MISSION OAK HIGH SCHOOL
COMMUNITY SERVICE REQUIREMENTS

EARN A SERVICE PATCH!

HOW DO I GET INFORMATION ON COMMUNITY SERVICE OPPORTUNITIES?

If you're looking for community service opportunities, check the **@missionoakasb** social media pages on Facebook, Twitter, and Instagram for announcements as they become available. You can also find information in the Career Center and on the Mission Oak High School website- https://mohs.tjuhsd.org/

Community service must be performed for a non-profit agency and not by working "for free" for a business. You will need to make sure the agency is on the approved list. If your agency is not yet on the list, you can provide them a *Non-Profit Agency Verification Form* to help get them approved.

WHAT IS THE COMMUNITY SERVICE PATCH?

Students who perform at least 40 hours of community service for local non-profit agencies can earn a Mission Oak Community Service patch. It is important before volunteering that the agency has registered and is on the approved list of non-profit organizations with Mission Oak High School.

The purpose of the Community Service Patch is to provide all Mission Oak High School students the opportunity to have a positive impact on our local community while learning that service to others is an ongoing part of life. Students who choose to strive towards earning the patch must complete their 40 hours of service and submit all the required documentation provided in this packet by May 1st. All documentation is to be turned in to the Career Center.

WHAT QUALIFIES AS COMMUNITY SERVICE?

• Community service hours must be completed with a non-profit organization(s) from May 2nd through May 1st.
• Non-profit organization must be able to use student volunteers outside of the school day & on weekends.
• A student may volunteer for a singular organization or at a variety of organizations.
• Students are encouraged to complete their hours in areas related to their personal interests.
• Paid experiences or internships do not qualify.
• Working without pay at a business, babysitting, or for family duties does not qualify.
• Students may earn hours for working as "hands-on" support of charitable fundraisers.
• Only volunteer hours from approved agencies will be accepted. It is the student's responsibility to check if the organization has been approved.
• If an organization is not yet on the approved list, students may provide a "Non-Profit Agency Registration Form" to the organization to get them approved.

HOW DO I PROVE MY COMMUNITY SERVICE HOURS?

• Students must complete a "Student Community Service Verification Form" for each organization volunteered for.
• A supervisor's signature & contact information is required on each form. A parent may not sign as the supervisor.
• Service Forms of hours completed must be submitted by the end of each 9 week grading period.
• The deadline for completing the final 40 service hours and submitting all necessary forms is May 1st.
• Forms submitted after May 1st will not count towards earning a service patch for that school year.

MISSION OAK HIGH SCHOOL
COMMUNITY SERVICE PROGRAM

NON-PROFIT AGENCY REGISTRATION FORM

Dear Agency,

Thank you for offering the students at Mission Oak High School an opportunity to conduct meaningful community service. We believe this partnership will help enhance our students' skills, build character and foster personal growth. The *Mission Oak High School Community Service Program* recognizes students for their volunteer work throughout the school year and awards a "service patch" for completing 40 hours of service.

For students to earn credit for their hours, the agencies they volunteer with must be registered as an approved non-profit organization. Please complete the form below and return it to Mission Oak High School to be added to our list of approved non-profit agencies.

Name of Organization: _____

Is this a non-profit agency? _____   Non-profit Tax ID #: _____

Do you provide liability insurance coverage for volunteers? _____

Provide a brief description of the type of volunteer work your agency needs assistance with:

_____
_____
_____
_____
_____

Continue on the back side if necessary.

Name of contact person for the organization: _____

Title of contact person for the organization: _____

Address of organization: Phone number of organization or contact person:

_____   (_____) _____

_____   Email Address:

_____   _____

Please return this form to:

Mission Oak High School   or fax to: (559) 687-7383
c/o Career Center   or email: Michaelpaul.Mendoza@tulare.k12.ca.us
3442 E. Bardsley Ave.
Tulare, CA 93274   For questions, please call Mr. Michaelpaul Mendoza:
                                 School # (559) 687-7308 or Cell # (559) 972-9148

MISSION OAK HIGH SCHOOL
COMMUNITY SERVICE PROGRAM

STUDENT COMMUNITY SERVICE VERIFICATION FORM

Only hours volunteered with pre-approved organizations will be counted.

