

ORANGE UNIFIED SCHOOL DISTRICT

COMMUNITY SERVICE
STUDENT HANDBOOK



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**Orange Unified School District
1401 N. Handy Street
Orange, California 92867
www.orangeusd.org
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PHILOSOPHY

The Orange Unified School District recognizes that community service and volunteerism are significant aspects of the college application and scholarship process. Community service can help students develop skills, career awareness and a sense of connection to the community. Community service experiences also can motivate students by letting them apply what they are studying in school to local needs and problems as well as allows students to make a beneficial contribution to their community.

PROGRAM

The Community Service program is a volunteer program that encourages students in grades 10-12 to become involved in assisting people and/or service organizations in the community.

RECOGNITION

Students will not receive graduation credit for participation in the community service program nor is it a requirement of graduation. Students will, however, receive a certificate of recognition once they have accumulated a minimum of twenty (20) hours of volunteer service each school year. This program will provide the opportunity for students to focus on community based projects.

STUDENT OUTCOMES:

Students will be provided the opportunity to:

- ❖ develop a sense of individual responsibility and importance, which may encourage participation in government matters, elections, and community affairs
- ❖ learn values fundamental to American democracy
- ❖ experience connections between academia and real life situations
- ❖ develop skills that apply to personal life, professional life, and possibly a future career
- ❖ gain valuable experiences and exposure to a wide variety of career choices
- ❖ sharpen and apply their skills in leadership, planning, implementing, and evaluation
- ❖ bridge varied ethnic, socio-economic, and generational backgrounds
- ❖ gain self-reliance, self-respect, and confidence while developing a positive self-esteem
- ❖ work collaboratively with members of the community
- ❖ experience meaningful ways to care for and share community spirit with those who have special needs



ORANGE UNIFIED SCHOOL DISTRICT

Education Center – Educational Services
1401 N. Handy Street • Orange, CA 92867-4334
714.628.4466 • 714.628.4086 (fax)
www.orangeusd.org

Dear Parent or Guardian:

A community service program is being offered by the Orange Unified School District to encourage students in grades 10-12 to participate in worthwhile social service activities as part of the high school experience. Students who accumulate a minimum of twenty (20) hours of volunteer service each school year will receive a certificate of recognition.

While the OUSD community service program is not a graduation requirement, we believe that students need to become involved in their communities to fully appreciate the concepts of democracy, civic responsibility, and volunteerism. By encouraging students to participate in community outreach, we are facilitating the growth of an informed and committed citizenry.

Parents should assist students in selecting appropriate organizations or agencies for community service. It is hoped that the activity will be beneficial to the community and meaningful for the student. Verification of hours must be submitted to the school's Career Guidance Technician.

Parents should also assist students in arranging transportation if necessary, as the school will not provide transportation. Some community service opportunities may be available through service organizations and clubs at the high school. All community service must be performed without monetary reward, however, just because you work for free, does not mean it is community service.

On the following page is a list of steps to participate in the community service program. We hope this list will assist you and your student through the appropriate steps for getting started in our community service program.

We appreciate your cooperation and support for this valuable program.

Sincerely,

Educational Services

Updated 1.15.16

STEPS TO PARTICIPATE IN THE COMMUNITY SERVICE PROGRAM

The following procedures are to be followed by the student in order to participate in the community service program:

1. **Student Packet:** Each interested student should pick up a packet in the Student Center of their high school outlining the community service program. This packet will include a Community Service Resource Guide that lists acceptable agencies from which students may choose along with necessary forms. This packet needs to be shared with parents.
2. **Permission Form:** The permission form included in the student packet needs to be completed and signed by parent/guardian and student and then returned to the Student Center as quickly as possible. Community service should not begin until the signed form is returned.
3. **Selecting an Agency/Organization:** Community service is any work you do for your community off campus for which you receive no pay. Any student who is doing community service through a court probation program may not use those hours for the OUSD community service program. Also, service performed for family members or private individuals will not count toward the community service program. The Community Service Resource Guide in the student packet lists acceptable non-profit agencies. This is a good source for opportunities. Students may choose service opportunities not listed in the guide with pre-approval from their on-campus club advisor (i.e., Key Club, Girls League, NHS, etc.) or, if non-club affiliated, the school Career Guidance Technician.
4. **Contacting the Agency:** Students are responsible for contacting the agency to determine days and times to perform the service. If you are selecting an organization/agency where you are not known, you may want to use the Organization Letter, included in the student packet, to explain the community service program to the agency you contact. Additional letters are available.
5. **Community Service Verification Form:** The student should fill out the **top half** of the Community Service Verification form at the end of the service activity. The **bottom half** of the form should be filled out and signed by the individual at the agency who supervised the student. The student should then return the completed form to the Student Center/Career Guidance Technician.
6. **Miscellaneous:** Students may use as many completed forms as is necessary to accumulate the hours of community service. The community service may be performed anytime during the year including summers and vacations. Hours accumulated during the summer will go toward the next school year.

