

**NOVATO HIGH SCHOOL**  
 625 ARTHUR STREET  
 NOVATO, CALIFORNIA 94947

TEL: (415) 898-2125 FAX: (415) 897-4242

Matt Baldwin, Principal  
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 Novato Unified School District

*Community Service Learning Verification or Credit Approval Form 2015-16*  
**PRINT CLEARLY**

Name: \_\_\_\_\_ Graduation Year \_\_\_\_\_ Student I.D.: \_\_\_\_\_

Date(s)	Hours	Name of Organization and a BRIEF Description of Volunteer Experience	<b><u>Name of Organization and Supervisor signature and phone number</u></b>
<b>TOTAL HOURS:</b>			

**INSTRUCTIONS FOR RECORDING COMMUNITY SERVICE:**

1. Refer to guidelines for service projects attached to this form or on the website CCRC forms and applications.
2. **Non-profit organizations only!!!**
3. Complete service and have form filled out and **signed by supervisor and parent.**
4. Complete mission statement for each project. This form may be used for more than one project, as long as all service is discussed in the mission statement on the backside of this form.
5. **Record your total community service hours on this form.**
6. Turn in Form to the College and Career Resource Center to be verified Room 1601.
7. Keep a copy of the form on file for verification purposes
8. **DEADLINE: Hours completed in summer are due end of September; fall is due end of 1<sup>st</sup> semester in December ; hours completed after December are due June 1 for 9, 10, and 11<sup>th</sup> graders.**
9. **SENIORS COMMUNITY SERVICE IS DUE MAY 1**

**To be completed AFTER completion of the community service activity:**

**Parent Validation:** I, the parent of the above-named student certify that my son/daughter performed the described community service at the times listed below.

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

**\* ALL hours for SENIOR graduation are due by MAY 1\*\***

**LATE HOURS ARE NOT ACCEPTED!!**

***Novato Community Service Learning Mission Statement***

Explain the purpose (mission statement) of the organization you served:

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

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Reflect on how you felt about your service and yourself:

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

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

Student must turn in one copies of this form to Community Service Coordinator and student should have a copy for themselves

# ***Community Service Guidelines for Novato High School***

1. All community service work must be completed outside of school hours unless organized by a teacher liaison and approved by and Principal or designated staff member.
2. Projects will be approved only for work through a **NONPROFIT COMMUNITY ORGANIZATION**. Hours worked at convalescent homes or hospitals may be allowed but need to **be pre approved**.
3. Community Service credit **will not be granted for recruitment, membership building or teaching about an organization or its beliefs, philosophy or mission**. For example, Community Service credit will be granted for volunteer work performed at a church providing childcare, directing recreational activities, helping to feed or clothe those in need, and providing other community services, but credit **will not be** granted for teaching about religious beliefs or for organizing or participating in religious ceremonies.
4. **Community Service hours will not be given for service performed for a parent or a relative**
5. Service hours completed during the school year for **Walker Creek Outdoor Education** are given community service hours from **3:00 PM until 9:00 PM**.
6. Approved Community Service completed during weekends or vacation time **will not exceed more than 8 hours a day**.
7. Hours earned for after school or weekend training or planning sessions may count towards community service when the training results in actual volunteer service towards the community.
8. **Club meetings, fundraisers and general activities do not qualify as approved community service**. However, many of the clubs and extra-curricular activities at NHS and participate in service projects can be counted with prior approval by Principal or designated staff member.
9. **Paid Work will not be considered for community service hours**
10. **Punitive service will not qualify for high school service hours**.
11. The agency has the option of not signing the timesheet if the student's job performance is not satisfactory.
12. Students must use official school community service time sheets. Student's time sheets must be signed off by parent or guardian.
13. **Accumulation of service hours begins when entering Novato High School**. Transfer students **can have their hours prorated at 10 hours per year**.
14. Students wishing to do tutoring for their service **must wait until after their 9th grade year to begin**.
15. Students who meet either the ten hour per year requirement or exceed the forty hour graduation requirement may then become eligible to earn units towards graduation. Units will not be posted on the transcript until the 40 hour service learning requirement has been met. Fifteen hours of community service equals 1 school unit of elective credit posted to the students' transcript.

