

**Participation in Government**  
**Community Service Requirements**  
(SAMPLE)

New York State Education Department mandates that all high school seniors take a Participation in Government (P.I.G.) course in order to receive a high school diploma. Citizens participate in civic life through volunteerism. At ----- High School, we require students to complete ----- hours of community service as part of the Participation in Government course.

As part of your final grade for P.I.G. you will be required to take part in 20, non-paid community service hours. The purpose of this **is to give back to the community**, find **unselfish** ways **to help others** and to find new interests for your future.

**Requirements: (SUGGESTED-Should be edited per teacher and school policy)**

- 20 hours total, 2 hours must be done at a government meeting
- 10 hours due at the **10 week grade mark**
  - Check points every 5 weeks
- These hours **must not be paid**
- Hours **can not count towards credit for another class.**
- No more than 10 hours in one area
- Hours will only count if the Community Service Form is signed

**Approved list Community Service Hours – MUST COME FROM HERE:**

- Voter Registration Drive
- Volunteer for Political Parties, Interest Groups or the League of Women Voters
- Enlisting in the Military-5 hours (must have official papers signed)
- Blood Drives-Red Cross-volunteering at the Blood Drive
- Giving Blood (counts as two hours-can only do once)
- Soup Kitchens/Church Dinners
- Big Brother/ Big Sister Program
- Boy Scouts/Girl Scouts or other similar service organizations
- Church Clean-ups
- Campus Clean-Ups
- Volunteering at a library
- Teaching Sunday School at Church
- Providing Child Care at Church or at community meetings like the PTA
- Park Clean-Ups-officially sponsored by an organization
- Adopt a Highway Program Clean ups
- Charity Run or Walks (diabetes, MS, MD, ect)
- Food banks-working in the orchard, or at food donation
- Benefits helping people in need

- Humane Society/Animal Shelters-walking, feeding or cleaning up after animals
- Peer Tutoring/Tutoring for younger grades-must be approved before
- Helping in the elementary schools-must be approved before
- Coaching or helping coach a youth team-during the semester
- Gift Drives, wrapping gifts, collecting gifts, distributing gifts
- Community Fundraisers
- Helping in a nursing home or senior living center
- Volunteering at a pre-school or daycare

**YOU MUST DO AT LEAST ONE OF THE FOLLOWING FOR TWO HOURS**

- School Board Meeting
- Town Meeting or City Council Meetings
- Political Party Meeting
- Interest Group Meetings

**The following DO NOT COUNT as community service hours:**

- Helping parents, siblings, grandparents or family friends babysit, do lawn work or general chores.
- Doing work at your job but not getting paid
- House, pet or babysitting

**Ground rules:**

- You represent your school district
- Call ahead to set up an appointment, keep all appointments
- You need to use appropriate language-NO SWEARING
- You need to dress appropriately for the activity
- Be **respectful** to the people you are working for and working with
- Be on time
- DO THE JOB YOU WERE ASSIGNED!

----- High School

**Participation in Government Course - Community Service Requirement**

**Parent Information Form**

New York State Education Department mandates that all high school seniors take a Participation in Government (P.I.G.) course in order to receive a high school diploma. Citizens participate in civic life through volunteerism. At ----- High School, we require students to complete ----- hours of community service as part of the Participation in Government course.

As part of your child's grade for P.I.G. , he/she is required to take part in 20, non-paid community service hours. The purpose of this **is to give back to the community**, find **unselfish** ways **to help others** and to find new interests for their future.

**Requirements: (SUGGESTED-Should be edited as teacher and school policy)**

- 20 hours total, 2 hours must be done at a government meeting
- 10 hours due at the **10 week grade mark**
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Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Class Period: \_\_\_\_\_

I understand that my child, \_\_\_\_\_ needs to complete 20 unpaid hours of community service by the end of the semester in order to take the final exam.

Name of parent/guardian \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date: \_\_\_\_\_

**Participation in Government  
Community Service Project Proposal**

\*\* *Due* \_\_\_\_\_ \*\*

Name \_\_\_\_\_ Period \_\_\_\_\_

**Proposal**

I plan to complete my community service at:

The address of the organization is:

I plan to perform the following services at this organization:

I was able to get permission to perform community service from:

Whose position is:

You can reach him/her at the following telephone number:

My daily supervisor, who will sign my attendance sheet for every hour I volunteer, will be:

Name \_\_\_\_\_

### Community Service Hours Verification Form

Print out this form and use this to record your volunteer service hours. You will need to obtain a signature every time you volunteer. Make a copy of this form for your records. You **MUST** submit the original. REMEMBER you will **NEED** to get photos of YOU performing your Community service!!

Date	Type of Work	Hours	Organization	Name, Signature, Phone number of supervisor	
				PRINTED name and signature	Phone Number

**TOTAL HOURS** \_\_\_\_\_

Process Reflection: Answer the following questions in complete sentences.

Stages of Community Service	Reflection Questions
Investigation	<ol style="list-style-type: none"> <li>1. What service was provided by the group or organization you worked for in the community?</li> <li>2. How long has it been in existence?</li> <li>3. What were the reasons you chose this particular community service?</li> <li>4. Does this organization provide or supplement services provided by local/state government?</li> </ol> <p><u>Planning and Preparation</u></p> <ol style="list-style-type: none"> <li>1. How did you get your job at this organization?</li> <li>2. How did you prepare/plan for your community service?</li> </ol>
Implementing	<ol style="list-style-type: none"> <li>1. What jobs, duties, and responsibilities were you asked to perform?</li> <li>2. What interactions did you have with other volunteers and/or adults?</li> <li>3. How did this service connect to the “Roles of a Citizen”?</li> </ol>
Reflection	<ol style="list-style-type: none"> <li>1. What specific experiences affected you?</li> <li>2. Did you make a difference? Explain your answer.</li> <li>3. What did you learn from this experience?</li> </ol>

Community Service Completion Sheet  
(Sample)

Student Name: \_\_\_\_\_

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

Community Service: \_\_\_\_\_

Number of Hours Completed: \_\_\_\_\_

Brief description of work:

Work Performance: (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Excellent!               | <input type="checkbox"/> On time              |
| <input type="checkbox"/> Average                  | <input type="checkbox"/> Appropriate Language |
| <input type="checkbox"/> They showed up           | <input type="checkbox"/> Appropriate Clothing |
| <input type="checkbox"/> Would not want them back |   |

Additional comments:

Name of supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Title of Supervisor: \_\_\_\_\_

Supervisor's Phone/e-mail: \_\_\_\_\_

Organization: \_\_\_\_\_