**ORANGE UNIFIED SCHOOL DISTRICT
COMMUNITY SERVICE PERMISSION FORM**

Student Name _____ **Birthdate** _____
Last First M.I.
(*please print, last name first*)

High School _____ **Grade** _____

We understand the community service program is an optional program to encourage students in grades 10-12 to become involved in assisting people and/or service organizations in the community. We understand our student will provide his/her own transportation while participating in this program. In the event of an injury while performing community service work, we hereby waive, release and hold harmless the Orange Unified School District and its personnel from any and all liability.

Student Signature _____

Parent/Guardian Signature _____

Telephone _____ **Date** _____

WHY COMMUNITY SERVICE?

To help other people

To feel good about myself

To keep active in my spare time

To gain job experience

To do something fun with friends

To enhance and college applications and job résumés

To have variety in my life

To meet interesting people

To make a difference in my community

"We make a living by what we get, but we make a life by what we give."

...Sir Winston Churchill

"Ask not what your country can do for you...Ask what you can do for your country."

...John F. Kennedy



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Dear Community Organization:

A community service program is being offered by the Orange Unified School District to encourage students in grades 10-12 to participate in worthwhile social service activities as part of the high school experience. Students in grades 10-12 who accumulate a minimum of twenty (20) hours of volunteer service each school year will receive a certificate of recognition.

While the OUSD community service program is not a graduation requirement, we believe that students need to become involved in their communities to fully appreciate the concepts of democracy, civic responsibility, and volunteerism. By encouraging students to participate in community outreach, we are facilitating the growth of an informed and committed citizenry.

Students have been asked to contact organizations directly in order to coordinate service assignments and time schedules. You may use their assistance in a mutually agreed upon service activity. Prior to participating in a service activity, however, the student must submit to you the Community Service Verification Form, which has been completed by the student. At the completion of the student's community service experience, please complete and sign the bottom half of the verification form for our school records.

We appreciate your cooperation in this program and hope that it will be as beneficial for you and your organization as we know it will be for our students.

Sincerely,

Educational Services

How to Get Started

1. Assess your interests and time by asking yourself the following questions?

- What things do I do well?
- What are some things I enjoy doing?
- What would I like to learn to do better?
- What is an activity I've never done, but have always wanted to do?
- Where do I like to be? • indoors • outdoors • close to home • far away
- Do I prefer to be: with people? • on my own
- What kind of people do I like to be with? old • young • like me • different from me
- Am I more comfortable with? • groups • individuals
- How will I get to a volunteer job? car • bike • bus • get a ride •
- When am I available to volunteer? • after school • evenings • weekends
- Do I want an ongoing (once a week) or a one-time volunteer assignment?
- What do I want to gain from volunteering?

2. Taking your interests into account, research the various opportunities available in your community.

- For example: Call One OC, a resource for volunteer opportunities, and ask for the youth coordinator, Ursela Walsh at **(714) 953-5757 Ext 215. www.oneoc.org.**
- See the last four pages of this packet for organizations that offer volunteer opportunities
- Ask your school counselor or community service coordinator for ideas
- See what volunteer activities friends and family are involved in
- Refer to the "Volunteers Needed" section of your local newspaper
- Contact your religious institution, youth club or school service groups for suggestions

3. Make a call to the organization (agency) you are interested in.

Ask for the volunteer coordinator or the contact person. Express your interest in volunteering and ask for more information on the position. Some agencies will have written material they can send or an application to be completed.



4. **Set up an appointment to visit the agency.**

Meet the contact person at the agency. Visit the agency to get a feel for the place and people there. It is important that you keep an appointment and arrive on time. If you are going to be late or cannot make the appointment, contact the agency - they will appreciate your sense of responsibility.

Find out all you can about what you will do as a volunteer there. Here are some questions to ask (it will be helpful to bring a list).

- What does your agency do?
- What kinds of services do you provide and how do you provide them?
- What sorts of things do you want volunteers to do?
- What kinds of work will I be doing?
- Are there job descriptions for the available positions?
- What type of initial and ongoing training is provided?
- When (which days, hours) do you need volunteers?
- Do you require volunteers to commit for a certain length of time (one time, 3 months, year, or more?)?