## **SUBMISSION OF HOURS TO THE CAREER CENTER ARE AS FOLLOWS**

**\* Hours completed during the summer are due: SEPTEMBER**

**\* Hours completed 1st semester are due: DECEMBER**

**\* Hours completed 2nd semester for 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders are due: JUNE 1**

# Community Service Organizations

This list is being provided to assist students in finding community service organizations. Students can find their own organizations for service learning projects. Organizations not on this list need to meet the guidelines of the policy for the purpose of earning graduation and credit recognition.

**American Cancer Society - [www.cancer.org](http://www.cancer.org)**; There are many ways to get involved in the Society's lifesaving mission. The Society works with many support programs making the lives of cancer patients more bearable. The webpage will direct you to the areas you are interested in.

**Amigos de las Americas - [www.amigoslink.org](http://www.amigoslink.org)** is to build partnerships that empower young leaders, advance community development and strengthen multi-cultural understanding in the Americas. For more information please visit [www.amigoslink.org](http://www.amigoslink.org) or [info@amigoslink.org](mailto:info@amigoslink.org)

**Blue Star Moms of Marin [www.bluestarmomsofmarin.org](http://www.bluestarmomsofmarin.org)**; The Blue Star Moms of Marin are mothers of children of our military that support and advocate for the Armed Forces of the United States and their Veterans. The group organizes and solicits donations for care packages for our troops, knits and sends cooling scarves, caps and other items, work with VA hospitals and brings community awareness promoting education, service activities and events beneficial to our military personal and their families.

**Big Brother Big Sisters of the North Bay - [www.bbbsnorthbay.org](http://www.bbbsnorthbay.org)** is looking for volunteers for their Youth4Youth Program which match high school students one-on-one with elementary or middle school students. The program meets every Monday 3:30-5:00 PM weekly for more information visit the website [www.bbbsnorthbay.org](http://www.bbbsnorthbay.org)

**Canal Alliance - [www.calanalliance.org](http://www.calanalliance.org)** - is looking for volunteers this opportunity is at 91 Larkspur Street San Rafael for more information please contact [www.calanalliance.org](http://www.calanalliance.org).

**Center for Non-Profit Leadership of Marin - [www.cvn.org](http://www.cvn.org)**; this nonprofit has many resources for volunteering. They will help you find nonprofit organizations or activates designed specifically to your interest. You can register on their volunteer portion of the website and be sent volunteer activities you might want to be involved in.

**Ceres Community Project of Marin** supports individuals dealing with cancer by making and supplying free nutrient rich meals. They also education the broader community about connections between fresh, healthful food, strong social networks, reading and wellness it is located in San Rafael. Please contact Richard Bernstein Ceres Teen Volunteer Coordinator at 415-407-5466.

**Community Action Marin - [www.camarin.org](http://www.camarin.org)** is looking for responsible, caring individuals who want to make a difference in a child's life by helping create a healthy environment which promotes social, emotional and academic success. How about reading or playing a game with a child, or sharing one of your hobbies (art, gardening, music, baseball...); helping with homework (don't worry you don't need a degree, just be "smarter than a fifth grader"); or serving as an extra set of eyes on the playground or in the classroom? Our Child Development Centers serve over 600 pre-school and school age children from low income working families throughout Marin County and we couldn't survive without support from volunteers such as you. There are lots of ways you can make a difference in a child's life. Start by contacting Gail Crain, Volunteer Coordinator, 415-526-7522 or [gcrain@camarin.org](mailto:gcrain@camarin.org)

**Computer & Technology Resource Center - [stecollective.org](http://stecollective.org) or [marin.org](http://marin.org) or email - [info@ewastecollective.org](mailto:info@ewastecollective.org)**  
CTRC is the Bay Area Non-Profit eWaste collector, with the main office in Marin, and a branch in Berkeley. The facility staff collects all types of ewaste, and refurbishes used computers from businesses and individuals to donate them back out to the community to bridge the digital divide. Tech night Thursdays also provide free technical training to disadvantaged individuals. The address is 42 Digital Drive #3, Novato CA 94949 the phone number is 415-883-1428.

