



TUMWATER SCHOOL DISTRICT

Community Outreach Documentation

Community Outreach hours are defined as time that you have volunteered (non-paid) with any non-profit organization. Community Outreach can be defined as an activity that could or would provide personal fulfillment, but not personal gain. Examples would be assisting in community organizations such as youth programs, homeless shelters, churches or food banks. Community Outreach is not a mentorship or an internship for career exploration. Hours worked for family members or required by a school class, the courts, or any other institutions due to discipline or restitution may not be applied.

Community Outreach hours must be documented in the space provided below. You will need to list the organization, dates, hours, contact person, and obtain a signature verifying each experience. You may provide a signed letter (by organization's supervisor) on the organization letterhead instead of this form. You may include as many hours as you have volunteered; however, you must have a minimum of 30 hours. Hours that apply to this requirement must be acquired after the completion of your 8th grade year and prior to being assigned a Senior Culminating Project – Exit Interview time. Community Outreach Documentation forms must be submitted to the Career Center Specialist prior to your interview.

To be completed by student (Print Clearly):

Student Name (first and last) _____ School: _____

Non-Profit Organization: _____ Phone: _____

Contact Person: _____ Title: _____

Date(s) of Community Outreach: _____

Duties/Activities Performed: _____

To be completed by contact person for non-profit organization:

Promptness

☐ Excellent ☐ Good ☐ Fair ☐ Below Average ☐ Poor

Completion of task(s)

☐ Excellent ☐ Good ☐ Fair ☐ Below Average ☐ Poor

Quality of work/effort

☐ Excellent ☐ Good ☐ Fair ☐ Below Average ☐ Poor

Demonstrated self initiative and independence

☐ Excellent ☐ Good ☐ Fair ☐ Below Average ☐ Poor

Comments (optional): _____

Total Hours of Service: _____

The signatures below indicated that all information contained in this document is factually and honestly presented.

Student Signature

Contact Person Signature



Completion of community outreach is part of the Tumwater School District Senior Culminating Project high school graduation requirement. In order to graduate a student must have a High School and Beyond Plan; complete 30 hours of community outreach; and complete a successful exit interview to district staff and community members.

The parent/guardian's cooperation and support is critical to a student's successful completion of these graduation requirements. Because not all activities are supervised by school staff, the parent/guardian is also responsible for ensuring the safety for the student's activities outside the classroom.

Guidelines for Community Outreach

Community outreach activities are selected by a student and their parent/guardian to give the student a non-paid, volunteer experience and to promote civic awareness and responsibility. Community outreach activities in a governmental, non-profit, or bona fide charitable organization are appropriate. Hours worked for family members or required by a school class, the courts, or other institution due to discipline or restitution may not be used.

Parent/Guardian Responsibilities

Tumwater School District does not select or supervise community outreach activities and cannot assure the student's safety during these activities. The student and the student's parent/guardian are responsible for any injury or loss resulting from community outreach activities. School district insurance provides no coverage for student injuries or losses unless caused by the district's negligence.

Documentation of Hours

- The student must document at least 30 hours of community outreach on the school district form.
- The form must be signed by a representative of the non-profit organization or a contact person for the activity.
- **Hours that apply to this requirement must be acquired after the completion of your 8th grade year and prior to being assigned a Senior Culminating Project – Exit Interview time.**
- Community Outreach Documentation forms must be submitted to the Career Center Specialist prior to your presentation.