



# Griswold High School

303 Slater Ave, Griswold, CT 06351

**Michele Walworth, Director, Capstone Community Service**

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<https://www.griswold.k12.ct.us/ghs/capstone/capstonecommunity-service>

**Erin Palonen**

Principal

**Marceline Dillon**

Assistant Principal

**Please submit to Mrs. Walworth's Mail Box in the GHS Front Office.**

**\*\*New for 2021/2022\*\*** - Forms are due ONE MONTH FROM THE COMPLETION DATE OF YOUR SERVICE. Please make a copy of this form for your own records. Lost forms are not the responsibility of the Community Service Coordinator.

## Community Service Form

See Guidelines on back of this form for more information

Use one form per event. If multiple dates are at the same place, use one form per month.

### Student Information

Student Name:

Graduation Year:

### Community Service Event Information

Name of the Non-Profit Business and/or Event:

Event Supervisor Name. Please Print:

Date(s) of Service:

Event Supervisor Phone Number:

**Total Hours:**

Event Supervisor Email:

Are any members of your family employees or owners of this organization? ☐ Yes ☐ No  
(this includes parents, grandparents, aunts, uncles, cousins, etc.)

Description of Community Service. Include dates/hours and brief description of what you did.

Event Supervisor Signature:

Date:

Parent Signature:

Date:

Student Signature:

Date:

**Hours will be verified and logged into Infinite Campus once they are approved. Instructions on how to access your hours is in Google Classrooms. If forms are incomplete, Mrs. Walworth will return them to you.**

Community Service Coordinator Approval:

Date:

# Community Service Guidelines (ver 9/3/21)

## KEEP FOR YOUR RECORDS

### **Information and Requirements:**

- 40 hours due by April 1<sup>st</sup> of your senior year
- 10 hours a year are due which will be reflected as a Pass or Fail grade on your report card
- **Starting 2021-22 School year all hours must be at a non-profit organization.** There is a list online at: <https://www.griswold.k12.ct.us/ghs/student-life/capstonecommunity-service/local-contacts> and also in the Google Classroom
- Students should accept the Google Classroom invite ASAP
- Mrs. Walworth will use Google Classroom, Morning Announcements, bulletin boards, assemblies, emails and appointments to communicate with the students
- Community service hours must be handed in on the formal Hours Form which is available online, outside of the front office and room 4214 and in Google Classrooms
- All completed Hour Forms should be submitted within 1 month of the date of the performed community service. Forms received after those dates will not be accepted. Treat this as an assignment and hand in promptly
- Students with Case Managers are encouraged to work with their Case Managers to meet their Community Service Goals. No exemptions or modifications will be granted unless part of an IEP process. If any questions or concerns please contact your case managers or guidance counselors
- Students are required to seek out their own volunteer opportunities as well as develop new initiatives
- No more than 20 hours can be earned at one organization
- Failure to complete Community Service will result in not earning enough credits to graduate

### **What is NOT approved:**

- Any service you receive payment for
- Community service performed for family, friends or neighbors is **not allowed**
- Community service where your parents or family is employed is **not allowed**
- Any hours that are NOT at a non-profit business are not allowed unless you have requested prior approval from Mrs. Walworth in writing on the Pre-Approval Form (in Google classrooms and online)
- Any online activities are not allowed. All Community Service must be in person
- Any service you have to perform for a curriculum-based class for graded credit (i.e. CNA program)
- Hours over 8 in one 24-hour period will not be accepted. 8 hours max per day is allowed
- Absence from class or school to perform community service
- Emailed Hours forms will not be accepted. Please hand in to front office. Mrs. Walworth is not responsible for lost Hours Forms. Please make a copy before handing it in
- In school clubs such as Drama, FBLA, Student Leadership Council or Teen Legislative Council will not earn Community service hours for attendance. However, any community service projects they set up for outside of the school day that benefits the public will be accepted
- Travel time to Community Service events is not counted
- Hours that can not be verified by Mrs. Walworth will not be accepted. Please make sure you have filled out your forms with all the proper information
- Forged forms – will meet disciplinary action

Hours that do not meet the State of CT Safety protocols will not be approved.

<https://www.ctdol.state.ct.us/wgwkstnd/minors/wg18yrs.htm>