**Conservation Corps North Bay** has many volunteer opportunities for more information visit [www.conservationcorpsnorthbay.org](http://www.conservationcorpsnorthbay.org)

**Friday Night Live Program - [www.yli.org](http://www.yli.org)** The Friday Night Live Programs at Novato and San Marin High School support youth to work on projects that address alcohol and drug problems our community. Youth members have opportunities to develop and practice skills in leadership, advocacy, policy change, public speaking, working with the media and more. Join today to have fun, meet new people and make a difference in your community! For more information contact Katie Keating at 415-493-4322 or [kkeating@yli.org](mailto:kkeating@yli.org)

**Giant Steps Therapeutic Equestrian Center-[www.giantstepsriding.org](http://www.giantstepsriding.org)** Giant Steps is therapeutic equestrian center where disabled children come to participate in therapeutic activities with horses. Giant Steps Therapeutic Equestrian Center's mission is to enrich the lives of individuals with physical, behavioral and developmental challenges through the benefits of therapeutic riding and related equine assisted therapy. Giant Steps Therapeutic Equestrian Center needs volunteers to assist in our riding sessions for children and adults with disabilities, The Giant Steps Volunteers assist with the preparation of horses for class, leading a horse or side walking with a rider in a lesson, or helping with our special events and office activities. **Visit our website [www.giantstepsriding.org](http://www.giantstepsriding.org) Program located at 7600 Lakeville Hwy, Petaluma, CA, 94954**

**Guide Dogs for the Blind - [www.guidedogs.com](http://www.guidedogs.com)**; Guide Dogs for the Blind's Community Volunteer program gives individuals 16 and older the opportunity to represent Guide Dogs within their local community. You don't have to live near one of their campuses to play an active role in supporting Guide Dogs. In fact, regardless of where you live, you can volunteer in seven different capacities in your own community. May requires a long term commitment.

**Habitat for Humanity Greater San Francisco - [volunteer@habitatgsf.org](mailto:volunteer@habitatgsf.org)**; Habitat for Humanity believes that every man, woman and child deserves to live in a safe, decent and affordable house. We help people get out of poverty and into houses by working together with families to help them build homes of their own.

**Halleck Creek 4H Riding Club for the Handicapped in Inverness – [www.halleckcreekranch.org](http://www.halleckcreekranch.org)** provides therapeutic horseback riding, and other exciting outdoor activities and adventures, to children and adults with disabilities. In addition to the therapeutic riding sessions, volunteers are needed to help with ranch maintenance, special events, and administrative tasks. For more information please visit [www.halleckcreekranch.org](http://www.halleckcreekranch.org) or call 415-662-2488

**Heartland Hospice – [www.heartlandhospice.com](http://www.heartlandhospice.com)** This is an ideal position for someone who wants exposure to a medical, social, spiritual environment. A volunteer will receive training in basic office e skills.

