

# Centennial High School IB Program Community Service Guidelines

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## Attachments

- Attachment 1: Centennial IBMYP Community Service Reflection Sheet
- Attachment 2: Centennial IBMYP Community Service Reflection Sheet & Tutoring Log
- Attachment 3: EXTRA Community Service Tutoring Log
- Attachment 4: Centennial IBMYP Community Service Reflection Sheet & Long-Term Log
- Attachment 5: Centennial IBMYP Community Service Proposal/Approval Form
- Attachment 6: Community Service Parent Contract
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- Attachment 8: Community Service Guideline Receipt Page
- Attachment 9: Community Service Letter

# Centennial High School IB Program Community Service Guidelines

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## Purpose of Community Service:

The International Baccalaureate Program Mission Statement:

*The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

*To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.*

*These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.*

Community Service is part of the International Baccalaureate community theme, which is intended to bring community and global issues to the students so they can further question and explore and perhaps one day be part of the resolution.

<i>The five areas of interaction are:</i>	<i>Community and Service</i>
<ol style="list-style-type: none"><li><i>1. Approaches to learning</i></li><li><i>2. Community and Service</i></li><li><i>3. Human ingenuity</i></li><li><i>4. Environments</i></li><li><i>5. Health and Social Education.</i></li></ol>	<ul style="list-style-type: none"><li><i>• How do we live in relation to others?</i></li><li><i>• How can I contribute to the community?</i></li><li><i>• How can I help others?</i></li></ul>

Community and service starts in the classroom and extends beyond it, requiring students to take an active part in the communities in which they live.

Giving importance to the sense of community throughout the program encourages responsible citizenship as it seeks to deepen the adolescent's knowledge and understanding of the world around them. The emphasis is on developing community awareness and concern, and the skills needed to make an effective contribution to society.

Students are encouraged to make connections between their intellectual and social growth, thereby refining their affective, creative and ethical as well as cognitive development. This is achieved through a process of discovery of self and community, and reflections inside as well as outside the classroom.

## IBMYP Community Service Point of Contacts:

Mrs. Jenna Rasmussen	IB Director	<a href="mailto:jrasmussen@cnusd.k12.ca.us">jrasmussen@cnusd.k12.ca.us</a>	951-739-5670
Sam Duran	IBMYP Community Service Liaison	<a href="mailto:ibcentennialcs@gmail.com">ibcentennialcs@gmail.com</a>	909-226-8369

## Requirement for Centennial High School IBMYP Community Service:

- IBMYP requires 9th grade student to complete **25** hours per year, 10th graders to complete **30** hours per year.
- Students may start their community service hours over the summer break. **Only 8 hours for 9<sup>th</sup> grade and 10 hours for 10<sup>th</sup> grade** will be counted towards their total for the new school year. The remaining **12 or 20 hours** must be completed during the school year.
- Each student must complete a minimum of **TWO different types** of community service activity per school year. The second event must have a minimum of **one to two hours** of community service time and must be a different type of event, i.e. ...Tutoring at Corona Public Library and Tutoring/mentoring at any public school are the same type of community service event. Therefore, the student needs a second event that has nothing to do with tutoring or mentoring.
- All activities must be recorded on the “**Community Service Log**” and “**Service Reflection Log**”
- Students may not volunteer for more than **8 hours per day**.
- **NO doubling up** on events on the same day, i.e. ...Bark for life from 6 am – 2 pm (8hrs) on May 5<sup>th</sup>, then going to Arthritis Walk from 3 pm to 11 pm (8hrs) on May 5<sup>th</sup>.

## Community Service Reflection Sheet - ONE Day events

- Students must use the current Reflection Sheets and Log.
- All information contain on the Community Service log must be filled out correctly, using a **Blue or Black ink pen**. Please print neatly and legibly for full credit.
- The adult event coordinator or adult supervisor must sign off on your service or you will not receive credit. **Important!!! The event coordinator or adult supervisor must sign off on activities/hours worked. No Parent, family relatives, student, and school club president/officers, may sign off hours for you. Follow these instructions when filling out your community service forms, or you may not receive credit for service.**
- The reflection for the event must be completed online. Describe each service activity thoroughly. Assume the reader knows nothing about the organization and explain the purpose of your service and what tasks/service you perform or provided. Give some careful thought to filling out the reflection segment of the form. Think about the following: What did you learn about yourself and others? How did you benefit? How did the group you served benefit? How did this activity make you feel? Why? This section is **VERY IMPORTANT**—it should reflect thought and analysis.
- If you are given a volunteer completion certificate from the organization/event coordinator please attach/staple the certificate to the back of the Community Service Evaluation and Reflection form. Make certain that all forms are properly filled out and stapled in an organized and logical manner before you turn in all materials. Loose certificates will not be counted or evaluated.

