



COMMUNITY SERVICE INTERNSHIPS: STUDENT GUIDELINES

Every student is required to undertake a community service project during his/her High School years. The director of Community Service program or the Community Service Associate, will place, supervise and validate your Community Service work. Should you have any questions about the Fieldston Community Service requirement, or should any problems arise during your work-service experience it is their job to help you. The Community Service Office in Room 1115A is staffed to support you through this process.

These guidelines state the responsibilities you have for Community Service at the Fieldston School. Following them carefully should lead to a productive and educational work experience.

The Community Service requirement for graduation is 60 hours during the school year or 120 hours during the summer months. Students are required to complete the majority of their community service learning commitment (approximately 45 hours during the school year/90 hours during the summer) by dedicating themselves and focusing on a distinct non-profit service agency or service issue. This helps students sustain a long lasting community commitment, build relationships, nurture leadership skills, and gain a comprehensive understanding of a particular social justice issue. The remaining hours (approximately 15 hours during the school year/30 hours during the summer) can be earned via "filler" opportunities. These are one time or shorter service opportunities that allow students to explore a range of service work. "Filler" hours can be earned through opportunities at multiple agencies, events, or service areas.

1. You must have an interview with someone in the CS/SL program before you begin your work. Read the program description form carefully so that you will make all the necessary arrangements before your interview.
2. Complete a Project Proposal form. On this form you will describe your proposed service opportunity. This will allow you to articulate your goals and expectations for the work that you will be doing. It will also serve as a guideline for what you will accomplish. Answers to the following are to be included in your proposal:
 - a. What is the proposed project?
 - b. What will you learn from it?
 - c. How will it benefit the community?
 - d. How will it benefit the agency?
 - e. With whom will you work?
 - f. What work will you do?
 - g. Statement of preparations you will have to make.
 - h. How can you share your experiences with other students?

3. It is our responsibility to help you make an appropriate placement based on your interests and to help set up an interview date with a participating agency. It is the student's responsibility to appear for the interview on time, dressed in an appropriate manner and to work out the necessary details with the director of volunteers or contact person at the prospective agency. It is also the student's responsibility to inform us of the results of the interview.
4. You must keep an accurate record of your completed work hours for the duration of the service assignment. Every time you attend, you should record the date and time on the log sheet provided by the coordinator. It is your responsibility to get the log signed by your immediate supervisor upon completion of work. Turn in your log of hours and all other paperwork promptly to the CS/SL office to ensure that you are given credit for your work.
5. Be sure to discuss your project with your teachers/advisor. They may be interested in your experience and incorporate it into course work. Occasionally teachers may also need to release you from class. This way they will know why they are doing so! If a teacher feels your absence will be detrimental to your progress in his/her class, you may be asked to make other arrangements for your community service.
6. Regular attendance at your Community Service assignment is mandatory. If for some reason, you absolutely cannot attend, you must notify the agency in advance.
7. Evaluation of your project will be made by 1) You 2) your agency 3) and the CS program.
8. If your academic work begins to suffer due to your project, please inform us so that we can take action to ensure that you meet all of responsibilities and are appropriately supported.

Contact the Community Service Office: Room 115A

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