

# Sound School Regional Vocational Aquaculture Center



## Community Service Handbook

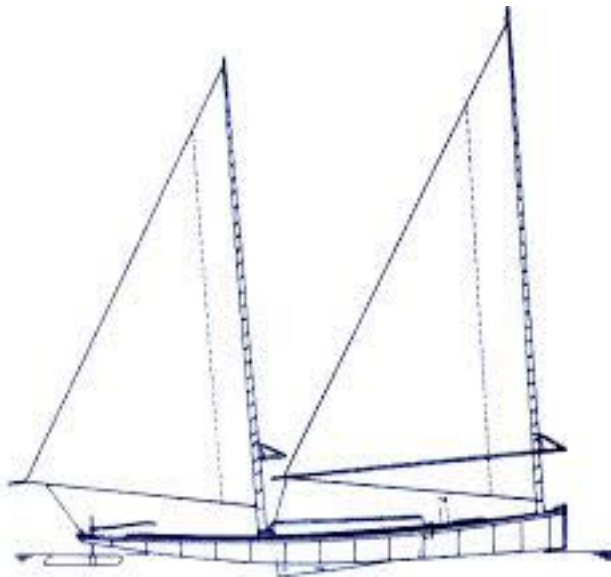
## **Vision and Mission**

### **The Sound School Vision**

The Sound School is a learning community where students are both challenged and supported as they prepare for the future and achieve more than they thought possible.

### **The Sound School Mission Statement**

The Sound School will provide an authentic, highly engaging, 21st century curriculum utilizing aquaculture and agriculture, our unique setting and resources promoting success for all students. We strive to create meaningful learning opportunities, both in and out of the classroom, so students will develop the skills and abilities to think critically, problem solve effectively and apply learning fluently. We will graduate students who are able use these skills and abilities in any pursuit after graduation whether a four-year college or the work force.



**Community Service Handbook: Table of Contents**

I. Rationale .....Page 1

II. Requirement.....Page 2

III.  
Procedures.....Page 3

IV. Frequently Asked Questions.....Page 4

V. Appendix:  
-sample copies of forms  
-sample opportunity list  
- sample community service form/timecard



## **Rationale for Community Service**

- Community service promotes responsible citizenship, development of self-worth, decision making, and problem solving as a life-long learning process.
- Community service provides an opportunity for students to “give back” to the community and helps to promote a positive image of youth in the community.
- Community service integrates various academic skills, disciplines, and educational experiences in a meaningful way in a real life setting. Such skills promote involvement in public policy and the understanding of civic literacy.
- Community service provides an opportunity for students to work with adults and to feel ownership in the community.
- Community service provides opportunities for various cultural, ethnic, and socioeconomic groups to work together.
- A spirit of volunteerism can be instilled in students who grow to appreciate the rewards of helping others and of giving their time and energy without receiving monetary rewards.
- Involving the student with not only his/her local district, but in the Greater New Haven area as well, expands the concept of community.
- Community service promotes a greater awareness of global issues and instills a sense of self-worth in our students.
- Colleges and places of business consider students that have been involved with service as strong candidates for admission and employment.
- Many college scholarships are available to students that have been involved and taken a leadership role in service.



## **Sound School Community Service Requirement**

All Sound School students must serve 200 hours of community service to earn 1 credit towards their 32 credits for their high school diploma. 200 hours of community service **and** 4 SAE credits are required in order to earn a Sound School Completion Certificate in Aquaculture or Agriculture. Students may begin their service after they have successfully completed the 8<sup>th</sup> grade. **\*\*All 200 hours should be fulfilled and documented by June 1<sup>st</sup> of a student's senior year.**

**Transfer students:** Students who transfer to The Sound School after 9<sup>th</sup> grade will have the requirement prorated as follows:

- Transfer to Sound School during 10<sup>th</sup> grade year: 150 hours required
- Transfer to Sound School during 11<sup>th</sup> grade year: 100 hours required
- Transfer to Sound School during 12<sup>th</sup> grade year: 50 hours required



## **Community Service Procedures**

Students are encouraged, but not required, to get approval of a site before beginning service hours. (See attached lists of agencies and service opportunities) When the student finds an approved agency or project, the following procedures must be followed in order for students to receive credit for hours worked.