**Homeward Bound of Marin - [www.hbofm.org](http://www.hbofm.org)** - Volunteers make it possible for Homeward Bound to carry out the daily work on behalf of their community. From renovating rooms at homeless shelter to packaging chocolate truffles, there are many ways to get involved with their programs. Homeward Bound of Marin is the primary provider of residential and support services to Marin's homeless men, women and children. They are actively seeking people who want to help in our facilities with administrative support, childcare, room renovation and redecoration, meal preparation and service, and gardening. For more information please visit [www.homewardboundofmarin.org](http://www.homewardboundofmarin.org) or call 415-457-2114

**Indian Valley Organic Farm & Garden at College of Marin, Indian Valley Campus**, 1800 Ignacio Blvd., and the volunteer times are from Monday-Friday 8:00 am- 4:00 pm and on Saturdays 9:00-2:00 pm. Ideal days for volunteers would be Tuesday, Wednesdays, Thursdays and Saturdays. Please contact Rebecca Hoehn or Amy Ridout at 415-720-2051 or at [rhoehn@ccnorthbay.org](mailto:rhoehn@ccnorthbay.org) and [aridout@ccnorthbay.org](mailto:aridout@ccnorthbay.org). To get to Indian Valley Organic Farm go to parking lot 6 (she can give you a parking pass) walk up the bike path past the athletic field and this is where the garden is.

**Image for Success**, an organization that provides clothing to women and children in need, is looking for volunteers to work in our children's boutique. For more information please call 472-5855. Orientation and supervision provided for 16-18 year old volunteers.

**Jewish Family and Children's Services – Youth First** Marin County has Summer Internship Program; Career Exploration Panels and Workshops; The Next Chapter; Teen Advisory Board; Kavod Crew; Team Tzedek; Tean Tzedek; Summer Impact; Loans and Grants and Individual Consultations for more information about these programs call 415-419-3641 or go to [www.jfcs.org](http://www.jfcs.org).

**The Greater Bay Area Make-A-Wish Foundation- [www.sfwish.org](http://www.sfwish.org)**; the Make-A-Wish Foundation grants wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy. There are many ways to get involved.

**Marin Audubon Society-[www.marinaudubon.org](http://www.marinaudubon.org)**; Helps restore our habitat at Bahia (Novato) the Second Saturday of every month and Triangle Marsh (Corte Madera) the First Saturday of the month. You'll have a great time while helping to restore native wildlife habitat.

**Marin County Parks Preservation recreation – [www.marincountyparks.org](http://www.marincountyparks.org)** Our service projects are geared toward volunteers with limited or no experience in outdoor work. Each month we host community volunteer days in our parks and preserves throughout Marin. We provide water, snacks, tools, training and gloves. You can select from the volunteer events listed in our online events calendar.

**Marin County School Volunteers - [www.marincountyschoolvolunteers.org](http://www.marincountyschoolvolunteers.org)**; Interested in tutoring younger students at our local middle and elementary schools? This is an exciting opportunity for high school and middle school students to tutor

younger students in After School Programs. Opportunities are open in public schools and homework centers throughout Marin County to work with children (k-12) and teachers in classroom settings.

**Marin County Search & Rescue**-<http://www.marinsar.org>; Two meetings and a training each month is an all volunteer organization. Search for missing persons in wilderness and urban setting all over California anytime, anywhere, and y weather. You will be trained in leadership, medical skills, rope rescue, Search tactics/management, navigation, man tracking and more.

**Marin Headlands Native Plant Nursery** – [www.parksconservancy.org](http://www.parksconservancy.org) Volunteer activities in the nursery reflect the natural growing cycle. Our volunteers have the chance to learn about the importance of being responsible stewards of our natural areas while getting their hands dirty and contributing to the daily work that makes it all happen.

**Marin Human Race** – <http://www.volunteermain.org> always needs volunteers for their race in May for more information go to <http://volunteermarin.org>.