## Community Service Log - Long Term/Ongoing Service

- Students must use the current Reflection Sheets and the appropriate Log sheet (Tutoring Log or Regular Ongoing Service Log). One Reflection submission must be completed per event.

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- All information contained on the Reflection Sheet must be filled out correctly and completely to receive full credit.
- You need to bring the log **EVERY** time you provide the service; fill it out and you **MUST** get it signed by an adult supervisor to verify your hours before you leave that day.
- If the event is carried over to the next quarter, start a new log. A Community Service Evaluation and Reflection Form must be completed and staple it on top of your completed Community Service Log.

### Community Service Online Reflection Review Procedures:

- Community Service Logs are due to your History teacher.
- The Reflection and log is due at the same time as service logs.
- Logs will be reviewed by your History teacher and Mrs. Rasmussen.
- Community Service Logs that are accepted and approved will be automatically recorded on the IB website under Community Service Hours by grade level. The student's original completed and approved Reflection sheets and Logs will be retained and filed by your History teacher.
- Community Service Logs that are not approved (missing information, signature, date, explanations) will be return to the student for completion. Students will have 3 days to return the completed corrected CS Log to your History teacher. Community Service Logs and forms will be accepted up until the final deadlines. **Logs and Forms Will Not be accepted retroactively past the final deadlines.**

### Community Service Reflection Sheet DUE DATES:

- **Friday, October 12, 2018** [ Students should plan to have 7-10 hours by this time\*]
- **Friday, January 18, 2019** [Students should plan to have 10-20 hours by this time\*]
- **Friday, May 3, 2019 – FINAL DEADLINE!** [25 hours due for 9<sup>th</sup> grade & 30 hours due for 10<sup>th</sup> grade]

**\*We strongly suggest students complete the community service hours stated by this due date. This will help students manage their community service commitment accordingly, and prevent the stress of having to complete majority of the 25-30 hours required close to final deadline.**

### Dress Code/Food/Waivers/Restrictions/Responsibilities:

A dress code is required either by the event host or Centennial HS and students must adhere to the code or may not participate at the event. This may include hairstyles as dictated by the event host. Clothing and shoe requirements will always be stated on the Community Service Announcements. IB T-shirts are highly recommended for this purpose. Your child is easily identifiable in their IB T-shirts especially at a large community service event, this help in keeping your student safe.

Water is normally available to the volunteers during the event, however food may not be. Prepare to bring a light snack or lunch or money to purchase food at the events.

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Most events will require a waiver to be completed by the student's parent or guardian. Students are responsible for turning in the waivers to the event coordinator during the event.

No iPods or electronic game use will be allowed during the community service event. Cell phone use will be restricted to calling parent in cases of emergencies and pick-up after the event.

Students are responsible for bringing the current community service reflection sheet and correct log for sign-off after the event.

Students' failure to comply with the rules and regulations of the event host will forfeit their community service hours.

### **Gmail - Emails:**

- All Community Service information is sent via Gmail and posted on the Centennial HS website.
- Any community service issues should be communicated to Mrs. Rasmussen and Mrs. Flores via school email address or by phone call.

**If you are not receiving any community service information please contact IB Booster Club at [centennialib@gmail.com](mailto:centennialib@gmail.com).**

### **IBMYP Certificate of Completion:**

Certificate of Completion will be issued to those students who successfully complete all IBMYP requirements per their grade level, including community service. If a student fails to complete all of their required community service hours while in their particular grade level, the hours cannot be made up the following year. Each new school year all community service hours begin anew.

Not completing the required community service hours does not prevent an IB student from continuing in the IBMYP Program at Centennial.

