



Student Guide to the AUSD Community Service Graduation Requirement 2005 - 2006

*"I used to pick activities based on having fun. Now it's more about teaching myself and gaining knowledge – that's the difference."
High School Student*

**Prepared For
Alameda High School,
Encinal High School, Island High School,
Alameda Science & Technology Institute, Chipman,
Lincoln & Wood Middle Schools, and Paden Academy**

This handbook is provided through the collaboration of Alameda Unified School District, The Alameda Collaborative for Children, Youth & Their Families, the Alameda Teen Action Council, and the Community Service Task Force.

Why Serve?

Students make important contributions to our communities by serving as role models for younger youth, providing critical support to nonprofit organizations, learning about social issues, involvement in the political process, and feeling connected to where we live.

We Learn many things from those whom we serve and when we serve we learn how to share our gifts and talents.

Building Community by serving others.

Your Time is Valuable - learn skills that matter and that count for something.

“I would like to be remembered as a person who cares for fellow humans. We must use our lives to make the world a better place to live. That is what we are put on earth for.” Dolores Huerta

Program Requirements





In order to graduate, students must complete 20 hours of volunteer service during their four years of high school:

- For a community service non-profit or government organization
- Working in direct service such as the following examples:

Food Bank/Delivering Meals	Teach or tutor – after-school programs
Clothe the needy	Care for the environment
Care for the ill	Assist with academic/recreation activities
Homeless shelters	Support a community-based project
School fundraisers	Assist the elderly
Teen shelters	Work with mental or physically disabled

- Transferring students' previous Community Service will be counted. Please advise your Counselor.

Guidelines for Your Service Activity

-  Your service must be an activity that benefits other people or the environment directly.
-  You cannot be paid or receive school credit for the service(s) you provide.
-  The individual or organization you are working for cannot profit monetarily from your service(s).
-  Service must be before, during lunch, or after school hours to qualify for credit.

How the AUSD Community Service Program Works

Step 1: Select an Agency

- Refer to the back of this handbook for a partial list. A more extended list of organizations can be found at the Alameda Youth Collaborative website (www.alamedayouth.org), or the AUSD website (www.alameda.k12.ca.us).
- For additional Community Service ideas, please consult with your Vice Principal or Counselor.
- Your work must serve people or the environment in some form of direct service.
- Most agencies have an application and training process.
- Students cannot do clerical work (correcting papers, filing, copying) for Community Service credit.

Things to Think About

As you select a place where you would like to volunteer, keep in mind the following factors:

- Your individual interests or passion
- The location of the agency
- Ease of transportation to and from the agency
- The type of work that will be involved
- Time that you have available

“If you don’t like something, change it. If you can’t change it, change your attitude. Don’t complain.” Maya Angelou

Step 2: At the Agency

- Be polite, dress appropriately, and show respect.
- Be punctual. Arrive on time and stay for the entire shift.
- Be professional. Ask questions when you need to, follow the organization's policies.
- When at the agency, personal phone calls or work are inappropriate.
- As you work, be aware how your service affects your heart and dreams. Try to integrate these experiences with your studies.
- Should anything happen at the place you volunteer that makes you feel uncomfortable, please contact school personnel such as your teacher, counselor, or any school administrator.
- And most importantly: If you are going to be late or unable to be there, you must call ahead of time. Remember – people are depending on you.

Step 3: Documenting your Service

- Ask your supervisor to indicate hours worked and to sign the AUSD Community Service Verification Form.
- At the conclusion of your service turn in the completed form to either your Counselor or the Vice Principal's office.

Community Service Completion Letter

You may also request a letter from your supervisor outlining your involvement, contributions and skills. This may be used when applying for jobs, included in your senior portfolio, or in completing college applications. The letter must be printed on official letterhead and include the following information.

- Name of student
- Name and signature of supervisor
- Number of hours completed
- Nature of work performed
- Evaluation of work done by the student

Alameda Community Service Opportunities

(partial list) For a larger list, see the Alameda Youth Collaborative website www.alamedayouth.org (click on Volunteer Opportunities).

After-School Programs

Involves working with children in after-school daycare programs, with work ranging from helping students with homework, arts & crafts, recreation activities, preparing and serving snacks. This does not include grading papers, filing, or completing office work.

AfterSchool Service Corps (ASC)

The Alameda Youth Collaborative created ASC to provide high school students a meaningful way to get involved. Volunteers are matched with exciting after-school programs throughout Alameda to assist younger children in a variety of ways. Organizations to choose from include:

- Alameda Point Collaborative Children & Youth Services
- Alameda Recreation & Parks
- Girls Inc.
- HOME Sweet Home Preschool
- Alameda LEAPS Program
- McCullum Youth Court.

Call the Alameda Youth Collaborative at 510-749-5816 for more information and student applications or www.alamedayouth.org.

Community Outreach Programs (Contact directly)

Alameda Meals on Wheels

516 Willow Street, Alameda. Contact: (510) 865-6131

Description: Help to deliver meals to homebound seniors.

Alameda Parks and Recreation

1327 Oak St, Alameda. Contact: Andy Wong (510) 747-7529

Description: Learn a hands-on approach to recreational programming or join the Alameda Youth Committee that focuses on community events & activity planning.

Alameda Teen Action Council

950 W. Mall Sq., Alameda Point. Contact: (510) 749-5816

Description: Project & leadership development. Creators of the Youth Yellow Pages, teen magazine “Out Loud-Thoughts of a Teenage Mind”.

Crab Cove Visitor Center, East Bay Regional Park District

1252 McKay Avenue, Alameda Contact: (510) 521-6887

Call for information on how you can assist in their naturalist programs

Friends of the Alameda Wildlife Refuge (FAWR)

Contact: Carol Baxter (510) 653-9441

Description: The second Sunday of every month, September - March, 9 am – 2 pm, a work party meets at the Alameda Point location for habitat restoration.

HOME Project

2750 Todd St., Alameda Point. Contact: Jane Sperling (510) 748-4314

Description: after school teen development and community outreach projects.

Mastick Senior Center

1155 Santa Clara Ave., Alameda. Contact: Jackie Krause (510) 748-4587

Description: Work and interact with elderly.

McCullum Youth Court

337 17th St., Suite 205, Oakland. Contact: Youth Law Program Mgr.
(510)832-5858

Description: youth-driven organization that provides opportunities to serve as a youth juror, and/or be trained to serve as a youth attorney. Juvenile offenders are judged by their peers.

Red Cross of Alameda (510) 814-4200

451 Stardust Place at Alameda Point. Contact: Joanne Robinson or Jim Franz

Description: Assist with various food programs. Also, training in first aid, CPR, and disaster/emergency response.

Woodstock Child Development Center

190 Singleton Street, Alameda. Contact: Carol Barton (510) 748- 4001

Description: Help teachers in classroom and learn about early childhood education techniques.

For additional information on the Community Service Program
or if you have questions, please contact your high school
Counselor's office.

This handbook was inspired by the Alameda Teen Action Council, a youth group under the Alameda Collaborative for Children, Youth & Their Families (ACCYF). ACCYF serves as a clearing house of information, an incubator of innovative ideas, and as an advocate for Alameda's families.

A special thank you to the following Community Service Task Force students who assisted in creating this Guidebook: Leah Abraham, Rim Gebremarian, Rebekah Kharrazi, Jose Ortega, Christina Pedley, Paulina Pra, Jia Jia Zhu.

March 2006