

Dear Community Service Site Supervisor,

Thank you for allowing our students to join your organization as they complete community service hours. At Giff Hill School, we believe strongly in developing character and providing valuable learning experiences in a variety of settings. Community work is a wonderful way for our students to give back to their community, learn new life and career skills, and experience the act of selfless giving.

Community service is a graduation requirement to receive a high school diploma from Giff Hill School. Students in the Class of 2012 are required to complete 72 hours during their high school career. Students in all subsequent classes will be required to complete 85 hours.

As a supervisor, we ask just a few things of you:

- Please complete the attached "Supervisor Information Form" and give it to the student to return to me. This will provide us with valuable contact information, as well as a brief description of what our students will be doing during their time with you.
- At the end of each service day, the student will present you with a sheet to verify their hours. Please be sure to sign the form, indicating that they have completed the stated hours.
- We ask that you assign relevant, meaningful activities to the students during their service hours.
- If you have an event or other community service opportunities available to our students, please email me with the details so I can add it to our "Service Opportunities" bulletin board.

We sincerely appreciate your help in facilitating these wonderful service opportunities for our students. If I can be of any help, or if you have any questions, please do not hesitate to contact me.

Sincerely,

Meghan L. Duffy, MA, CAS

School Counselor/College Counselor

Giff Hill School

St. John, USVI

Giffth Hill School Community Service Hours

Supervisor Information Sheet

Supervisor Name/Title _____

Name of Agency/Site _____

Site address _____

Contact Number _____

Brief description of the activities of the site and what student will be doing:

Supervisor signature _____

Goals and expectations of community service program:

- Student will be engaged in meaningful service to his/her community in order to allow the student to experience the importance of giving back to the community.
- Service hours will be completed at a non-profit or government agency ONLY.
- Logged hours should only reflect the time the student was actively participating in service activities.
- Supervisor should be a person employed by the site or agency.
- Parents/other relatives may NOT act in the capacity of supervisor, nor sign off on service hours.
- If the student feels that there is a worthy community service project that does not follow these guidelines, the student should seek administrative approval.

COMMUNITY SERVICE HOURS

Name _____

Date _____

Description of activity _____

Number of hours completed today _____

Supervisor's signature & title _____

Please note: Supervisor information sheet must be on file with the Guidance/Counseling office before hours will be counted.