### **Parent and Student Community Service Contracts:**

Both parents and students will be required to complete a Community Service Contract and it must be turned into Mrs. Rasmussen or your History teacher at the start of the new school year. The purpose of the contract is to validate that both the parents and student acknowledge receipt of the community service guidelines and agree to the rules and regulations set forth in the guidelines.

### **Summer Community Service:**

Students may start their Summer Community Service hours after the last community service reflection sheet due date. Students may volunteer for as many hours as they wish over the summer. However, only 8 or 10 hours of summer community service will be counted toward their totals for the new school year. The remaining 12 – 20 hours, per their grade level, ***must be completed during the new school year.***

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All Summer Community Service events must meet the “Approved Community Service Event” guidelines. Students will be responsible for completing the Community Service Reflection Sheet and turning the forms into their Language Arts teacher when school is back in session.

### **NEW Community Service Proposal/Approval Form:**

A student may propose a new community service event, prior to volunteering/working the event. A Community Service Proposal/Approval Form (CS Proposal form) is used for this purpose.

- A completed CS Proposal form must be hand delivered to Mrs. Rasmussen 1 month before the event date.
- The student is required to make a formal presentation to Mrs. Rasmussen, explaining the event and purpose.
- After the presentation the proposal will go through a two week review cycle before any decision is made.
- Students will be notified before the event date as to whether the proposed event qualifies as community service at Centennial HS IBMYP.

If students fails to submit a proposal prior to volunteering/working the event, their community service hours will not count towards their year-end totals.

### **Centennial IB Pre-Approved Community Service Events/Activities**

**This is a listing of Pre-Approved events. Any events not listed below must go through the Community Service Proposal process before volunteer work commences.**

Students who are members of Centennial High School Team Sport and Centennial High School Fine Arts and Visual Arts, may not double-up community service hours by turning in two reflections sheet for both team sports and Fine/Visual Art for the school year. Student must select either Team Sports or Fine/Visual Arts.

### **Approved Carnivals & Fairs:**

Only carnivals and fairs hosted by a NON-PROFIT Organization with a 501(c) (3) of the Internal Revenue Code designation are approved events/activities. This includes the following:

- City, County and State Carnivals
- Public School Carnivals (Harvest Festivals, Winter Holiday Festivals, Spring Festivals, etc...)
- Non-profit organizations (Relay for Life, Arthritis Foundation Walk, Duck Daze, etc...)

#### **\*\*NOT APPROVED CARNIVALS & Fairs\*\***

- No carnivals or fairs hosted, sponsored or held on / by Church, Synagogue, Mosque, and Temple premises may count as community service.
- No Private Neighborhood organized carnivals.

### Approved Sports:

Students who are Centennial High School Team Sport members may count the following hours as community service for the school year:

- 9<sup>th</sup> grade – 8 hours maximum for the school year
- 10<sup>th</sup> grade – 10 hours maximum for the school year

Centennial High School Team sports are approved community service activity. This includes the following activities and is not limited to events held on Centennial High School campus:

- Score or time keeper
- Event or field set-up & clean-up
- Snack bar help
- Team Booster Bingo Night set-up & clean-up

Students who are members of the National Junior Olympics may count the following hours as community service for the school year:

- 9<sup>th</sup> grade – 8 hours maximum for the school year
- 10<sup>th</sup> grade – 10 hours maximum for the school year

American Youth Soccer Association (AYSO) members may only count the following activities towards community service:

- Refereeing a game
- Acting as an instructor/coach for a AYSO team
- Snack Bar help
- Field set-up & clean-up

*No community service hours for playing as a team member during a game or fundraising for team.*

Little League Baseball and Travel Ball members may only count the following activities towards community service:

- Refereeing a game
- Acting as an instructor/coach for a AYSO team
- Snack Bar help
- Field set-up & clean-up

*No community service hours for playing as a team member during a game or fundraising for team.*

### **\*\*NOT APPROVED SPORTS HOURS\*\***

- All Private Club Sports (sport clubs in which you must pay to be a member or receive instruction or have paid coaches, instructors or teachers).



## Centennial High School Campus Clubs:

Students who are member of the clubs listed below may count competition hours and approved community service events which the club participates or hosts.

