

WILMINGTON  
CHRISTIAN  
SCHOOL

*Volunteer Service Program*

# Volunteer Service Program Guidelines

(Revised 12/2017)

Every WCS High School student is expected to perform a significant volunteer service as a **requirement for graduation**. The service may be performed after school, on weekends, and during school vacations. This requirement must be completed no later than the end of the first semester of the student's senior year.

The Volunteer Service Program Proposal must be approved by the High School Principal **before** a student begins his/her service work (no exceptions).

The volunteer hours must involve direct service to the participating community agency or the clients served by that agency. At least 50% of the student's time must be spent with the people that the agency serves.

The service must be performed:

- Outside of WCS
- With a single, local organization or agency located in the Delaware Valley region
- For an organization whose purpose is that of service to the immediate community and for which volunteers perform an essential service. This does **not** include working for a political candidate or office holder in the routine performance of political duties, working in one's church nursery or youth group, nor working with groups whose programs are inconsistent with the Word of God.
- Within a 12-month period for a minimum of forty (40) hours. Ten of these hours may be used for training purposes. **\*If a student does not finish 40 hours of service by the established deadline, 10 penalty hours must be completed in addition to the 40 hours, for a total of 50 service hours, within the specified time period.**
- As a separate requirement from other school responsibilities, such as National Honor Society
- Under the direction of a supervisor who is not a family member or relative
- At any time following the student's completion of his/her 8th grade year.

Upon completion of the 40 hours of service the student is to give his/her supervisor the Agency Evaluation of Student Volunteer (make sure the student includes his/her name), along with a stamped envelope addressed to Wilmington Christian School.

A **completed proposal** includes the following:

- 1) A Volunteer Service Proposal, signed by the organization's Program Director, the student's Parent and the High School Principal
- 2) A completed Student Service Log clearly listing dates of completed service hours (with total number of hours served), signed by the student's supervisor
- 3) A Student Self-Evaluation Form detailing the student's volunteer experience
- 4) A satisfactory agency evaluation of the student's performance

## Volunteer Service – Adjustments for International Students

Please be sure to read the entire Volunteer Service Program Guidelines. As an international student, the following adjustments are being made for you.

- Your service must include a total of 30 hours (not 40) of volunteer work.
- Your service may be split between two organizations. Please volunteer at least 10 hours in each organization.
- Your project may be completed in your local community when you travel home for the summer or in your local community while living with your host family in the U.S.

If you have any questions, please come to the High School office. The Volunteer Service Project is a graduation requirement and must be completed by the end of the first semester of your senior year.

### RESPONSIBILITIES FOR ALL STUDENTS:

1. Choose an agency or organization.
2. Submit the Volunteer Service Proposal to the Agency Supervisor and obtain his or her signature.
3. Obtain Parent signature.
4. Submit proposal to the High School Principal office for approval and signature **BEFORE** you begin your service hours.
5. Keep track of your work hours by recording them on the Student Service Log.
6. Complete student self-evaluation form when 40 hours of volunteer service has been completed. Return this form with the Student Service Log to the office. **This must be handed in within one year of the start of your service hours.**
7. Give agency supervisor the Student Evaluation form. This must be sent to the office by the agency supervisor. It is helpful to include a stamped, addressed envelope so the supervisor can easily return your form. Address the envelope as follows:

Wilmington Christian School  
825 Loveville Road  
Hockessin, DE 19707

Attn: High School Office / Volunteer Service

Students will receive a letter from the High School Principal acknowledging their completion of the program when all requirements have been met.

## AGENCY LIST

This is a list of agencies that students have worked with in the past. It is possible to work with an agency that is not on this list. **Make sure to have your Volunteer Service Program Proposal approved and signed by the High School Principal before beginning service hours with any agency.**

A.I. DuPont Hospital for Children	Local Public Library
Ashland Nature Center	Local Senior Center
Boys' and Girls' Clubs	Local YMCA
Brandywine Senior Center	Mary Campbell Center
Brandywine Zoo	Millcroft Senior Living
Cokesbury Village	New Castle Co. Safety Town
Delaware Children's Museum	Newark Parks and Recreation
Delaware Nature Society	Police Athletic League-Hockessin
Delaware Special Olympics	Read Aloud Delaware
Delaware State Parks	Regal Heights Healthcare and Rehab
Emmanuel Dining Room	Reins of Life PA
Food Bank of Delaware	Rockwood Museum
Good Neighbors	Ronald McDonald House
Habitat for Humanity	Shoes to Share
Hagley Museum	St. Francis Hospital
Kennett Area Parks and Recreation	Urban Promise

# VOLUNTEER SERVICE PROGRAM PROPOSAL

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

Agency Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Purpose of Service Project: \_\_\_\_\_

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## Volunteer Agency Supervisor

Date: \_\_\_\_\_

As supervisor to \_\_\_\_\_, I agree to guide his/her work done under my direction and to submit a final evaluation of the student's work.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## Parent

Date: \_\_\_\_\_

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, hereby agree that he/she may participate in this proposed volunteer service activity which has been approved by the Community Service Coordinator and by myself to fulfill the school's graduation requirement. I further agree that Wilmington Christian School is hereby released and held harmless from any and all liability for damages to person and property resulting from, on account of, or in any way arising out of, such student's participation in the Community Service Program.

Signature: \_\_\_\_\_

## Service Program Coordinator – HS Principal

Date: \_\_\_\_\_

I have examined \_\_\_\_\_'s service proposal and find it to be acceptable.

Signature: \_\_\_\_\_



## STUDENT SELF-EVALUATION

This self-evaluation is an important part of your volunteer service and overall evaluation. Upon completion of your forty hours, please respond to each of these questions. You may use the back of this form or attach an additional sheet if necessary.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Agency: \_\_\_\_\_

1. Explain the kind of work you did and who benefited from your service.
2. Explain what event or aspect of this service work most stands out in your memory.
3. After completing your service requirement do you feel that God has revealed any gifts to you that you didn't realize you had?
4. Did you have a chance to share the Gospel or your personal testimony with anyone during your time of service? If so, please explain.
5. Was this an experience that you could now take and use in other ways, such as in your church or neighborhood? If so, what are some ways you could do this?
6. Explain why you would (or would not) recommend this placement to another student.
7. How would you evaluate your overall service experience? Are you planning to continue volunteering with this or any other agency?

## AGENCY EVALUATION OF STUDENT VOLUNTEER

Supervisor's Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

Please rate student's performance based on the following criteria:

	Not Observed	Un-satisfactory	Weak	Good	Excellent
Motivation					
Creative Qualities					
Self-discipline					
Level of interest					
Consistency					
Leadership					
Self-confidence					
Concern for others					
Emotional maturity					
Personal initiative					
Reaction to setbacks					
Team worker					
Integrity					

	Yes	No
Has the student met the specific goals of the service based on the purpose of your agency?		
Has the student been thorough in his/her duties?		
Has the student's attendance been satisfactory?		
Has the student accumulated the required 40 hours of service time?		
Would you rate the student's overall performance as satisfactory? If no, please explain.		

Please comment on the positive and/or negative aspects of the student's performance in his/her duties. Use the back of this sheet if necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your response to these questions help us evaluate the success of the student's participation. Thank you for your assistance in the Volunteer Service Program at Wilmington Christian School.

Please return this form to: Volunteer Service Program Coordinator  
 Wilmington Christian School  
 825 Loveville Rd.  
 Hockessin, DE 19707