



## **Community Service Program:** **Requirements - 2015-2016**

This program is designed to encourage Odysseysians to partake in both our community and the larger communities in which we live. Doing community service can strengthen our ties to the community, promote empathy, and give us greater insight into how we function and interact within a greater world.

### **1. Hours**

10 hours of community service are required for each Odyssey student.

These hours must be completed within the academic year. We encourage students to complete more than 10 hours.

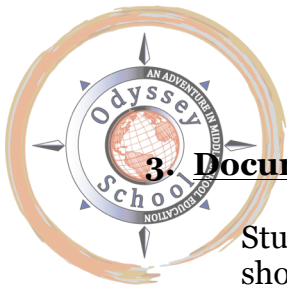
- 8 out of 10 hours **may** be completed on campus.  
There will be opportunities throughout the school year for students to volunteer. These events include participating in activities such as: open houses, homestay hosting, cleanup days, peer mentoring/tutoring, and other events. These hours can also be completed by running a drive or fundraiser (bake sales, warm clothes collection, shoes...). There will be many opportunities on campus. These hours can also be completed outside of school following the guidelines in the bullet point below.
- 2 of the 10 hours, at least, **must** be completed outside of school.  
These can be done independently or in groups with other Odyssey students and/or parents. Some groups that have worked with Odyssey in the past are: Free The Children, Glide, Habitat For Humanity, Nine Live Shelter, Homework Central, 2<sup>nd</sup> Harvest Food Bank, East Bay Urban Famers, Medshare, and the Parks Conservancy. We can help you get in contact with these groups.

### **2. Due Dates**

- Portfolios\*<sup>1</sup> must be turned in the last week of each Trimester to measure progress.
- All hours must be finished prior to May 1<sup>st</sup>.
- Final Portfolios are Due May 1<sup>st</sup> for all grade levels.
- Journal Entries must be submitted within 48hrs of completing the activity.

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<sup>1</sup> \* See second page for detailed information on the portfolio.



### **3. Documentation – Portfolio**

Students are required to submit documentation in the form of a portfolio. The portfolio should be turned within 48hrs of the event. The following elements should be placed in a binder and turned in as the portfolio.

- Cover Page – Design of your choice. Must include your name.
- Activity Log – A spreadsheet that has the following headers:
  - Date
  - Total numbers of hours worked
  - Location/Organization/Event
  - Supervisor's Name
  - Supervisor's Signature
- Reflections / Journal Section – Typed entries regarding your experience
  - Written within 24hrs of the activity
  - Must have your name and date
  - These entries are a place to reflect and record your thoughts and experiences.
  - Suggestions for your daily journal:
    - What service did you perform?
    - How did you feel about your work today?
    - What was the best experience you had during the activity?
    - What was the most difficult part of your work?
    - Write about a person with whom you worked.
    - What do you feel your main contribution was?
    - If you could redo this day of volunteering, what would you change?
- A Final Reflection Essay
  - One to two page typed essay – (double spaced, 12pt, font: georgia)
  - Examine your volunteer experience as a whole.
    - How did this service opportunity change you as an individual?
    - What compliments were given to you and what criticisms did you receive? Did you think they were fair? And why were they given?
    - What risks did you take?
    - What lessons will you take away from this experience?
    - What insights did you gain into the people you worked with?
    - What insights did you gain about the tasks that you performed?
    - What did you learn about yourself?
    - 3<sup>rd</sup> Years Only:
      - Reflect on your entire three years of Community service at Odyssey. How has your service changed over the past three years? What benefits have you received from this process?
      - What would you change about the program and why?

### **4. Remediation**

The summer between 1st/2nd year and between 2nd/3rd year should be considered the remedial loop. Students who have not completed their 1<sup>st</sup> or 2<sup>nd</sup> year hours will be required to finish them in the summer. Students who are not complete in all areas by May 1st of the 3rd year will not meet Odyssey Graduation Standards.