NO community service hours may be counted for any kind of training, seminars, workshops, conferences, retreats sponsored by the clubs.

- Junior State of America (JSA)
- Future Business Leaders of America (FBLA)
- International Baccalaureate Student Association (IBSA)
- American Red Cross
- Mathematics Engineering Science Achievement (M.E.S.A)
- National Movimiento Estudiantil Chicano de Aztlán (MEChA)
- **Mock Trail**
  - 9<sup>th</sup> grade students may count for a maximum of 8 hours of community service for this event. Competition hours only
  - 10<sup>th</sup> grade students may count for a maximum of 10 hours of community service for this event. Competition hours only
- **RIM and STATE Science Fair; only hours accrued beyond school level ( district, country state, national competition hours only)**
- Inter Act

*No community service hours for Private non-profit clubs or Church, Synagogue, Mosque, Temple clubs.*

## Centennial High School Performances:

Students who are members of the following Centennial High School Fine Arts and Visual Arts classes may count only ONE type of performing arts class for community service for the school year.

- 9<sup>th</sup> grade – 8 hours maximum for the school year
- 10<sup>th</sup> grade – 10 hours maximum for the school year

## Pre-Approved Fine Arts and Visual Art classes:

- Centennial HS Marching Alliance Band
- Centennial HS Choir
- Centennial HS Madrigals
- Centennial Drama Class
- Centennial Jazz, Symphonic, Concert and PIT Ensemble

Any behind the scene production work, set-up and clean-up may count toward community service hours; however a separate Community Service Reflection sheet must be turned in for this work.

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### **\*\*NOT APPROVED Performance HOURS\*\***

- NO Community Theater, Choir, Band, Symphony Performances may count for community service hours.
- ONLY behind the scene production work, set-up and clean-up may count toward community service hours.

### **Events/Activities that DO NOT Qualify for Community Service Hours:**

- Household chores performed at your home or the home of friends, or other family members (gardening, laundry, washing cars, etc...)
- Volunteer Service for **libraries** that mainly involve cleaning and shelving books DO NOT qualify for community service hours. Majority of your time spent as a volunteer at the library must include tutoring, helping with programs/special events, assist patrons with computers, and or help with displays to qualify for community service hours.
- Any type of baby-sitting or childcare or daycare facility or religious institution.
- Volunteer Service for or at a Church, Synagogue, Mosque, Temple.
- Any type of proselytizing or religious instruction at any events.
- Working at **ANY Private business**, schools, tutoring service, martial art's studios, paid day-care centers or parent's place of work, unless the business has a non-profit community service department with a 501 (c ) (3) provision as required by the Internal Revenue ([Internal Revenue Code \(26 U.S.C. § 501\(c\)\)](#)). This includes helping a friend or family member with their business or tasks such as cleaning or moving. Doing any duties that would normally be done by a **PAID** employee.
- Helping a teacher with classroom organization, cleanup, correcting homework, test papers, giving or proctoring test, entering any grades into a computer system and certifying students.
- Tutoring or helping a friend with homework.
- Activities that you, any family members and friends are financially compensated. **NO TIPS!**
- Any event in which alcohol is sold or served regardless of parental supervision.
- Volunteer work done to promote a particular religious point of view cannot be counted as volunteer hours in the program.
- **Any events in which students are handling money.**

### **What Questions to ask the event Coordinators?**

There are many community service events and types available to your students and we encourage your students to participate. However, the event must meet the Centennial Community Service Guidelines. To help you in screening the events here are a list of questions students and parents should ask the event host/sponsors:

- Minimum age of Volunteers
- Are there any waivers which need to be filled out and brought to the event?
- Is alcohol served or sold during the event?
- Will food and water be provided to the volunteers or will the volunteers need to bring their own lunch and water?
- What type of clothing is required?
- Are bathroom facilities available?

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- If it is an outdoor environmental venue ask about bathroom facilities, port-a-potty?
- What time do the volunteers need to be on site and when will the event end?
- What will happen in the event of rain?
- Will there be an instructional meeting before the event?

### Community Service Links and Phone Numbers:

Below is a listing of Approved community service organization and venues to help in finding events which fits your student's schedule.

