

WHITE PLAINS HIGH SCHOOL
COMMUNITY SERVICE PROGRAM



APPLICATION FORMS

Community Service Office
Staff Development Center
500 North Street
White Plains, New York 10605

WPHS COMMUNITY SERVICE PROGRAM

Staff Development Center
500 North Street
White Plains, New York 10605

Welcome to the WPHS Community Service Program! We commend you for your interest in volunteering your time and energy to your Community!

Attached are the forms necessary to participate in the Program and to receive recognition and/or academic credit. Remember this service can be done anytime during your career at White Plains High School, including summers. Please complete each form as indicated and return to Mrs. Elaine London in the Community Service Office located on the second floor of the Staff Development Center, the red brick building on campus near North House.

Included in this packet are the following materials:

1. Community Service Program Application to be completed by the student (yellow)
2. Evaluation Form to be completed by the Supervisor of the activity (blue)
3. Community Service Journal/Time Sheet may be used by the Student to record time spent at the volunteer activity (yellow)

Upon completion of 30, 60 or 120 hours of volunteer activity you will receive a Certificate of Recognition, inclusion on the Community Service Honor Roll posted in the High School and a notation on your permanent record of your time given to serving your community. In addition, you are eligible to receive academic credit for your service -- one-half (1/2) credit for 60 hours and one (1) credit for 120 hours. This credit is *in addition to* the 20 1/2 credits required for a White Plains High School diploma.

The Community Service Office is available to assist all interested students -- individually or as a group - with placement opportunities. For more information call or visit Mrs. London, 422-2013.

Good luck!

WPHS COMMUNITY SERVICE PROGRAM

APPLICATION FORM (To be completed by Student)

DATE _____

NAME _____

ADDRESS _____

ZIP CODE _____ PHONE _____

GRADE _____ AGE _____ YEAR OF GRADUATION _____

GUIDANCE COUNSELOR _____

WPHS COMMUNITY SERVICE PROGRAM

SUPERVISOR EVALUATION FORM

(To be completed by Supervisor)

Volunteer's Name _____ Grade _____

Dates of Service: From _____ To _____

Hours of Service: _____ Total _____

Please give a brief description of duties:

Briefly comment on Volunteer regarding:

Dependability _____

Work habits _____

Initiative _____

Getting along with people _____

Please check a general evaluation of Volunteer:

Outstanding _____ Good _____ Fair _____ Needs Improvement _____

Would you request this Volunteer again? Yes ___ No ___ Maybe ___

Additional comments:

Supervisor's Name (Print) _____ Date _____

Supervisor's Signature _____

Agency or Organization _____

Address _____ Phone _____

Please return this Evaluation to Elaine London, Program Coordinator (422-2013) Community Service Office, Staff Development Center, 550 North Street, White Plains, NY 10605.

WPHS COMMUNITY SERVICE PROGRAM

COMMUNITY SERVICE JOURNAL/TIME SHEET

(To be completed by Student)

NAME OF STUDENT VOLUNTEER _____

VOLUNTEER PLACEMENT
(Agency, Organization, School) _____

DATE	NUMBER OF HOURS	ACTIVITY

If necessary, you may continue this Time Sheet on the other side of the paper.

Please return this Time Sheet upon completion of volunteer project or at end of semester in which service is performed to Elaine London, Program Coordinator, Community Service Office, Staff Development Center, 550 North Street, White Plains, New York 10605.

