

Homer Flex

Community Service

Project

Guide for Students & Parents



Revised 1/3/23

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I. Introduction & Overview

Why? The Homer Flex Service Project provides an opportunity for students to make a difference in their community by volunteering 40 hours toward a project or series of projects that the students select. In addition to intangible benefits of volunteering - such as pride, satisfaction and accomplishment - students who select a worthwhile project develop problem solving abilities, improve the lives of others, strengthen their communities, and make strong connections with their neighbors that can ultimately transform lives.

What? There are three required written components to the Service Project.

- 1) A project proposal form submitted by the student for approval prior to beginning the volunteer work.
- 2) A summary of hours worked and tasks accomplished signed off by the supervisor of the approved project and submitted at the conclusion of the service work.
- 3) A visual presentation (powerpoint) summarizing the service experience and reflecting on its value both to the community and the individual.

Who? The 40-hour Service Project is a graduation requirement and must be completed in order for a student enrolled at Flex to be issued a diploma by the Kenai Peninsula Borough School District School Board. All Flex students are required to complete the project in order to graduate from Homer Flex and walk at graduation.

When? The Service Project is an ongoing process that can start as early as ninth grade. Students are allowed to complete up to 10 hours per year starting during ninth grade and culminating in 40 hours by the end of a student's senior year.

II. Mission Statement

The Homer Flex Community Service Project promotes student involvement and engagement in the Homer community. We hope this experience inspires students to take ownership in their community. By partnering with local nonprofits, government agencies and service organizations, Flex students are exposed to a wide variety of resources and supports in the community of Homer.

III. Goals

- Experienced based learning by providing meaningful service to community
- Building empathy for the welfare of others
- Boost student self-esteem and confidence
- Promote a long lasting desire to serve others

IV. Requirements

- All students must perform at least 40 hours of community service in order to graduate from Flex.
- Students may complete 10 hours per year, starting in ninth grade.
- Tenth graders may accumulate a maximum of 20 hours by the end of their sophomore year
- Juniors and seniors may complete their entire project in either year or a combination of both.
- Students should have approval forms completed before starting their project.
- All service must be documented and signed off by the sponsor from the organization in which the student is performing service.
- A presentation, describing what the student did and the benefits of the project (for both the community and the student) must be presented at the end of the service.
- Students 18 or older who volunteer in a KPBSD school (other than Flex) (see acceptable opportunities) must register with the district. This includes filling out the online Volunteer Application on the KPBSD website (<http://www.kpbsd.k12.ak.us/employment.aspx?id=19556>).
- Students under 18 who volunteer in a KPBSD school (other than Flex) must have their parents sign the KPBSD form allowing their child to volunteer.

V. Project Approval

All projects over 10 hours should be approved *in advance* by the Community Service coordinator. On this form, students and the participating organization note the time, dates, schedule, and completion of the project. The approval form serves as an agreement between the student, the sponsoring organization, and the school that the student will complete the project listed.

VI. Documentation

There are three required pieces of documentation to the Service Project.

- 1) A **Service Project Approval** form submitted by the student for approval prior to beginning the volunteer work.
- 2) A **Service Project Documentation** form that summarizes hours worked and tasks accomplished and is signed off by the supervisor of the approved project and submitted at the conclusion of the service work.
- 3) A **Service Project Presentation** that consists of a visual representation describing what the student did, how it improved the lives of others, and how it impacted their own lives.

These forms are located at the end of this handbook and on the Community Service Project website accessible from the Homer Flex website.

VII. Students Entering Homer Flex as a Senior

Students who enter Flex for their senior year and have participated in community service at their previous school, may meet with the Community Service Coordinator and provide proof of prior service. This service will be considered on a case by case basis.

VIII. Service Performed Outside of the Lower Peninsula

Students may count no more than 20 hours of community service outside of the Lower Peninsula provided it is approved by the Community Service Project Coordinator.

IX. Opportunities

Acceptable Opportunities:

Most non profit, governmental agencies, public schools, and similar agencies, are eligible to sponsor a student in completing their Community Service Project hours. Examples of agencies that have sponsored students' projects are given below, but this is not an exhaustive list:

- Homer Public Library
- Center for Alaskan Coastal Studies
- Bunnell Street Arts Center
- Homer Council on the Arts
- Pier One Theatre
- Nutcracker Productions
- Pratt Museum
- Homer Food Pantry
- Tustumena 200 Dog Sled Race
- Pregnancy Care Center
- Homer Area Schools (i.e, West Homer, McNeil, HMS, Fireweed, Chapman, Paul Banks)
- Kachemak Ski Club
- Special Olympics
- Empty Bowl Project
- Homer City Council
- REC Room
- Peer Mentoring
- Anchor Point Senior Center
- Homer Senior Center
- Homer Hockey Association
- Homer Chamber of Commerce
- SPARC
- Salvation Army
- Homer Thrift Shop
- Homer Food Pantry
- South Peninsula Hospital Long Term Care
- Islands and Ocean
- Anchor Point VFW
- Homer Animal Shelter

These are just a sample of organizations that Homer Flex students have volunteered in over the years. There are other organizations in which they can volunteer.

