

Service Learning Program Agreement

Sonoma Valley High School

College & Career Center

SPONSOR	<p>Thank you for allowing a Sonoma Valley High School student to volunteer at your agency as part of our Service Learning Program. This student will be eligible to receive school credit for the services performed. We appreciate your guidance and assistance in verifying hours and evaluating the student's performance.</p> <p>Organization: _____ Supervisor: _____</p> <p>Phone: _____ Email: _____</p> <p>Address: _____</p> <p>Description of the student volunteer's duties, responsibilities and expectations:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Sponsor Signature: _____ Date: _____</p>
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STUDENT	<p>Congratulations on your commitment to volunteer your time to make the Sonoma Valley a better place! You will be eligible to receive school credit at a rate of one credit for each ten (10) hours of verified work (minimum of 3, maximum of 10 credits).</p> <p>Student Name: _____ Grade: _____ Date: _____</p> <p>Phone: _____ Email: _____</p> <p>Action Plan (List 3 specific goals for your Service Learning Plan):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>Student Signature: _____ Date: _____</p>
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PARENT	<p>Your son/daughter has chosen to volunteer at a local non-profit/public agency. It is important for you to approve of his/her work at this agency and be sure that your student has transportation to meet his/her obligations. Thank you for your assistance in making this valuable Service Learning experience happen for your student. Please sign below indicating your approval.</p> <p>Parent Signature: _____ Date: _____</p>
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Please return this form to the College & Career Center when completed and all signatures are obtained. No credit will be granted for volunteer work done prior to the submission and approval of this agreement.

Counselor Signature: _____ Date: _____

Service Learning Coordinator: _____ Agreement Return Date: _____

(Over, Please)

Service Learning: As per the California Department of Education (CDE), there are five key elements of service-learning that address what students should know and be able to do as a result of their participation in a service-learning activity or project. Service-learning should: meet the real community need; integrate into and enhance the curriculum; coordinate with a community agency, another school or the community at large; help foster civic responsibility; and provide structured time for reflection.

<http://www.cde.ca.gov/ci/cr/sl/overview.asp>

Reasons to Participate: Every person is unique and learns in many different ways. The SVHS Service Learning Program gives students an opportunity for experiential learning (to learn by doing). Volunteering in one's community fosters civic responsibility and teaches many valuable skills:

- Listening, speaking and communication
- Decision making and problem solving
- Time management and organization
- Relationship building by interaction with different ethnic, socio-economic and age groups
- Career exploration
- Learning independently from school and home environments

Student Will Be Responsible for:

1. Discussing volunteer duties and responsibilities, sponsor expectations and student goals and expectations with sponsor supervisor to insure correct placement.
2. Keeping agreed service hours. Notifying supervisor if student will be late or unable to attend a pre-arranged service shift.
3. Conducting him/her self in a professional and courteous manner at all times.
4. Using good judgment. Not going beyond the scope of assigned duties, following all site safety and health precautions and keeping confidentiality.
5. Providing signed copies of this agreement (front and back) to all parties.
6. Notifying Supervisor and College & Career Center Coordinator of any concerns.
7. Keep a reflective journal for each shift worked to be turned in with final time sheet.

Sponsor will be Responsible for:

1. Providing student a clear job description, orientation to sponsor agency and appropriate training for position.
2. Providing student necessary equipment, materials and tools to function effectively within the job description.
3. Appointing a supervisor responsible to guide, assist and evaluate the student and identifying procedures for the student to make suggestions, get assistance and report problems.
4. Keeping a record of student's service hours and completing an evaluation form at the end of the student's assignment.
5. Notifying Student and College & Career Center Coordinator of any concerns.

Please call or email with any questions or concerns.

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