**Marin Humane Society**-[www.marinhumanesociety.com](http://www.marinhumanesociety.com); registration and interviews are required for volunteer positions. See website for details. The **Marin Humane Society** is for teens who would like to help animals are encouraged to contact one of the local organizations: **Wildcare 415-453-1000, The Marine Mammal Center 415-289-0216, Second Chance Rescue 415-721-1721, and the House Rabbit Society 415-388-2790**. The Marin Humane Society is always in need of plush toys and bedding for our shelter animals. Students who hold a toy or towel drive for the shelter may receive 5 hours of community service credit for every 25 items they collect and donate. For more information, call the Education Department at 415-506-6288

**Marin Museum of the American Indian** [office@marinindian.com](mailto:office@marinindian.com) (email) Do you need community service hours to fulfill a graduation requirement? Do you enjoy learning about local history and cultures? Students who enjoy working with children would benefit and thoroughly enjoy this wonderful experience. The Marin Museum of the American Indians is a little known treasures of Marin County situated on an actual site of a Miwok Village. For more information visit [www.marinindian.com](http://www.marinindian.com) or call 415-897-4064 the location is 2200 Novato Boulevard, Novato.

**Marin Organic**-[www.MarinOrganic.org](http://www.MarinOrganic.org); Attend an orientation and learn about Marin Organics' new strategic plans and programs. Become a trained volunteer with our farm educators and farmer so you can help us connect school groups and adults to local organic food and farms.

**Meals of Marin** – [www.mealsofmarin.net](http://www.mealsofmarin.net) We prepare and deliver appetizing healthy, home-cooked meals to people in Marin County battling life-threatening illnesses.

**Novato Blue Ribbon** [www.blueribbon.org](http://www.blueribbon.org) If you are concerned about the health and safety of Novato's youth, join our efforts to reduce underage drinking and other drug use, as well as incidences of bullying. We are a group of volunteers making a difference for our community; there are ways for both adults, as well as youth to take action.

**Novato Clean & Green Day** – [www.novatocleanandgreenday.com](http://www.novatocleanandgreenday.com); is when the community comes together in April to clean the community up. Participants can pick up litter from city streets, median strips, parks, schools, creek banks and bike paths.

**Novato High School Student Tutoring Center and Homework Club** After School from 3:00-4:30 PM and before School every Tuesday, Wednesday, Thursday and Friday from 7:30 to 8:15 AM. For further information, see Mrs.Grillo or the notices in the glass cases and on the wall. Or see us in the Library during Tutoring Center hours.

**Novato Park and Recreation Department** - [www.cityofnovato.org](http://www.cityofnovato.org); There are many ways to get involved through our own park and recreation department. Find out how to coach a youth team, work at the teen center volunteer at the Margaret Todd Center.

**Novato Police Department** - <http://ci.novato.ca.us/police/index.cfm>; the Youth Reserve Program is a non-paid volunteer program through which young people are aided in qualifying for a career in law enforcement. The requirements are to be between the ages of 14-21 years old, maintain a 2.0 grade point average, be in good physical condition, and maintain a good driving record, no felony convictions or misdemeanor convictions. You must agree to a background investigation, be a U.S. citizen or legal Alien, speak well and present ideas clearly, be willing to volunteer a minimum of four work experience hours to the department each month. For more information you can contact the Novato Police Department at 415-897-4361.

**Novato Theater Company** - [NTCvolunteer@yahoo.com](mailto:NTCvolunteer@yahoo.com) ; Novato Theater Company is always looking for volunteers to help out with their evening performances.

**Novato Youth Center** - [www.novatoyouthcenter.org](http://www.novatoyouthcenter.org); Novato Youth Center has a direct relationship with “Big Brothers and Big Sisters”. You can help a young person in your own community by being an emotional support to them. The youth Center also has an after school tutoring program, and coaching a young team. Go on the website to find out more information.

**Olompali State Historic Park - [www.olompalishistoricpark.com](http://www.olompalishistoricpark.com)**; Volunteer Work Day is the first Sunday of the month for more information please visit [www.olompalishistoricpark.com](http://www.olompalishistoricpark.com)

**Point Reyes National Seashore-[www.nps.gov/pore/supportyourpark/volunteer.htm](http://www.nps.gov/pore/supportyourpark/volunteer.htm)**; Visit this website for available volunteer opportunities. The opportunities can be viewed by work type, time commitment. To help you find your interest and availability. You will be emailed opportunities that will apply to your profile and you can apply for them online. This is an example of service: Habitat Restoration Program, Kule Loklo Workday and Stream Team.