Unacceptable Opportunities:

Listed below are examples of unacceptable opportunities for completing Homer Flex's Service Project. While these are valuable opportunities for students to serve others, they do not meet Flex requirements.

- Paid jobs such as babysitting, McDonald's, REC Room Peer Educator, etc.
- Chores/jobs for family/friends that are not previously approved by Community Service Coordinator such as hauling wood for Dad, washing dishes for Grandma, etc.
- Academic/extracurricular/religious activities, such as participation in musical groups, fundraising for hockey, church liturgy, youth groups, or work toward Scout merit badges, etc., unless there is community outreach involved.

X. Important Dates

- Service Project Approval forms may be submitted at any time.
- All projects must be completed and submitted a week before graduation.

XI. FAQ's

What is the Service Project?

- The Senior Service Project prepares students for a life of civic and social responsibility by having them give back to the community through volunteer work with local nonprofit organizations, schools, and local governments.

What are the requirements of the Service project?

- All students must complete 40 hours of community service.

When can I start?

- Freshmen can complete 10 hours of community service
- Sophomores can complete up to 20 hours of service by the end of their sophomore year
- Juniors and Seniors can complete all remaining hours of community service.

What are the steps?

- You should be approved by the Service Coordinator before starting your project.
- Sponsor Approval Form should be returned before beginning your project.
- Log your hours of service and have supervisor sign off on hours.
- Create presentation and share with Service Coordinator.
- Turn in documentation and give presentation.

Where can I volunteer?

- Acceptable opportunities are described in Section IX of this handbook.

Are there deadlines?

- Projects must be completed at least one week before graduation.

Where can I find the paperwork?

- Required documents are on the Homer Flex Service Project website and at the end of this handbook.

What if I want to perform Service over the summer?

- All summer projects must be approved *before the end of the school year*.

Service Project Approval Form

Student: This project should be approved by the Community Service Project Coordinator before any hours may be counted toward completion of your project. Hours prior to approval will not be counted toward completion of your project.

Student Name: _____

Today's Date: _____

Organization or Agency Name:

Street Address or Location of Project Site

Mailing Address of Organization or Agency (Street Address or PO Box and Zip Code):

Name of Sponsor Supervising Project Hours

Sponsor's Telephone or Method of Contact: _____

Describe project and the specific task student will be performing:

Project Start Date: _____

Estimated Completion Date: _____

Project Work Schedule: _____

Sponsor: As the named sponsor or representative of the sponsoring agency, I acknowledge that the Flex Community Service Project program has been explained to me by the above named student. I agree to assist in the planning and supervising of this student's service hours. As the sponsor, I will monitor the student while on the project site and complete the Sponsor's Verification and Evaluation Form at the completion of the required service hours. Please contact the Community Service Project Coordinator at Flex (235-5558) if you have any questions.

Signature _____

Title _____

Date _____

Service Project Presentation

DIRECTIONS:

1. After you have finished your project, create a Powerpoint/Slide Deck that will be presented to your classmates. If you completed your hours through service to more than one organization, include them all. The content of your presentation should include three well-developed, unified and coherent sections which contain:
 - a. Section One: A brief summary of what your project involved and what you did, including any training you received. What jobs did you perform? How did your job fit into the function or over-all goals for your organization, agency or project? Did you have to learn any special skills to perform your job?
 - b. Section Two: A brief description of how the organization, agency or project benefited from your service.
 - c. Section Three: A brief description of how you benefited from your project.
 - i. What did you learn about an agency, organization or vocation?
 - ii. What skill did you learn or improve? What did you learn about yourself?
 - iii. Did you learn anything that might prove valuable in picking a future vocation?
 - iv. If you feel the project was not worthwhile for you, you may say so and offer well-reasoned, constructive suggestions for improving the service project in the future.
2. Include pictures and graphics. Spell and grammar check before sharing (this is a senior level project).
3. Share your final presentation with the Community Service Project Coordinator, and upon approval, schedule a time to present to the student body during Morning Meeting.



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

VOLUNTEER BY A MINOR CONSENT FORM

I, as the parent/legal guardian of _____, a student at Homer Flex,
authorize him/her to volunteer for the Kenai Peninsula Borough School District at the following locations:

Please disclose any history of criminal charges, convictions or settlements regarding to student/minor.

Printed Name of Parent/Legal Guardian

Relationship to Student

Signature of Parent/Legal Guardian

Date

This form may be delivered to the Human Resources Department of the Kenai Peninsula Borough School District, 148 N. Binkley St., Soldotna, AK 99669, or faxed to 907-262-9645.