This form must be submitted by the end of the next 9 week grading period. The final deadline to submit service verification forms is May 1st. Volunteer work conducted with a different organization must be submitted on a separate verification form. Students are requested to keep a copy of this form in case there is concern over completed hours.

TO BE COMPLETED BY THE STUDENT:

Student Name: _____ Grade: _____ Student ID#: _____

Name of organization you volunteered with: _____

Hour Completed:

Date:	# of Hours:	Date:	# of Hours:	Date:	# of Hours:
Date:	# of Hours:	Date:	# of Hours:	Date:	# of Hours:
Date:	# of Hours:	Date:	# of Hours:	Date:	# of Hours:
Date:	# of Hours:	Date:	# of Hours:	Date:	# of Hours:
Date:	# of Hours:	Date:	# of Hours:	Date:	# of Hours:
Date:	# of Hours:	Date:	# of Hours:	*Use the back to list more dates.*	

Give a brief description of the type of service/project in which you participated with this organization:

_____

_____

_____

Use the back if necessary.

TO BE COMPLETED BY THE ORGANIZATION CONTACT PERSON:

** If the school is unable to verify hours with the contact person, the hours <u>will not</u> be counted. **

Name of contact person for the organization: _____

Title of contact person for the organization: _____

Phone Number of Contact Person: _____

Email of Contact Person: _____

Total hours completed by the student: _____

Work conducted by the student: _____

Signature of event supervisor or organization contact person: _____

Date: _____

How to return this form:
Return signed form to student.

or Mail to:
Mission Oak High School
c/o Career Center
3442 E. Bardsley Ave.
Tulare, CA 93274

or fax to: (559) 687-7383
or email to: Michaelpaul.Mendoza@tulare.k12.ca.us

For questions: call (559) 972-9148

MOHS COMMUNITY SERVICE PROGRAM: <u>FINAL REFLECTION</u>

This reflection must be completed once ALL 40 hours have been completed. This reflection is due by May 1st.

Student Name: _____ Grade: _____ Student ID#: _____

Explain the mission of one or more the organization(s) you served:

_____

_____

_____

_____

_____

Describe the service you performed:

_____

_____

_____

_____

_____

_____

How did (or will) your work benefit our community?

_____

_____

_____

_____

_____

_____

Reflect on how you felt about your service and yourself:

_____

_____

_____

_____

_____

_____

_____   _____
Student Signature   Date

MISSION OAK HIGH SCHOOL COMMUNITY SERVICE PROGRAM
APPROVED NON-PROFIT AGENCIES

Students seeking to volunteer for credit towards the Mission Oak Community Service Patch must volunteer from one of the approved local non-profit agencies listed below.

Non-Profit Organization	Contact Person/Title	Phone Number
AgVentures Learning Center	Kerissa Chapman, Ag Education Manager	(559) 688-1030
FoodLink Tulare County	Andrea Kelly, Volunteer Coordinator	(559) 651-3663
Harvesting Hope	Michaelpa Mendoz Coordinator	(559) 972-9148
Tulare Historical Museum	Chris H. el, Executive Director	(559) 686-2074
United Way of Tulare County	Rue ary Caso, Executive Director	(559) 685-1766

If there is an organization you would like to volunteer for that is not on the list, you can have the agency complete and submit a "Non-Profit Agency Registration Form." If the agency and work meet the guidelines for community service credit, they will be added to our approved non-profit agency list.

For an updated list, frequently visit the MOHS Community Service Program page on the Mission Oak High School website: https://mohs.tjuhsd.org/