

## **COMMUNITY SERVICE LEARNING PROCEDURE**

1. You may obtain an updated list of agencies and volunteer opportunities in the SERVE office or at the SERVE website. Follow us on Facebook and Twitter through the links located on the SERVE website. The website can be accessed at <http://gpschools.schoolwires.net/17671083162711437/site/default.asp#>.
2. If you are interested in a one-time event, contact and location information will be available through the SERVE website or office.
3. If you are interested in a long-term experience, select an agency and make arrangements for an interview. It is recommended that parents also attend the interview. Please remember to:
  - Be on time.
  - Dress neatly.
  - Speak up and appear confident.
  - Pay close attention to the tasks you will be asked to do.
  - Ask to be shown around the facility if they do not offer a tour.
  - Return to the SERVE office to report your agency choice and obtain a Community Service Learning Agreement and Time Log.
4. Use the Community Service Learning Agreement and Time Log to record your volunteer experience. The forms are located on the SERVE website. Three signatures should appear on the agreement: student, student's parents, and the project supervisor's. The supervisor's signature is to verify your hours.
5. You will need a new agreement form each time you begin a new project. If you are volunteering regularly at an agency, use the time log to record your hours.
6. Return all completed/signed agreements to the SERVE office. No hours are recorded in your files without the appropriate forms and signatures.
7. You may be asked to complete an agency evaluation. If you have any concerns about your experience, please contact the SERVE coordinator immediately.

Questions about SERVE should be directed to:

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