

Frequently Asked Community Service Questions

How do I choose community service activities?

Although activities are individually inspired, the IB Prep administrator is available to counsel students and to evaluate and report on their performance. In addition, appropriate community service opportunities will be advertised through flyers, website postings, and list-serve alerts. With parent permission and supervision, you can also sign up at websites such as volunteerleon.org for volunteer opportunities and alerts.

What are the guidelines for determining the appropriateness of a community service activity?

1 - The activity must serve the needs of the community or environment. 2 - You may not receive credit or payment in any way. 3 - You must have an adult supervisor who is willing to document what you have done. 4 - Activities cannot be passive; for example, attending a concert, art exhibit, sporting event or museum does not count. If these four criteria are met, you have an appropriate activity! If you are unsure, please contact the IB Prep administrator before starting the activity to ensure appropriateness.

When do I start my community service requirements?

The IB Prep Administrator will meet with you at the beginning of the year to explain the program and answer any questions you might have. This year, hours completed between June 1, 2014 and the final collection date can be counted towards your 2014-2015 requirements.

How do I document my activities?

Community service log sheets are provided in this booklet to allow you to document your hours. Remember that all activities must be adult supervised and documents must be signed by the supervisor. Incomplete documentation will not be accepted and those hours will not be counted. If you run out of log sheets, you may obtain more by downloading them from the Fairview IB Prep Website (www.fairview.leon.k12.fl.us).

When filling out your student evaluation, be specific. *"I helped clean up the beach with my boy scout troop by picking up trash and recycling it"* is acceptable. Writing *"Beach Pickup"* is not.

Can the three areas of community service overlap?

Yes. For many activities that students consider for community service, the three areas can overlap. For example, a student working in the Garden Club for three hours might count one hour as Creative, because he planned out the garden's structure; one hour as Action, because he spent time preparing soil, planting, weeding and watering; and one hour as Service, as the garden he planted was a service to our school in terms of beautification. Be aware, however, that if you use the time in one area, you cannot use that same period of time to also count in

another area. The student has the responsibility to understand the definitions of IB Prep community service to make clear which areas have been covered by the activity in the activity evaluation.

Who can sign as the adult supervisor?

All activities must be monitored by an adult; i.e. a head counselor, volunteer coordinator, or club sponsor, but **NOT a parent/relative (including step-parents)**. It is essential for students and adults to monitor carefully each activity or project in terms of appropriateness, quality, and student participation.

What do I do if I am unable to get the log sheet signed?

You may obtain a signed letter or a personal e-mail from the activity supervisor, which must list the activity, dates, and times you volunteered. These notes may be added to your community service book. **You must still complete an activity evaluation form.**

May I work for free at my parent's or friend's business and receive credit?

No. Community service activities are to meet a community need. The activity should serve the environment or someone/something that is disadvantaged in the school, local or international community.

May I receive credit for classes taken at school?

No. However, hours outside the school day for band, chorus, drama and sports may count.

May I receive credit for classes taken outside of school, such as a community art class?

If you receive no credit on your transcripts and are not rewarded financially, then **yes**.

May I receive credit for participation in religious devotion (worship services)?

No. However, service to a non-profit religious organization beyond regular worship may be counted. This would include such activities as choir practice or leading worship classes. It would NOT include activities such as serving at mass or ushering during a service.

What happens if I don't meet the minimum requirements for community service by the deadline?

You will be put on IB Prep probation until the hour requirements have been met. Failure to complete the hours before the end of the school year may result in dismissal from the program.

May I complete more than the minimum requirement?

Yes! Please document all the hours even if the numbers go above and beyond the requirement. The school and program will benefit from the documentation. Also,

students who go far above and beyond the required amount of hours may be recognized at a special ceremony in the spring.

What do I do if I lose my community service book?

Replacement books are \$5 and may be obtained from the IB Prep coordinator in the front office. Log sheets turned in unattached to an official book will **not** be counted for credit.