5. **Make your decision.**

If, after your meeting, you are unsure about volunteering there, tell them you would like to think about it and get back to them. Be sure to let them know either way as soon as you have made your decision. If you know that you don't want to work at the agency, it's okay to be honest and say so. ("Thank you very much for talking with me, but this isn't quite the kind of work I had in mind.") Don't be discouraged, not every volunteer job is right for every person. It is important to give yourself time to explore a variety of opportunities within different agencies. While one particular job may not be ideal for you, dozens of other volunteer assignments may better meet your needs and expectations.



Contacting an Agency

A Sample Conversation!

"Hello, my name is _____.
Is _____ (contact person) available?"

If yes:

"Hi, my name is _____.

I was referred by the *One OC Youth Opportunity Directory*. I am interested in learning about volunteer positions at your agency. May I arrange an appointment to talk with you about volunteering?"

If you arrange an appointment:

"Thanks, I'll see you on _____ at _____ at _____.
date time place

Goodbye."

If the contact person is not available, ask the person who answered the phone if you can leave a message.

"I'm _____ and I'm interested in volunteer opportunities at your agency. I can be reached at _____ after [3:00] p.m. Thank you."

It's not so hard! Give it a try!!

STUDENT RESOURCE GUIDE

The following pages contain a listing of non-profit agencies that are available for community service. They are in alphabetical order and stretch all across Orange County. Not all agencies will have opportunities at all times of the year. You should call the agency and inquire.

You may want to do your community service for an agency not in this guide. Please request pre-approval at the guidance center of your high school.

The following is a partial listing of some broader organizational opportunities that will most likely be approved upon request:

Boy Scouts of America
Girl Scouts of America
Boys and Girls Clubs
YMCA and YWCA
Organized youth sports organizations (volunteer coaches and umpires)
Hospital volunteer programs
Convalescent home volunteer programs
Elementary school tutorial programs



COMMUNITY SERVICE AGENCIES

Aids Services Foundation Orange County

17982 Sky Park Circle, Suite J
Irvine, CA 92614
(949) 809-5700
Thom Chapman x5771
www.ocasf.org

American Cancer Society

1940 E. Deere Ave., Suite 100
Santa Ana, CA 92705
www.cancer.org

American Heart Association

4600 Campus Drive
Irvine, CA 92612
(949) 856-3555
www.americanheart.org

American Red Cross

601 N. Golden Circle Drive
Santa Ana, CA 92705
(714) 481-5394
www.redcross.org/support/volunteer

Anaheim Department of Community Services

200 S. Anaheim Blvd., Suite 433
Anaheim, CA 92805
(714) 765-5191
www.anaheim.net

Arthritis Foundation

9 Technology Drive
Irvine, CA 92618
(949) 585-0201
www.arthritis.org

Boys & Girls Club of Anaheim

311 E. Broadway
Anaheim, CA 92805
(714) 491-3617
www.theboysandgirlsclub.org

Braille Institute

527 N. Dale Ave.
Anaheim, CA 92801
(714) 821-5000 Ext. 2113
Donna Wager, Volunteer Services Manager
www.brailleinstitute.org

CHOC Hospital

455 So. Main St.
Orange, CA 92868
(714) 509-8889
Department of Volunteer Services
www.choc.org/volunteer
Email: volunteers@choc.org

City of Yorba Linda Volunteer Program

4701 Casa Loma Ave.
Yorba Linda, CA 92886
(714) 961-7192
www.ci.yorba-linda.ca.us

Environmental Nature Center

1601 16th St.
Newport Beach, CA 92663
(949) 645-8489
www.encenter.org
Please check the website for volunteer opportunities

El Modena High School Nature Center

Jeanne Carter, Program Director
jcarter@orangeusd.org
School phone: 714-997-6331
Leave message for Jeanne Carter

Second Harvest Food Bank

8014 Marine Way
Irvine, CA 92618
(949) 653-2900
www.feedoc.org
Special events, sorting and inspecting donations

J.F. Shea Therapeutic Riding Center

26284 Oso Rd.
San Juan Capistrano, CA 92675
(949) 240-8441
www.sheacenter.org
Please check website for volunteer info.

Friendly Center

147 W. Rose St.
Orange, CA 92867
(714) 771-5300
www.friendlycenter.org
Maintenance, office work, after school
tutoring with elementary student

Fullerton Arboretum

1900 Associated Rd. (at the northern end of
Cal State Fullerton)
Fullerton, CA.
(714) 278-7548
Jan Youngquist
www.arboretum.fullerton.edu
Orientation required. Please visit the
website for volunteer opportunities such as:
Plant propagation program tours, plant sales

El Modena Branch Library

380 S. Hewes St.
Orange, CA
714-288-2450
http://www.cityoforange.org/depts/library/volunteer_opportunities.asp
Teen Volunteers (age 13-18) assist Children's
& Teen Library staff year round and during
the summer with special events, cleaning,
sorting books, etc.

