beautifying the campus.
7. Working at the CHAMPS booth during the Sherman Oaks Street Fair.
8. Performing at the Sherman Oaks Street Fair or fundraisers on behalf of CHAMPS, and some rehearsal time for these events.
9. Some of the time spent on student publications, and CHAMPS student clubs and organizations that help CHAMPS, such as recycling or reporting on social issues.
10. Helping distribute water or providing other help to CHAMPS marathon runners at marathons.
11. Helping at school events that are primarily fundraisers, such as book fairs and event program ad sales.
12. Helping with food, crew, backstage, snack sales, set up, and clean up, and providing other help for school productions, competitions and events.

### **OTHER COMMUNITY OUTREACH ACTIVITIES**

See the separate list of organizations and Web sites (such as dosomething.org) for additional ideas for community service. For organizations and activities not previously pre-approved, submit a completed Request for Approval form via the school office at least 14 days before the desired community outreach service. The Community Service Committee will review all forms submitted twice each month and will contact you if further information is needed or to confirm approval.

### **TO APPEAL A COMMUNITY OUTREACH COMMITTEE DECISION**

Please provide a written copy to the Community Outreach Committee of your question, request or concern, keeping a photocopy for yourself, stating your position and why the Community Outreach Committee should reconsider its response. It will be discussed at the following Governance Council meeting, with a binding vote taking place at the end of the meeting.

### **FREQUENTLY ASKED QUESTIONS**

- Q.** Must I fill out a Community Outreach Report for each point to be recorded?
- A.** No, only fill in this report when you are finished with the assignment you are working on or at least monthly.
- Q.** What if I don't want to continue working on a particular community outreach project?
- A.** Notify your supervisor or responsible party that this will be the last time you are able to volunteer there and finish your shift.
- Q.** Will I receive credit for hours served during the 2005-2006 school year at CHAMPS or while I was in a high school before enrolling at CHAMPS?
- A.** If you can show evidence of service such as a signed document from your supervisor or responsible party, you are likely to receive community outreach points.
- Q.** I know that I must accumulate the equivalent of 25 points of community outreach service per year. Do I have to divide my service between School Service and Community Service?

**A.** Retroactively, CHAMPS students are no longer required to divide their service between School Service and Community Service in any particular amounts, as long as the total service is equivalent to 25 points of community outreach service per year.

**Q.** I began CHAMPS in 2005-2006 before the community outreach program was created. How many community outreach points must I earn?

**A.** Equivalent of 25 community outreach points per year at CHAMPS, excluding school year 2005-2006.

### **TO RECEIVE CREDIT FOR COMMUNITY OUTREACH -- THINGS TO REMEMBER**

1. Follow your supervisor's directions thoroughly and diligently.
2. Don't just show up at the organization. Call ahead to schedule your assistance, when applicable.
3. Bring your Completion of Service form with you and have your supervisor or other responsible party sign the form.
4. Submit your completed form to the school office and keep a photocopy.
5. Your school records will list your community outreach points.
6. Show up on time.
7. Call your volunteer coordinator first to make sure they need your help, do not just show up.
8. Call your volunteer coordinator if you're going to be late or absent. People are depending on you!
9. Follow rules and guidelines as directed by your volunteer coordinator.
10. Be reliable, flexible, respectful and polite.
11. Dress appropriately.

We hope you enjoy the experience and have fun! Helping others can be quite rewarding!