1. Contact the agency and ask to speak to the volunteer coordinator
2. Identify yourself as a Sound School student and inquire about service opportunities for students.
3. Set up a time for an interview and/or orientation if required by the agency.
4. Inform the agency of your schedule or other conflicts.
5. Inform the CSO (Career Services Office) of location.
6. Take the Community Service form EACH time service is done at agency. Ask the volunteer coordinator or your immediate supervisor to sign the form. **All signatures must be on the form for it to be valid.**
7. Treat all persons at each site with respect and follow agency guidelines and procedures.
8. If you are not able to volunteer on a particular day, it is YOUR responsibility to call the agency.
9. Ask the volunteer coordinator or your immediate supervisor to complete the front evaluation including address and phone number with verification of hours.
10. Submit the completed community service form/timecard to the CSO by the established deadlines as follows:

\* **Hours completed during the summer are due: SEPTEMBER 4<sup>th</sup>**

\* **Hours completed 1<sup>st</sup> semester are due: Before winter break**

\* **Hours completed 2<sup>nd</sup> semester are due: Before summer break**

\* **ALL hours for graduation are due by JUNE 1<sup>st</sup>**

### **LATE HOURS ARE NOT ACCEPTED!!**

11. Students are responsible for turning in all community service forms/timecards. **This is not the responsibility of the agency or the parent.**
12. Check with the CSO (and on your report card) periodically to ensure hours have been entered.

**\*\*Important note: Service will only be accepted if the agency director or volunteer coordinator can verify the hours. This is especially important at hospitals and nursing homes that have strict guidelines for volunteers. Hours will be denied if the proper procedure is not followed at the agency. Verification and acceptance of hours is determined by the Community Service Coordinators and/or Principal.**

## Frequently Asked Questions

- **Where can community service hours be completed?**

Hours can be completed at any not for profit agency, nursing home or hospital. HOURS WILL NOT BE ACCEPTED THAT ARE DONE FOR A PRIVATE BUSINESS OR INDIVIDUAL.

Students should check with an organization prior to beginning to ensure it is a non-profit 501(c)3 agency. Hours must be completed on-site at the agency and under the supervision of an agency representative. Hours may not be completed at home on behalf of the agency.

- **Can students do community service by campaigning for an individual candidate or proposition?**

No. Service must be non-political in nature. While there is great value in students becoming more civically involved, we do not want to mislead the community by having students campaign for certain individuals. Students may volunteer their time by working an election as Board of Election poll workers or for voter registration drives.

- **Can students perform community service at their church or place of worship?**

Yes. Students are encouraged to find service sites with which they are already involved and are comfortable. However, we will not accept any hours that are during one's worship service time. (This includes participation in choir, ushering, A-V help, etc.) Acceptable hours include: Vacation Bible School, church picnics/dinners, service projects in the community, mission trips, general church maintenance, church school or church day care.

- **Can students volunteer at a daycare?**

Students may volunteer at a daycare ONLY if the daycare is a recognized non-profit agency through the IRS. Hours completed at private daycares and in-home daycares will not be accepted. Daycares run at schools and churches are acceptable.

- **Can students perform community service during the school day?**

Students are allowed to do community service at school. However, students are not allowed to do any community service activity on campus during school hours unless it is an authorized activity by the principal (i.e. blood drive, mock crash, etc.).

\*\*Students are not allowed to do any other service during the school day, including during their lunch or free period.

\*\* Students may NOT earn community service hours in a class for which they are earning credit.

- **Can students participate in supply drives and/or make donations for service hours?**  
No. Supply drives (canned food, money, etc) done at school or through an agency cannot be counted for service hours. Nor can making a donation to an agency or drive. However, if a student volunteers at the agency by sorting, packing or distributing donations, those hours may be counted.
- **Can students volunteer at local community centers?**  
Yes. Students can volunteer at community centers for special events and major projects (Custodial work is not allowed).
- **Can students do service on the Sound School campus?**  
Yes. Students can participate in any after-school community service activity on the Sound School campus. In addition, students can help with sports team management with an approved application (50 hours max per season), or participate in major school projects which are service related. However, students are encouraged to embrace the spirit of service by finding agencies in the community that need their help!
- **Is participation in a club considered community service?**  
No. Club meetings, fundraisers and general activities do not qualify as approved community service. However, many of the clubs and extra-curricular activities at Sound School do service projects. Students have many opportunities to get involved with a variety of activities!
- **Can students miss school to do community service?**  
No. Students are not allowed to do community service hours off campus during the school day. Hours must be completed after school and on the weekends



# The Sound School Community Service Form

**\*\* A separate sheet is required for each different organization you volunteer for\*\***

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_ Graduation year \_\_\_\_\_