**Quality Care for Kids** is a non-profit before and after school program located at the Olive and Lynwood Elementary Schools. We also have a full summer program from mid June to late August. For more information call Olive Site at 415-892-4111 or Lynwood Site 415-892-6223.

**San Francisco - Marin Food Bank- [www.sfmfoodbank.org](http://www.sfmfoodbank.org)**; Packed food orders are being sent to eight (8) emergency pantry sites in Marin. We have opportunities for high school students to earn community service volunteer hours. For more information please visit [www.marinfoodbank.org](http://www.marinfoodbank.org) or call 415-883-1302. Please no calls from mothers! We want our volunteers to take the initiative.

**Society of St. Vincent de Paul – [www.endhomelessness.org](http://www.endhomelessness.org)** has a teen Intern program that allows young people the opportunity to take a leadership role in helping others. For more information please visit [www.endhomelessness.org](http://www.endhomelessness.org) or call 415-454-3303

**Second Chance Rescue – [www.secondchancerescue.com](http://www.secondchancerescue.com)** a few hours of your time per week can make all the difference to a cat or dog rescued from a shelter for more information to volunteer please visit [www.secondchancerescue.com](http://www.secondchancerescue.com)

**YMCA Youth & Government - [www.ymcasf.org/marin/what\\_we\\_offer\\_for\\_teens/youth\\_and\\_government](http://www.ymcasf.org/marin/what_we_offer_for_teens/youth_and_government)**; This program has the ability to change the lives of those who participate, creating youth that are stronger public speakers, better critical thinkers, and more persuasive debaters.

#### **SUMMER OPPORTUNITY:**

**Corte Madera Parks and Recreation [www.ci.corte-madera.ca.us/current\\_events/jobs/app.pdf](http://www.ci.corte-madera.ca.us/current_events/jobs/app.pdf)** has positions that are seasonal and part-time.

**Conservation Corps North Bay Project ReGeneration – [www.conservationcorpsnorthbay.org](http://www.conservationcorpsnorthbay.org)** is a summer program for youth going into 6<sup>th</sup>-12<sup>th</sup> grades. It is a FREE program you can earn two environmental Science elective credits that are transferable to their high school and earn 50 community service hours. Two 4-week sessions are offered in June through July and July through August. The hours of the program are Monday through Friday 8:00 AM – 4:00 PM participants are placed into teams of 10 youth (based on age) with two dynamic adult leaders. Application open February 1, go online to [www.conservationcorpsnorthbay.org](http://www.conservationcorpsnorthbay.org)

**Jewish Family and Children's Services Youth First – [www.JFCS.org](http://www.JFCS.org)** has summer programs and community service for teens.

**San Rafael Community Services – [www.cityofsanrafael.org](http://www.cityofsanrafael.org)** has positions that are seasonal and part-time.

The **Student Conservation Association (SCA) – [www.thesca.org](http://www.thesca.org)** is America's oldest and largest conservation service force; SCA has engaged more than 60,000 members in essential projects since 1957. A student serves the land through our internship and high school crew programs, and learns the skills and values of lifelong stewardship.

Apply for your SCA crew today!

- High School students ages 15-18 are eligible
- Crews include 6-8 teenagers who serve for 3-5 weeks in summer
- Each one is supervised by two experienced adult leaders
- Members live in tents and cook their own meals
- National conservation crews are tuition-free

Develop leadership skills, create team spirit, and manage day-to-day challenges—all while connecting with the caring for Planet Earth. Conservation begins here and it begins with you. Apply for a crew position online at [www.thesca.org/nation-crews](http://www.thesca.org/nation-crews). SCA also offers expense-paid internships for those 18 and older and field leader positions for ages 21 and up. Learn more at [www.thesca.org](http://www.thesca.org).

As of 12-08-15