1. City of Corona Library ----- 951-736-2381
2. Hands on Inland Empire: <http://www.handsoninlandempire.org>
3. Community Action Partnership of OC: <http://www.capoc.org/index.html>
4. [www.volunteersolutions.org](http://www.volunteersolutions.org)
5. [www.dosomething.org](http://www.dosomething.org)
6. [www.volunteermatch.org](http://www.volunteermatch.org)
7. [www.volunteercenter.org](http://www.volunteercenter.org)
8. [www.SERVE.net](http://www.SERVE.net)
9. [www.ci.corona.ca.us](http://www.ci.corona.ca.us) (Use the calendar section to look for opportunities and other local service clubs you can assist)
10. [www.cnusd.k12.ca.us](http://www.cnusd.k12.ca.us) (Use this to get phone numbers for schools in the Corona area where you may find tutoring/school library help available)
11. Multiple Sclerosis Association - <http://support.msassociation.org>
12. Operation Gratitude: [www.opgratitude.com](http://www.opgratitude.com)
13. Orange County Food Bank: [www.ocfoodbank.org](http://www.ocfoodbank.org)
14. Ontario Food Bank, Feed the Children – [www.feedthechildren.org](http://www.feedthechildren.org)
15. Orange County Parks - <http://www.ocparks.com>
16. Nicodemus Wilderness Project – <http://www.wildernessproject.org>
17. REI Local Volunteer Opportunities: <http://www.rei.com/aboutrei/volunteer.html>
18. American Red Cross: [www.redcross.org](http://www.redcross.org)
19. Keep Riverside Clean: [www.krcb.com](http://www.krcb.com)
20. Therapeutic Riding at T.H.E. Center, Inc.: <http://www.t-h-e-center.org>
21. Union Rescue Mission: <http://www.urm.org/get-involved/volunteer-center/>
22. Orange County Literacy: <http://www.orangeliteracy.org/home/index.php>
23. Second Harvest Food Bank (Food Gleaners): [www.feedoc.org](http://www.feedoc.org)
24. Feed the Children: [www.feedthechildren.org](http://www.feedthechildren.org)
25. Hemopet: <http://www.hemopet.org/adoption.html>
26. Center for Natural Land Management: <http://cnlm.org/cms>
27. Trails4All: [www.trails4all.org](http://www.trails4all.org)
28. Paint Your Heart Out: <http://pyho.org>
29. Kid Healthy Step: <http://www.mykidhealthy.org>
30. Pretend City: <http://www.pretendcity.org>
31. World Water Day: [www.worldwaterday.org](http://www.worldwaterday.org)
32. Orange Empire Rail Museum: <http://www.oerm.org/>
33. The Let it be Foundation: [www.theletitbefoundation.com](http://www.theletitbefoundation.com)
34. Save Our Beach: [www.saveourbeach.org](http://www.saveourbeach.org)
35. Food Forward: [www.foodforward.org](http://www.foodforward.org)
36. Early Literacy Program of Orange County: <http://www.earlyliteracyprogramoc.org>
37. Inland Empire Waterkeeper: <http://www.iewaterkeeper.org/>
38. Homes for Our Troops: [www.homesforourtroops.org](http://www.homesforourtroops.org)
39. Habitat for Humanity, Riverside: <http://www.habitatriverside.org/Volunteering>
40. Meals on Wheels: <http://www.mealcall.org/volunteers.htm>
41. Riverside Community Sailing Program: <http://riversidesailing.com>

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42. Corona-Norco Settlement House: [settlementhouse@hotmail.com](mailto:settlementhouse@hotmail.com)
43. Association of the United States Army - <http://www.ausaie.org/>
44. No Drama Ranch Therapeutic Riding - [www.nodramaranch.com](http://www.nodramaranch.com) – (951) 283-3967 (VOLUNTEERS MUST BE 16)
45. Operation Sweet Dreams - <http://www.operationsweetdreams.com/>
46. Dos Lagos Community Carnivals sponsored by non-profit organizations.

## Centennial High School IB Program Community Service Guidelines

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I acknowledge receipt of the Centennial High School IB Program Community Service Guidelines, Parent Contract and Student Contract and have read through and understand all of the contents.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent (s) Name (s): \_\_\_\_\_

Parent (s) Signature (s) \_\_\_\_\_