Non-Profit Agency Name \_\_\_\_\_

Agency address \_\_\_\_\_ Phone # \_\_\_\_\_

Date(s) of service \_\_\_\_\_

*\*The timecard on the back of this sheet MUST be initialed each day that you help this organization*

TOTAL HOURS \_\_\_\_\_

Description of duties \_\_\_\_\_

Agency Volunteer Coordinator/Supervisor Name (printed) \_\_\_\_\_

Agency Volunteer Coordinator/Supervisor Signature \_\_\_\_\_

*Dear Volunteer Coordinator/Supervisor, please rate the volunteer per the rating system below:* \_\_\_\_\_

5=excellent    4=above average    3=average    2=below average    1=not satisfactory

Student Signature \_\_\_\_\_ ASTE Advisor

Signature \_\_\_\_\_

**\*\*\*All Community Service Guidelines can be found in the Community Service Handbook and on the Sound School website. Below is a brief summary of the guidelines. It is the student's responsibility to ensure all guidelines are met in order for their hours to count.**

- Hours must be completed at a NON-PROFIT organization.
- Hours may NOT be completed at an individual's home or a private business.
- Hours must be completed on the property of the non-profit or their approved location.
  
- Students MUST go through the volunteer coordinator at any nursing home or hospital.
  
- Solicitation or donations of goods or services (i.e.: canned food donations) is not allowed for hours.
- Volunteering or campaigning on behalf of a political candidate is NOT allowed.
- Students may volunteer at a place of worship as long as it is not during the worship service time
- Students may NOT do hours during the school day unless enrolled in a class for this purpose. (ie: Students as Mentors, PALs, etc). Students may not miss school to do service.

It is the student's responsibility to turn in hours to the CSO by the deadlines as outlined below:

--All SUMMER hours are due by September 4

--All 1<sup>st</sup> SEMESTER hours are due before WINTER BREAK

--All 2<sup>nd</sup> semester hours are due before SUMMER BREAK

**\*\*All hours for GRADUATION are due by June 1<sup>st</sup> of a student's senior year\*\***

**Sound School Community Service Coordinators: Angela Lomanto & Taylor Samuels**

[angela.lomanto@nhboe.net](mailto:angela.lomanto@nhboe.net) / [taylor.samuels@nhboe.net](mailto:taylor.samuels@nhboe.net)

60 S. Water Street, New Haven, CT 06519

Phone: 475-220-6842

Fax: 203-946-6874



## **Community Service Opportunities**

**Remember: Community service may only be completed with a NON-PROFIT AGENCY, nursing home, or hospital. Volunteering your time for a private business, individual, or political candidate will not count towards your graduation requirement of 200 hours of community service. Community service hours CANNOT be done at home. Students must be on-site at the non-profit agency when performing work towards their community service hours. Please check with the Career Services Office (CSO) if you are unsure about a community service site.**

*\*\* You need to track your hours on a daily basis using the timecard (if volunteering for more than one day with the SAME non-profit agency) and submit a fully complete and signed community service form after service is complete. You can pick up the form(s) in the CSO.\*\**

### **New Haven Reads - 45 Bristol St., New Haven, CT 06511**

New Haven Reads needs volunteers to help with tutoring and their Book Bank. Volunteers must be 15 and older. Visit [www.newhavenreads.org/home/get-involved/volunteers](http://www.newhavenreads.org/home/get-involved/volunteers) or call 203-752-1923 for more information or to apply.

### **Creative Arts Workshop - 80 Audubon St., New Haven, CT 06510**

Friends, students, and faculty giving their time and energy behind the scenes is a vital component of our community. Ongoing volunteer opportunities include: Front of house assistance and Event planning and setup. For more information, please contact Jan Daddona at 203.562.4927 or [jan@cawmail.org](mailto:jan@cawmail.org).

### **New Haven Land Trust**

The New Haven Land Trust needs volunteers for various projects. Visit [www.newhavenlandtrust.org/volunteer](http://www.newhavenlandtrust.org/volunteer) or contact them at [volunteer@newhavenlandtrust.org](mailto:volunteer@newhavenlandtrust.org).

### **Yale New Haven Hospital**

Yale New Haven Hospital needs energetic volunteers of all ages and skills on the York Street and Saint Raphael campuses. Visit [www.ynhh.org/about/community/volunteers.aspx](http://www.ynhh.org/about/community/volunteers.aspx) or contact 203-688-2297 (York Street Campus) or 203-789-3480 (Saint Raphael Campus).

