

**STUDENT INSTRUCTIONS:** Complete this form legibly in ink and have it approved by the student-service learning (SSL) coordinator prior to earning service learning hours with an organization or activity that is not listed as "Service Opportunities" on the Montgomery County Public Schools Web site <http://www.mcpsssl.org>. Maintain copies of all forms for your records.

**STUDENT INFORMATION—To be completed by the student**

Student's Name \_\_\_\_\_ ID No. \_\_\_\_\_  
*Last First MI*

Parent/Guardian \_\_\_\_\_ Phone: Home \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_ Work \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ First Period Teacher \_\_\_\_\_

Identify what you will do \_\_\_\_\_

Proposed dates of service: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature, Student Date*

**PARENT/GUARDIAN APPROVAL: My signature below verifies that:**

- I approve and accept full responsibility for my child's participation in this student service-learning special activity and know this completed form must be returned to the school student service-learning coordinator for approval prior to my child's participation in the service.
- I understand that by participating in this special student service-learning activity my child will not receive direct supervision from MCPS staff or from anyone who has participated in the MCPS service-learning training available to representatives from non-profit, tax exempt organizations.
- I understand that there are approved service-learning opportunities available to my child where supervision is provided by MCPS staff or supervisors from non-profit, tax exempt organizations that have participated in training on student service-learning and agree to adhere to MCPS guidelines.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Parent/Guardian Name (PRINT) Signature Date*

**NON-PROFIT, TAX EXEMPT ORGANIZATION INFORMATION AND AGREEMENT—To be completed by the supervisor**

Organization Name \_\_\_\_\_ Tax Exempt Number \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State ZIP Code*

Phone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_ Fax \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

Activities to be performed by student include \_\_\_\_\_

My signature below verifies that

- I am 18 years old or older.
- I agree to the criteria for student service-learning activities listed on the back of this form.
- I agree to supervise the student in the above activities in a public place.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Name (Print) Title Signature, Supervisor Date*

**APPLICATION REVIEW**

- Approved  Disapproved
- This does not meet SSL guidelines
- Other (explain) \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature, Student Service Learning Coordinator Date*

**Student Follow Up:** Submit completed MCPS Form 560-51: *Student Service Learning Activity Verification Form* to the School SSL Coordinator.

- For summer service—by September 30
- For service during school year—by end of each semester



## **CRITERIA FOR STUDENT SERVICE-LEARNING (SSL) ACTIVITIES**

This MCPS Form 560-50: *Application for Student Service Learning Special Activity* must be completed and submitted to the school SSL coordinator for approval PRIOR to beginning an activity for which SSL hours are desired. The following criteria must be met by the non-profit, tax exempt organization for the *Application for Student Service-Learning Special Activity* to be approved for SSL hours.

- All activities must be performed through a non-profit, tax exempt organization in a public place, following phases of preparation, action, and reflection.
- All activities must be secular in nature, based on a recognized need in the community and completed outside of the instructional day.
- The supervisor must be someone other than a member of the student's family.
- The activity must be performed without financial compensation.
- One service learning hour must be awarded for one hour of service, maximum 8 hours per 24 hour period.
- The non-profit, tax exempt organization must comply with all federal, state, and local laws that forbid discrimination on the basis of race, creed, gender, age, disability, religion, and/or national origin.
- The non-profit tax exempt organization must prohibit verbal abuse, threats, and/or physical violence directed toward others.
- The non-profit, tax exempt organization must prohibit sexual harassment.

STUDENT FOLLOW UP INSTRUCTIONS: Completed MCPS Form 560-51: *Student Service Learning Activity Verification Form* must be turned into the school SSL coordinator by September 30 for any service performed during the summer. Documentation of service performed during any semester (August–January or January–June) must be turned into the SSL coordinator within the semester the service is performed.