Goodwill Industries

410 N. Fairview St.
Santa Ana, CA 92703
(714) 640-8360 x2029
www.ocgoodwill.org
Office work, especially during summer

Habitat for Humanity

2200 Ritchey St.
Santa Ana, CA 92705
(714) 434-6200, Extension 234
Volunteer Coordinator
www.habitatoc.org
Building houses, office work, fund-raising

Halcyon: Anaheim Interfaith Shelter Inc.

Anaheim, CA 92805-0528
(714) 774-8502
Volunteer Coordinator
www.aishalcyon.org
Construction, maintenance and childcare
Weekends and summer

Help For Brain Injured Children

981 N. Euclid
La Habra, CA 90631
(562) 694-5655
www.hbic.org
Office work daily in summer, therapy
opportunities.

Home Aid of Orange County

17744 Sky Park Circle, Suite 170
Irvine, CA 92614
(949) 553-9510
www.homeaidoc.org
Fund-raising, book fairs, construction of
homes for homeless, office work

Meals on Wheels

Orange Senior Center
170 S. Olive
Orange, CA 92866
(714) 538-9633
www.orangeseniorcenter.org
Elderly care, deliver food to elderly shut-ins

ONE OC

1901 E. Fourth St., Suite 100

Santa Ana, CA 92705

(714) 953-5757 x215

Ursela Walsh

www.ONEOC.org

Clearing House: A variety of opportunities available – call the Volunteer Connection Line

Orange County Health Care Volunteer Service

P.O. Box 355

Santa Ana, CA 92702

(714) 834-6620

www.ochealthinfo.com/volunteer

Office work, translate forms (Spanish & Vietnamese)

Orange County Ronald McDonald House

383 S. Batavia

Orange, CA 92868

(714) 639-3600/714 516-3664

Volunteer Coordinator

www.ronaldhouseoc.org

Cleaning of rooms, kitchen duties, and general housework for the twenty families in the home

Orange County Special Olympics

550 N. Parkcenter Dr.

Santa Ana, CA 92705

(714) 564-8374 ext. 103

www.sosc.org

Recreational, clerical, scorekeeper, fundraising, special events

Paint Your Heart Out Anaheim

1209 W. Lincoln Ave.

Anaheim, CA 92805

(714) 758-1387

Program Director, Debbie Schultz

www.pyho.org

Updated 1.15.16

Construction, paint, maintenance, landscape for physically and financially disabled

Orange Public Library

407 E. Chapman Ave.

Orange, CA 92866

(714) 288-2569

www.cityoforange.org/library/volunteer_opportunities.asp

Teen Volunteers (age 13-18) assist Children's & Teen Library staff year round and during the summer with special events, cleaning, sorting books, etc.

Orange Chamber of Commerce

307 E. Chapman

Orange, CA 92866

(714) 538-3581

www.orangechamber.com

General clerical assistance and special events

Salvation Army Corporation

10200 Pioneer Rd.

Tustin, CA 92782

(714) 832-7100

www.salvationarmyoc.org

Summer day camps, office support, and other

San Bernardino National Forest

1824 S. Commercenter Circle

San Bernardino, CA 92408-3430

(909) 884-6634, Extension 3070

Program Director

www.sbnfa.org

Landscaping, maintenance

Sheepfold, The

P.O. Box 4487

Orange, CA 92863

(714) 237-1444

Deanne Deguispe

www.thesheepfold.org

Working at thrift shop, assist in picking up donations

Taft Branch Library

740 E. Taft Ave.

Orange, CA

(714) 288-2430

www.cityoforange.org/library/volunteer_opportunities.asp

Teen Volunteers (age 13-18) assist Children's & Teen Library staff year round and during the summer with special events, cleaning, sorting books, etc.

San Bernardino National Forest

1824 S. Commercenter Circle

San Bernardino, CA 92408-3430

(909) 382-2796

Sara Miggins

www.sbnfa.org

Landscaping, maintenance

UCI Arboretum

North Campus UC Irvine

Irvine, CA 92717

(949) 824-5833

Laura Lyons

www.arboretum.biouci.edu

Garden care, special events

OC Parks

7600 E. La Palma Ave.

Anaheim, CA 92807

(714) 566-3035

Angelina Soto

www.ocparks.com/yorbapark

Landscape, maintenance, Adopt-a-Park, Saturdays and summer