### **New Haven Symphony Orchestra - 4 Hamilton St., New Haven, CT 06511**

The New Haven Symphony Orchestra has various volunteer opportunities. Visit [www.newhavensymphony.org/join-our-team/volunteer/](http://www.newhavensymphony.org/join-our-team/volunteer/) or Lis Sinniger at

### **New Haven Public Schools - 54 Meadow St., New Haven, CT 06511**

New Haven Public Schools has volunteer opportunities. Visit <http://www.nhps.net/node/3652> for the volunteer application or contact the School Volunteer Office at 475-220-1373.

### **Ronald McDonald House - 860 Howard Ave., New Haven, CT 06519**

If you are interested in becoming one of their volunteers please email: Brittney Meyer, Volunteer Coordinator RMH-Connecticut - at [bmeyer@rmh-ct.org](mailto:bmeyer@rmh-ct.org)

### **Jewish Community Center (JCC) of Greater New Haven - 360 Amity Rd., Woodbridge, CT 06525**

The JCC needs volunteers. Contact Marlyn Henry at [mhenry@jewishnewhaven.org](mailto:mhenry@jewishnewhaven.org) if you are interested in volunteering with the JCC.

### **Jewish Family Service of Greater New Haven - 1440 Whalley Ave., New Haven, CT 06515**

If you need to perform volunteer hours or a project for graduation or credits, please contact Mara Ginsberg, at [mginsberg@jfsnh.org](mailto:mginsberg@jfsnh.org) or (203) 389-5599, ext. 119

### **Christian Community Action, Inc (CCA). - 168 Davenport Ave., New Haven, CT 06519**

The CCA relies heavily on dedicated volunteers to accomplish their mission. Visit [www.ccahelping.org/volunteer-opportunities](http://www.ccahelping.org/volunteer-opportunities) or call 203-777-7848 for more information.

**Long Wharf Theater - 222 Sargent Drive New Haven, CT 06511**

Volunteer ushers assist patrons during all performances in the Claire Tow Stage in the C. Newton Schenck III Theatre and Stage II. To volunteer, contact Molly Leona, Front of House Manager, at 203-772-8211 or [molly.leona@longwharf.org](mailto:molly.leona@longwharf.org).

**The Shubert - 247 College Street, New Haven, CT 06510**

The Shubert needs volunteers for Concessions, Patron Services, Ushers, and more. Visit [www.shubert.com/about/Volunteer-Opportunities](http://www.shubert.com/about/Volunteer-Opportunities) or contact their Volunteer Coordinator, Kathy Apuzzo at [kapuzzo@capa.com](mailto:kapuzzo@capa.com) for more information.

**International Festival of Arts & Ideas - 195 Church St., New Haven, CT 06510**

Volunteers are the lifeblood of the International Festival of Arts & Ideas. For two weeks in June and throughout the year, over 300 volunteers from the greater New Haven region and beyond bring the Festival to life. Visit [www.artidea.org/volunteer](http://www.artidea.org/volunteer) to apply to be a volunteer.

**Project Youth Court**

Project Youth Court is a unique way for high school students to get involved with real cases involving teenagers who have admitted responsibility for misdemeanor offenses. For more information or you are interested in volunteering, visit [www.projectyouthcourt.org/get-involved](http://www.projectyouthcourt.org/get-involved).

**Boys and Girls Club of New Haven - 253 Columbus Ave, New Haven, CT 06519**

The Boys and Girls Club is looking for volunteers. Volunteers are a major asset to the day-to-day functionality of their different after-school programs. Visit [bgcnewhaven.org/get-involved/volunteer](http://bgcnewhaven.org/get-involved/volunteer) to complete the volunteer application. Contact Carlos Collazo at 203-787-0187 or [carlos.collazo@bgcnewhaven.org](mailto:carlos.collazo@bgcnewhaven.org) for more information or with any questions.

*\*This list is **NOT** a complete list of volunteer opportunities. Please check with your local library, police department, fire department, city/town hall and other local non-profit organizations/agencies for other volunteer opportunities. If you need help locating a volunteer opportunity, please stop by the Career Services Office.\**

**For more information, contact:**

Angela Lomanto or Taylor Samuels  
Community Service Coordinators

The Sound School  
60 South Water Street  
New Haven, CT 06519

[www.sound.school](http://www.sound.school)



